July, 2016

Greetings from the Office of Academic Advising. **I am happy to announce completion of first semester schedules for the College of St. Benedict/St. John’s University (CSB/SJU) class of 2020!** Instructions for accessing your schedule are noted below. It is each student’s responsibility to thoroughly review the links below and those under Fall 2016 Registration Information on the Academic Advising website.

Your schedule was carefully constructed to reflect your intended major, pre-professional interests, language placement, and academic background. In some cases, curricular requirements necessitate enrollment in specific courses. For instance, stated interest in a **pre-professional program** (pre-medicine, pre-physical therapy, etc.) results in registration for the recommended first-semester courses in that program.

The following links are vital to understanding the coursework included in your schedule:

- [Answers to Frequently Asked Questions](#)
- [Explanation of Schedule](#)
- [Textbook Purchase Information](#)

**Instructions to view your schedule online:**

**Step 1: Access Banner Web Self Service**

Go to: [http://www.csbsju.edu/it-services/banner](http://www.csbsju.edu/it-services/banner)
Select: **Enter Secure Area** (CSB or SJU Students).
Enter: Network username.
Enter: Network password.
Click: **Login**
If you have difficulty accessing Banner Web, contact [HelpDesk@csbsju.edu](mailto:HelpDesk@csbsju.edu) or (320) 363-2228.

**Step 2: Access Fall Schedule**

Log in to Banner Web Self Service.
Select: **Student**, near the top of the list of options.
Select: **Registration**
Select: **Student Detail Schedule**
Select: **Fall 2016**
Click: **SUBMIT**

On behalf of the Academic Advising staff, I look forward to your arrival at CSB/SJU and the opportunity to assist you with a smooth and enjoyable transition to college.

Sincerely,

Jason M. Kelly
Assistant Dean and Director of Academic Advising

Beginning with the 2016-17 school year, the federal government is requiring all colleges provide students with Title IX information:

The College of Saint Benedict and Saint John’s University comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment, sexual misconduct and sexual violence) based on sex in the college’s educational programs and activities. The college and university have **zero** tolerance for sexual misconduct in any form. The Sexual Misconduct Policy for the College of Saint Benedict and Saint John’s University is available at [http://www.csbsju.edu/sexualmisconductpolicy](http://www.csbsju.edu/sexualmisconductpolicy). The Sexual Misconduct Complaint Procedure is available at [http://www.csbsju.edu/sexualmisconductprocedure](http://www.csbsju.edu/sexualmisconductprocedure).