

## Banner 9 Self Service Registration

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## Banner 9 Registration Home Page

The Banner 9 Registration Home Page has links to the following:

- Prepare for Registration
- View Registration Information
- Browse Course Catalog
- Register for Classes
- Browse Classes

### Registration

What would you like to do?



#### Prepare for Registration

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



#### Register for Classes

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



#### View Registration Information

View your past schedules and your ungraded classes.



#### 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.

## Prepare for Registration

Use this page to check your registration status, as well as information about your Primary Curriculum, any holds you may have that would prevent registration, and your hours earned.

**Prepare for Registration**

Registration Status

**Registration Status**  
 Term: Winter 2023  
 ✓ Your Student Status permits registration.  
 ✓ Your academic status Good Standing permits registration.  
 ✓ You have no holds which prevent registration.

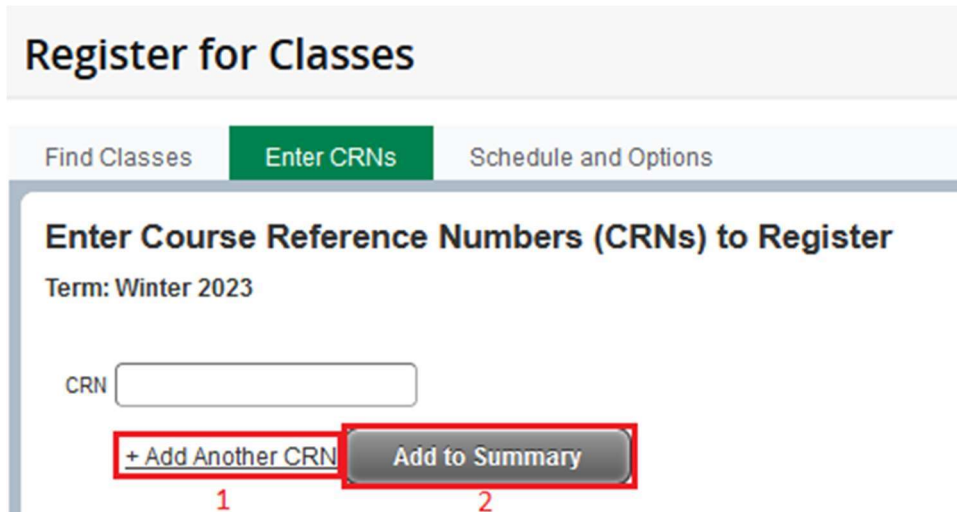
**Earned Hours**  
 ⓘ You have Earned Hours for Level: Undergraduate, Institution Hours: 68, Transfer Hours: 69.5  
 ⓘ You have Earned Hours for Level: Graduate, Institution Hours: 42, Transfer Hours: 0  
 ⓘ Your class standing for registration purposes is Senior

**Primary Curriculum**  
 Level: Undergraduate  
 College: SUNY College at Old Westbury  
 Degree: Bachelor of Arts  
 Program: Psychology\_BA  
 Catalog Term: Fall 2018  
 Admit Term: Fall 2018  
 Admit Type: Graduate  
 Major: Psychology  
 Department: Psychology

## Register for Classes

To register for a class you can either enter a CRN, if you know it, or search for a class using a variety of filters.

Enter CRNs to register for



**Register for Classes**

Find Classes **Enter CRNs** Schedule and Options

**Enter Course Reference Numbers (CRNs) to Register**  
Term: Winter 2023

CRN

**+ Add Another CRN** **Add to Summary**

1 2

If you already know the CRNs of the classes you would like to register for, you can enter them in the “**Enter CRNs**” tab. To add more than one course, press the “**+ Add Another CRN**” button [1]. Once you are finished entering CRNs, click the “**Add to Summary**” button [2].

## Find Classes to register for

See the “Browse Classes” [Page 10] section below for more details on how to use the search tool.

Find Classes    Enter CRNs    Schedule and Options												
<b>Search Results</b> — 60 Classes Term: Spring 2023    Subject: American Studies <span>Search Again</span>												
Title	Subject De	Cours	Sec	Hours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute	Linked Sections
<u>Themes in U.S. H... Lecture</u> 1	Americ...	11...	002	4	32...	S...	Sanders_The...	S M T W T F S 09:40 AM - 11 M...		30 of 30 ...	American Studies Area of S... American Experience Liberal Arts	Add 2
<u>Themes in U.S. H... Lecture</u>	Americ...	11...	003	4	32...	S...	Sanders_The...	S M T W T F S 08:00 AM - 09 M...		30 of 30 ...	American Studies Area of S... American Experience Liberal Arts	Add

At this point, you can click on the underlined course title [1] to the left to view more about the course, or you can click on the “Add” button [2] to the right to add the course to your preliminary schedule. The course will then show in the “Enrollment Activity” section to the bottom right of the screen (see “Submit your Registration” [page 6]).

## Submit your Registration

**Enrollment Activity**
[\\*\\*\\*CLICK HERE TO VIEW CHARGES/PAY TUITION AT THE TIME OF REGISTRATION\\*\\*\\*](#)

CRN	Subject/Course	Title	Credi	Enrollment Status	Change Enrollment Status	
15931	PHE 103, 101	<u>Nature Based Mindfuln...</u>	1	Pending	**Web Registered**	▼
15404	PHE 110F, 101	<u>INSANITY</u>	1	Registered	None	▼

Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 18

Submit

Using the Find Classes and Enter CRNs feature only adds classes to your preliminary schedule. Notice in the **Enrollment Activity** window shown above, the course's status is listed as **"Pending"**. This means that you are not yet registered for the course. You will need to click the **"Submit"** button to finish registering for the course(s). The enrollment status will then change to **"Registered"**.

## Drop Classes

Enrollment Activity

\*\*\*CLICK HERE TO VIEW CHARGES/PAY TUITION AT THE TIME OF REGISTRATION\*\*

CRN	Subject/Course/Section	Title	Credit H	Enrollment Status	Change Enrollment Status
15404	PHE 110F, 101	INSANITY	1	Registered	<div>None</div> <div>None</div> <div>Withdraw initiated by student</div>

Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 18

Submit

Click on the drop-down menu under “**Change Enrollment Status**” column next to the class that you would like to drop or remove. This will display then enrollment status options. Select the option that corresponds with the action that you would like to take – either “**Withdraw initiated by student**” or “**Remove**”. Then, click the “**Submit**” button. This will remove the course from your schedule and drop you from the class.

## Schedule and Schedule Details

Schedule

Schedule Details

Class Schedule for Fall 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am		Basic Bio Sciences I		Basic Bio Sciences I			
9am							
10am			Principles of Chemistry I		Principles of Chemistry I		

Panels

Schedule

Schedule Details

Class Schedule for Fall 2022

▶

[Principles of Chemistry I](#) | Chemistry and Physics 2120 Section 001 | Class Begin: 08/31/2022 | Class End: 12/21/2022

Registered

08/31/2022 -- 12/21/2022

S

M

T

W

T

F

S

09:40 AM - 11:10 AM

Type: Class

Location: Main Old Westbury Campus

Building: On Campus

Classes Room: None

Instructor: [Jones, Camille](#) (Primary)

CRN: 30646

As you add classes, they will appear in the **“Schedule”** tab at the bottom of your screen. You can also check the **“Schedule Details”** tab for more information on those classes.

## Schedule and Options

Register for Classes

Find Classes

Enter CRNs

Schedule and Options

Summary

Term: Fall 2022

Title	Details	Hours	CRN	Schedule Type	Grade M
Principles of Chemistry I	CP 2120, 001	3	30646	Lecture	Normal

You can then view your current classes in the **“Schedule and Options”** tab at the top of the screen.



## Navigating the Register for Classes screen

**Register for Classes**

Find Classes | Enter CRNs | Schedule and Options

**Search Results — 60 Classes**  
Term: Spring 2023 | Subject: American Studies

Search Again

Title	Subject De	Cours	Section	Hours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute	Linked Sections	Add
Themes in U.S. H... Lecture	Americ...	11...	002	4	32...	S...	Sanders_The...	<b>A</b> S M T W T F S 09:40 AM - 11 M...	M...	30 of 30 ...	American Studies Area of S... American Experience Liberal Arts		Add
Themes in U.S. H... Lecture	Americ...	11...	003	4	32...	S...	Sanders_The...	S M T W T F S 08:00 AM - 09 M...	M...	30 of 30 ...	American Studies Area of S... American Experience		Add

**Schedule** | Schedule Details

Class Schedule for Spring 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12am							
1am							
2am							
3am							
4am							
5am							
6am							
7am							

No registered or pending classes.

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18 | Compliance Results

Panels 3

The **Register for Classes** page is comprised of three panels as seen labeled in the image above [A, B, and C]. The page gives you the ability to collapse or expand the different panels three different ways:

1. The arrows and circle buttons [1]
2. The “Panels” button [2]
3. Using keyboard shortcuts
  - a. Ctrl + Alt + V to display or hide additional registration information
  - b. Ctrl + Alt + C to reset all panels

## View Registration Information

Use this page to view registration history, after a term has been closed for registration. You can also view prior schedules and ungraded classes.

### View Registration Information

Look up a Schedule

Active Registrations

**Class Schedule**  
 Term: Spring 2019

Title	Hours	CRN	Grade Mode	Level	Study Path	Status
<div>▶</div> <a href="#">Human Growth&amp;Dvlpmnt MAT</a>	3	8749	Normal Grading Mode	Graduate	None	Registered

Next to each class title, there is an arrow [1] that you can click to get more information about that specific class.

## Browse Classes

Use this link to search and browse through class sections for potential registration or research.

First, select the term [1] you want to browse classes for and the click “Continue” [2].

Clicking in the **Subject** field [3] will open a dropdown where you can choose a subject of a class. You can also enter the **Course Number** of a specific class that you’re looking for, or a keyword related to the class.

Another option is to use the **Advanced Search** function near the bottom of this section [4] to search for classes by instructor, schedule, credit hours, and other options.

Once you have entered your search parametrs click “Continue” [5] to get your search results.

## Browse Course Catalog

Use this link to search on and browse through courses in the course catalog for potential registration or research.

First, select the term [1] you want to browse classes for and the click “**Continue**” [2].

**Select a Term**

Select a Term for Class Search

Select a term... ▼ 1

Continue 2

Clicking in the **Subject** field [3] will open a dropdown where you can choose a subject of a class. You can also enter the **Course Number** of a specific class that you’re looking for, or a keyword related to the class.

Another option is to use the **Advanced Search** function near the bottom of this section [4] to search for classes by instructor, schedule, credit hours, and other options.

Once you have entered your search parameters click “**Continue**” [5] to get your search results.

**Browse Classes**

**Enter Your Search Criteria**

Term: Spring 2023

Subject

Course Number

Keyword 3

Search 5 Clear 4 Advanced Search