

**WELCOME TO THE CREIGHTON UNIVERSITY
Banner Student On-line Information and Registration System**

The N.E.S.T.

FOR ASSISTANCE

If you have any questions regarding the on-line system or services, please contact the
Creighton University Registrar's Office
(402) 280-2702

Or if you are out of the area
1-800-282-5835 Option#3

Please feel free to stop by the office for assistance on how to use the system.

GENERAL INFORMATION

You can access the on-line system from the Registrar's Office Home Page. You can access the system from on campus and from off campus.

BLUE PASSWORD USED TO LOGIN TO N.E.S.T.

You will be able to access your student account, NEST (Nearly Every Student Transaction) by using your BLUE password. The password you use to access your CEmail account, Blackboard, BlueLine and AMI will be the same password you use to access your NEST account.

If you have questions, please call the Service Desk at 280-1111.

STUDENTS

CLASS SCHEDULE

To look at class schedules, click on *Schedule of Courses* link

Select the term you want to view from the pull down box.

On The Class Schedule Search page select the subject for which you want to view classes.

You can also use any of the additional search categories.

Click on the Class search icon at the bottom of the page.

Scroll down the page to view the classes for the subject you selected.

To view enrollments in the course, click on the title and course hyperlink.

To view other course subjects, repeat your search with a new subject selected.

COURSE CATALOG

To look at the Catalog, click on that option.

Select the term you want to view from the pull down box.

STUDENT LOGIN TO SECURE AREA

Select the *Student/Faculty Login* option to enter the Banner Self Service Student Registration system.

Follow the instructions on the *USER LOGIN* page.

If this is the first time you are logging in to on-line services, follow the instructions for *FIRST TIME LOGIN* on page 1.

You have two menu options to choose from on the next page. *PERSONAL INFORMATION or*

STUDENT SERVICES.

Each menu option lists the information or services available to you.

To use either of the menu options, simply click on the heading.

Each of the menus will give you the additional options for you to select.

HOW TO REGISTER FOR CLASSES (NOTE: Only available during registration)

After you login, click on STUDENT SERVICES and then on REGISTRATION.

You need to select the term for which you want to register.

If you click on **REGISTRATION STATUS**, you can view any holds and other information.

Terms listed as view only will not allow you to process transactions.

Click on **ADD/DROP COURSES**.

If you attempt to register before your registration window opens, you will receive a message that you are not eligible to register at this time. If you have questions about your registration time, you can contact the Registrar's Office.

If you have a hold that will prevent you from processing your registration, you will receive a message stating you can not register at this time. You should contact the office that placed the hold on your records.

All students will be prompted to enter the Registration PIN you received from your advisor during your advisement session.

Registration Pins are required for all semesters (Spring, Summer, Fall)

This PIN acts as verification that you have met with your adviser. **PLEASE NOTE: If you have lost your Registration PIN, you must see your advisor to get the PIN.**

The Registrar's Office can not give you the Registration PIN.

Registration PINs change every semester.

Registration PINs are good through the end of the drop/add period.

To register for classes, enter the five digit CRN (course reference number) for the sections you want to register in the worksheet.

Once you have entered all the CRNs in the worksheet, click on the **SUBMIT CHANGES** button.

The sections for which you were able to register for will appear and will be listed as **Web Registered** with the date.

Sections, in which you were unable to register, will appear as schedule errors.

The reason for the error will be listed.

Examples of registration errors are closed sections, time conflicts, instructor consent required, pre-requisite, co-requisite (a course that you must take with that section), or duplicate section.

You can not override these errors. An override form (from the Registrar's Office) must be signed and stamped, in the appropriate area, to enter the section.

The appropriate person listed on the course for signatures, can you give you the written permission to enter a section that requires a instructor signature by signing and stamping an override form.

Department advisors or chairpersons can give you the override for the pre-requisite or co-requisite error.

After you have attempted to register and received schedule errors, go the appropriate person, get the signature and stamp for the override and bring it to the Registrar's Office.

You can also search for sections while you register. Click on **SEARCH FOR CLASSES** button. All you have to do is select any of the search criteria and the courses that meet the criteria will appear.

To register for a section in the search lists, simply click the box in front of the section and click the **REGISTER** button to register for the section immediately.

If there is a 'C' in place of the box, this means the course is closed.

If there is a 'NR' in place of the box, you are already registered for the course or the course is not available for registration at this time.

Once you have registered, click on the **MENU** button at the top of the page to return to the Registration Menu.

To Print you schedule, you have two options. Select **STUDENT SCHEDULE BY DAY AND TIME** (calendar format with times and room locations) or **STUDENT DETAIL SCHEDULE** (with instructor names, course numbers).

To print your schedule use the print function from your browser.

To add and drop sections after you have registered, click on **ADD/DROP CLASSES** menu option.

Your schedule will appear.

A pull down list will appear in front of each of the sections, select the **Web Drop** option for each section you want to drop. You can drop all courses, for a given term, **except your last course**.

You can add sections by entering the CRN(s) of the section(s) you want to add in the worksheet.

Submit your changes.

STUDENT RECORDS MENU OPTION

This menu option will allow you to view your hold information, final grades, grade detail, academic transcript and your Course catalog, student information and the class schedule.

You may print any of these options from browser print function.

View Holds

This will list any holds on your record, what transactions or process will be stopped by the hold and what office to contact about the hold.

Midterm Grades

To view any Midterm grades, select the term you want to view.

If there are no Midterms grades available, you will get that message.

Final Grades

At the end of the term once grades are processed you can view and print your final grades for the term.

To view Final Grades, select the term you want to view.

Academic Transcript

You can view and print an unofficial copy of your transcript.

Official transcripts are issued by the Registrar's Office.

Contact the Registrar's Office for instructions to request official transcripts.

Select the level (undergraduate or graduate or both by selecting all) of the transcript you want to view.

Select the type (unofficial).

Click on Submit.

Dynamic Catalog

To look at the Catalog, click on that option.

Select the term you want to view from the pull down box.

Follow instructions.

Online Transcript Request

Creighton University NEST

Personal Information **Student Services & Financial Aid** Faculty Services

Search Go

Student Records

- View Holds
- Midterm Grades
- Final Grades
- Grade Detail
- Academic Transcript
- Degree Evaluation
- Dynamic Catalog
- View Student Information
- Update Expected Graduation Date
- View Test Scores

RELEASE: 7.3.2

To request an official transcript online, select Academic Transcript from the Student Records Menu.

Creighton University NEST

Personal Information **Student Services & Financial Aid** Faculty Services

Search Go

Request a Transcript via Self-Service

Choose either an official or unofficial transcript

[Request Printed/Official Transcript](#)

[View Unofficial Transcript](#)

RELEASE: 7.3.2

Select “Request Printed/Official Transcript” from the Academic Transcript Menu.

Creighton University NEST

Personal Information **Student Services & Financial Aid** Faculty Services

Search Go

Select a mailing address

To manually enter an address:

1. Type the name of the person or institution in the 'Issue to' field.
2. Click on the continue button.
3. Provide complete delivery address information for that person or institution on the following page.

Issue to:

Continue

[[View Holds](#) | [Academic Transcript](#)]

RELEASE: 7.3.2.2-C

Type in the name or person, institution, or business in the “Issue to” field.

Creighton University NEST

Personal Information **Student Services & Financial Aid** Faculty Services

Search Go

Select Transcript Type

Please verify that the address information is correct. A complete mailing address is required for any transcript that is to be mailed. Missing or incomplete address

* indicates required field

Transcript Type:

Issued To:

Street Line 1:

Street Line 2:

Street Line 3:

City:

State or Province:

Zip or Postal Code:

Nation:

Student Contact Area Code and Phone Number:

Continue

[[View Holds](#) | [Academic Transcript](#)]

RELEASE: 7.3.2.2-C

Complete all address information for the person, institution or business.

Creighton University NEST

Personal Information **Student Services & Financial Aid** Faculty Services

Search Go

Transcript Request Information

Number of Copies (Up to 5):

Official Transcript: ☒ Yes

In Progress Cut-off Term:

Print Transcript:

Delivery Method:

Continue

[[View Holds](#) | [Academic Transcript](#)]

RELEASE: 7.3.2.2-C

Enter the number of copies, the delivery method and how soon you would like the transcript printed.

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Personal Information **Student Services & Financial Aid** Faculty Services

Search Go

Transcript Signature

Your Transcript Request can not be processed until you confirm your identity by checking the box

By logging into this authorization system, you are indicating that you are the student to whom the NetID you

If you are not the student listed above and you are trying to authorize the release of education records below misrepresentation and could be construed as a fraudulent act.

(See [FERPA](#) for more information on the Federal protection of education privacy.) To confirm your identity, p

☒ Check to confirm your identity

Continue

RELEASE: 1.0

In order to release your records you need to verify your identity by checking the box and clicking continue to complete the request.

Online Graduation Application

1.

Creighton University NEST

Personal Information Student Services & Financial Aid Faculty Services

Search [] Go [] RETURN TO MENU SITE MAP HELP EXIT

Student Records

View Holds
Midterm Grades
Final Grades
Grade Detail
Request a Transcript
Degree Evaluation
Dynamic Catalog
View Student Information
Update Expected Graduation Date
View Test Scores
Degree Application and Graduation Participation
Accelerated Degree Programs - Plan of Study

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2.

Creighton University NEST

Personal Information Student Services & Financial Aid Faculty Services

Search [] Go [] SITE MAP HELP EXIT

Degree Application and Graduation Participation

Our records show you are not eligible to apply for graduation. If you believe this is an error, contact the Registrar's Office at (402)280-4020.

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If the Graduation Status Date is incorrect on SGASTDN, the applicant will receive an error indicating they are not eligible to graduate.

To apply for Graduation online, select the **Degree Application and Graduation Participation** link from the Student Records Menu.

3.

Creighton University NEST

Personal Information Student Services & Financial Aid Faculty Services

Search [] Go [] SITE MAP HELP EXIT

Degree Application and Graduation Participation

Instructions: Prior to submitting the application, please review the preprinted information. If a correction is necessary, contact the Registrar's Office at 280-2702 or email registrar@creighton.edu.

* Denotes required information

If the Name below is incorrect please contact the Registrar's Office prior to proceeding.

Diploma Name: **Test T Student**

If the Graduation date below is incorrect please contact the Registrar's Office prior to proceeding.

Expected Graduation Date: **December 15, 2007**

Application is due by: **Thursday, October 11, 2007**

If the Degree information below is incorrect please contact the Registrar's Office at 280-4020 prior to proceeding.

* Check here if you are applying for: **Bachelor of Arts** to be conferred on Saturday, December 15, 2007

Program: Bachelor of Arts
Level: Undergraduate
College/School: College of Arts and Sciences
Degree: Bachelor of Arts
Major: Graphic Design
Major: Spanish

Specific pre-printed information will appear for the applicant to review including **Student Name**, **Expected Graduation Date**, **Application Due Date**. The applicant is required to check which degree (from SGASTDN) they will be applying for.

5.

Creighton University NEST

Personal Information Student Services & Financial Aid Faculty Services

Search [] Go [] SITE MAP HELP EXIT

Degree Application and Graduation Participation

Thank you for your application

Cap and Gown Information
Your cap and gown is ordered directly from Willisie Cap & Gown Co. Click here to place your order. You should choose the **Bachelor Cap and Gown Rental** option.

After completing the application, the applicant can order a **Cap and Gown** through Willisie's website. A redirect is located through our site at: <http://www2.creighton.edu/registrar/capandgown/>

4.

Participation in December 2007 Commencement on Saturday, December 15, 2007

Participating in December Commencement is optional.

☒ Yes, I plan to participate in the December 2007 Commencement.
☐ No, I do not plan to participate in the December 2007 Commencement.

* Enter PHONETIC pronunciation (First / Middle / Last): [] Test Student
* Enter your hometown (City, State): [] Omaha, Nebraska

* Diploma Issuance Address
PO Boxes are undeliverable, use a physical address. Using an international address requires you to provide the Registrar's Office with a prepaid airmail envelope.

Address line 1: [] 2500 California Plaza
Address line 2: [] Admin 226
Address line 3: []
City: [] Omaha
State: [] Nebraska
Zip Code: [] 68132
Country: [] United States

Current email address other than Creighton account.
Email Address: [] schillm@cox.net

[] Submit Application
Please note, your application is not accepted until you click the 'Submit Application' button.

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Graduation Participation information such as **Commencement Attendance**, **Phonetic** and **Hometown** information is also required. The applicant will also be required to enter a **Graduation Address** and contact email. Once submitted, the Graduation address will be sent through the GOAADDR review process. The application is not complete until the submit application button is selected. The student will also receive a confirmation email to their Creighton account once the application has been submitted.

PERSONAL INFORMATION MENU

This menu option will allow you to view and update certain information. You will be able to change your security question, change your PIN, view your address information view and update your emergency contact information, view your email address information, update marital status, view social security and name change information.

Change Security Question

Your current security question and answer will be listed.

Enter your new question and answer and click submit.

View Addresses and Phones

You can view the current information stored in our database.

Contact the Registrar's Office to submit any changes.

A link to the US Postal service is also available.

View E-mail Address

You can view the current e-mail address stored in our database.

View/Update Emergency Contacts

You can view your current contact and update the contact information if needed.

Update Marital Status

You can update your Marital Status.

Name Change Information

This provides information on how to change your name.

A link to Social Security Administration is available.

Social Security Number Change Information

This provides you with information about securing a new social security card.

A link to Social Security Administration is available.

VIEWING DEGREE EVALUATIONS

Students and Advisers in the College of Arts and Sciences can view degree evaluations for CORE requirements via their Self Service account.

Students

By clicking on Degree Evaluation from your Student Records Menu, students can view evaluation results for the current term. Select Degree Evaluation and choose the current term. The View Previous Evaluations link at the bottom of the page will display your current evaluation results.

Information about the CAPP Evaluation:

General Requirements display a concise view of the evaluation. Core Curriculum/ Major and other requirements areas are considered 'met' or 'not met' based on requirements defined in the respective Undergraduate Bulletin.

Detail Requirements display each of the rules that define the Core Curriculum/ Major and other requirements areas. Each requirement or rule is considered 'met' or 'not met' as well as the area.

Additional Requirements highlight in progress courses and courses not used in the evaluation and any restricted grades.

FACULTY

CLASS SCHEDULE

To look at class schedules, click on *Schedule of Courses* link
Select the term you want to view from the pull down box.
On The Class Schedule Search page select the subject for which you want to view classes.
You can also use any of the additional search categories.
Click on the Class search icon at the bottom of the page.
Scroll down the page to view the classes for the subject you selected.
To view enrollments in the course, click on the title and course hyperlink.
To view other course subjects, repeat your search with a new subject selected.

COURSE CATALOG

To look at the Catalog, click on that option.
Select the term you want to view from the pull down box.
Follow instructions.

CLASS LISTS FOR FACULTY

In recent years, faculty members could obtain preliminary class lists during registration only if their department had access to the legacy student system (SIS). Typically, this was done by your department Administrative Assistant. With our new Banner Self Service student system, every faculty member has direct access to the class lists for each of his or her classes. Simply log on to Banner Self-Service through the Registrar's website and click on Faculty and Advisors. For those who will be accessing the Self Service for the first time, log in instructions are listed on page 1.

On the Faculty and Advisors menu select Summary Class List and follow the commands. You can use the browser's print command to get a hard copy of the list.

Please note that only faculty and others who are serving as advisors have access to the Faculty/Advisors menu of Banner Self Service and the information included. Department Administrative Assistants will not be able to access or print your class lists for you.

ADVISEE LISTINGS

Access through your Banner Self Service account displays your advisees in a list format. Once into your Banner account, Select Faculty and Advisers and choose Student Menu. The Advisee Listing is the last menu option. Select a term for which you need an advisee listing and click submit. All students for which you are an adviser in the selected term will be displayed. NetID, Registration PIN, Holds, Transcript and Degree Evaluations are also available from this menu option.

REGISTRATION HISTORY

Complete Registration History for your advisees is another added feature Banner Self Service provides. From the Faculty Services Menu, select Student Menu and click on Registration History. Select a student by ID or by last name and click submit. Choose the correct student from the pull-down list. Registration history is available for active registration periods only. The list displays the associated term, CRN, Course name and Number, Credits, Level, Registration status and date as well as midterm and final grade. To select a new student, click on Return to Menu in the upper right corner and click ID selection.

GRADING

Once into the Faculty/Advisors menu, click on Term Selection. Open the list with the arrow to the right of the term and select the current term. Click Submit. You will then be returned to the Faculty Services Menu, click on Midterm Grades. You will receive a list of those courses and CRNs (Course Reference Numbers) for which you are the primary instructor of record. Click on the arrow to the right of the CRN to open the list. Select the course you wish to grade by clicking on it then click Submit. Now you are ready to grade! Go to the column headed Grade and open the list of possible grades for that student by clicking on the arrow to the right of NONE. Select the appropriate grade by clicking on it. The grade is the only required entry field. The “Last Attend Date” and the “Attend Hrs.” fields are for your personal use. The grade will not be saved unless you click Submit at the bottom of the page. It is suggested that you submit grades often because there is a ten minute time limit on the page. You may change the grades until grading has been turned off (this option is available for midterm grades only). When grades have been turned off you will have to come to the Registrar’s Office, Administration Building Rm. 226 to enter new grades or change grades that have been submitted. If you need assistance with grading please come to the Registrar’s Office. A Registrar’s staff member and computer will be available to assist you in entering your grades.

Viewing Degree Evaluations

Students and Advisers in the College of Arts and Sciences can view degree evaluations for CORE requirements via their Self Service account.

Advisers

Advisers must open the Advisor Menu and select Degree Evaluation. Then select the current term from the list of terms and select the Student’s ID for evaluation. Once the student and term are selected, click View Previous Evaluations at the bottom of the page to review all previously-run Degree Evaluations. To view another student, return to the Advisor Menu and select a different ID from the ID Selection Menu.

Information about the CAPP Evaluation:

General Requirements display a concise view of the evaluation. Core Curriculum/ Major and other requirements areas are considered ‘met’ or ‘not met’ based on requirements defined in the respective Undergraduate Bulletin.

Detail Requirements display each of the rules that define the Core Curriculum/ Major and other requirements areas. Each requirement or rule is considered ‘met’ or ‘not met’ as well as the area.

Additional Requirements highlight in progress courses and courses not used in the evaluation and any restricted grades.

ONLINE Grade Change

You can now make grade changes online. If the grade change is older than one year from the end of the semester you will need to come to the Registrar's Office to make the grade change.

Login to your N.E.S.T. account.

At the Main Menu click on Faculty & Advisors

Click on Student Grade Change.

Open the list of available terms by clicking on the arrow to the right of the term.

Click on the term you wish to select then click "Go".

A list of the courses for which you are the primary instructor in that term will appear.

Scan the course list* and locate the student** whose grade you wish to change, click on "edit" on the last column to the right.

Open the list of available grades by clicking on the arrow to the right of the grade in the "Final Grade" column. Click on the appropriate grade.

Tab to the "Grade Change Reason" field and open the list by clicking on the arrow on the right. Click on the appropriate reason for the grade change.

You must click "Save" to complete the grade change.

The student and faculty will receive emails indicating that a grade has been changed.

Creighton University NEST

Personal Information Student Services & Financial Aid **Faculty Services**

Search [] Go RETURN TO MENU SITE MAP HELP EXIT

Faculty & Advisors

- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List
- Mid Term Grades
- Final Grades
- Look Up Classes
- Student Menu
 - Display Student Information; View a student's schedule, Advisee Listing, Registration History
- Advisor Menu
 - Student Academic Transfer; Degree Evaluations
- View Active Assignments
- NEW! View Assignment History**
- Class Schedule
- Course Catalog
- Syllabus Information
- Office Hours
- NEW! Student Grade Change**
Change student grades within the NEST

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Creighton University NEST

Personal Information Student Services & Financial Aid **Faculty Services**

Search [] Go SITE MAP HELP EXIT

Student Grade Change

It may take up to 24 hours for grades entered into Banner to become available to this page. If the student whose grade you wish to change does not appear, please go back to the [Grade Entry page](#).

Term: Spring 2007 [v] Go

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Creighton University NEST

Personal Information Student Services & Financial Aid **Faculty Services**

Search [] Go SITE MAP HELP EXIT

Student Grade Change

It may take up to 24 hours for grades entered into Banner to become available to this page. If the student whose grade you wish to change does not appear, please go back to the [Grade Entry page](#).

Term: Spring 2007 [v] Go

Search Search for a student...

On Being Native Americans (MLS 651 N) - 12798

Student	Final Grade	Grade Change Reason	Last Modified	
Monica	A	OE - Original Entry	May 3, 2007	edit
Meghan	A	OE - Original Entry	May 3, 2007	edit
Alycia	A	OE - Original Entry	May 3, 2007	edit
Teressa	A	OE - Original Entry	May 3, 2007	edit
Sarah	A	OE - Original Entry	May 3, 2007	edit
Jane	A	OE - Original Entry	May 3, 2007	edit
Lika	A	OE - Original Entry	May 3, 2007	edit
Matthew	A [v]	EE - Entry Error [v]	May 3, 2007	Save Cancel
Erin	A	OE - Original Entry	May 3, 2007	edit
Johnson, D	B	OE - Original Entry	May 3, 2007	edit
Jennifer	A	OE - Original Entry	May 3, 2007	edit
Sarah	A	OE - Original Entry	May 3, 2007	edit

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*You can significantly reduce the list of students by using the "Torch Search". Begin typing the student's name (first or last). With each letter typed the list will narrow to only students who meet the criteria. It typically requires only 2 letters to significantly reduce the list.

**If you are trying to change a grade during the grading period and the student whose grade you wish to change does not appear, please go back to the Grade Entry Page. A link is provided at top of the Student Grade Change page.