New BannerWeb Course Registration

1. To Access New BannerWeb Registration
   Option 1 - Via the Portal
   - On the My Student Info tab, select *New* Student Profile (Five College Requests). This will open a new browser tab for the Student Profile.

   Option 2 - Via BannerWeb
   - Log into the Smith Portal (https://portal.smith.edu/) using your network credentials, and select BannerWeb on General Info tab.
   - Select the Student tab and then the Student Registration Menu.
   - Select *New* Student Profile & Five College Requests. This will open the Student Profile in the same tab.

2. Check your registration Status.
   - On the BannerWeb Student Registration page, click Prepare for Registration.
   - Select the term Spring 2016-2017 and click Continue.
   - Notice your Registration Status, including Student Status, Academic Standing, and Holds.
   - If all items have a green check mark ✔️, you are eligible to register.
   - Items indicated by a red exclamation point ⚠️ will prevent registration.
   - Items with the blue information icon 🔄 are informational only and do not affect registration status.

3. Search for Classes
   - Click the Registration link in the upper left corner to return to the BannerWeb Student Registration page.
   - Click 📚 Browse Classes to view class offerings. Select the term Spring 2016-2017 and click Continue.
   - Enter your search criteria. Try several different searches. Some Hints:
     - Click in the field to pull up the list of options or begin typing.
     - Use % as a wildcard. (Note—many course titles are abbreviated. The wildcard is useful!)
   - Try the advanced search options under Advanced Search.
   - When all of your criteria has been entered, click Search.
   - Click on the course name to see more information about the course, including the description, current enrollment counts, bookstore information, and more.

4. Register for Classes
   - Click the Registration link in the upper left corner to return to the BannerWeb Student Registration page.
   - Click 📜 Register for Classes.
   - Select the term Spring 2016-2017
   - Enter your Alternate PIN/Reg Code. Click Continue

   Select Courses by CRN
   - Select the Enter CRNs tab in the upper left. Enter a CRN, and select Add Another CRN to add additional courses.
   - When all CRNs have been added, click Add to Summary.

   Select Courses with Search
   - Enter your search criteria to find classes. Click Search.
   - Review the courses. Notice the Status column where Full, Waitlisted or Time Conflicts are noted.
   - Click Add and the course will be displayed in your Class Schedule (lower left panel) and under your Summary (lower right panel) as Pending.
   - Use the icons in the middle to control which panels are showing.
**Complete Registration:**
- In your Summary panel, click Submit (bottom right corner) to register for the course.
- Check course status under your Summary; course should be listed as Registered.
- Check the Notifications center in the upper right of the screen, or hover over the Summary Status field to see any error messages.
- Select Remove from the Status column and click Submit to remove the pending course from your registration summary.
- View details by selecting Schedule Details in the Schedule panel.

**6. Drop a Class**
- On the BannerWeb Student Registration page, click Register for Classes.
- Select the term Spring 2016-2017 and enter your Alternate PIN/Reg Code. Click Continue.
- Click Panels in the lower left of the screen if the Schedule and Summary panels do not already appear.
- Under Summary, select Drop via Web from the Action dropdown list for the course you wish to drop.
- Click Submit. If dropped, the course will appear in light gray font and be listed as Deleted.
- Notice any error messages displayed in the Notifications center in the upper right of the screen. If there is an error, you will not be dropped from the original course.

**7. View/Print/Email My Schedule**
- On the BannerWeb Student Registration page, click Register for Classes.
- Select the term of the schedule for which you wish to obtain a copy (Spring 2016-2017).
- Click Continue and click on the Schedule and Options tab. Click on the Email icon to send a copy to yourself and others if you wish
- Click on the Print icon to print a hardcopy version of your schedule.

**8. Export Schedule for Calendar App**
- On the BannerWeb Student Registration page, click Register for Classes.
- Select the term of the schedule for which you wish to obtain a copy (Spring 2016-2017).
- Click Continue. Click on the Schedule and Options tab.
- Click on the Email icon to send a copy to yourself.
- Open the email in your inbox and a downloadable .ics file will be attached.
- Import into your calendar.