Middlebury College

View Semester Final Grades & Academic Transcript via BannerWeb

1. From Middlebury College's Home Page: www.middlebury.edu, **select BannerWeb** from the bottom menu bar. Internet Explorer, on either the PC or Mac, is recommended.

    To protect your privacy, always exit and close your browser after each use.

2. **You will be prompted for your User ID and PIN** to enter BannerWeb. Access the secure area by entering:
    a. **Your 8-digit College ID#** which is your User ID. See your Middlebury student identification number on the label on the front of your arrival packet (summer students), or on your registration instruction sheet for First Year Undergraduates, or your College ID card.
    b. **Date of birth as your BannerWeb PIN (mmddyy).** Once you have entered the secure area the first time, you will be prompted immediately to change this to a unique number of your choosing.

3. You will be prompted to select a unique PIN once you have logged in:

4. **You will also be asked to create a reminder question and answer** to be used in the future should you forget your PIN. This way, you can reset your PIN yourself if you forget.
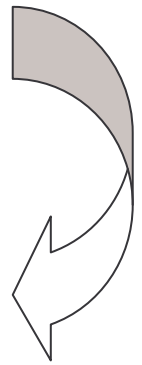
If you incorrectly enter your User ID/PIN 5 times, you will be locked out, but the Helpdesk can reset your account for you.

If you need PIN-related assistance, please contact the ITS Helpdesk at (802) 443-2200. The Helpdesk is open 8:15 a.m. – 5 p.m. Monday – Friday. If you call outside of business hours, you can leave a message and someone will return the call when the office is open.

5. **Once you click "Submit", you will enter the secured area where you will have access to your Student information as well as your Personal information. You will want to keep your User ID and PIN confidential!**

To View your <u>Final Semester Grades</u> or your entire <u>Academic Transcript</u> Online:

Note: Middlebury College does not provide paper copies of final grades; instead, students view their grades online. Students are notified by email when grades have been posted. Students are not able to access their grades if they have an unpaid outstanding balance on their College bill.

BannerWeb: *Self-Service Access to Banner*

Personal Information | **Student Services**

Search [   ] [Go]

SITE MAP   HELP   EXIT

Welcome, Michael Middlebury, to BannerWeb! Last web access on Mar 14, 2006 at 02:54 pm

Student Information & Registration
Register for courses. View your academic records. Record your Volunteer Hours.

◄———— **6. Select "Student Information & Registration"**

Personal Information
Change your PIN or security question; View social security number change information.

Student Services and Financial Aid

Registration
  Check your registration status; Add or drop classes; Display your class schedule.

Student Records
  View your holds; Display your grades and transcripts.

◄———— **7. Click the "Student Records" link.**

Volunteer Service Tracking
Enter your hours for volunteer activities

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8. Select the "Final Grades" link for your <u>final semester grades</u> only. Students are notified by email when grades have been posted; no grades are sent home. You will then need to select a

📝 Student Records

Final Grades
Final Grades for **Summer Language School 2005** are now posted -- August 19, 2005. (See also 'Academic Transcript' link below.)

  Final Grades for **Bread Loaf School of English 2005** are now posted -- August 23, 2005. (See also 'Academic Transcript' link below.) NOTE: If grade roster has not yet been received from the instructor and will be posted as soon as received.

Academic Transcript
  Undergraduates will find their PE courses taken before Fall 2003 at the bottom of this Academic transcript under "comments."

Account Summary by Term
  View your account by semester.

Account Summary
  View your account history.

Degree Progress Report
  College Writing (CW) and Physical Education (PE) and Winter Term credits (WTR) earned before Fall 2003 are summarized at the top using the following codes:

Final Grades

Select a Term: [Summer 2005 ▼]

[Submit]

9. **Select the "Academic Transcript" link to view your <u>entire academic record</u>*.**

10. **The "Degree Progress Report" is available to Undergraduate Students** and is helpful to view course attributes that indicate satisfaction of College requirements.

*Courses for which you are registered show as "in-progress" courses at the bottom of this Academic Transcript link.