

Self-Service Banner Registration

A Time-Ticket is required in order to register for classes, and students' records must be free of any holds that prohibit registration.

Registration can be accessed by choosing REGISTRATION AND PLANNING from the Student Profile menu. Click the REGISTER FOR CLASSES icon. Select your term from the drop-down, and click CONTINUE.

Panels

Note the presence of three panels on your screen. These panels can be expanded and collapsed manually or by using the control buttons in the center of the page.

The top panel is used for searching. The bottom left panel is the SCHEDULE panel, which displays selected class sections on a daily grid or in a list format. The bottom right panel is the SUMMARY panel, and this panel is used to register for classes, to drop classes, and to add yourself to a waitlist.

Options for Adding Classes

Students can begin the registration process using the **FIND CLASSES** link, **entering CRNs** for chosen classes, or by adding classes from a schedule **PLAN** prepared in advance. In all instances, click ADD (or ADD ALL for PLANS) to populate the SCHEDULE panel and the SUMMARY panel with your class selections. Be sure to review the SCHEDULE panel grid for overlapping meeting times which will prevent registration.

Registering for Classes, Dropping Classes, and Waitlisting

You must use the SUMMARY panel to add and drop classes and to get on a waitlist.

Adding Classes

Added classes populate the SUMMARY panel, and classes display with a STATUS of PENDING and an ACTION of REGISTER. To register for the class, you must click SUBMIT. You are not registered for a class until or unless you have a REGISTERED STATUS for the class in the SUMMARY panel.

Dropping Classes

To drop a class, select DROP from the ACTION drop-down in the SUMMARY panel and click SUBMIT. The status will change to DELETED, and the class will be removed from your schedule.

Waitlisting

If a class is full, and a waitlist is available, change the ACTION for the class from the default of REMOVE to WAIT LIST, and CLICK SUBMIT. Your STATUS will change to WAITLISTED.