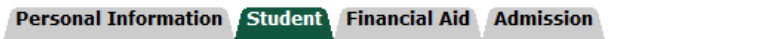


Banner 9 Self-Service Student Register for Classes Conditional Add and Drop a Class

Conditional Add and Drop can be used when you want to drop a course from your schedule only if adding another course will be successful. If you use the Conditional Add and Drop function, you will not be dropped from a course (your schedule will not change) unless you are able to register successfully in the other course that you have identified.

Remember that some courses have corequisites or linked courses (for example lectures and labs or discussions). If you attempt to drop a portion of a lecture/lab/discussion combination and are not adding another section of the group back into your schedule, the Conditional Add and Drop will not be successful.

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



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 in Enter CRNs Tab

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

Enter CRNs

If you know your CRN already, you can enter it 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.

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 Calculus I MATH 111, 04

CRN

[+ 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 the courses yet. To perform a Conditional Add and Drop, select *Web Dropped* in the Action column for the CRN that you wish to drop in order to add the new CRN and click the “Conditional Add and Drop” checkbox. **If you do not click the checkbox, the transaction will not be processed as a Conditional Add and Drop.** In the screenshot below, CRN 15909 is pending and CRN 10383 is the course to be Web Dropped. Once you have made your selections and checked the box, you must click the “Submit” button to attempt the registration.

Title	Details	Hour	CRN	Schedule Type	Status	Action
Calculus I	MATH 111, 04	4	15909	Lecture	Pending	**Web Registered**
Calculus I	MATH 111, 03	4	10383	Lecture	Registered	Web Dropped
Intro Molec Cells, Dev...	BIOL 203L, 01	1	13017	Lab	Registered	None
Intro Molec, Cells, Dev...	BIOL 203D, 01	0	13047	Discussion	Registered	None
Intro Molecules, Cells...	BIOL 203, 01	3	13015	Lecture	Registered	None

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 16

Conditional Add and Drop Submit

3. The screenshot below shows an **unsuccessful** Conditional Add and Drop. CRN 15909 could not be added due to a time conflict with another course, therefore registration in CRN 10383 was not changed. The error message displayed in the top right corner explains no changes were made. Use your cursor to hover over the “Errors Preventing Registration” hyperlink in the Status column to review the registration errors.

! Unable to make requested changes so your schedule was not changed.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Calculus I	MATH 111, 04	4	15909	Lecture	Errors Preventing...	Time conflict with CRN 13015
Calculus I	MATH 111, 03	4	10383	Lecture	Registered	None

4. The screenshot below shows that we have chosen to attempt to add CRN 10264 and drop CRN 10383 as a Conditional Add and Drop.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Calculus I	MATH 111, 02	4	10264	Lecture	Pending	**Web Registered**
Calculus I	MATH 111, 03	4	10383	Lecture	Registered	Web Dropped
Intro Molec Cells, Devp...	BIOL 203L, 01	1	13017	Lab	Registered	None
Intro Molec. Cells, Devp...	BIOL 203D, 01	0	13047	Discussion	Registered	None
Intro Molecules, Cells &...	BIOL 203, 01	3	13015	Lecture	Registered	None
Research in Psychology	PSYC 491, 01	1	14938	Independent ...	Registered	None

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop Submit

5. The screenshot below shows a **successful** Conditional Add and Drop. CRN 10264 was added and the Status column was updated to Registered for the course. CRN 10383 was dropped and the Status column was updated to Deleted. The save message is displayed in top right corner.

Griffin, Reveley 1

✓ Save Successful

Title	Details	Hour	CRN	Schedule Type	Status	Action
Calculus I	MATH 111, 02	4	10264	Lecture	Registered	None
Calculus I	MATH 111, 03	0	10383	Lecture	Deleted	None

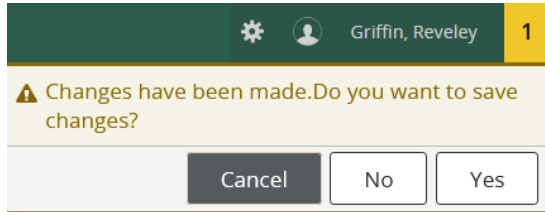
6. **Remember, for a transaction to be a Conditional Add and Drop, you must be both adding and dropping courses and must check the Conditional Add and Drop checkbox.** If you select a course to Web Drop and check the Conditional Add and Drop box but you do not indicate a course to add (web register for), there is no condition for Banner to check. It will process the transaction as a regular drop.

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



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