Quick Guide to Banner Self-Service Registration

Key features on the new Banner Registration page:

1. Search for classes
2. Schedule Summary (including pending and registered classes)
3. A graphic Schedule Display of pending and registered classes so that you can see your schedule for the week and make sure there are no conflicts.
4. Buttons to expand/collapse sections
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Search:

Students can do a Basic Search:

An Advanced Search:

Students have several options to search for classes. You can either use the Search for Classes tab or enter Course Reference Numbers (CRNs) in the Enter CRNs tab to access the registration page for classes. Keep in mind that there are additional search alternatives accessible by clicking the Advanced Search.

By utilizing the Advanced Search feature, you can specify your search even further. For instance, you can look for classes that occur on particular days, are instructed by a specific teacher, commence at a specific time, and so on.
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To register for classes using the unique Course Reference Numbers (CRNs), select the Enter CRNs tab. If you wish to register for more than one course, you can click on the + Add Another CRN link to add additional CRNs.

After entering all the CRNs, select Add to Summary to add them to your Registration Summary.
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Register for Classes

When using the search screen, students have the option to click on the course title to access additional information about the course. This includes section notes, bookstore links, corequisites, and more.

To register for a course, simply click on the “Add” button. Once added, the course will appear in the student’s Class Schedule on the bottom left of the screen as well as in the student’s Class Summary on the bottom right. It’s important to note that the class will initially appear as grey and display “Pending” as the status.
To register for a course, simply click on the "Add" button. Once added, the course will appear in the student's Class Schedule on the bottom left of the screen as well as in the student's Class Summary on the bottom right. It's important to note that the class will initially appear as grey and display "Pending" as the status.

After adding the desired course, simply click on the "Submit" button located at the bottom right corner of the screen to complete the registration process. Once submitted, the class status will change to "Registered" in the Summary and the course will now appear in color on the student's Schedule.
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To view the charges and pay tuition during the registration process, navigate to the Summary box and locate the link that reads "CLICK HERE TO VIEW CHARGE/PAY TUITION AT THE TIME OF REGISTRATION". Simply click on this link to open a new window containing a summary of your tuition and fees. Please note that tuition and fees must be paid at the time of registration in order to avoid being dropped from the course for non-payment.
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Next, locate and click on the "PAY TUITION" link located in the top right corner of the popup box. Clicking on the "PAY TUITION" link will redirect the student to the Account Summary page. From here, the student can then select the "Pay Now" button to be directed to our payment gateway for payment processing.
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Here are some helpful registration reminders:

1. Ensure that you have paid your tuition fees at the time of registration to avoid being dropped from the course for non-payment.
2. If you encounter any registration errors that you do not understand, please visit the Registration Help page.
3. If a course has a waitlist, you may receive a registration error when attempting to register. In this case, you can select "Waitlist" from the drop-down menu and click on the "Submit" button to be added to the waitlist for the course. It's important to note that being added to the waitlist does not guarantee a spot in the course, but it does increase your chances of being enrolled if a spot becomes available. You can learn more about waitlists by visiting the Waitlist Information page.
4. Remember that certain types of financial aid only cover courses that are within your declared program of study. Financial aid does not cover "Audit" classes. Click here to learn more about Financial Aid.
5. Once you click on "Register", you will be held financially responsible for any classes that are listed as "Registered" or "Audit".