

Banner 9 Self-Service Student Register for Classes

General Navigation of Tabs and Panels

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.

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Student • Registration • Select a Term

Select a Term

Terms Open for Registration
Fall 2021

Continue

Tab Navigation

There are three tabs in the top panel – Find Classes, Enter CRNs, and Schedule and Options.

Find Classes

If you do not know specific CRNs to add, Find Classes can be used to find courses to add to your schedule. A basic search and an advanced search are available. Information returned in the search results includes things like course attributes, meeting times (if assigned), and seats available.

Enter CRNs

Enter CRNs is used when registering for classes. Input one CRN per CRN box. Generate more CRN boxes by clicking “ + Add Another CRN” or by using your tab key. Add the CRNs you have entered to your Summary to attempt registration by clicking the Add to Summary button.

Schedule and Options

The Schedule and Options tab will show your schedule with course information. If you have registered for a variable credit course or are an academic junior or senior and would like to elect to take a course pass/fail, the Schedule and Options tab is where you make changes. You can also print a copy of your schedule from this tab.

Register for Classes

Find Classes

Enter CRNs

Schedule and Options

Panel Navigation

The Banner 9 Register for Classes module has three panels that each serve a different purpose. The view may change depending on the tab you have selected.

The top panel is where you:

- Search for courses and see the results of the search (Find Classes tab)
- Type your CRNs and add them to your Summary panel when registering (Enter CRNs tab)
- View your schedule, change the amount of credits for a variable credit course, or elect pass/fail (Schedule and Options tab)

The bottom left panel shows a general view of your current schedule. Two options are available:

- Schedule – general weekly visualization of your schedule
- Schedule Details – detailed class information for your courses including location, grade mode, instructor, CRN, etc

The bottom right panel is your Summary.

- As you register for courses, your pending transactions and fully registered courses will appear here.
- You will add, drop, conditional add and drop, or withdraw from courses within the Summary panel.
- More information about the Summary panel is outlined in the add or a drop class PDF.

Register for Classes

Find Classes **Enter CRNs** Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2021

CRN

+ Add Another CRN

Schedule Schedule Details

Class Schedule for Fall 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am							
10am							
11am		Intro Molec. Cells & Deve		Intro Molec. Cells & Deve		Intro Molec. Cells & Deve	
12pm		Calculus I		Calculus I		Calculus I	
1pm							
2pm			Intro Molec. Cells, Deve Lab			Intro Molec. Cells, Deve Dis	
3pm							

Summary

Title	Details	Hour	CRN	Schedule Type	Status	Action
Calculus I	MATH 111, 03	4	10383	Lecture	Registered	None
Intro Molec. Cells, De...	BIOL 203D, ...	0	13047	Discussion	Registered	None
Intro Molec. Cells, De...	BIOL 203L, ...	1	13045	Lab	Registered	None
Intro Molec. Cell...	BIOL 203, 01	3	13015	Lecture	Registered	None
Research in Psychol...	PSYC 491, 11	1	14938	Independe...	Registered	None

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

Conditional Add and Drop

Annotations:

- Top panel:** Points to the "Enter Course Reference Numbers" section.
- Schedule panel:** Points to the "Class Schedule for Fall 2021" grid.
- Summary panel:** Points to the "Summary" table.
- Panels toggle button:** Points to the "Panels" dropdown in the bottom left corner.
- Left/Right Expand and Collapse:** Points to the left and right arrow buttons between the Schedule and Summary panels.
- Up/Down Expand and Collapse:** Points to the up and down arrow buttons in the middle of the screen.