

# Faculty Self Service – Registration History

Registrar Operations – Office of Registrar

## Overview

The Registration History page in Banner Faculty Self-Service allows faculty and advisors to see a student's past course registrations. It is less detailed than a transcript and includes courses that were registered and later dropped. Final grades are shown for courses when available.

## Accessing the Self-Service Page

Registration History can be accessed in **CougarNet** by selecting:  
**Faculty and Advisors > Registration History.**

## Student and Advisee ID Selection

Student and Advisee ID Selection

Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.

Term  
Select

Student or Advisee ID OR Last Name First Name

Search Type ☐ Students ☐ Advisee ☒ Both

Submit

You must select a term before you search for a student. You can search by 800 number or by name. The search will match partial names and case does not matter; searching for last name "Myer" will also return "Myers", "Altmyer", "Myer-Johnson", etc.

There are four options for "search type." Selecting "students" will return only individuals who were enrolled in your classes in the chosen term. "Advisee" will return only students who had you assigned as an advisor (not necessarily primary advisor) during the chosen term. "Both" allows you to search both groups at once.

## Registration History

If you select a name from search results, or if you already have a student selected this session, you will see something like the following for registration history:

The following represents active as well as completed registrations. Withdrawn, dropped, and/or cancelled classes are also displayed.

Term	CRN	Course	Course Title	Credits	Level	Status	Midterm Grade	Final Grade	Study Path
No Registration History Available									
Results found: 0									

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This list includes all courses registered in the current term and past terms, even if those courses were later dropped. If final grades are available, they will also be displayed. (N.B.: If a student has a hold that prevents the release of their grades for any reason, their grades will not be available in Registration History.)