REGISTERING FOR COURSES ON SELF-SERVICE BANNER

GETTING STARTED

Log onto your Self-Service Banner account
Click on the “Student Services” tab
Click on the “Registration” tab
Click on “Look-up Classes to Add”
Select Term for which you are scheduling
Click on the box labeled “Submit”
Look up the classes you want to add by subject
Click on “Course Search”
You are able to view all courses within your specified subject
Click on “View Sections” to view the available sections for that class
To register for classes, check the box in front of the CRN and click Register or Add to Worksheet
Enter your Alternative PIN for the semester in which you are registering
You can now go back to “Class Search” and register for additional courses

If under Select there are the letters “NR” you are not available for registration at the current time
If under Select there is the letter “C” the registration for that course is closed

ADVANCED SEARCH

You also have the option to do a more advanced search for courses you want to take
Click on “Advanced Search”
From there you are able to search by Subject, Course Number, Title, Schedule Type, Credit Range, Course Level, Part of Term, Attribute Type, Start/End Time, as well as the day(s) the course is offered

CHECK YOUR REGISTRATION STATUS

If you are unable to register due to the “NR” being displayed when you try to register for the class, you can check your registration status by clicking on the “Student Services” tab at the top and selecting “Registration” then “Check Your Registration Status.”

WAITLIST

If you are eligible to take a course but find the course is closed/full, you may request to be placed on a waitlist through Self-Service Banner, if the department has determined that a waitlist will be offered for that course. Placing your name on a waitlist does NOT guarantee that you will be enrolled in that course. However, waitlists have proven to be a very effective tool for students wishing to register in closed classes.

When someone drops a closed course or additional seats are added, the student who is next on the waitlist will be notified via email of the opening in the class. They will have 24 hours to accept that spot in the class before it is passed onto the next student on the waitlist.

To waitlist for a course type the CRN into the Add Classes Worksheet. After submission a Registration Error will appear. Under the “Action” drop down select “Web Waitlisted” and “Submit Changes.”