

Registration Online NEW

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Course Registration

1. From the Class Registration page with your Academic Advisor's picture, select the "*Register online*" button.

[Home](#) » [Vault](#) » [Registration](#) » [Registration Central](#) » [Fall Semester 2018](#) » [Registration Steps](#) »

Class Registration

Currently, you are not registered for any classes. You must register for at least one class. Please see your

Academic Advisor(s)


NOTE: To expedite your class registration, please have Course Registration Numbers (CRN) for the classes you wish to register for.

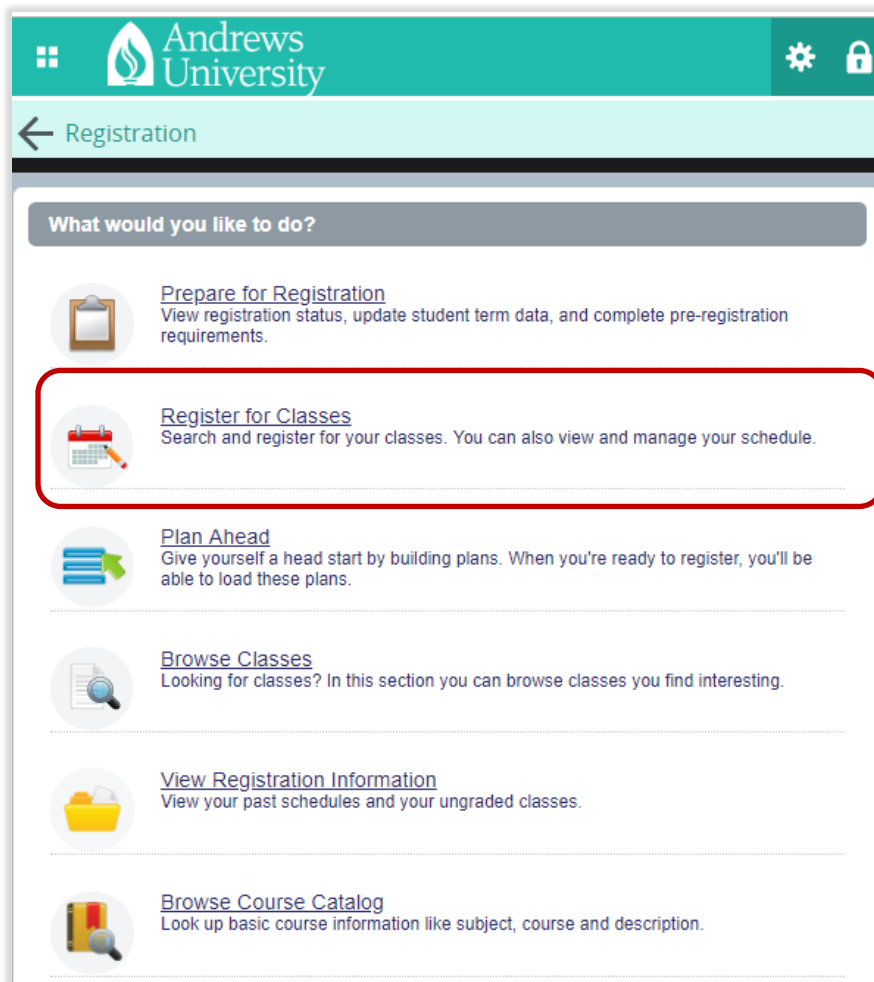
To register for courses, you must have pop-up windows enabled in your browser for the domains **banner** and **mybanner**.

[Register online](#) [Instructions](#)

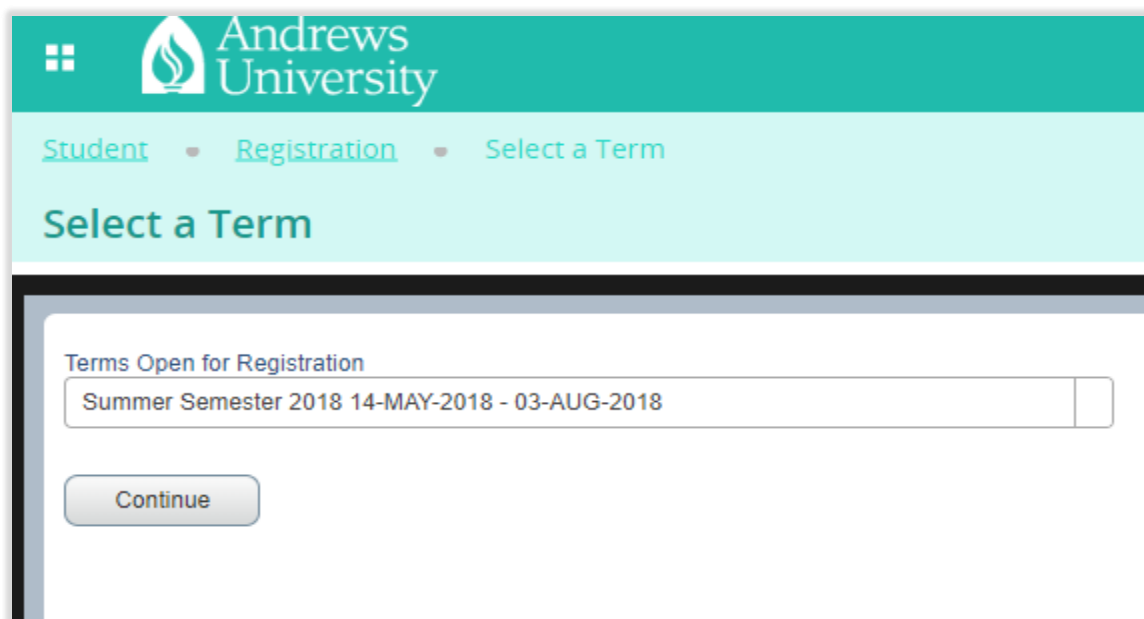
[Back To Steps](#)

Registration Central V3.0

2. From the pop-up window select the link “*Register for Classes.*”



3. Select the term you are wanting to register for and select “*Continue*”



If you see this screen, please contact your Academic Advisor.

The screenshot shows a web interface with a light blue header. The header contains navigation links: [Student](#), [Registration](#), and [Select a Term](#). Below the header, the title "Select a Term" is displayed in a larger font. The main content area is white and contains the following elements: a section titled "Terms Open for Registration" with a text box showing "Fall Semester 2018 27-AUG-2018 - 13-DEC-2018"; a section titled "Alternate PIN*" with an empty text box; and a "Continue" button at the bottom.

4. The landing page is your schedule search page. You can enter any subject or keyword and search the course schedule. The "Advanced Search" function allows you to narrow your search by campus, times, level etc. Then select the "Search" button. If you already know the CRN number of your course, you may select the second tab which is "Enter CRNs" and enter the CRN numbers directly.

The screenshot shows a web interface titled "Register for Classes" in a teal header. Below the header is a navigation bar with four tabs: "Find Classes" (selected), "Enter CRNs", "Plans", and "Schedule and Options". The main content area is white and contains the following elements: a section titled "Enter Your Search Criteria" with an information icon; a label "Term: Summer Semester 2018"; a "Subject" section with a text box containing "x Physics", "x English", and "x Chemistry"; a "Course Number" section with an empty text box; a "Keyword" section with an empty text box; and a "Search" button, a "Clear" link, and an "Advanced Search" link.

5. Once you have selected the course you would like to take for the term, select the “Add” button

[Student](#)
[Registration](#)
[Select a Term](#)
[Register for Classes](#)

Register for Classes

Find Classes

Enter CRNs

Plans

Schedule and Options

Search Results — 31 Classes

Term: Summer Semester 2018

Subject: Physics, English, Chemistry

Campus: Main

Search Again

Independent	Chemistry	495	104	0 TO 4	441	Summ...	Novack, U Livia (Primary)	S M T W T F S	- Building: None Room: None Start Date:	Main	999 of 999 seats re...	Add
Advanced Independent Research	Chemistry	495	105	0 TO 4	442	Summ...	Randall, David (Primary)	S M T W T F S	- Building: None Room: None Start Date:	Main	999 of 999 seats re...	Add
Advanced Independent Research	Chemistry	495	106	0 TO 4	443	Summ...	Ahlberg, Lisa (Primary)	S M T W T F S	- Building: None Room: None Start Date:	Main	999 of 999 seats re...	Add
College Writing II Lecture	English	215	001	3	137	Summ...		S M T W T F S	09:30 AM - 11:20 AM Building: Netherly Hall	Main	11 of 12 seats remain.	Add
Intro TEOC Theor Mind&Lisa Lecture	English	456	001	4	138	Summ...		S M T W T F S	10:30 AM - 12:20 PM Building: Bulter Hall R	Main	999 of 999 seats re...	Add
Linguistics Lecture	English	460	001	3	139	Summ...		S M T W T F S	08:30 AM - 10:20 AM Building: Bulter Hall R	Main	999 of 999 seats re...	Add
Second Language Acquisition Lecture	English	469	001	3	140	Summ...	Kim, Eun (Primary)	S M T W T F S	10:00 AM - 12:00 PM Building: Netherly Hall	Main	999 of 999 seats re...	Add
Second Language Acquisition Lecture	English	569	001	3	141	Summ...	Kim, Eun (Primary)	S M T W T F S	10:00 AM - 12:00 PM Building: Netherly Hall	Main	999 of 999 seats re...	Add
General Physics I Lecture	Physics	141	001	4	279	Summ...	Summerscales, Tiffany (Prim...	S M T W T F S	08:00 AM - 12:00 PM Building: Haughey Ha	Main	95 of 96 seats remain. LINKED	Q View Linked Add
General Physics I Lab	Physics	141	L01	0	280	Summ...	De Souza Martins, Lauber (Pr...	S M T W T F S	01:00 PM - 03:25 PM Building: Haughey Ha	Main	29 of 30 seats remain. LINKED	Q View Linked Add
General Physics I Lab	Physics	141	L02	0	281	Summ...	De Souza Martins, Lauber (Pr...	S M T W T F S	01:00 PM - 03:25 PM Building: Haughey Ha	Main	30 of 30 seats remain. LINKED	Q View Linked Add
General Physics II Lecture	Physics	142	001	4	282	Summ...	Summerscales, Tiffany (Prim...	S M T W T F S	08:00 AM - 12:00 PM Building: Haughey Ha	Main	95 of 96 seats remain. LINKED	Q View Linked Add
General Physics II Lab	Physics	142	L01	0	283	Summ...	De Souza Martins, Lauber (Pr...	S M T W T F S	01:00 PM - 03:25 PM Building: Haughey Ha	Main	35 of 36 seats remain. LINKED	Q View Linked Add
Sound & Waves Lecture/Lab	Physics	225	001	4	284	Summ...	Thorman, Stephen (Primary)	S M T W T F S	08:00 AM - 12:00 PM Building: Haughey Ha	Main	24 of 24 seats remain.	Add

Open and close bottom panels to display extra registration information.

Panels

Conditional Add and Drop

Submit

6. This will place the courses into your “*Summary*” panel. You will notice the courses have a status of pending. The courses are not registered yet, but this allows you to select a course schedule prior to submission. You will notice a pending class schedule populate under the schedule panel on the left. This will let you know of any conflicts in advance. **In order to finalize your registration you must select the submit button in the bottom right hand corner.**

Register for Classes

Find Classes

Enter CRNs

Plans

Schedule and Options

Search Results — 31 Classes

Term: Summer Semester 2018

Subject: Physics, English, Chemistry

Campus: Main

Search Again

Independent	Chemistry	495	104	0 U / 4	441	Summ...	Dowdack, U. Lavio (Primary)	S M T W T F S	- Building: None Room: None Start Date: Main	999 of 999 seats re...	Add
Advanced Independent Research Independent	Chemistry	495	105	0 TO 4	442	Summ...	Randall, David (Primary)	S M T W T F S	- Building: None Room: None Start Date: Main	999 of 999 seats re...	Add
Advanced Independent Research Independent	Chemistry	495	106	0 TO 4	443	Summ...	Ahlberg, Lisa (Primary)	S M T W T F S	- Building: None Room: None Start Date: Main	999 of 999 seats re...	Add
College Writing II Lecture	English	215	001	3	137	Summ...		S M T W T F S	09:30 AM - 11:20 AM Building: Nethery Hall Main	11 of 12 seats remain.	Add
Intro TESOL Theor. Mthd&lis Lecture	English	456	001	4	138	Summ...		M T W T F S	10:30 AM - 12:20 PM Building: Butler Hall R Main	999 of 999 seats re...	Add
								M T W T F S	01:30 PM - 02:20 PM Building: Butler Hall R Main		
Linguistics Lecture	English	460	001	3	139	Summ...		S M T W T F S	08:30 AM - 10:20 AM Building: Butler Hall R Main	999 of 999 seats re...	Add
Second Language Acquisition Lecture	English	469	001	3	140	Summ...	Kim, Eun (Primary)	S M T W T F S	10:00 AM - 12:00 PM Building: Nethery Hall Main	999 of 999 seats re...	Add
Second Language Acquisition Lecture	English	569	001	3	141	Summ...	Kim, Eun (Primary)	S M T W T F S	10:00 AM - 12:00 PM Building: Nethery Hall Main	999 of 999 seats re...	Add

Schedule

Schedule Details

Class Schedule for Summer Semester 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am	General Physics I	General Physics I	General Physics I	General Physics I	General Physics I	
9am						
10am						
11am	Intro TESOL Theor. Mthd&lis	Intro TESOL Theor. Mthd&lis	Intro TESOL Theor. Mthd&lis	Intro TESOL Theor. Mthd&lis	Intro TESOL Theor. Mthd&lis	
12pm						
1pm	General Physics I	General Physics I	General Physics I	General Physics I	General Physics I	

Open and close bottom panels to display extra registration information.

Panels

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Intro TESOL Theor. Mthd&lis	ENGL 456, 001	4	138	Lecture	Pending	**Web Registered**
General Physics I	PHYS 141, L01	0	280	Lab	Pending	**Web Registered**
General Physics I	PHYS 141, 001	4	279	Lecture	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 12

Conditional Add and Drop

Submit

- All errors will appear at one time on the screen. If you have multiple classes, the ones without errors will register and the ones with errors will have a status of “*Errors Preventing Registration.*” In this case you can select “*submit*” again and it will remove the course from your summary.

Student » Registration » Select a Term » Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 31 Classes
Term: Summer Semester 2018 Subject: Physics, English, Chemistry Campus: Main

Course	CRN	Section	CRN	Section	Instructor	Days	Time	Building	Room	Start Date	Main	Seats	Action
Independent Research II Independent	295	101	0 TO 3	432	Hayes, Ryan (Primary)	S M T W T F S	-	Building: None	Room: None	Start Date: Main	999 of 999 seats re...	Add	
Independent Research II Independent	295	102	0 TO 3	433	Morag, Gelaun (Primary)	S M T W T F S	-	Building: None	Room: None	Start Date: Main	999 of 999 seats re...	Add	
Independent Research II Independent	295	103	0 TO 3	434	Murray, Desmond (Primary)	S M T W T F S	-	Building: None	Room: None	Start Date: Main	999 of 999 seats re...	Add	
Independent Research II Independent	295	104	0 TO 3	435	Nowack, D David (Primary)	S M T W T F S	-	Building: None	Room: None	Start Date: Main	999 of 999 seats re...	Add	
Independent Research II Independent	295	105	0 TO 3	436	Randall, David (Primary)	S M T W T F S	-	Building: None	Room: None	Start Date: Main	999 of 999 seats re...	Add	
Independent Research II Independent	295	106	0 TO 3	437	Abiberg, Lisa (Primary)	S M T W T F S	-	Building: None	Room: None	Start Date: Main	999 of 999 seats re...	Add	
Advanced Independent Research Independent	495	101	0 TO 4	438	Hayes, Ryan (Primary)	S M T W T F S	-	Building: None	Room: None	Start Date: Main	999 of 999 seats re...	Add	
Advanced Independent Research Independent	495	102	0 TO 4	439	Morag, Gelaun (Primary)	S M T W T F S	-	Building: None	Room: None	Start Date: Main	999 of 999 seats re...	Add	

CHEM 295 CRN 433: You have not met the required pre-requisite(s) for enrolling in this course. Please contact the course instructor if you wish to enroll in this course.

CHEM 295 CRN 433: Instructor and topic

Schedule Schedule Details

Class Schedule for Summer Semester 2018

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am		General Physics I	General Physics I	General Physics I	General Physics I	General Physics I	
9am							
10am							
11am							
12pm							
1pm		General Physics I	General Physics I	General Physics I	General Physics I	General Physics I	
2pm							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Independent Research II	CHEM 295, 102	0	433	Independent	Errors Preventing Regist	Remove
Intro TESOL Theor. Mthd&Iss	ENGL 456, 001	4	138	Lecture	Registered	None
General Physics I	PHYS 141, L01	0	280	Lab	Registered	None
General Physics I	PHYS 141, 001	4	279	Lecture	Registered	None

Total Hours | Registered: 8 | Billing: 0 | CEU: 0 | Min: 0 | Max: 12

Conditional Add and Drop Submit

- When dropping a course, select the “*Web Drop/Delete*” under the “*Action*” column and then **select “submit” again to complete the action.** When you are wanting to add one course and drop another course at the same time but want to know if you can get into the added course before you finalize your drop, check the “*Conditional Add and Drop*” box. The drop will not take place unless the add goes through.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Topics in _____	PHYS 280, 001	0	285	Seminar	Waitlisted	None
Intro TESOL Theor. Mthd&Iss	ENGL 456, 001	4	138	Lecture	Registered	None
General Physics I	PHYS 141, L01	0	280	Lab	Registered	None
General Physics I	PHYS 141, 001	4	279	Lecture	Registered	Web Drop/Delete

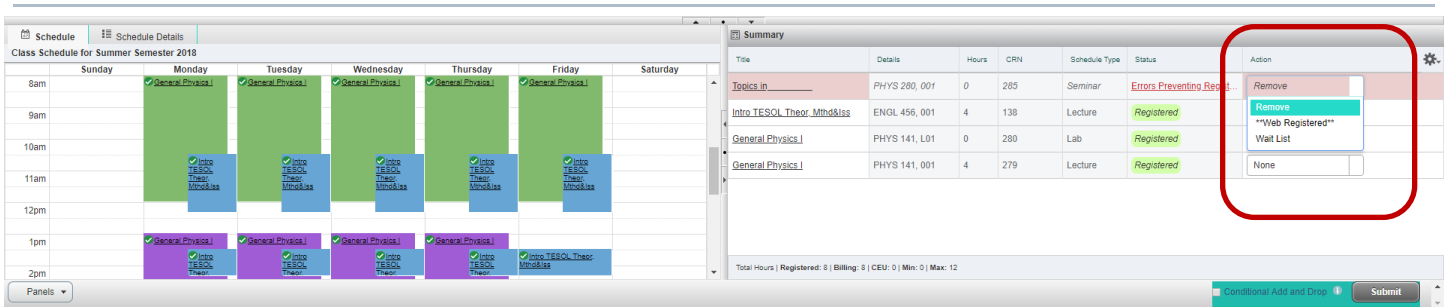
Total Hours | Registered: 8 | Billing: 0 | CEU: 0 | Min: 0 | Max: 12

Conditional Add and Drop Submit

- Right now we are not using the “*Plans*” tab, but plan to use this in the future

Wait-listing Courses

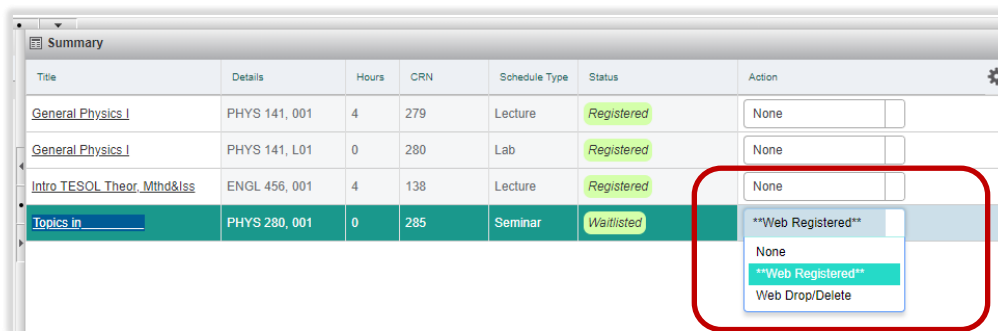
1. If a course has reached its capacity and allows for wait-listing, you will receive an error. In order to waitlist a course, select the *“Wait List”* option under *“Action”* and then the *“Submit”* button again and the course status will change to *“Waitlisted.”*



The screenshot shows a web interface for course registration. On the left is a 'Class Schedule for Summer Semester 2019' with a grid of days and times. On the right is a 'Summary' table listing courses. The 'Topics in' course (PHYS 280, 001) is highlighted in red. A red box around the 'Action' column for this course shows a dropdown menu with the following options: 'Remove', '**Web Registered**', 'Wait List', and 'None'.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Topics in	PHYS 280, 001	0	285	Seminar	Errors Preventing Regis	Remove **Web Registered** Wait List None
Intro TESOL Theor. Mthd&iss	ENGL 456, 001	4	138	Lecture	Registered	
General Physics I	PHYS 141, L01	0	280	Lab	Registered	
General Physics I	PHYS 141, 001	4	279	Lecture	Registered	

2. When your turn comes to register for the course, simply choose the ***Web Registered*** *“Action,”* and select the submit button to finalize the registration.



The screenshot shows the 'Summary' table from the previous image. The 'Topics in' course (PHYS 280, 001) is now 'Waitlisted'. A red box around the 'Action' column for this course shows a dropdown menu with the following options: 'None', '**Web Registered**', and 'Web Drop/Delete'.

Title	Details	Hours	CRN	Schedule Type	Status	Action
General Physics I	PHYS 141, 001	4	279	Lecture	Registered	None
General Physics I	PHYS 141, L01	0	280	Lab	Registered	None
Intro TESOL Theor. Mthd&iss	ENGL 456, 001	4	138	Lecture	Registered	None
Topics in	PHYS 280, 001	0	285	Seminar	Waitlisted	None **Web Registered** Web Drop/Delete

Changing the Number of Credits

1. In order to change the number of credits you are taking for a course, select the “*Schedule and Options*” tab. Then, in the course where you want to make the change, you will see that the number of credits are underlined.

Register for Classes

Find Classes

Enter CRNs

Plans

Schedule and Options

Summary

Term: Summer Semester 2018

Title	Details	Hours	CRN	Schedule Type
<u>General Physics I</u>	PHYS 141, 001	4	279	Lecture
<u>General Physics I</u>	PHYS 141, L01	0	280	Lab
<u>Intro TESOL Theor, Mthd&Iss</u>	ENGL 456, 001	4	138	Lecture
<u>Topics in _____</u>	PHYS 280, 001	<u>0</u>	285	Seminar

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 12

2. Select the underlined number of credits and a box will populate. Enter the number of credits you need the course for and then **select the submit button in the lower right corner finalizing your registration change.**

Register for Classes

Find Classes

Enter CRNs

Plans

Schedule and Options

Summary

Term: Summer Semester 2018

Title	Details	Hours	CRN	Schedule Type	Grade Mode
<u>General Physics I</u>	PHYS 141, 001	4	279	Lecture	Normal (A-F,I,W)
<u>General Physics I</u>	PHYS 141, L01	0	280	Lab	Normal (A-F,I,W)
<u>Intro TESOL Theor, Mthd&Iss</u>	ENGL 456, 001	4	138	Lecture	Normal (A-F,I,W)
<u>Topics in _____</u>	PHYS 280, 001	<div>2 Must be from 0 to 3</div>	285	Seminar	Normal with DG (A-F,I,W,D...)

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 12

Printing, e-mailing or sending an outlook appointment to your calendar

1. From the “*Schedule and Options*” tab, select the printer icon in the upper right hand corner for a printable class schedule. By selecting the e-mail icon, you may e-mail your personal schedule to whomever you wish, as well as, send an .ics file to your personal calendar.

Register for Classes

Find Classes |
 Enter CRNs |
 Plans |
 Schedule and Options

Summary

Term: Summer Semester 2018

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
General Physics I	PHYS 141, 001	4	279	Lecture	Normal (A-F),W	Undergraduate	None	03/05/2018	Registered	**Web Registered**0...
General Physics I	PHYS 141, L01	0	280	Lab	Normal (A-F),W	Undergraduate	None	03/05/2018	Registered	**Web Registered**0...
Intro TESOL Theor Mthdskls	ENGL 456, 001	4	138	Lecture	Normal (A-F),W	Undergraduate	None	03/05/2018	Registered	**Web Registered**0...
Topics In	PHYS 280, 001	2	285	Seminar	Normal with DG (A-F),WD...	Undergraduate	None	03/05/2018	Registered	**Web Registered**0...

Records: 4

Total Hours | Registered: 10 | Billing: 10 | CEU: 0 | Min: 0 | Max: 12