



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

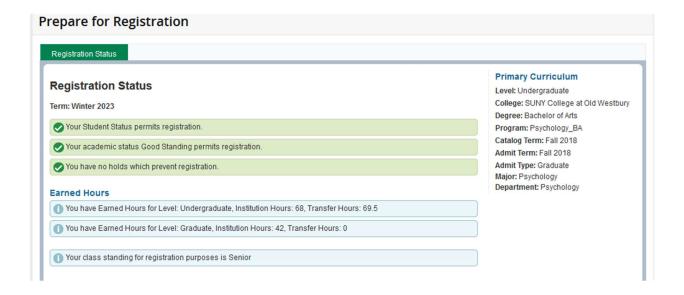






Prepare for Registration

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.



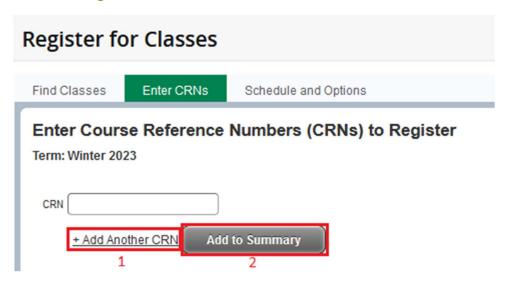




Register for Classes

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



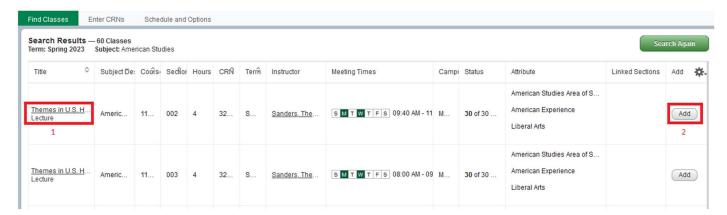
If you already know the CRNs of the classes you would like to register for, you can enter them in the "Enter CRNs" tab. To add more than one course, press the "+ Add Another CRN" button [1]. Once you are finished entering CRNs, click the "Add to Summary" button [2].





Find Classes to register for

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



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

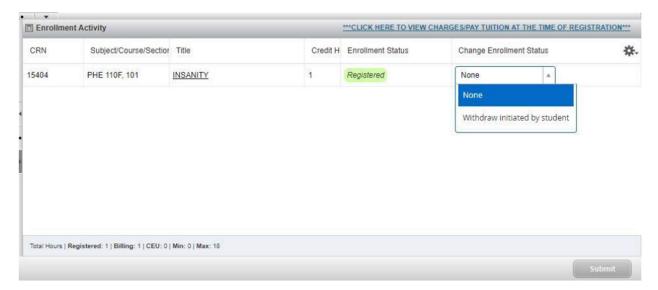


Using the Find Classes and Enter CRNs feature only adds classes to your preliminary schedule. Notice in the **Enrollment Activity** window shown above, the course's status is listed as "**Pending**". This means that you are not yet registered for the course. You will need to click the "**Submit**" button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





Drop Classes

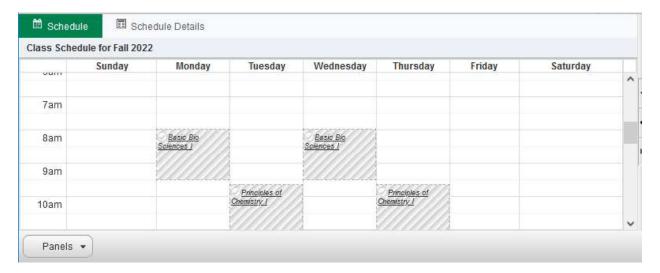


Click on the drop-down menu under "Change Enrollment Status" column next to the class that you would like to drop or remove. This will display then enrollment status options. Select the option that corresponds with the action that you would like to take – either "Withdraw initiated by student" or "Remove".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





Schedule and Schedule Details





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

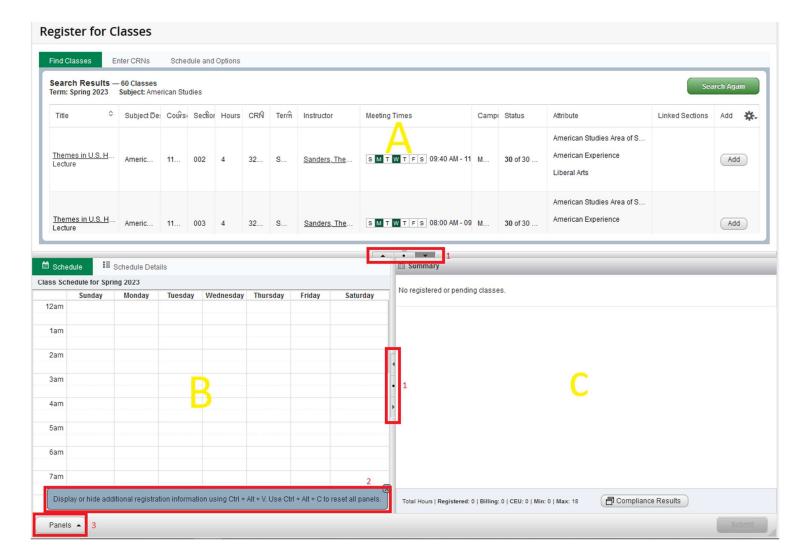


You can then view your current classes in the "Schedule and Options" tab at the top of the screen.





Navigating the Register for Classes screen



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:

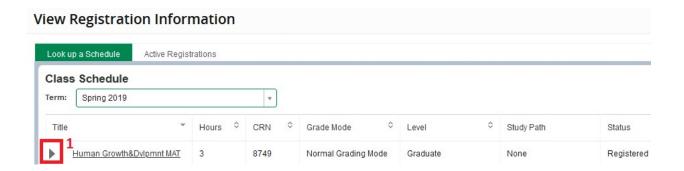
- 1. The arrows and circle buttons [1]
- 2. The "Panels" button [2]
- 3. Using keyboard shortcuts
 - a. Ctrl + Alt + V to display or hide additional registration information
 - b. Ctrl + Alt + C to reset all panels





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.



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

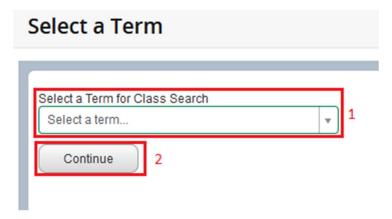




Browse Classes

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 Classes							
Enter Your Search C Term: Spring 2023	Criteria						
	Subject						
	Course Number				3		
	Keyword						
		Search Clear	► Advanced Search				

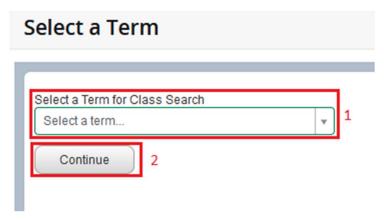




Browse Course Catalog

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].



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.

