New BannerWeb Course Registration

1. To Access New BannerWeb Registration
Via the Portal
- On the My Student Info tab, select *New* Student Profile. This will open a new browser tab with the Student Profile.
Or
- On the My Student Info tab, select *New* Registration. This will open a new browser tab with the Student Registration page.

2. Check Your Profile
- Select the appropriate term in the upper left corner (above the profile picture) from the drop down. Please take a few minutes to review the information in your profile.
- Under Additional Links, select Registration, Schedules and Planning to access the BannerWeb Student Registration page.

3. Check your registration Status.
- On the BannerWeb Student Registration page, click Prepare for Registration.
(Note: This information is also available under Registration Notices on the Student Profile.)
- Select the term appropriate registration **term** and click **Continue**.
- Review 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.

4. **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 appropriate registration **term** and click **Continue**.
- Enter your search criteria. 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!)
- Use 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.

5. **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 appropriate registration **term**.
- 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.

**Tip** - 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 the 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 appropriate registration term 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 BannerWeb Student Registration page, click **Register for Classes**.
- Select the term of the schedule for which you wish to obtain a copy (Spring 2017-2018).
- 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.

![Register for Classes](image)

### 8. Export Schedule for Calendar App
- On BannerWeb Student Registration page, click **Register for Classes**.
- Select the term of the schedule for which you wish to obtain a copy (Spring 2017-2018).
- 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.

![Email Schedule and Downloadable Calendar File](image)