

Banner 9 Self-Service Student Register for Classes

Add or Drop a Class

1. Log into Banner Self-Service, click the Student tab, then click the link for Banner 9 Register for Classes.

Personal Information **Student** Financial Aid Admission

Registration

Banner 9 Register for Classes

NEW! Search and register for your classes using the new Banner 9 registration module.

2. When the Register for Classes page opens, use the drop-down menu to select the term, then click the "Continue" button.

If you do not have an active time ticket, you will not be able to navigate to this section of Banner Self-Service.

Add a Class

1. There are three tabs – Find Classes, Enter CRNs, and Schedule and Options. Select Enter CRNs.

Enter CRNs

If you know your CRNs already, you can enter them directly in the "Enter CRNs" tab. If you need to add more than one CRN, you can click "+ Add Another CRN" to generate more CRN boxes.

Information about the courses you have entered will be displayed to the right of the CRN box.

If you enter an invalid CRN, Banner will tell you.

When you have entered your CRNs, click the "Add to Summary" button.

Register for Classes

Find Classes **Enter CRNs** Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2021

CRN	<input type="text" value="11966"/>	Big Ideas BIOL 100, 01
CRN	<input type="text" value="13015"/>	Intro Molecules, Cells & Devp BIOL 203, 01
CRN	<input type="text" value="13047"/>	Intro Molec, Cells, Devp Disc BIOL 203D, 01
CRN	<input type="text" value="13017"/>	Intro Molec Cells, Devp Lab BIOL 203L, 01
CRN	<input type="text" value="13083"/>	! Section 202210 13083 not a valid CRN.
CRN	<input type="text"/>	

+ Add Another CRN

Add to Summary

2. The bottom right panel is your summary and includes the **pending** CRNs that you added. The Status column shows “Pending” because you are not registered in these courses yet.

To attempt registration in these courses you must click the “Submit” button.

Title	Details	Hour	CRN	Schedule Type	Status	Action
Calculus I	MATH 111, ...	4	10383	Lecture	Pending	**Web Registered**
Intro Molec Cells, D...	BIOL 203L...	1	13017	Lab	Pending	**Web Registered**
Intro Molec Cells, D...	BIOL 203D...	0	13047	Discussion	Pending	**Web Registered**
Intro Molecules, Cel...	BIOL 203, 01	3	13015	Lecture	Pending	**Web Registered**
Big Ideas	BIOL 100, 01	4	11966	Lecture	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 16

Conditional Add and Drop

3. The screenshot below shows successful registration in four of five CRNs. The status has updated to “Registered” for four CRNs and indicates errors that prevented registration in the fifth CRN. Registration errors will appear in the top right corner of the screen. You can also use your cursor to hover over the “Errors Preventing Registration” hyperlink in the Status column to review the registration errors.

Title	Details	Hour	CRN	Schedule Type	Status	Action
Calculus I	MATH 111, 03	4	10383	Lecture	Registered	None
Intro Molec Cells, De...	BIOL 203L, ...	1	13017	Lab	Registered	None
Intro Molec Cells, De...	BIOL 203D, ...	0	13047	Discussion	Registered	None
Intro Molecules, Cell...	BIOL 203, 01	3	13015	Lecture	Registered	None
Big Ideas	BIOL 100, 01	4	11966	Lecture	Errors Preventin...	Instructor Approval Social Class Restriction

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 16

Conditional Add and Drop

4. The Action column has automatically updated to “Remove” for the course with registration errors. To remove it from your Summary, click the “Submit” button.

Big Ideas	BIOL 100, 01	4	11966	Lecture	Errors Preventin...	Remove
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Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 16

Conditional Add and Drop

Drop a Class

1. To drop a course from your schedule, select “Web Dropped” from the drop-down menu in the Action column of your Summary, then click “Submit.”

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
Calculus I	MATH 111, 03	4	10383	Lecture	Registered	None
Intro Molec Cells, Devp L...	BIOL 203L, 01	1	13017	Lab	Registered	None
Intro Molec, Cells, Devp ...	BIOL 203D, 01	0	13047	Discussion	Registered	Web Dropped

2. Banner will indicate a successful save of your changes with a message in the upper right corner of your screen and the dropped course will show as *Deleted* in the Status column of your Summary. The course in the screenshot below was successfully dropped and shows a Status of *Deleted*. Also included is an example of the save message that will display for you in the top right corner.

Summary						
Title	Details	Hour	CRN	Schedule Type	Status	Action
Calculus I	MATH 111, 03	0	10383	Lecture	Deleted	None

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Save Successful

3. The course has been successfully dropped if the status is *Deleted* and the save message displayed, but the line may remain in the Summary panel. To remove the line with the dropped course from your Summary panel, click the “Submit” button again. It will also be removed when you navigate away from the page.

Reminder about Submitting Changes

If you attempt to navigate away from the page before submitting your changes, Banner will prompt you for action in the top right corner. If you close the webpage without submitting, your browser **may prompt you**, depending on your web browser settings.

Always confirm that you have submitted any changes you wish to make.

Banner

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Changes have been made. Do you want to save changes?

Cancel No Yes

Web browser:

This page is asking you to confirm that you want to leave — information you've entered may not be saved.

Leave page

Stay on page