Student Registration

A “How to” Guide
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 those 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.

Note: Browse Classes and Browse Course Catalog are the only sections that don’t require you to login.
Prepare for Registration
1. Enter the registration term into the initial screen.

2. The registration status screen will display:
   - Your student status
   - Your academic standing
   - Any registration holds on your account, if any

   Notes:
   - Earned hours is **NOT** accurate for determining your registration time, we combine earned hours with current semester attempted hours in that determination
   - The class standing provided is a representation of earned academic credits; it is **NOT** your cohort standing utilized in determining your registration time

Please disregard these 2 elements when attempting to determine your registration date and time
Plan Ahead
A semester registration plan
Plan Ahead (a semester registration plan)

**Benefits**
- Prepare up to 3 different potential class schedules before actual class registration
- If you have a 4-year academic plan in Degree Works, you can import your plan for the semester
- Provides a great way to visualize your schedule to assist in proper planning
- Plans created in this module will be available in the “Register for Classes” module for easy registration

**Cautions**
- The plan ahead search feature initially pulls courses from the course catalog, you must “View Sections” to see if there are any sections of that course being offered for your semester registration plan
- Pre-requisites, co-requisites and course restrictions will NOT display in this module. Check each course’s detail information (by clicking on the course title) to ensure you are eligible to take the course.
1. Enter the registration term into the initial screen
2. The ‘Select a Plan’ screen will come up allowing you to select the “Create a New Plan” button to begin creating potential class schedules for the next semester

Note: Once a plan is saved, this menu will allow you to edit/delete your existing registration plans.
If you have an ACTIVE, LOCKED and SAVED academic plan, the system will allow you to create registration plans utilizing your pre-established academic plan. The system will also import any course or choice requirements from your plan and save you the time of searching for potential courses.

If you select particular courses in your choice requirements, the system will reflect that in the “Choice Description” column. However, all the course options available from a choice requirement are pulled into a registration plan allowing you to explore your other options as you may create multiple registration plans for the semester.
3. Enter a subject, course number and/or keyword to search for courses

**Note:** You CAN enter more than 1 entry in each field

4. 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

5. Click the ‘Search’ button to see your results
6. To view the sections of a course available for the upcoming registration, you MUST click on “View Sections”

7. Once you are reviewing sections, you can click the “Add” button to add courses to your plan.
Class Details

If you need additional information on a class, including
• course restrictions (i.e. Seniors ONLY, GBUS majors ONLY),
• pre-requisites (courses you need to take before this class),
• co-requisites (course you must take at the same time as this course),
just click on the title of the course for the detailed menu of options displayed here.
8. The schedule panel (on the bottom left of screen) allows you a visual representation of your plan
9. You must save the plan to remove the pending markers on the plan
10. You will have to name your plan when you save for the first time
11. You can then drop courses, as needed, by choosing the ‘Remove’ action and saving your plan

**Note:** After the initial save to remove a course, it will still display in your plan as removed. If you save your plan a 2nd time, that will remove the course from your plan completely.
Register for Classes
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 same search feature as in the Plan Ahead module
   • Enter CRNs as you do currently in Banner Web Self-Service
   • 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 from a plan.

Term: Fall 2017

PRINCIPLES II
ACFN 112, 01A  4  14446  Lecture  Tmk, Benjamin (Primary) Jeppesen, Mary

STRATEGIC ENVIRONMENT
GBUS 210, 02A  4  13630  Lecture  Hartsebring, John (Primary) Perakslis, Deborah Schwarz, Stephen Welis, Steven Yan, Qiang

Created by: You (Preferred)

Add All

Schedule
Schedule Details

Class Schedule for Fall 2017

Open and close bottom panels to display extra registration information.

Summary

Total Hours: 8
Registered: 8
Billing: 8
CRU: 0
Min: 0
Max: 18
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
Other Modules

View Registration Information, Browse Classes, and Browse Course Catalog
View Registration Information

This module will allow you to view your current schedule and any past schedules. You will also be able to review your schedule for next semester, once you have completed your class registration.
Browse Classes

This module will allow you to search the class schedules just as you would through our current Banner Web Self-Service.
Browse Course Catalog

This module will allow you to search the course catalog information just as you would through our current Banner Web Self-Service.