

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

- i You have Earned Hours for Level: Undergraduate, Institution Hours: 68, Transfer Hours: 69.5
- i You have Earned Hours for Level: Graduate, Institution Hours: 42, Transfer Hours: 0
- i 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

The screenshot shows the 'Register for Classes' interface. At the top, there are three tabs: 'Find Classes', 'Enter CRNs' (which is selected and highlighted in green), and 'Schedule and Options'. Below the tabs, the main heading is 'Enter Course Reference Numbers (CRNs) to Register'. Underneath, it says 'Term: Winter 2023'. There is a text input field labeled 'CRN'. Below the input field, there are two buttons: a red-bordered button labeled '+ Add Another CRN' with a red '1' below it, and a grey button labeled 'Add to Summary' with a red '2' below it.

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											
Search Results — 60 Classes Term: Spring 2023 Subject: American Studies											Search Again		
Title	Subject De	Cours	Secor	Hours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute	Linked Sections	Add
<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 Mindful...</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

The screenshot shows the Banner 9 Enrollment Activity page. At the top, there is a header with a gear icon and the text "Enrollment Activity" and a link: "***CLICK HERE TO VIEW CHARGES/PAY TUITION AT THE TIME OF REGISTRATION***". Below this is a table with the following columns: CRN, Subject/Course/Section, Title, Credit H, Enrollment Status, and Change Enrollment Status. A single row is visible with CRN 15404, Subject/Course/Section PHE 110F, 101, Title INSANITY, Credit H 1, and Enrollment Status Registered. The Change Enrollment Status column for this row has a drop-down menu open, showing options: None (highlighted in blue), and Withdraw initiated by student. At the bottom of the page, there is a summary bar: "Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 18" and a "Submit" button.

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

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

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

Title	Details	Hours	CRN	Schedule Type	Grade Mode
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

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...	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
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...	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.

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

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

Panels

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:

Title	Hours	CRN	Grade Mode	Level	Study Path	Status
 Human Growth&Dvlpmnt MAT	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...

Continue

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

Search Clear Advanced Search