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
   - 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 Profile
   - Please take a few minutes to review the information in your profile. Select the term in the upper left corner from the drop down.
   - Under Additional Links, select Registration and Planning. This is the BannerWeb Student Registration page.

3. Check your registration Status.
   - On the BannerWeb Student Registration page, click Prepare for Registration.

   - Select the term Spring 2016-2017 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 term Spring 2016-2017 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 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.

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 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 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 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.