

## Master of Education Students or Graduate-Level Course Completion Confirmation

For students registered in the Master of Education or graduate-level education courses and are required to submit their course start and end dates and/or proof of course completion to NS Teacher Certification, NS School Board or Union can now submit 2 documents:

### Banner Self-service grade report

When logged in to Banner self-service, select Student Services, then Student Academic Records and then Grade Report.

Sample:

<b>Term: Full Academic Year 2020-2021</b>							
<b>Major:</b>							
<b>Student Type:</b>		Previous Degree					
<b>Academic Standing:</b>							
Subject	Course	Campus	Level	Title	Grade	Credit Hours	R
EDUC	536	Distance	GR	Program Development	85	3.000	
<b>Term Totals (Graduate)</b>							
					Attempt Hours	Passed Hours	Earned Hours
<b>Current Term:</b>					3.000	3.000	3.000

### Banner Self-Service class schedule

When logged in to Banner self-service, select Student Services, then Student Detail Schedule.

Sample

<b>Program Development - EDUC 536 - 67</b>					
<b>Associated Term:</b>	Full Academic Year 2020-2021				
<b>CRN:</b>	55909				
<b>Status:</b>	**Registered** on Aug 25, 2020				
<b>Assigned Instructor:</b>	Margaret Olson 				
<b>Grade Mode:</b>	Numeric				
<b>Credits:</b>	3.000				
<b>Level:</b>	Graduate				
<b>Campus:</b>	Distance				
<b>Scheduled Meeting Times</b>					
Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	11:58 pm - 11:59 pm	TBA	Sep 17, 2020 - Dec 03, 2020	Lecture	Margaret Olson (P) 

Both documents can be forwarded as required. Student name has been removed for privacy.

### Following program completion

When the program is complete, students can request an official transcript. See previous page. Students requiring a receipt of payment may contact Accounting Services, [aservice@stfx.ca](mailto:aservice@stfx.ca)