Student Instructions to Indicate Grade Scale Preference:

1. Log into Banner - Student Self Service through rbc.edu. Choose Info for Statesmen, and Banner.
2. On the entry page for Student Self-Service Banner Main Menu, enter your R# as your User ID, and your 6 digit pin. If you have forgotten your pin, click “Forgot PIN?” or call 804-862-6100 and choose option #3.

Click Login.

3. You are at the Student Self-Service Banner Main Menu, click Student.
4. At the Student Menu, Click Registration.

Student

Registration
Check your registration status, class schedule and add or drop classes

Student Records
View your holds, grades and transcripts

Student Account
View your account summaries, statement/payment history and tax information

RELEASE: 8.9

4. At the Registration Menu, Choose Active Registration.

Registration

Select Term (must select term before registering)
Add or Drop Classes (to register or change classes)
Look Up Classes
Change Class Options
Week at a Glance
Student Detail Schedule
Registration Status
Registration Fee Assessment
Active Registration
Registration History

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5. Click on Grade Mode for any of Spring 2020 Courses.

6. All of your Spring 2020 Courses will appear on a screen called Change Class Options. Use the drop down box under Grade Mode to select Standard or P+/P- for each course.
7. Once you have made all selections, click Submit Changes. You can make changes until midnight on May 10th. If you have any issues with Banner, email bannerhelp@rbc.edu.

*Beginning Drawing II*
- Course: 10002 ART 104 01
- Credit Hours: 3.000
- Grade Mode: Standard
- Course Level: Undergraduate

*Art History Survey II*
- Course: 10003 ART 202 01
- Credit Hours: 3.000
- Grade Mode: Non-Standard
- Course Level: Undergraduate

Submit Changes | Reset