



## Quick Tips: Registering for Classes from the Student Hub

1. Go to the Current [Employee Hub](#). Click on “Banner Self Service” and log on.
2. Go to Faculty and Advisor Services. Click on Registration in the Advisor Services menu.
3. If you are registering on behalf of the student, make sure you have received written authorization from the student to do so and have submitted that documentation to the Office of the Registrar prior to registering the student.
4. Click ‘Register for Classes’.

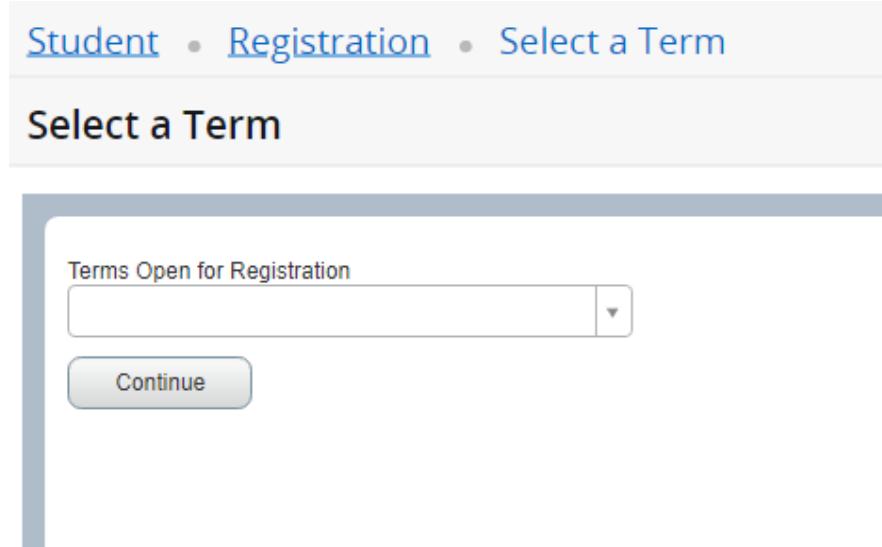
### Registration

The screenshot shows a 'Registration' page with a 'What would you like to do?' header. It lists six options:

- Prepare for Registration** (Icon: clipboard): View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes** (Icon: calendar): Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead** (Icon: calendar with a checkmark): Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes** (Icon: magnifying glass): Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information** (Icon: folder): View your past schedules and your ungraded classes.
- Browse Course Catalog** (Icon: book with a magnifying glass): Look up basic course information like subject, course and description.

5. If you are asked for your role, select the role in which you are currently acting.

6. Choose the appropriate term from the drop down list and click submit.



The screenshot shows a web interface for selecting a term. At the top, a navigation bar displays 'Student' → 'Registration' → 'Select a Term'. Below this, a section titled 'Select a Term' contains a dropdown menu labeled 'Terms Open for Registration'. A 'Continue' button is positioned below the dropdown.

7. Select the student by ID or Name in the drop down box and hit "Continue".

8. Search for classes.

In the Find Classes tab. Click in the "Subject" field to select one or more subjects. You can type the subject in and select or use the menu to select you subject(s). Leave the box blank to choose all subjects.

You may also narrow your search using the Course Number or Keyword fields or you may click "Advanced Search" for more searching options, including the ability to search by attribute (such as core requirements). You may also use the Enter CRNs tab if you already know the CRNs of the courses in which you are interested.

## Register for Classes

Find Classes   Enter CRNs   Plans   Schedule and Options

**Enter Your Search Criteria** ?

Term: Fall Semester 2019

Subject

Course Number

Keyword

8. The number of remaining seats will be listed next to each open class section. If the class is closed, it will show as "Full". Once you find a class that has available seats you are interested in, select the Add button to add the course to your summary panel. It will also block off the time in the visual schedule.
9. The summary panel acts like a shopping cart. You will see the status as "Pending". While in the Pending status, the student is not yet registered for the course and the pending status does not reserve the spot. You must select Web Register in the Action box to attempt to add the course to the student's schedule.

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 78 Classes  
Term: Fall Semester 2019 Subject: English

Lecture	English Composition Lecture	English	101	14	3	90...	Fa...	Hamilton, Leah (...	S M T W T F S	08:30 AM - 09:45 AM	1 Main	1 of 20 seat...	5 of 5 wait...	Add
English Composition Lecture	English	101	15	3	90...	Fa...	Hamilton, Leah (...	S M T W T F S	10:00 AM - 11:15 AM	1 Main	FULL	5 of 5	Add	
English Composition Lecture	English	101	16	3	90...	Fa...	Steckl, Sheena (...	S M T W T F S	10:00 AM - 11:15 AM	1 Main	FULL	3 of 5	Add	

**Schedule** **Schedule Details** **Tuition and Fees**

Class Schedule for Fall Semester 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am						
7am						
8am						

Open and close bottom panels to display extra registration information X

**Summary** **Tuition and Fees**

Title	Details	Hour	CRN	Schedule	Status	Action
English Composition	ENGL 101, 19	3	90661	Lecture	Registered	Web Register

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 15

Submit

10. If the registration is successful, it will show “Registered” as the Status. The student is now registered for the course.

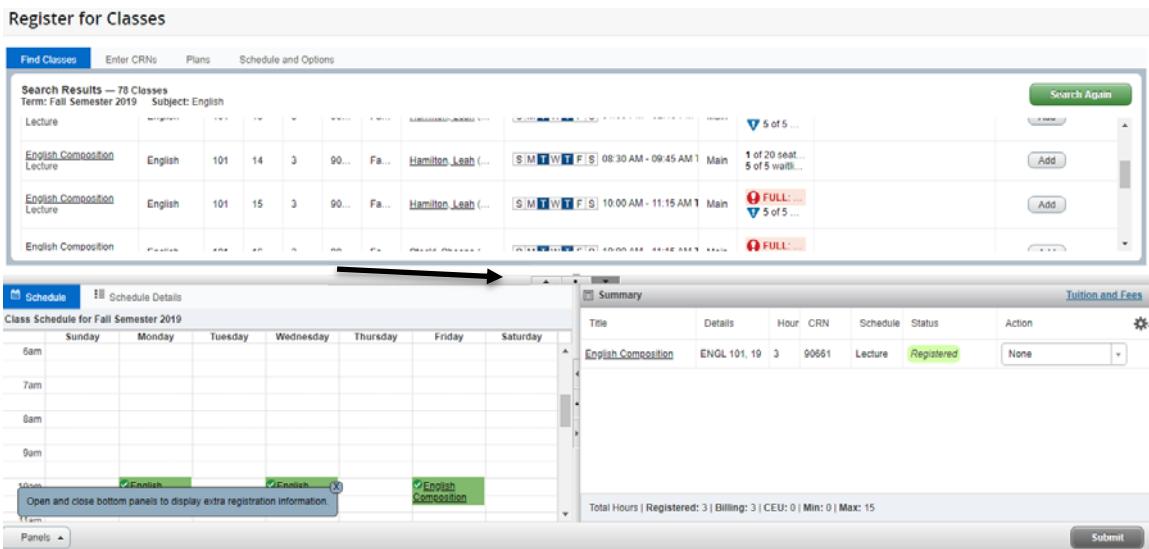
**Summary** **Tuition and Fees**

Title	Details	Hour	CRN	Schedule	Status	Action
English Composition	ENGL 101, 19	3	90661	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15

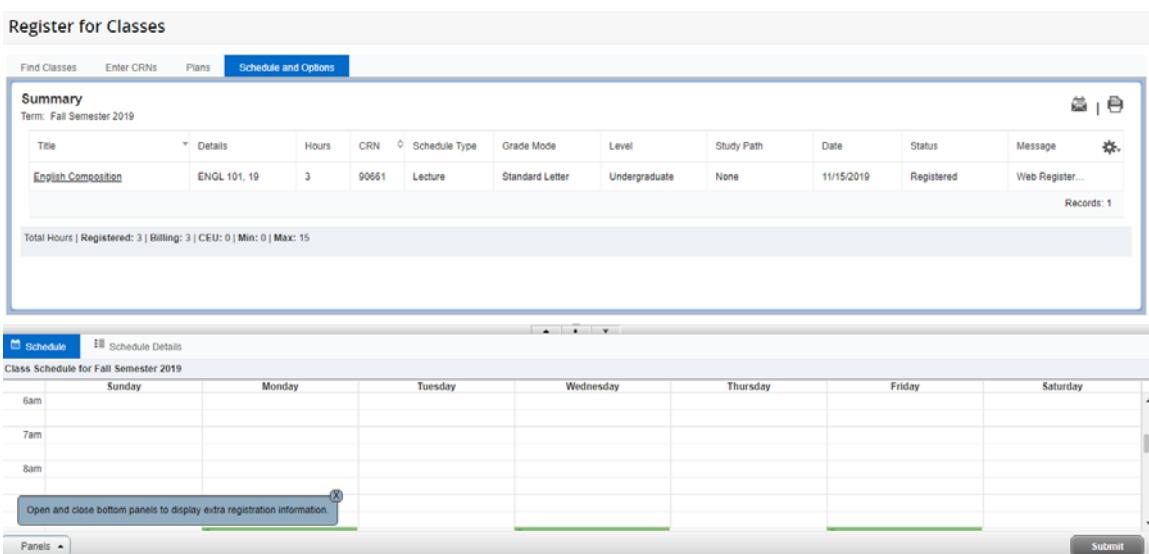
Submit

**11. Use the panel buttons to expand the individual panels for viewing.**



The screenshot shows the 'Register for Classes' interface with the 'Schedule and Options' tab selected. The 'Search Results' table displays 70 classes for Fall Semester 2019, filtered by English. Three English Composition Lecture classes are listed with their details, including CRN, days, times, and seats. Below the table is the 'Schedule Details' panel, which shows a weekly grid for Fall Semester 2019. The 'Summary' panel on the right provides a detailed view of the selected English Composition class, including its title, details, hours, CRN, schedule type, and status. A note at the bottom of the 'Schedule Details' panel suggests opening the bottom panels for extra registration information.

**12. Use the Schedule and Options tab to view and print or email the schedule.**



The screenshot shows the 'Register for Classes' interface with the 'Schedule and Options' tab selected. The 'Summary' panel displays a detailed view of the English Composition class, including its title, details, hours, CRN, schedule type, grade mode, level, study path, date, status, and message. Below the summary is the 'Schedule Details' panel, which shows the weekly class schedule for Fall Semester 2019. A note at the bottom of the 'Schedule Details' panel suggests opening the bottom panels for extra registration information.

**13. To change the credit hours for a course that has a variable credit limit (ex: 1 – 3 credit hours): First, following the steps above, register for the course and click on the Schedule and Options tab. The hours for the variable credit course will be underlined. Next, click the number and enter the desired**

**number of credit hours within the range provided. Click submit and the new credit hours will be saved.**