

Web Registration-Adviser Access

1. Login

- Login to the Internet. Go to the Smith College homepage. Click on BannerWeb Log-in.
- Enter your ID number in the User ID field and your personal PIN number in the PIN field.
- **Click login.** You are then asked to verify your PIN by re-entering it in the PIN field. Click login.

2. Go to the Faculty & Adviser Menu

- Click on Course Registration

3. Select Term/Select Advisee

- The first time you enter the course registration add/drop page, you will be asked to select the term first and then the advisee on the next screen. Choose both from the appropriate pull-down lists. The selected term and student record will remain displayed until you change your selection.

Select Term:

The student you are currently working with is

Enter Student PIN:

Note:
Use student's **PIN** number, *not* the registration code when registering with a student.

4. Enter Student's PIN Number

- Place your cursor in the PIN number box, ask the student for her individual PIN number, enter the PIN number and click **Submit Pin**. This will bring you to the course registration page where you can continue with the registration process. When registering students through the Faculty menu, **it is the student's individual PIN and not the registration code that is needed for course registration.**

5. Course Registration: Add/Drop

• To Add Courses:

Scroll down to the **Add Courses** section. Using the registration worksheet, enter all CRN numbers in the numbered blocks of the **Add Courses** section. Be sure to include CRNs for all required lab and discussion sections. Once you have entered all CRN numbers, click the **Submit Changes** button. If you do not click **Submit Changes**, the courses will not be added.

#No	CRN	#No	CRN	#No	CRN	#No	CRN	#No	CRN
1.	<input type="text"/>	2.	<input type="text"/>	3.	<input type="text"/>	4.	<input type="text"/>	5.	<input type="text"/>
6.	<input type="text"/>	7.	<input type="text"/>	8.	<input type="text"/>	9.	<input type="text"/>	10.	<input type="text"/>

Note:
If you do not click "**Submit Changes**", the courses will not be added.

- **Current Schedule/Registered Courses**

Once the system has processed the information just entered, the current schedule will be displayed showing registered courses in the **Current Schedule/Registered Courses** section. Scroll to the right to view the student's status in the course(s). If this section does not appear at the top of the Course Registration page, the student is not registered in any courses.

Current Schedule

Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Tit
None	31985	WST	150	01	Undergraduate	4.00	Normal	INTRO TO WOMEN
None	33251	SOC	101	01	Undergraduate	4.00	Normal	INTRODUCTION TC
None	30432	FRN	220	01	Undergraduate	4.00	Normal	
Dropped via Web								
None	30027	ANT	130	01	Undergraduate	4.00	Normal	
None	33811	PHI	330	01	Undergraduate	4.00	Normal	

IMPORTANT:

Please scroll to the right to view the student's status in the course(s) selected.

Total Credit Hours: 20.00

Billing Hours: 20.00

Submit Changes

Class Search

Reset

- **To Drop Courses:**

In the Action column to the left of a registered course, click on the pull down list. Select "Dropped via Web" and click **Submit Changes**. If you do not click **Submit Changes**, the course will not be dropped.

- **To Add name to the waitlist: (Early Registration Only)**

If a course is full, you will receive a "Closed/Open " error (see page 3). In the Action column to the left of the course number, click on the pull down list. Select **Waitlist** and click **Submit Changes**. If you do not click **Submit Changes**, your advisee will not be added to the waitlist.

- **Class Search**

Through the Class Search option, you can browse the Schedule of Classes. You can enter various search criteria such as subject, meeting time, type of course, etc. You must enter at least one subject. Once you have entered the criteria, click on **Get Classes**. The appropriate list of courses will be returned. You may use a wild card (%) to assist you with your search. For example, entering "1%" in the course number option will return only 100-level courses. The check box to the left of each course allows you to select a course for registration. A "C" to the left of the course indicates that the course is closed.

- Clicking on **Register** will immediately add the course to the schedule and return you to the Course Registration page.
- Clicking on **Add to Worksheet** will place the appropriate CRN in the Add section of the Course Registration page to be processed along with other selections. If you select the **Add to Worksheet** option, you must then click **Submit Changes** to register for the course(s).

If you wish to return to the registration page without doing a search or selecting a course for registration, use the back button.

Keep in mind:

- ❖ **"Register"** = add course to student's schedule **OR**
- ❖ **"Add to Worksheet"** + **"Submit Changes"** = add course to student's schedule.

- **Registration Errors:**

If there were any problems with adding courses, a list of courses with error messages will appear. Scroll *right* to the **status field** to determine the specific error. If an exception to the restriction is to be made, the student must obtain a restrictions waiver form from the registrar's office, obtain the approvals and register through the registrar's office.

Clicking on the Submit Changes button will clear any unresolved errors.

Possible error messages:

MAJOR RESTRICTION	Student must choose another course. Exceptions are by permission of the instructor.
CLOSED/OPEN ### Waitlisted	Course is closed or has a waitlist. During early registration a student may add her name to the waitlist by selecting the waitlist option from the Action column. Or, select another course.
DUPLICATE CRN	You have entered the same course twice. Check and re-enter if necessary.
CLASS RESTRICTION	Student must choose another course. Exceptions are by permission of the instructor. Seminars and Special Studies are not open to first year students or sophomores. Exceptions require approval of the Administrative Board.
LINK ERROR	Enrollment in lecture requires registration in a lab/discussion or vice versa. Add course again by entering the CRNs for both parts of the course.
MAXIMUM HOURS EXCEEDED	Registration limited to 24 credits. Drop extra course(s). Exceptions are by permission of the Administrative Board.
REPEAT HOURS EXCEEDED	Courses may not be repeated for credit. Consult registrar's office.
TIME CONFLICT WITH CRN#####	Time conflicts are not permitted. Student must choose another course or re-work schedule.
COURSE IS NOT AVAILABLE	Course is not offered in the coming term. Student must choose another course.
COLLEGE RESTRICTION	Students may <u>not</u> register for Five College courses on-line. Student must submit signed interchange form to the registrar's office.
PERMISSION-WAIVER REQ OR LIMITED-WAIVER REQUIRED	Enrollment requires permission. Student must obtain required signature(s) on a waiver form and submit to registrar's office.

6. Change Grading Mode and Variable Credits

- **Credit Hour:** Select the appropriate number of credits from the pull-down list and click **Submit Changes** to change the number of credits for the course.
- **Grade Mode:** Select the appropriate grade mode from the pull-down list and click **Submit Changes** to change grading option.

7. Finalize Registration/View Student Schedule

Once you have submitted all registration changes (adds/drops), return to the **menu** and check the student's schedule.

- Click on **View Student Schedule**: Displays courses for which student is registered.

It is suggested that you finalize registration by reviewing the student's schedule and checking the status of each course to ensure that she is accurately registered. Be sure to instruct the student to follow up with the registrar's office concerning any outstanding approvals that she may need to complete registration. The registrar's office will not distribute paper copies of the student schedule. Students must ensure that their schedules are correct by viewing the schedule on-line via BannerWeb@Smith.

ETHNIC MINORITIES IN AMERICA (4.00)33126 SOC 213- 01					
Campus:	Smith				
Level:	Undergraduate				
Grade Mode:	Normal				
Status:	**Web Registered** on Nov 19, 1999				
Meeting Data					
Days	Time	Location	Schedule Type	Date Ranges	Instructor
MW	1:10 pm - 2:30 pm	Seelye Hall 106	Lecture	Jan 24, 2000 - May 05, 2000	Ginetta I Candela