1. To Access BannerWeb Registration
   - On the My Student Info tab, select Registration. This will open the Registration screen in a new tab.

2. Before Registering check for Registration Notices and Holds
   - On the BannerWeb Student Registration page, click Prepare for Registration.
   - Select the term from the drop down menu 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 ℹ️ are informational only and do not affect registration status.

3. View/Print/Email My Schedule
   - You may be pre-registered for certain courses already. Please review these so you can plan accordingly.
   - On BannerWeb Student Registration page, click Register for Classes.
   - Select the term of the schedule for which you wish to obtain a copy.
- 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 hard copy version of your schedule.

![Register for Classes](image)

### 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 from the drop down menu and click **Continue**.
- Enter your search criteria. Some Hints:
  - Leave the Department/Program field blank.
  - Select **Latin Honors and Writing Intensive** to select which types of courses to view.
  - 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 from the drop down menu
- Click **Continue**
- *Complete this process for BOTH Summer Terms.*

**Select Courses by CRN**
- Select the **Enter CRNs** tab (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**.
- Do not schedule electives in the 2nd Term which will conflict with the second half (five weeks?) of a ten-week course.

**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 if there are 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.
5. Drop a Class
- On the BannerWeb Student Registration page, click Register for Classes.
- Select the term from the drop down menu. 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. 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.
- 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.