

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:



Edge



Safari



Foxfire



Chrome

Registration Main Menu

Registration

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.



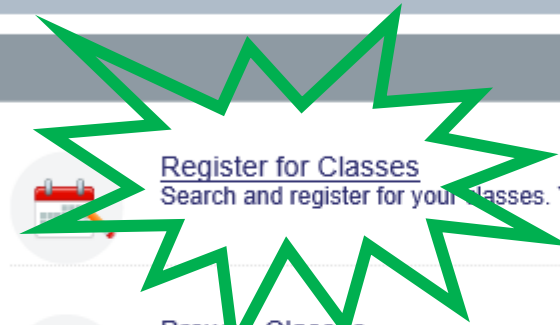
Browse Classes

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



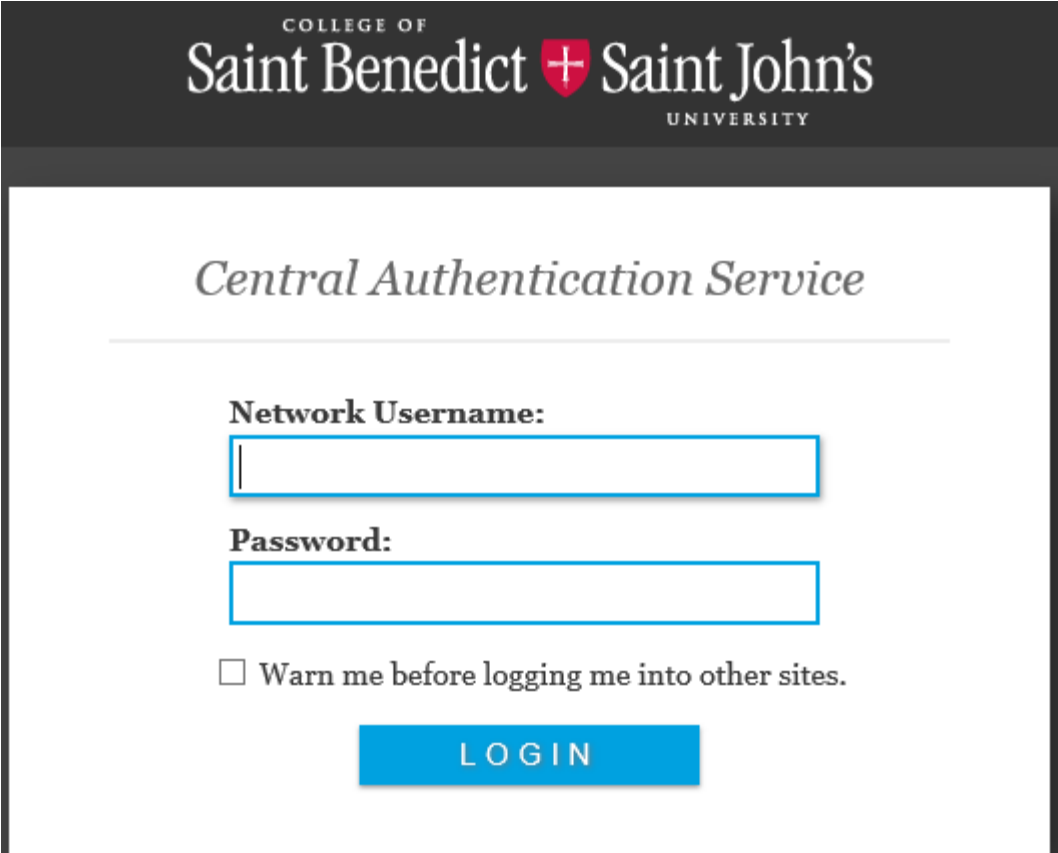
Browse Course Catalog


Look up basic course information like subject, course and description.



Logging In

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.



COLLEGE OF
Saint Benedict  Saint John's
UNIVERSITY

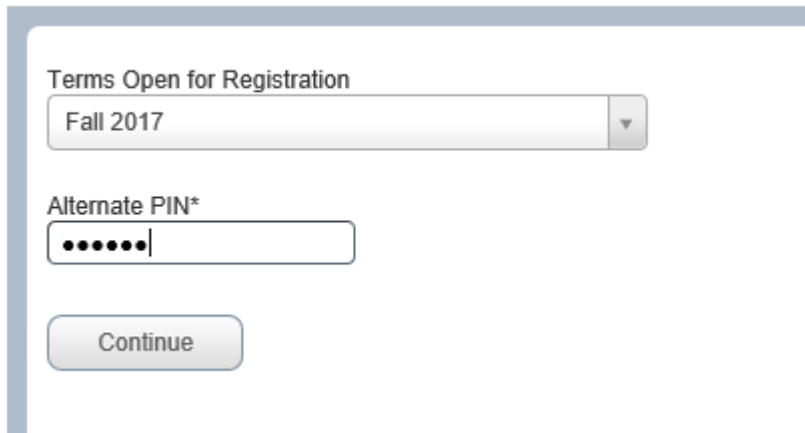
Central Authentication Service

Network Username:

Password:

Warn me before logging me into other sites.

LOGIN

A screenshot of a registration form. It features a dropdown menu for 'Terms Open for Registration' with 'Fall 2017' selected. Below it is a text input field for 'Alternate PIN*' containing six dots. At the bottom is a 'Continue' button.

Terms Open for Registration

Fall 2017

Alternate PIN*

.....

Continue

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

Register for Classes

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

Find Classes Enter CRNs **Plans** Schedule and Options

Register from a plan.

Term: Fall 2017

▼ PlanA

Created by: You (Preferred)

Add All

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	
PRINCIPLES II	ACFN 112, 01A	4	14446	Lecture	Trnka, Benjamin (Primary) Jepperson, Mary	Standard - Letter Grade o...		View Sections Add
STRATEGIC ENVIRONMENT	GBUS 210, 02A	4	13630	Lecture	Hasselberg, John (Primary) Eggert, Judy Pembleton, Deborah Schwarz, Stephen Welch, Steven Yan, Qiang	Grade Only		View Sections Add
BEGINNING SPANISH I	HISP 111, 01A	4	12031	Lecture	Schaaf, Sarah (Primary) Sanchez Mora, Elena	Standard - Letter Grade o...		View Sections Add

Records: 3

Register for Classes

- Once the courses you want are in the summary (lower right panel), you click 'Submit' to officially register.
- 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

The screenshot displays a web-based class registration interface. On the left, the 'Schedule' panel shows a grid for the Fall 2017 semester. The grid has columns for days of the week (Sunday through Saturday) and rows for time slots (8am, 9am, 10am, 11am, 12pm). Three classes are registered: 'BEGINNING SPANISH I' on Monday, Wednesday, and Friday; 'PRINCIPLES II' on Friday; and 'PRINCIPLES II' on Saturday. A tooltip at the bottom left of the grid reads: 'Open and close bottom panels to display extra registration information.' Below the grid is a 'Panels' button.

On the right, the 'Summary' panel shows a table of the selected courses:

Title	Details	Hours	CRN	Schedule Type	Status	Action
<u>BEGINNING SPANISH I</u>	HISP 111, 01A	4	12031	Lecture	Pending	Web Registered
<u>STRATEGIC ENVIRONMENT</u>	GBUS 210, 02A	4	13630	Lecture	Pending	Web Registered
<u>PRINCIPLES II</u>	ACFN 112, 01A	4	14446	Lecture	Pending	Web Registered

At the bottom of the summary panel, it shows: 'Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0'. At the bottom right of the entire interface, there is a checkbox for 'Conditional Add and Drop' and a 'Submit' button.

GBUS 210 CRN 13630: Corequisite GBUS 230 (CRN 13632) required

GBUS 210 CRN 13630: Prerequisite and Test Score error

Register for Classes

Find Classes | Enter CRNs | **Plans** | Schedule and Options

Register from a plan.

Term: Fall 2017

PlanA

Created by: You (Preferred)

Add All

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
PRINCIPLES II	ACFN 112, 01A	4	14446	Lecture	Trnka, Benjamin (Primary) Jepperson, Mary	Standard - Letter Grade o...	View Sections Add
STRATEGIC ENVIRONMENT	GBUS 210, 02A	4	13630	Lecture	Hasselberg, John (Primary) Eggert, Judy Pembleton, Deborah Schwarz, Stephen Welch, Steven Yan, Qiang	Grade Only	View Sections Add

Schedule | Schedule Details

Class Schedule for Fall 2017

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am		✓ BEGINNING SPANISH I		✓ BEGINNING SPANISH I		✓ BEGINNING SPANISH I	
10am							
11am							
12pm						✓ PRINCIPLES II	

Open and close bottom panels to display extra registration information.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
BEGINNING SPANISH I	HISP 111, 01A	4	12031	Lecture	Registered	None
STRATEGIC ENVIRONMENT	GBUS 210, 02A	4	13630	Lecture	Errors Preventing Re...	Remove
PRINCIPLES II	ACFN 112, 01A	4	14446	Lecture	Registered	None

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 18

Panels

Conditional Add and Drop

Submit



Conditional Add and Drop ⓘ

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

Register for Classes

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.

Enter Your Search Criteria

Term: Fall 2017

Subject	<input type="text"/>
Course Number	Academic Skills Center
Keyword	Accounting & Finance
	Art
	Asian Studies
	Astronomy
	Biochemistry
	Biology
	Chemistry
	Chinese

Advanced Search

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