Faculty FAQs for Self-Service

How do I log into Banner Self-Service?

Banner Self-Service can be accessed through USD Portal:

2. Once you log-in, click on SNAP button in the USD portal home tab.

3. Log into SDBOR portal with your email name & password.
4. Select “Faculty/Advisors” item listed under Banner Faculty Self-Service.

How do I see my fall offerings in Self-Service?

You can see this in the faculty dashboard.

You class(es) will be listed here.

Select your course and submit.
View your class-list:

To see more details about the students in your course, please click on “Detail Class List” at the bottom of the screen.
How do I enter midterm or final grades?

Here is a video to show this: Entering Grades in SSB 8

How do I see my waitlist?

Click on blue icon.
What are registration overrides?

A registration override is like your signature on a drop/add form. It is a permission entry that a professor places on a student’s record in Self-Service that allows that student to register online for a CRN for which they would normally be ineligible (prerequisites not met, class closed, seat reserved for a specific major, instructor approval required, etc.). The entry the professor puts on the student record DOES NOT REGISTER the student for the class but gives the student permission to self-enroll. The student must still register for the class online.

How do I enter a registration override for a student?

After you have logged into Banner Self-Service:

1. Select “Registration Overrides.”

2. When prompted to Select a Term, choose “Fall 2019” and Submit.
3. Enter student ID # (8 digits including two preceding zeroes) or last & first name and Submit. NOTE: In order to use the name query, the student MUST BE either an advisee or already registered in one of your classes.

4. In the drop-down boxes, select which type of override you are granting (USD Faculty, USD advisor, or USD Department Head/Dean).
5. Then select for which course or CRN you are granting this override in the drop-down box. Only the classes for which you are the primary instructor will be presented in the drop-down box. Be sure to enter both lecture and lab/seminar if there are two sections for a course.

6. You may add additional overrides for this student on this screen by repeating these steps on the second and third lines.

7. Click Submit when finished. Important Note: You will want to keep track of how many capacity overrides you grant for a particular CRN. Once an override has been granted, that student will always be able to register for your class unless the registration override is removed. If student A registers for an at-capacity class because they were granted permission, then drops the class and Student B is allowed in, Student A may still come back and add the class at some time in the future. However, registration overrides can be removed for a student through the Registrar’s Office. If you have entered an override on a student’s record which needs to be removed, contact registrar@usd.edu.

How do I email students?
Copy and Paste names into a word document. Replace “,” for “;”. Make sure you have the space after the semicolon.

Take this new list to email your students in outlook.

Other information is available to you.

Please contact your dean’s office or Academic Affairs 605-677-6497 if you have questions.