



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

- Registration
- Attendance Tracking
- Student Profile
- View Grades
- Graduation Application
- View Graduation Application
- View Unofficial Transcript
- Degree Works
- 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.

The screenshot shows the 'Student Registration' dashboard for the Commonwealth University of Pennsylvania. The header is blue with the university's name and a gear icon. Below the header, the breadcrumb 'Student • Registration' is visible. The main section is titled 'Registration' and contains a grey bar with the text 'What would you like to do?'. Below this bar, there are six options arranged in a 3x2 grid, each with an icon, a title, and a description:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements. (Icon: clipboard)
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans. (Icon: calendar with green arrow)
- Register for Classes (Add, Drop or Withdraw from Classes)**: Add, drop or withdraw from classes on your current and future schedules. (Icon: calendar with red arrow)
- View Registration Information**: View your past schedules and your ungraded classes. (Icon: yellow folder)
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting. (Icon: magnifying glass over document)
- Browse Course Catalog**: Look up basic course information like subject, course and description. (Icon: magnifying glass over book)

Prepare for Registration

Registration Status

Registration Status

Term: Fall 2025

! Your Student Status prevents registration.

✓ Your academic status permits registration.

✓ You have no holds which prevent registration.

i Time tickets allow registration at this time. Please register within these times: 04/09/2025 08:00 AM - 12/08/2025 11:59 PM

i Your class standing for registration purposes is Freshman

Primary Curriculum

Level: Undergraduate
College: No College Designated
Degree: No Degree
Program: Non-Degree Undergrad
Campus: Bloomsburg Campus
Catalog Term: Fall 2023
Major: Non-Degree Undergrad

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.

Search Results — 1 Courses

Term: Spring 2026 Subject: Digital Forensics Course Number: 121

Search Again

Subject Description ▾	Course Number ^	Title ▾	Credits	Description	Course Sections	Add Course ⚙
Digital Forensics	121	<u>Digital Forensics File Systems 1</u>	3	Introduces basic comput...	View Sections	+ Add Course

Page 1 of 1 | 10 ▾ Per Page

Records: 1

Schedule Schedule Details

Class Schedule for Spring 2026

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am							
12pm			✓ DGFR121		✓ DGFR121		

Spring 2026Untitled Plan +

Title	Details	Hour	CRN	Schedule	Note	Status	Action
<u>Digital Forensics Fil...</u>	DGFR 121	3			+	Pending	Ada ▾

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

Enter Your Search Criteria

Term: Spring 2026

Campus

Subject

Course Number

Part Of Term

Buildings

Keyword (With Any Words)

Search

[Clear](#)

► [Advanced Search](#)

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.

Plan Ahead

Created by: You (Preferred) + Add All

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add	
U.S. History to 1877	HIST 121, 02	3	309...	Lecture	Sandow, Robert...	Standard L...		Q View Sections	+ Add	
Introduction to Anthr...	ANTH 101,...	3	307...	Lecture	Marken, Damie...	Standard L...		Q View Sections	+ Add	

Records: 2

Schedule

Schedule Details

Class Schedule for Fall 2025

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

Summary

Tuition and Fees

Title	Details	Hours	CRN	Schedule	Status	Action
Introduction to Anthr...	ANTH 101,...	3	30723	Lecture	Registered	None
U.S. History to 1877	HIST 121, 02	3	30901	Lecture	Registered	None

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

Find Classes

Enter CRNs

Plans

Schedule and Options

Enter Your Search Criteria

Term: Fall 2025

Campus

Subject

Course Number

Part Of Term

Keyword (With Any Words)

Buildings

Instructional Methods

Search

Clear

Advanced Search

Panels

Conditional Add and Drop

Submit

Find Classes

Enter CRNs

Plans

Schedule and Options

Search Results — 2 Classes

Term: Spring 2026 : DGFR121 Digital Forensics

CRN	Term	Subje	Cours	Secti	Title	Hour	Meeting Times	Camp	Status
10...	Spring	DGFI	1...	01	Digital Fore...	3	Su/Mo/Tu/We/Th/Fr/Sa 09:30 Type: Class Building: Bakeless Cntr Hi Room: 5 Start Date: 01/26/2026 End Date: 05/14/2026	Bloom	30 of Restr.
10...	Spring	DGFI	1...	02	Digital Fore...	3	Su/Mo/Tu/We/Th/Fr/Sa 12:30 Type: Class Building: None Room: None Start Date: 01/26/2026 End Date: 05/14/2026	Bloom	30 of Restr.

Page 1 of 1

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Per Page

Section Add

Add

Add

Records: 2

Register for Classes: Enter CRNs

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

The screenshot shows the registration interface for the Commonwealth University of Pennsylvania. The top navigation bar is green and contains a logo, the university name, a settings gear, a user profile icon, and the text 'Test, Cats'. Below this is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#) • Register for Classes. The main heading is 'Register for Classes'. There are four tabs: 'Find Classes', 'Enter CRNs' (which is highlighted in blue), 'Plans', and 'Schedule and Options'. The 'Enter CRNs' tab contains a section titled 'Enter Course Reference Number' with the text 'Term: Fall 2025'. Below this is a text input field labeled 'CRN' containing the value '10335'. Under the input field are two links: '+ Add Another CRN' and a button labeled 'Add to Summary'. At the bottom of the page, there is a 'Panels' dropdown menu, a checkbox for 'Conditional Add and Drop' with an information icon, and a 'Submit' button.

Commonwealth Univ of Penn

Test, Cats

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

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Number

Term: Fall 2025

CRN

[+ Add Another CRN](#) Add to Summary

Panels ☐ Conditional Add and Drop [i](#) Submit

Register for Classes: Plans

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

Find ClassesEnter CRNsPlansSchedule and Options

Register from a plan.

Term: Fall 2025

Plan: Plan 1

Created by: You (Preferred)

Add All

Title	Details	Hours	CRN	Schedule Ty	Instructor	Grade Mode	Note	Course Sections	Add
U.S. History to 1877	HIST 121, 02	3	309...	Lecture	Sadow, Robert...	Standard L...		View Sections	Add
Introduction to Anthr...	ANTH 101,...	3	307...	Lecture	Marken, Damie...	Standard L...		View Sections	Add

Records: 2

ScheduleSchedule Details

Class Schedule for Fall 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Panels

Summary

Tuition and Fees

Title	Details	Hou	CRN	Schedule	Status	Action
Introduction to Anthr...	ANTH 101,...	3	30723	Lecture	Registered	None
U.S. History to 1877	HIST 121, 02	3	30901	Lecture	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop

Submit

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.

Find ClassesEnter CRNsPlansSchedule and Options

Register from a plan.

Term: Fall 2025

Plan: Plan 1

Created by: You (Preferred)

Add All

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
U.S. History to 1877	HIST 121, 02	3	309...	Lecture	Sadow, Robert...	Standard L...		View Sections	Add
Introduction to Anthr...	ANTH 101,...	3	307...	Lecture	Marken, Damie...	Standard L...		View Sections	Add

Records: 2

ScheduleSchedule Details

Class Schedule for Fall 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Panels

SummaryTuition and Fees

Title	Details	Hours	CRN	Schedule	Status	Action
Introduction to Anthr...	ANTH 101,...	3	30723	Lecture	Registered	None
U.S. History to 1877	HIST 121, 02	3	30901	Lecture	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop

Submit

Registration

What would you like to do?



Prepare for Registration

View registration status, update student term data, and complete pre-registration 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.

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Test, Cats

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

Register for Classes

Find ClassesEnter CRNsPlansSchedule and Options

Search Results — 2 Classes

Term: Fall 2025Campus: Bloomsburg CampusSubject: MathematicsCourse Number: 160

Calculus 1

SuMoTuWeThFrSa

08:00 AM - 09:15 AM

Type: Class

Building: Navy Hall

Room: 207

Start Date: 08/25/2025

End Date: 12/12/2025

25 of 30 seats filled

5 of 5 waitlist spots filled

Polhill, John B (Instructor)

Advanced Coursework

Foundational Math (BL)

Foundations

GEP Goal 3 - 2 GEP PTS (BL)

GEP Goal 5 - 1 GEP PT (BL)

Math & Computat Thinking (LO)

PrevGenEd: Mathematics (LO)

Add

Schedule

Schedule Details

Class Schedule for Fall 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am			Calculus 1				
9am		Calculus 1		Calculus 1		Calculus 1	

Summary

Tuition and Fees

Title	Details	Hours	CRN	Schedule	Status	Action
Calculus 1	MATH 160, ...	4	31292	Lecture	Errors Preventi...	Remove
Introduction to Anthr...	ANTH 101, ...	3	30723	Lecture	Registered	None
U.S. History to 1877	HIST 121, 02	3	30901	Lecture	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

☐ Conditional Add and Drop

Submit

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.

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

Commonwealth Univ of Penn

Test, Cats

1

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

Register for Classes

[Find Classes](#) | [Enter CRNs](#) | [Plans](#) | [Schedule and Options](#)

Search Results — 2 Classes

Term: Fall 2025 Campus: Bloomsburg Campus Subject: Accounting Course Number: 221

Title	Meeting Times	Status	Instructor	Attribute	Linked Sections	Add
Principles of Accou...	Su Mo Tu We Th Fr Sa 09:00 AM - 09:50 / Type: Class Building: Sutliff Hall Room: 105 Start Date: 08/25/2025 End Date: 12/12/2025	28 of 30 se...	Law, Mark D (Pri...			Add
Principles of Accou...	Su Mo Tu We Th Fr Sa 10:00 AM - 10:50 / Type: Class Building: Sutliff Hall Room: 120	! FULL: ... Time Conflict!	Law, Mark D (Pri...	Section Simultaneous Modality		Add

Search Again

Schedule

Schedule Details

Class Schedule for Fall 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am		Principles of Accounting 1		Principles of Accounting 1		Principles of Accounting 1	

Panels

Summary

Tuition and Fees

Title	Details	Hour	CRN	Schedule	Status	Action
Principles of Accou...	ACCT 221,...	3	31247	Lecture	Errors Preventi...	Remove
Introduction to Anthr...	ANTH 101,...	3	30723	Lecture	Registered	None
U.S. History to 1877	HIST 121, 02	3	30901	Lecture	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop

Submit

Shown above is the common registration error: Course restrictions.