

BannerWeb Registration-Student Access

1. Login

- Open Internet browser. Go to the Smith College homepage. Click on BannerWeb.
- 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 Student and Financial Aid Menu

- Click on Registration Menu
- Click on Course Registration

3. Select Term

- The first time you enter the Course Registration: Add/Drop page, you will be asked to select the term. Select the appropriate term from the available pull-down list. The selected term will remain selected on this and all other pages until you change your term selection.

Select Term

Select a Term:

Submit

Your new REG Code will be given to you when you meet with your adviser to discuss your schedule of classes. If there is a problem with it, please have your **adviser** contact the registrar's office.

4. Enter Registration Code

- Enter your REG code. Place your cursor in the Enter Registration Code field, enter your new 6-digit REG code and click **Submit Pin**. This will bring you to the course registration page where you can continue with the registration process.

5. Course Registration: Add/Drop

To Add Courses:

Scroll down to the **Add Class** section. Using your registration worksheet, enter all CRN numbers in the numbered blocks. 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.

Add Class

#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"/>

Submit Changes

Class Search

Reset

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 your courses in the **Current Schedule/Registered Courses** section. Scroll to the right to view your status in the course(s). If this section does not appear at the top of the Course Registration page, you are not registered in any courses.

Current Schedule

Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
None	31985	WST	150	01	Undergraduate	4.00	Normal	INTRO TO WOMEN'S
None	33251	SOC	101	01	Undergraduate	4.00	Normal	INTRODUCTION TO
None	30432	FRN	220	01	Undergraduate	4.00	Normal	HIGH INTERMEDIATE
None	30027	ANT	130	01	Undergraduate	4.00	Normal	INTR
None	33811	PHI	330	01	Undergraduate	4.00	Normal	SEM

IMPORTANT:
Please scroll to the right to view the status of 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 Drop and click **Submit Changes**. If you do not click **Submit Changes**, the course will not be dropped.

- **To Add your name to the waitlist:** (not available during add/drop)

If a course is full, you will receive a "Closed/Open Section" error (see next page). 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 name 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 your 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).

Use the back button to return to the registration page without doing a search or selecting a course for registration.

Keep in mind:
❖ **"Register"** = add course to your schedule **OR**
❖ **"Add to Worksheet" + "Submit Changes"** = add course to your schedule.

- **Registration Errors:**

If there were any problems with adding courses to your schedule, a list of courses with error messages will appear. Scroll right to the status field to determine the specific error.

If an exception to a restriction is to be made, you must obtain a restrictions waiver form from the registrar's staff or class dean, obtain the necessary approvals, and submit it to the registrar's office.

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

Possible Error Messages:

MAJOR RESTRICTION	Choose another course. Exceptions are by permission of the instructor.
CLOSED/OPEN ### Waitlisted	Course is closed or has a waitlist. During early registration you may add your 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	Choose another course. Some 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 simultaneously.
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. Choose another course or re-work schedule.
COURSE IS NOT AVAILABLE	Course is not offered in the coming term. Choose another course.
COLLEGE RESTRICTION	Students may <u>not</u> register for Five College courses online. Submit signed interchange form to the registrar's office.
PERM REQ	Enrollment requires permission. Obtain required signature(s) on a waiver form and submit to registrar's office.
CLOSED SECTION	Students will register at the beginning of the semester.

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 your course.
- **Grade Mode:** Select the appropriate grade mode from the pull-down list and click **Submit Changes** to change your grading option.

7. Finalize Registration/View Student Schedule

Once you have submitted all registration changes (adds/drops), return to the menu and check your schedule (select *View Student Schedule*).

- **Schedule by Day & Time:** Courses for which you are registered appear in day and time format.
- **Detail Schedule:** Courses for which you are registered appear with more detailed course information.

It is suggested that you finalize registration by reviewing your schedule and checking the status of each course to ensure that you are accurately registered. Be sure to follow up with the registrar's office concerning any outstanding approvals that you may need to complete registration. Students must ensure that their schedules are correct by viewing their schedule online via BannerWeb.

ETHNIC MINORITIES IN AMERICA (4.00)33128 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

