

Registration in Banner for Faculty

Student Registration in Banner

When Students access Banner Self Service they will see the options at right.

The **registration dashboard** can be accessed by clicking *Registration* under **Student Records**.

Student Account

This is the entry page for Banner Student. From here, you can navigate to the following pages using the Banner menu on the header(Alt+M) depending on your role at the institution:

Student Records

If you have any questions, please email the Registrar



- Student Profile
- View Grades
- o Graduation Application
- · View Graduation Application
- View Unoffical Transcript
- Degree Works
- o Person Information 9x

Student Accounts

If you have any questions, please email **Student** Billing.

Student Account

Financial Aid

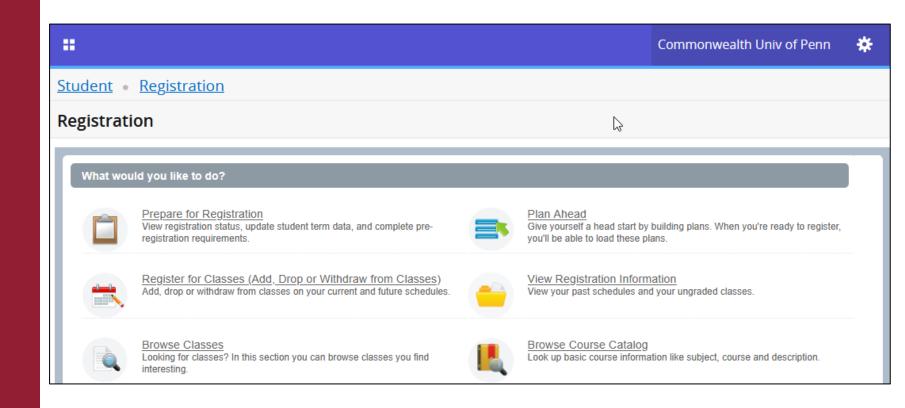
If you have any questions, please email **Financial** Aid.

Financial Aid

Student Registration in Banner

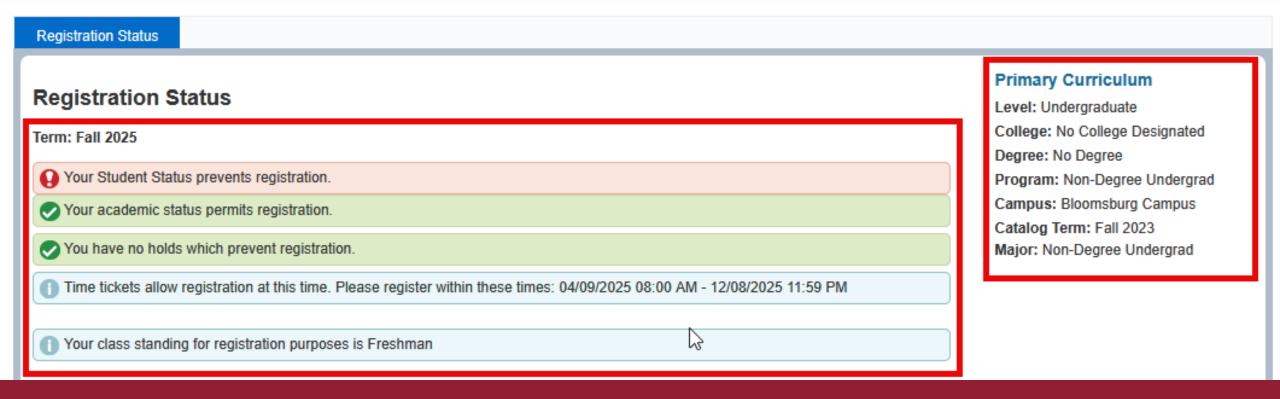
There are up to six options available in the registration dashboard.

To access one, click on it.



<u>Student • Registration • Select a Term • Prepare for Registration</u>

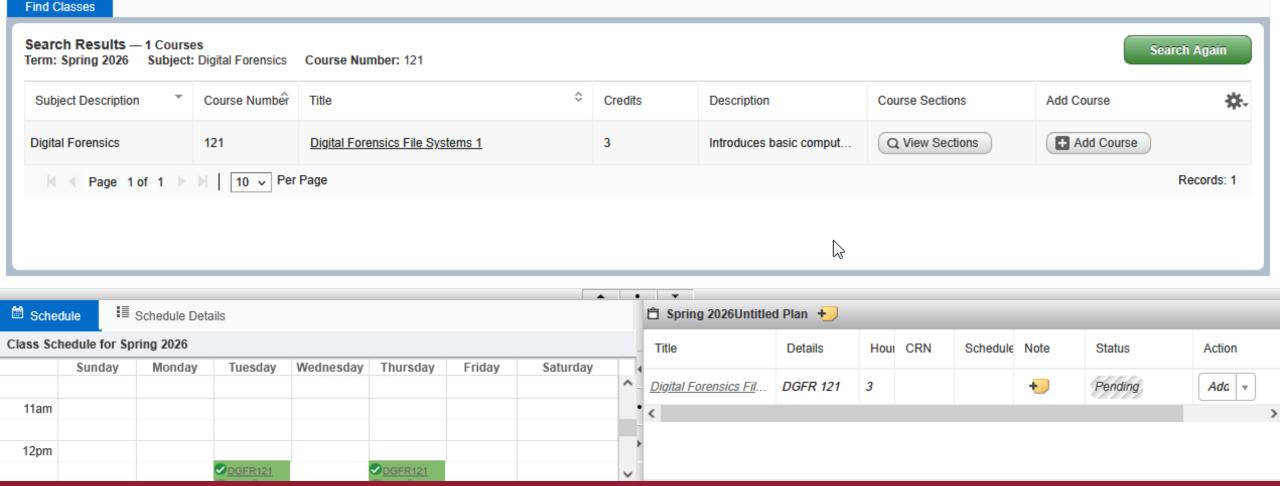
Prepare for Registration



Prepare for Registration

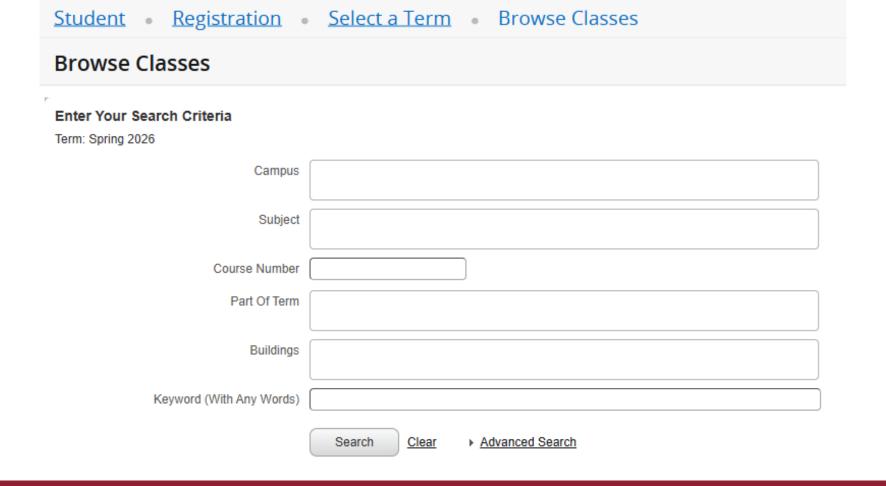
On the Registration Status page, students will see registration eligibility according to **Student Status, Academic Status,** and **Advisor Holds**, any time tickets assigned to them, and their class standing.

On the right, they will see details about their Curriculum, or degree programs.



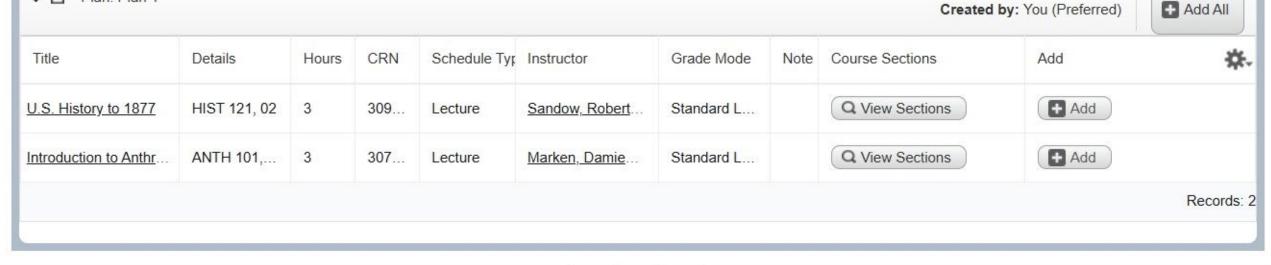
Plan Ahead

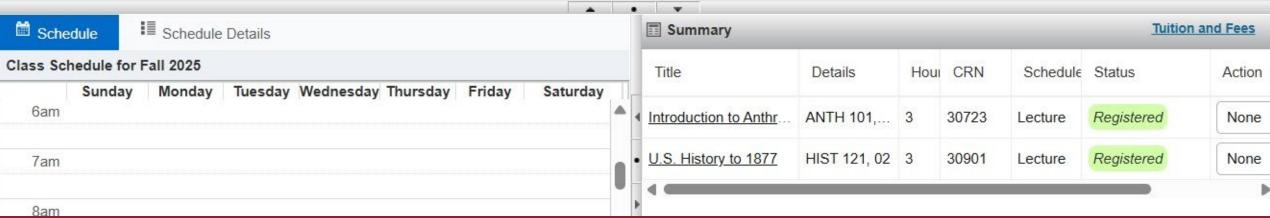
A registration plan can be created in the **Plan Ahead** section of the Registration dashboard in Banner, to assist with more efficient enrollment when it becomes available.



Browse Classes and Browse Course Catalog

The *Browse Classes* function allows students and faculty to search for courses being offered in a particular semester. The *Browse Course Catalog* function allows searching for all courses offered at Commonwealth University regardless of semester.



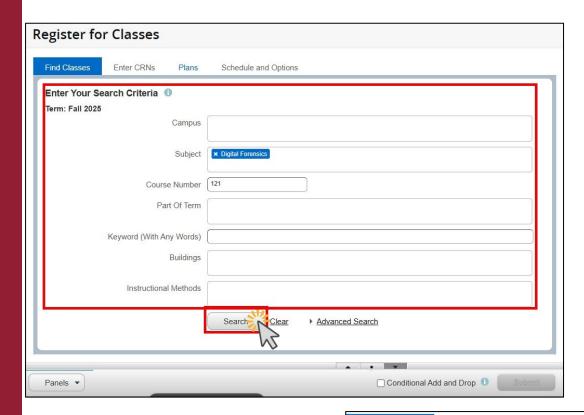


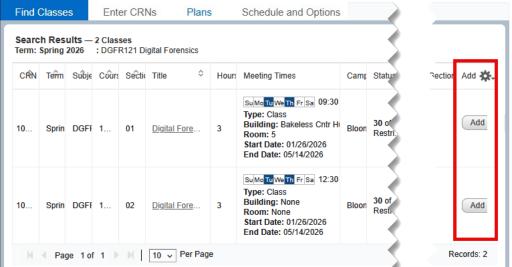
Register for Classes

This function allows students to enroll in classes by searching for them, entering their CRNs, or committing to registration plans made in the Plan Ahead section.

Register for Classes: Find Classes

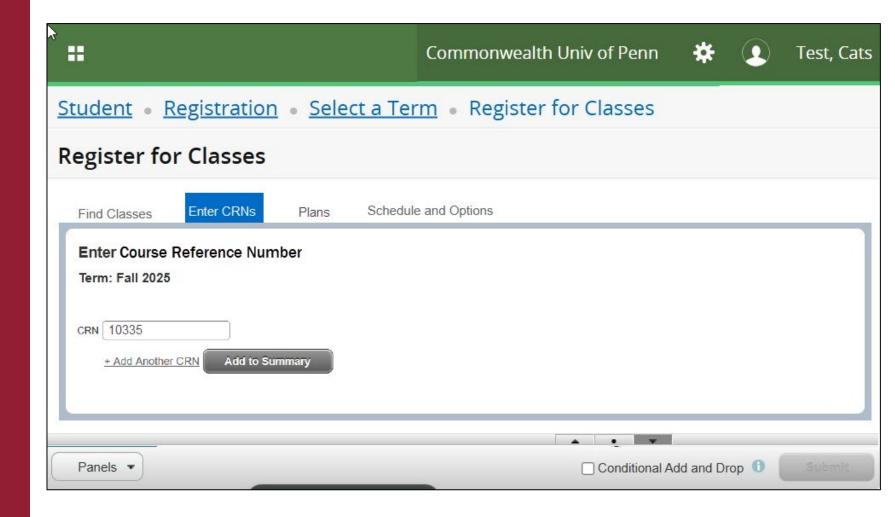
On the *Find Classes* screen, students can search for classes, then add them.





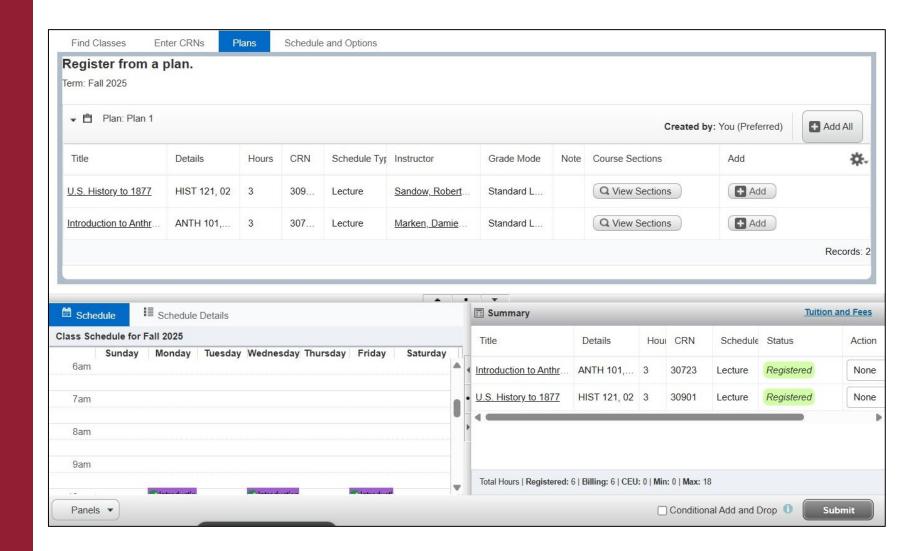
Register for Classes: Enter CRNs

On the *Enter CRNs* screen, students can add courses by CRN.



Register for Classes: Plans

On the *Plans* screen, students can add courses or sections from the plans they made ahead.

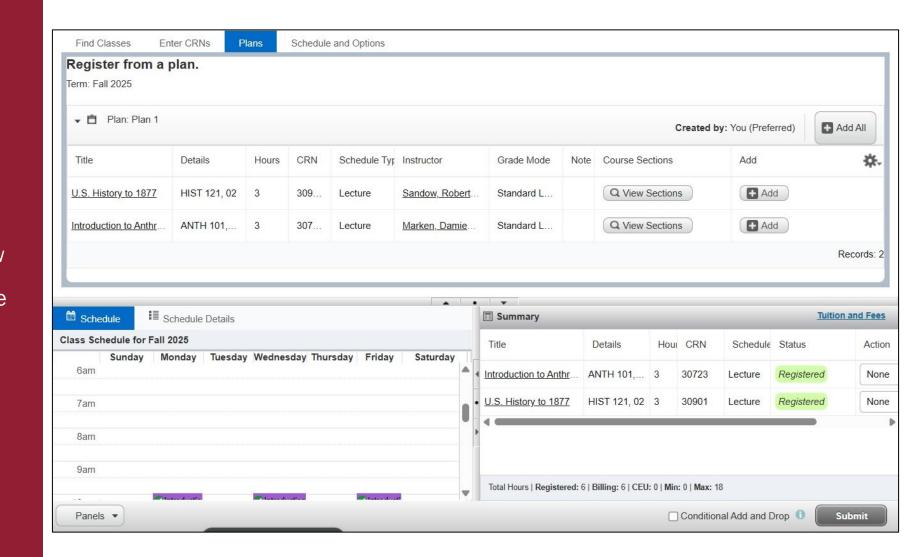


Register for Classes: Panels

As classes are added, they will show up in the Schedule panel and the Summary panel at the bottom of the screen.

Clicking the Submit button commits any pending classes.

The Summary panel is where classes can be dropped after a student is registered. Using the action dropdown lets students drop or withdraw from the class, then clicking Submit saves the change.





Student • Registration

Registration



What would you like to do?



Prepare for Registration

View registration status, update student term data, and complete preregistration requirements.



Plan Ahead

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



Register for Classes (Add, Drop or Withdraw from Classes)

Add, drop or withdraw from classes on your current and future schedules.



View Registration Information

View your past schedules and your ungraded classes.



Browse Classes

Looking for classes? In this section you can browse classes you find



Browse Course Catalog

Look up basic course information like subject, course and description.

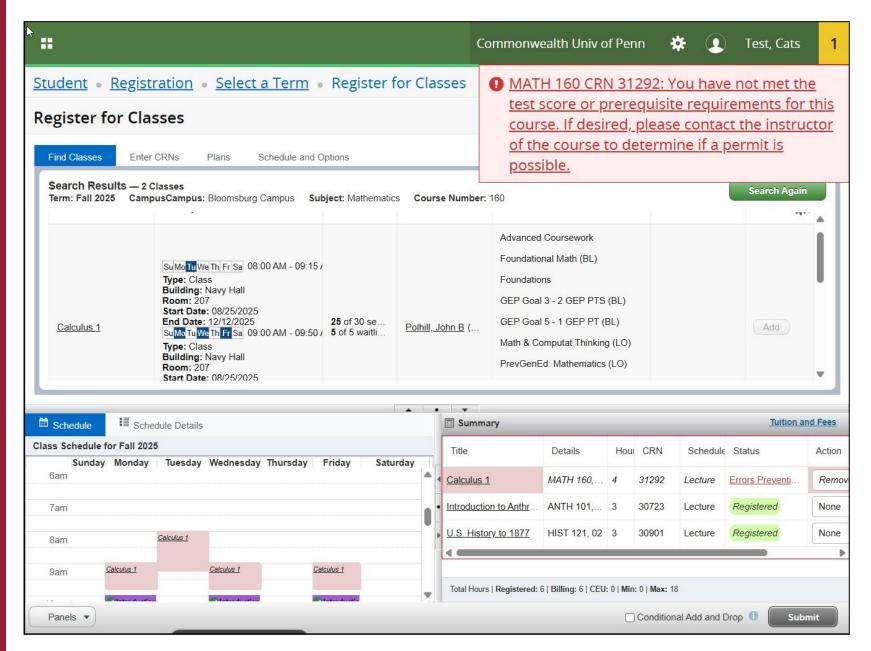
View Registration Information

In the *View Registration Information* section, students can look at their schedule and view their active registrations.

Registration Errors

If students get a registration error, and meet requirements or you feel they should be able to take the course, you must discuss with your chair.

Only chairs (and department secretaries at discretion of their chair) can complete an override of a registration error.

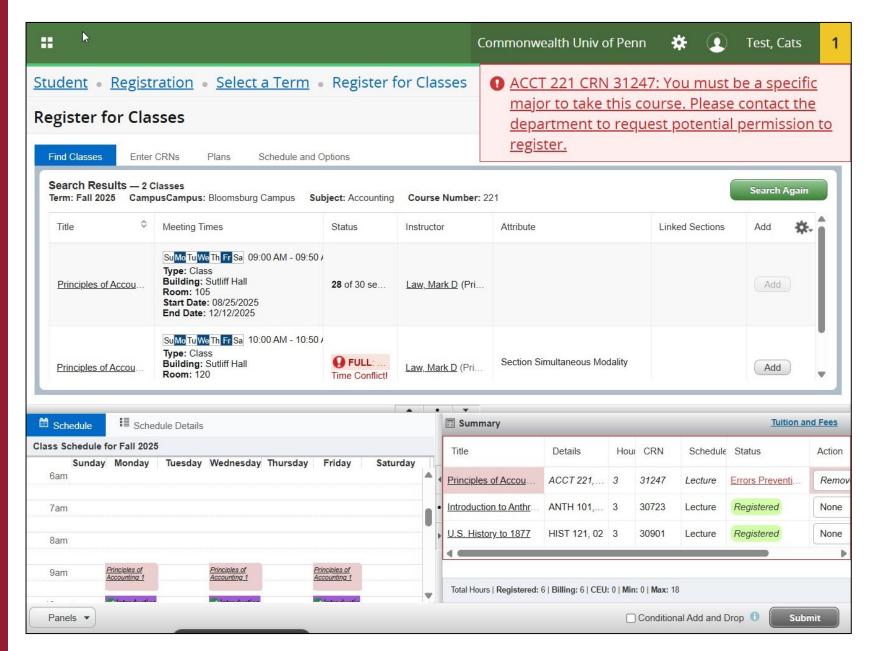


Shown above is the common registration error: Prerequisites not met.

Registration Errors

If students get a registration error, and meet requirements or you feel they should be able to take the course, you must discuss with your chair.

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Shown above is the common registration error: Course restrictions.