Student Registration

Register for Classes
Points of Caution

- Do NOT use Banner Web Self Service registration and Banner 9 web registration at the SAME time
- Banner 9 web registration is recommended on the following web browsers:
Registration Main Menu

What would you like to do?

Prepare for Registration
View registration status, update student term data, and complete pre-registration requirements.

Plan Ahead
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

View Registration Information
View your past schedules and your ungraded classes.

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

Browse Classes
Looking for classes? In this section you can browse classes you find interesting.

Browse Course Catalog
Look up basic course information like subject, course and description.
1. Enter your network username in the first box (everything before the @ in your CSB/SJU email address)
2. Enter your network password in the second box
3. Click the ‘Sign In’ button to continue.
1. Enter the registration term into the initial screen
2. You will need to enter the registration pin provided by your faculty advisor to access this module
   Note: You will NOT be able to access this module until your predetermined registration date and time.
3. Click ‘Continue’ to enter class registration
4. You can add courses in several ways
   - Find a course using the “Find Classes” search feature (see Advanced Search feature)
   - Enter CRNs as students do currently in Banner Web Self-Service registration
   - Add a semester registration plan you created in the Plan Ahead module
5. The ‘Schedule and Options’ tab will populate once you are registered for the term
6. If registering from a plan, click ‘Add All’ from one of your plans to add the courses
7. Once the courses you want are in the summary (lower right panel), you click ‘Submit’ to officially register.

8. Any error messages will display on the screen. You will have to then search for additional course options, resolve the error message, or apply for a course override (when appropriate).

Override Request Form

Note: Error messages may require you to acknowledge the message by pressing an “OK” button before you will be allowed to continue modifying your class registration.
Register for Classes

Register from a plan.
Term: Fall 2017

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<tr>
<th>Title</th>
<th>Details</th>
<th>Hours</th>
<th>CRN</th>
<th>Schedule Type</th>
<th>Instructor</th>
<th>Grade Mode</th>
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<td>Lecture</td>
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<td>Standard - Letter</td>
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Summary

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<td>4</td>
<td>14446</td>
<td>Lecture</td>
<td>Registered</td>
<td>None</td>
</tr>
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New Feature

Q: What does this ‘Conditional Add and Drop’ check box do?

A: When checked, this feature allows a student to hold on to their registration in a course while trying to add another course in its place. This registration drop and add will ONLY be completed IF the new course is open and there are no errors that prevent the registration.

Example: A science lab
You have to register for both a lecture and lab because they are co-requisites.

If you want to add a new lab section that just opened, but want to maintain the same lecture section, you can conditionally drop and add a different section of the science lab WITHOUT losing your lecture section!

You also won’t lose your currently registered lab section until you successfully add the other lab section, provided it is open and not in conflict with any of your other courses.

Steps to Conditional Add and Drop a Course:
1. The class in which the student desires to register must be in the Summary box (with a Pending status and Action of Web Registered)
2. The class the student wants to drop conditionally should have an Action of Drop/Delete
3. The Conditional Add and Drop box must be checked
4. After all three of the above are in place, click the Submit button
1. Enter a subject, course number and/or keyword to search for courses
Note: You CAN enter more than 1 entry in each field
2. The ‘Advanced Search’ feature allows you to search on many items, including
   • Attribute = Common curriculum requirements
   • Parts of term = Mods
   • Course title
   • A range of course numbers
   • A credit range
   • Meeting Days
   • Start and end times for a class
   • Search only open sections
3. Click the ‘Search’ button to see your results