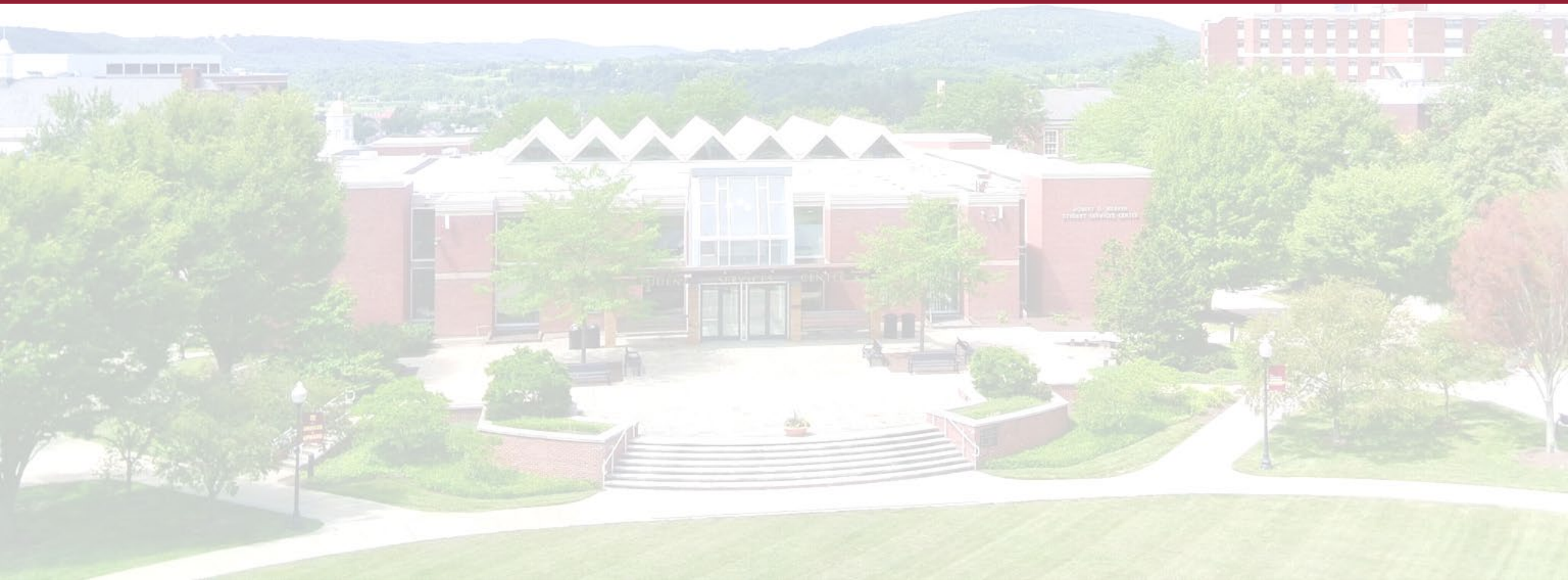
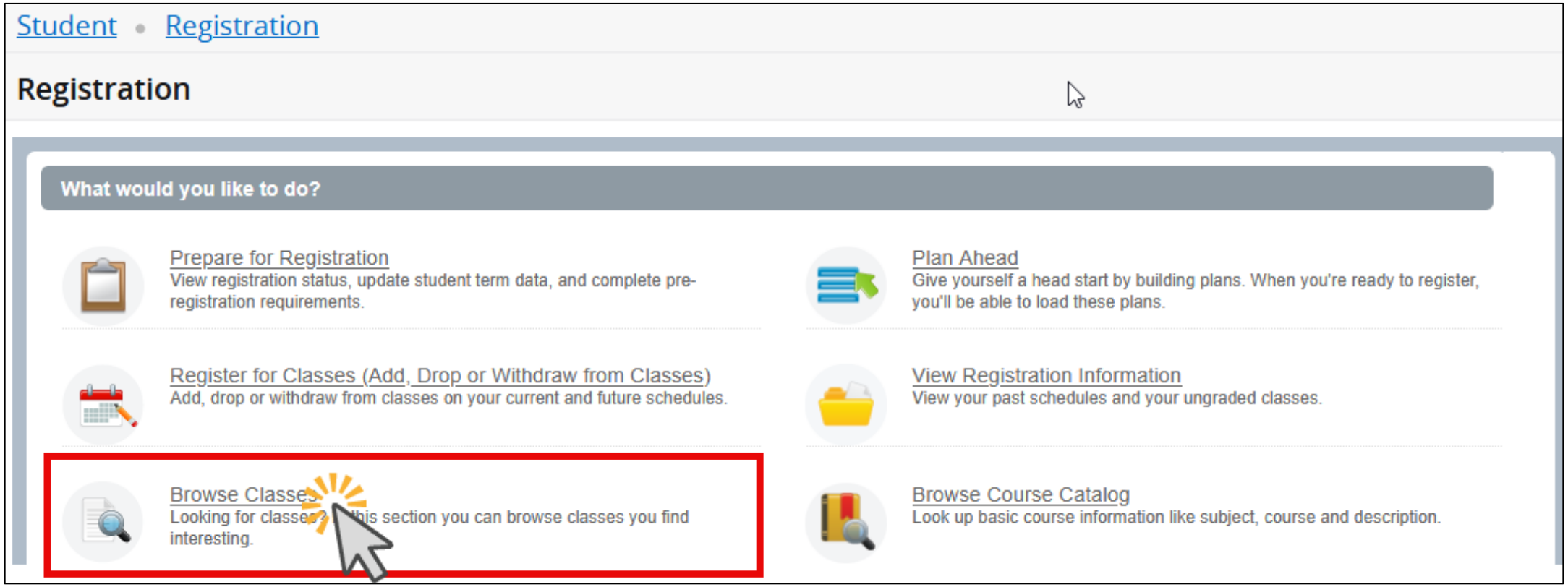


# Register *for* Classes *for* Students

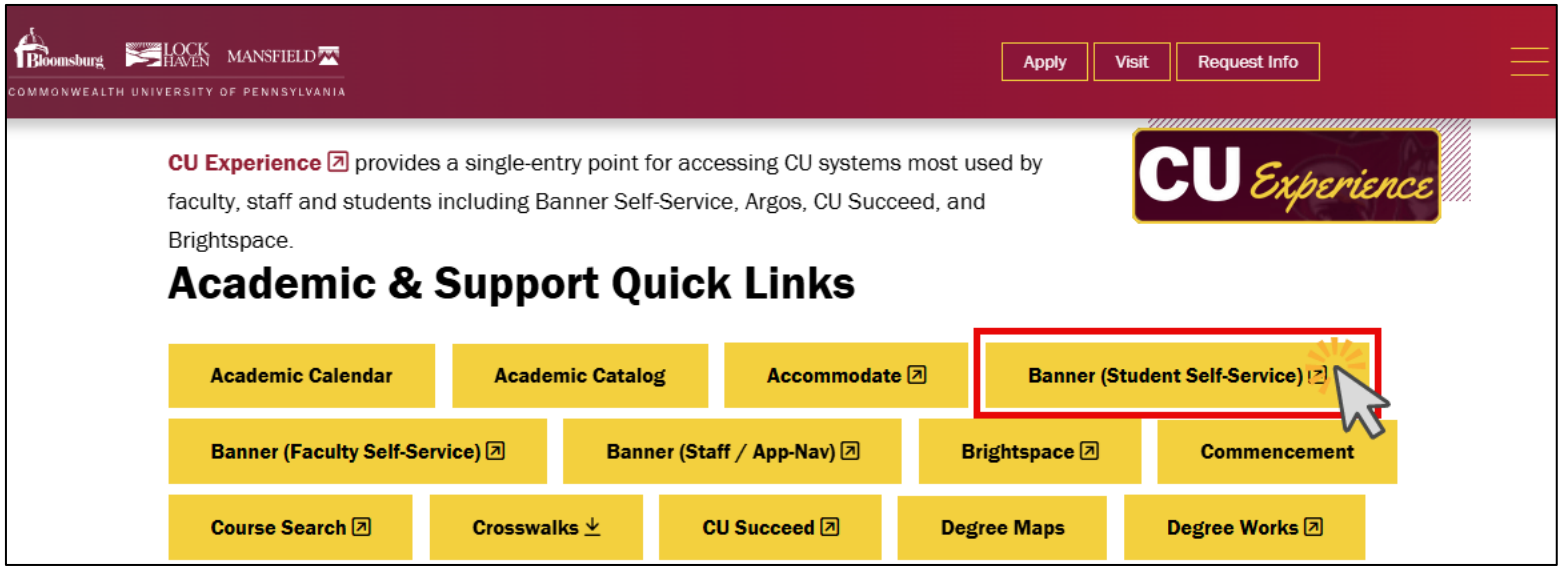
You can register for classes in the **Register for Classes** section of your Registration dashboard in Banner.



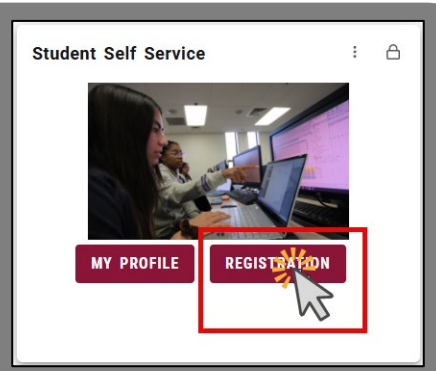

Continue for the steps to access this.

# Access Banner

To access Banner, go to the my.commonwealth.edu page, and click *Banner (Student Self-Service)*.




You can access your Registration dashboard in **CU Experience** as well. Just click the link to CU Experience on the my.commonwealth.edu page, login, and click *Registration* on the Student Self Service card. Proceed to page 6.



# *Login to Banner*

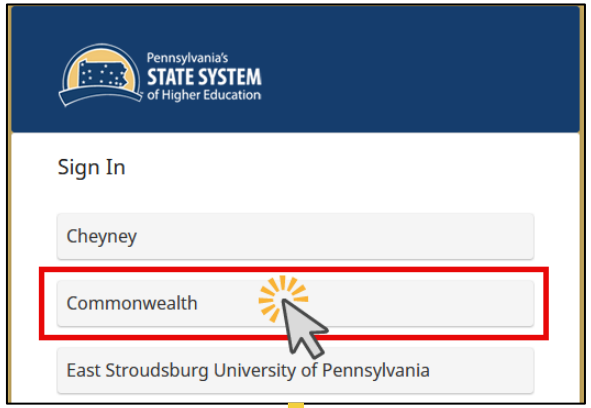
To login, select Commonwealth on the PASSHE Sign In page.

Next, enter your CU email address and click Next.

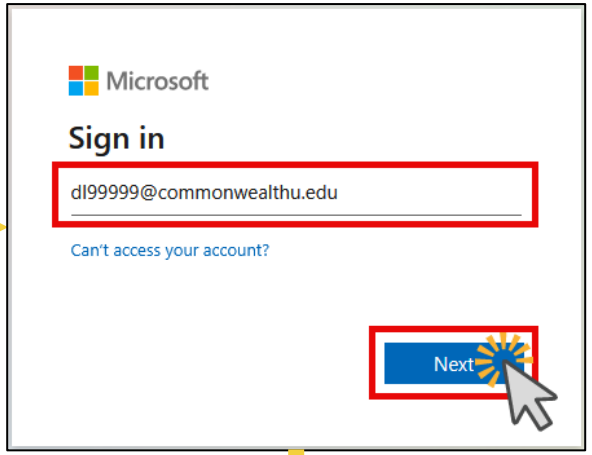
Finally, enter your password and click Sign in.

Respond appropriately to any 2FA requests from DUO.

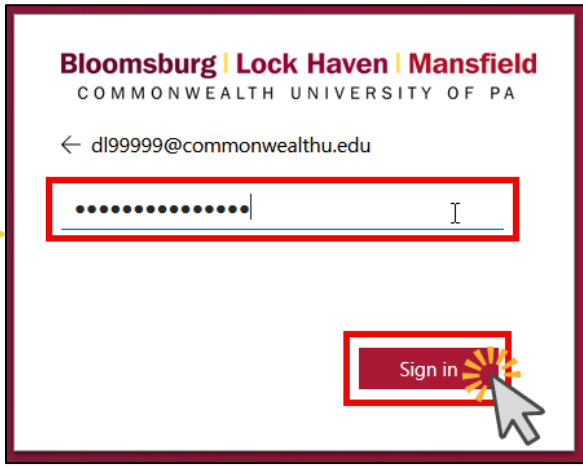
1.




2.

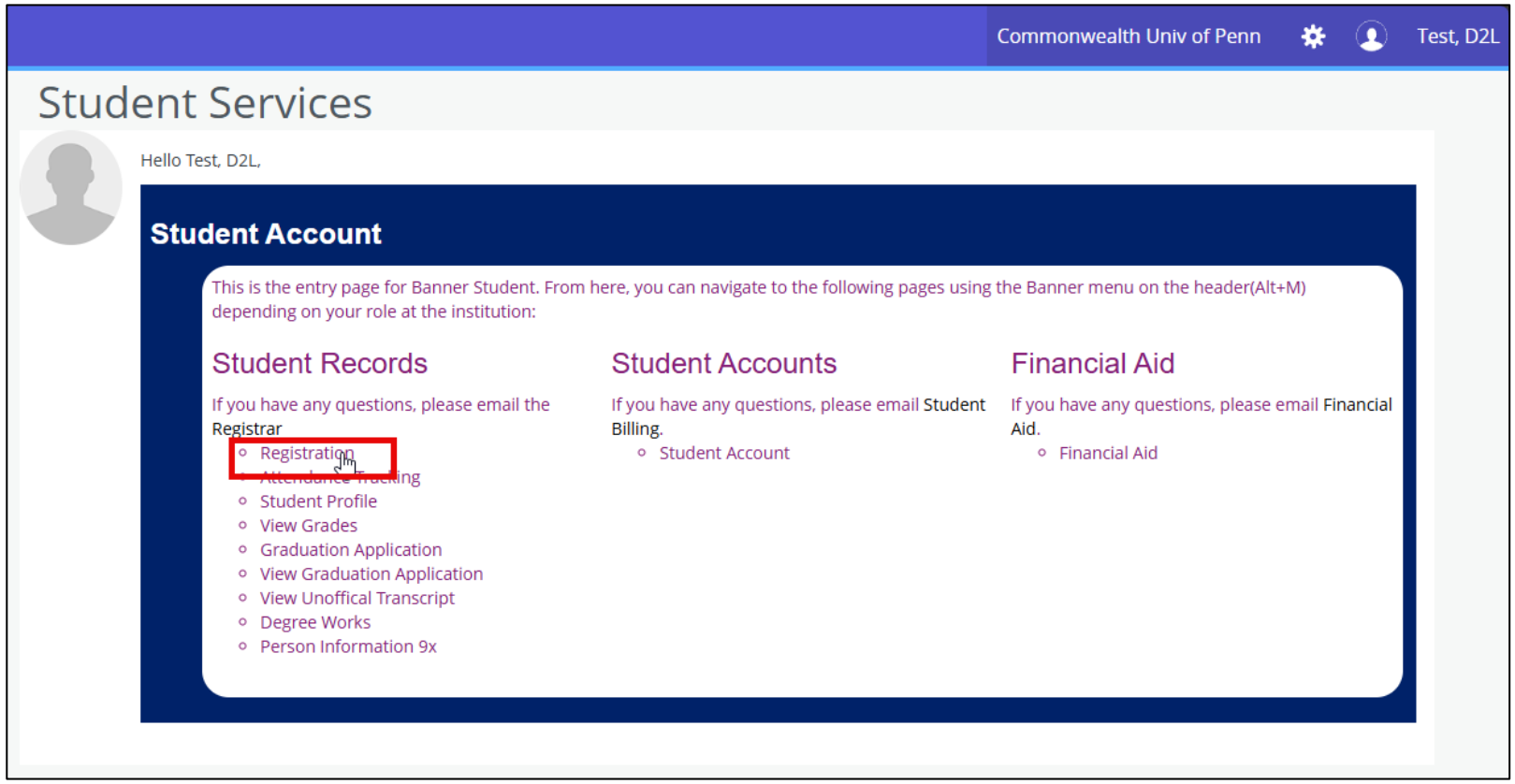



3.



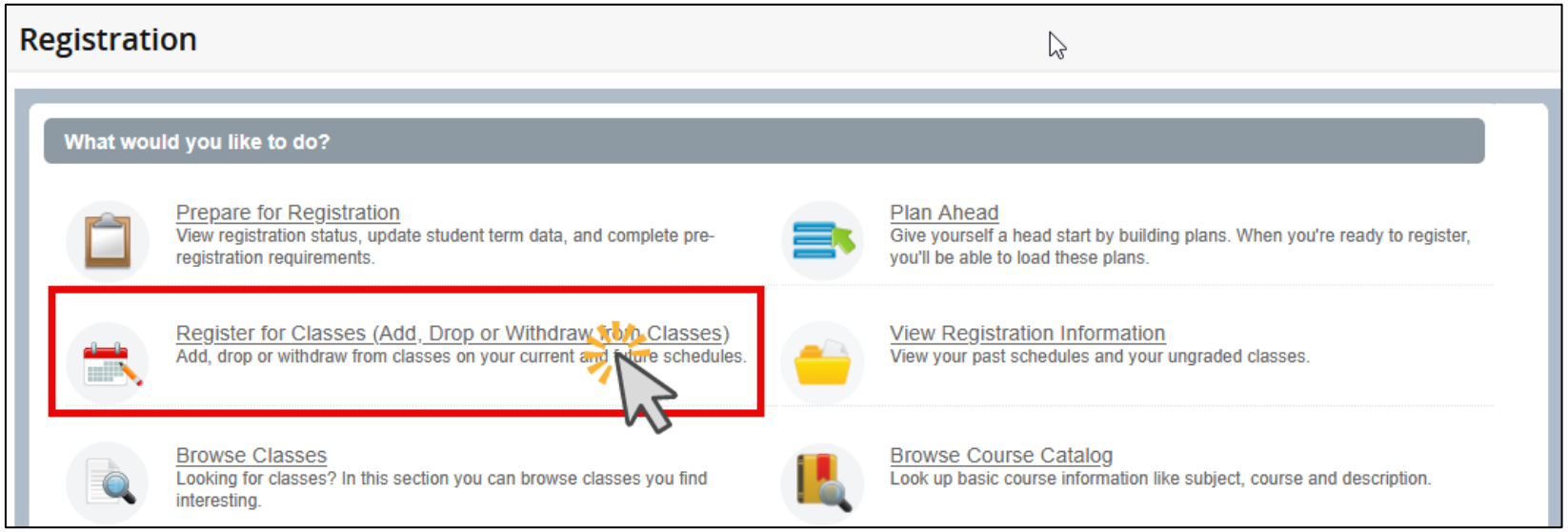
# *Access the Registration Dashboard in Banner*

Once you have logged in, click Registration under the Student Records heading on the Student Services page.



# *Register for Classes*

Step 1: Click ***Register for Classes*** in the Registration dashboard.



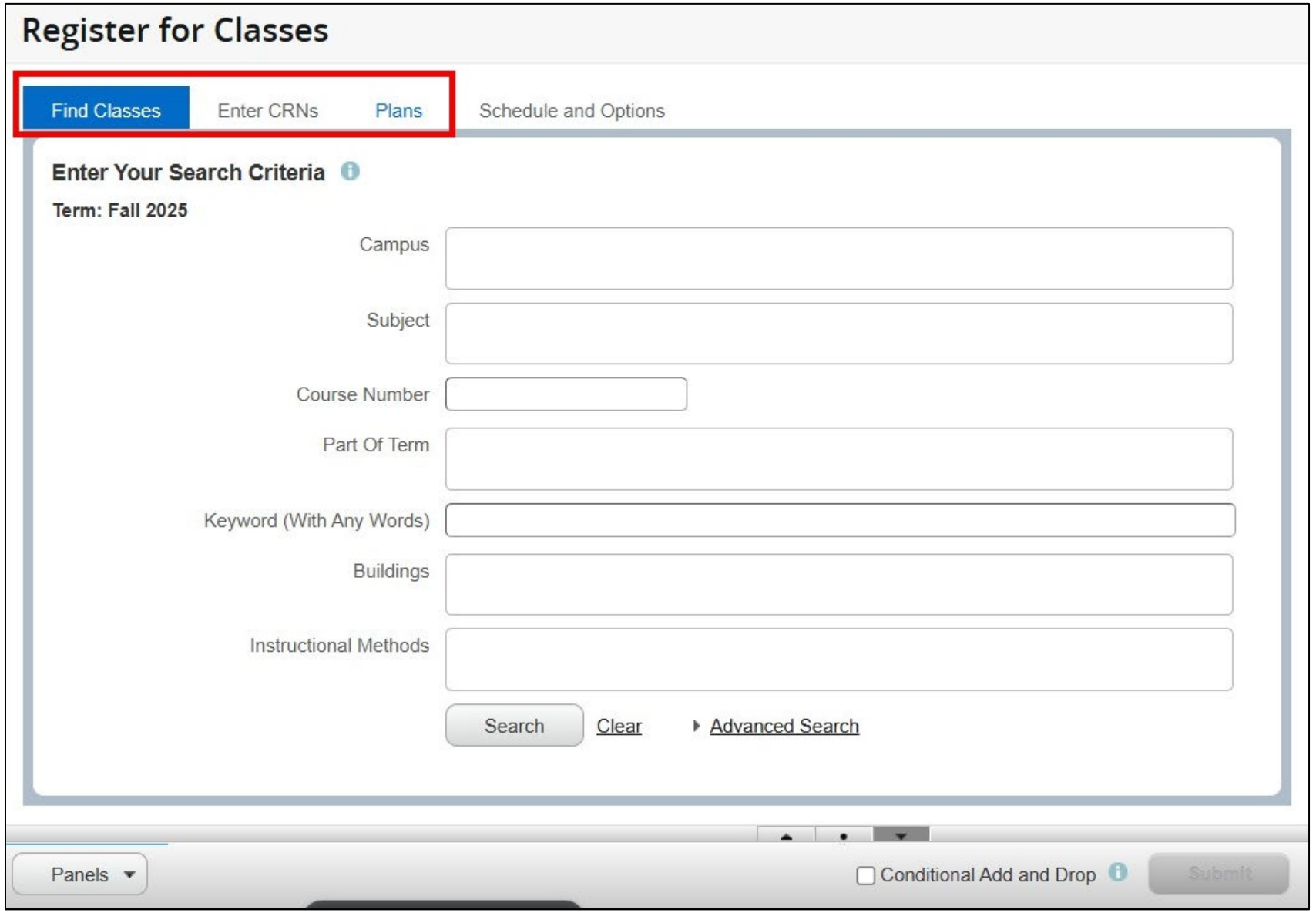
# *Register for Classes*

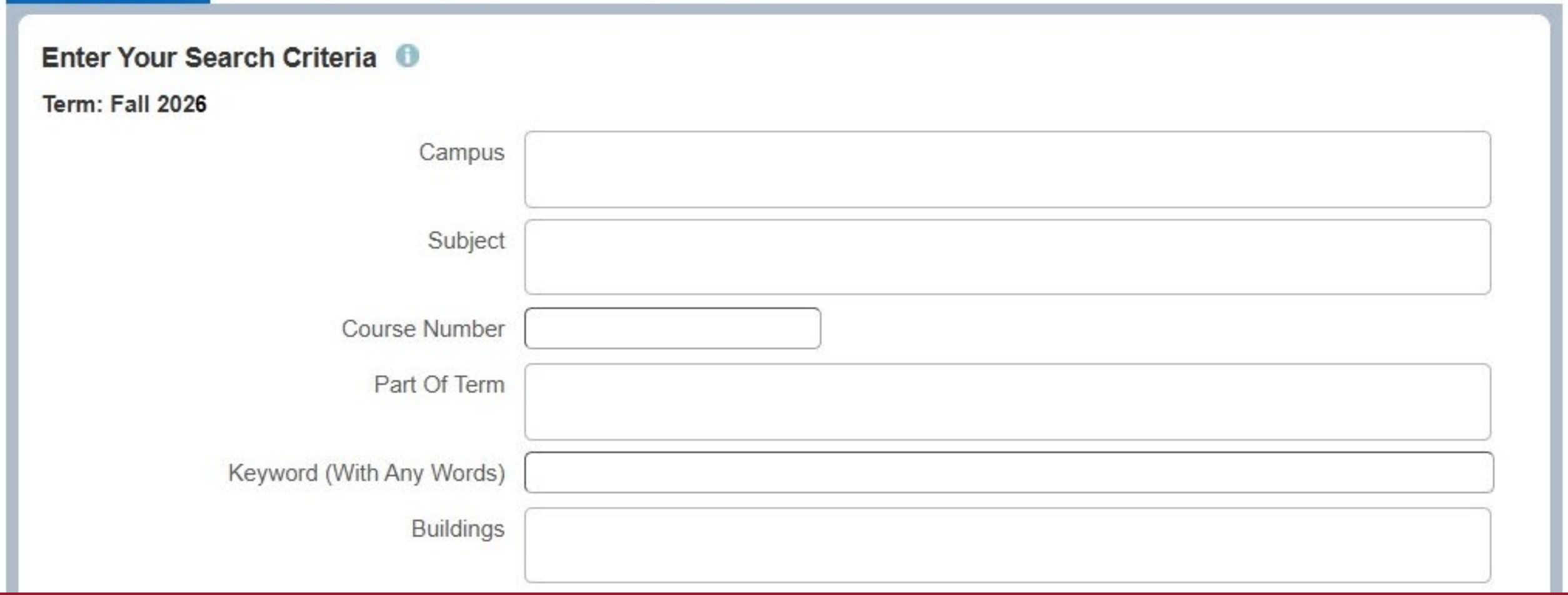
Step 2: Select a ***method*** to add a course to your schedule:

- Find Classes
- Enter CRNs
- Add from Plans

Step 3: ***Add*** the section.

Step 4: ***Submit*** changes.



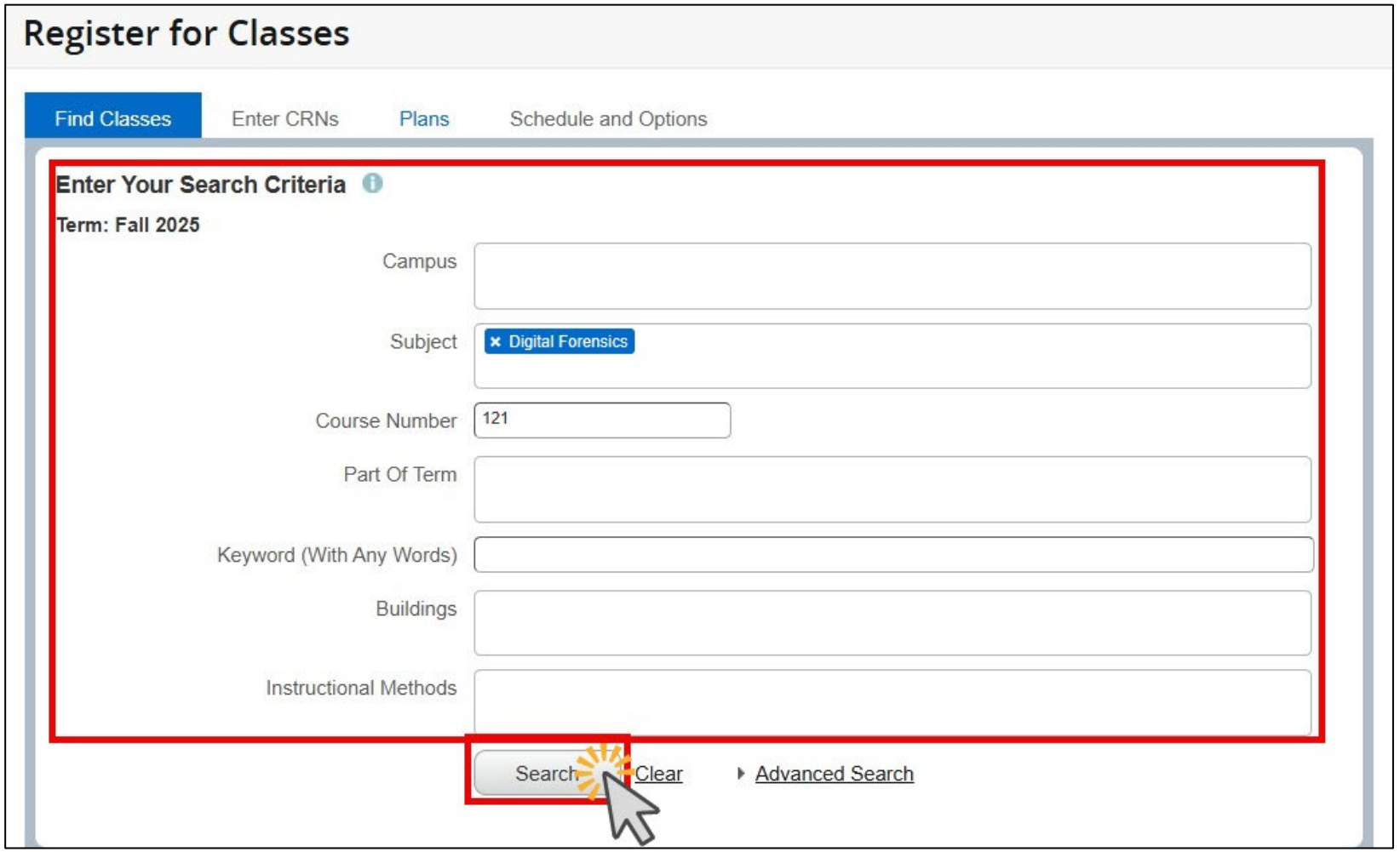



# Find Classes

Use the search features to search for courses and add them to your schedule.

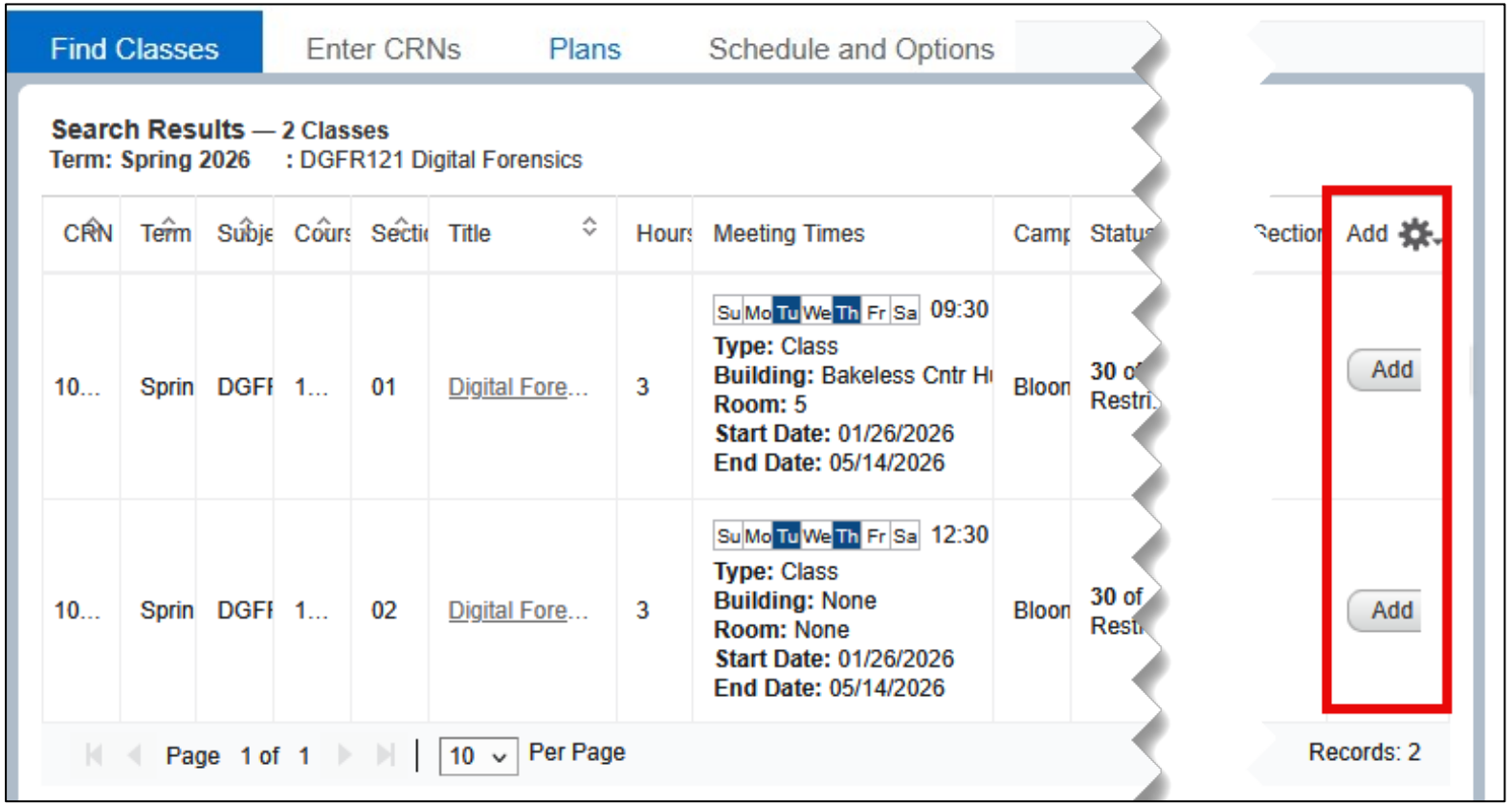
# *Find Classes*

Step 2: Using the ***Find Classes*** method, input information about the course you're looking for to search for it, then click ***Search***.



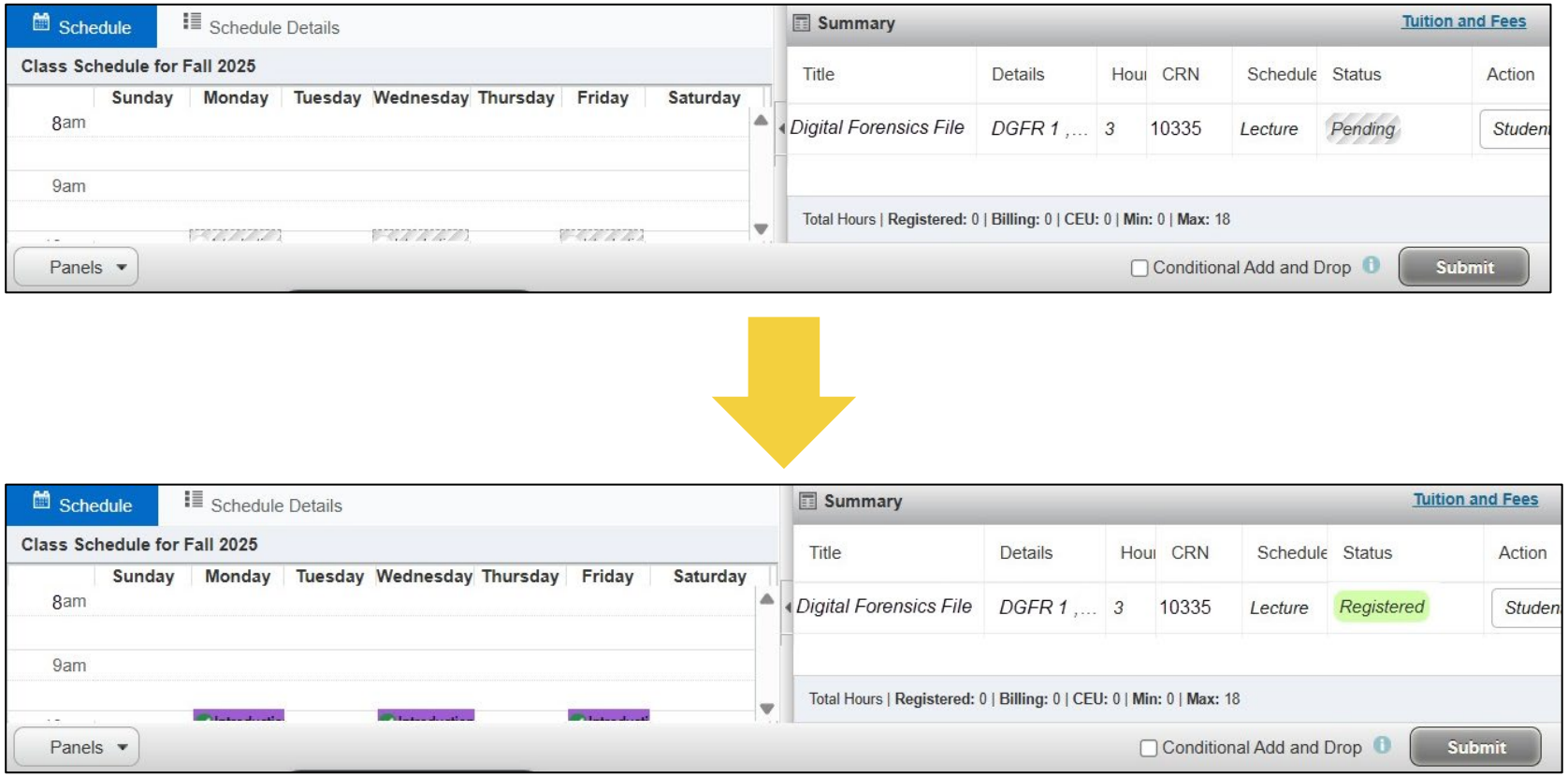
# *Find Classes*

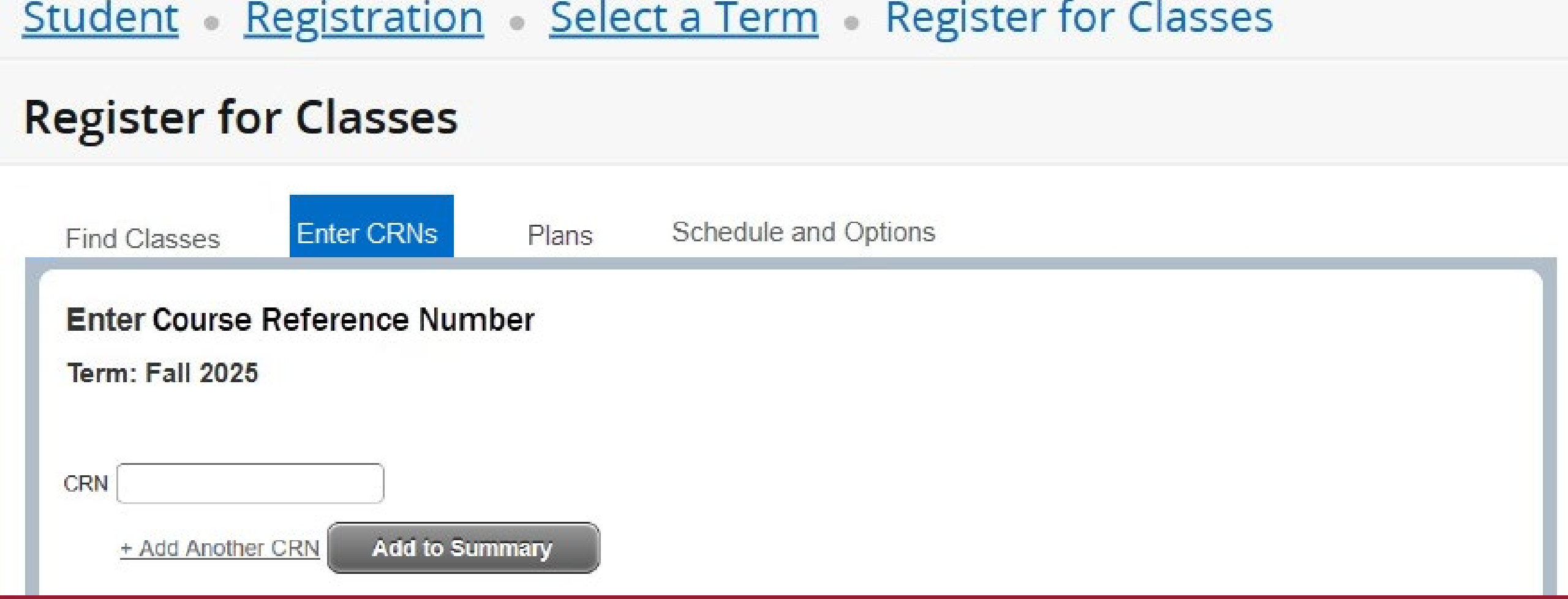
Step 3: Click ***Add*** to add the course section you want.



# *Find Classes*

Step 4: The course section will appear as pending in Schedule and Summary panels. Click ***Submit***. Afterwards, it will show as Registered.






# Enter CRNs

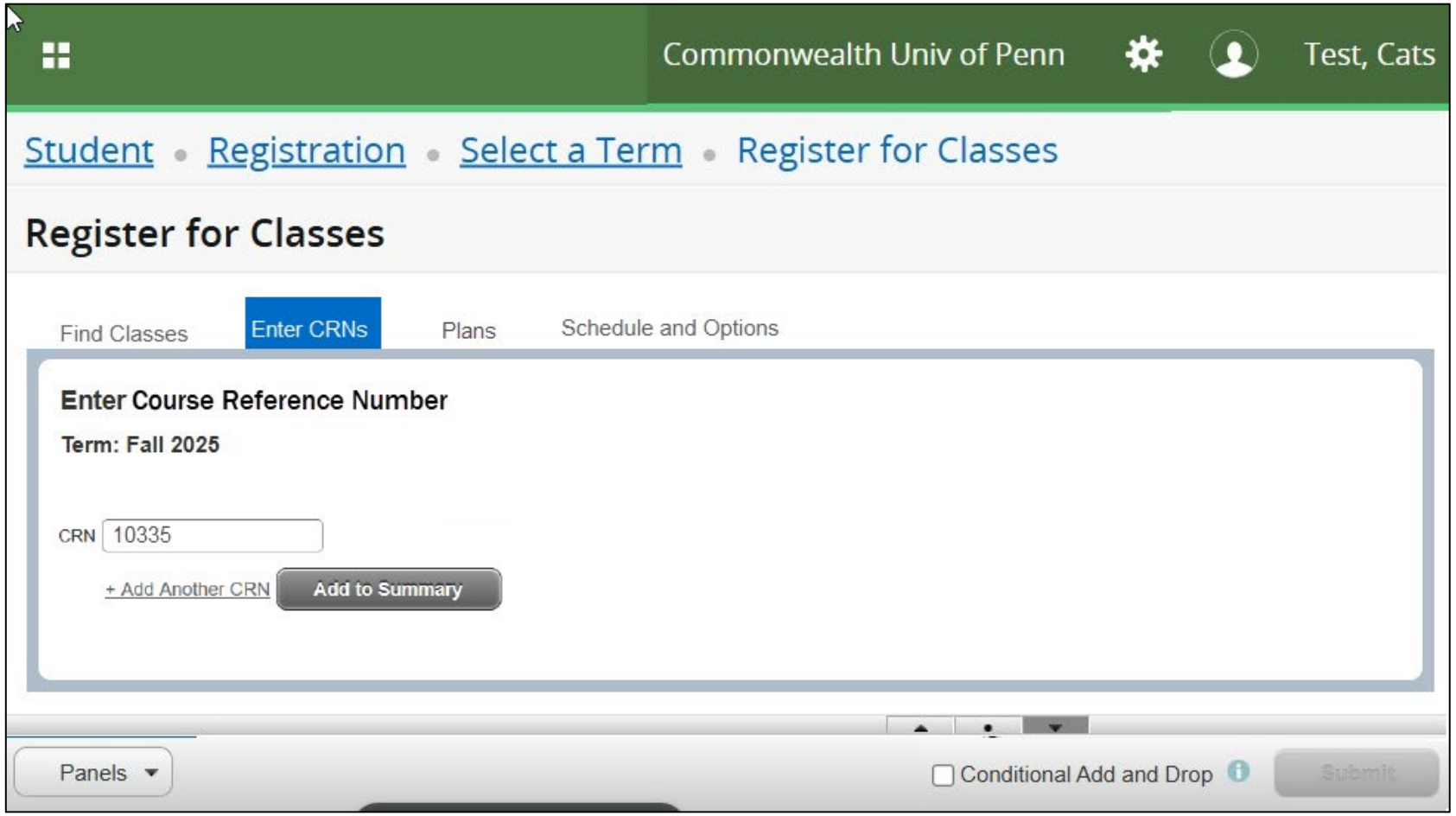
If you know the CRN of a course, you can enter it on the ***Enter CRNs*** tab. If you are entering several, click Add Another CRN, add the next, and click ***Add to Schedule***. Remember to click ***Submit*** to save.

# *Enter CRNs*

Step 2: Using the Enter CRNs method, ***type the Course Reference Number*** for the course section you want to add into the CRN field.

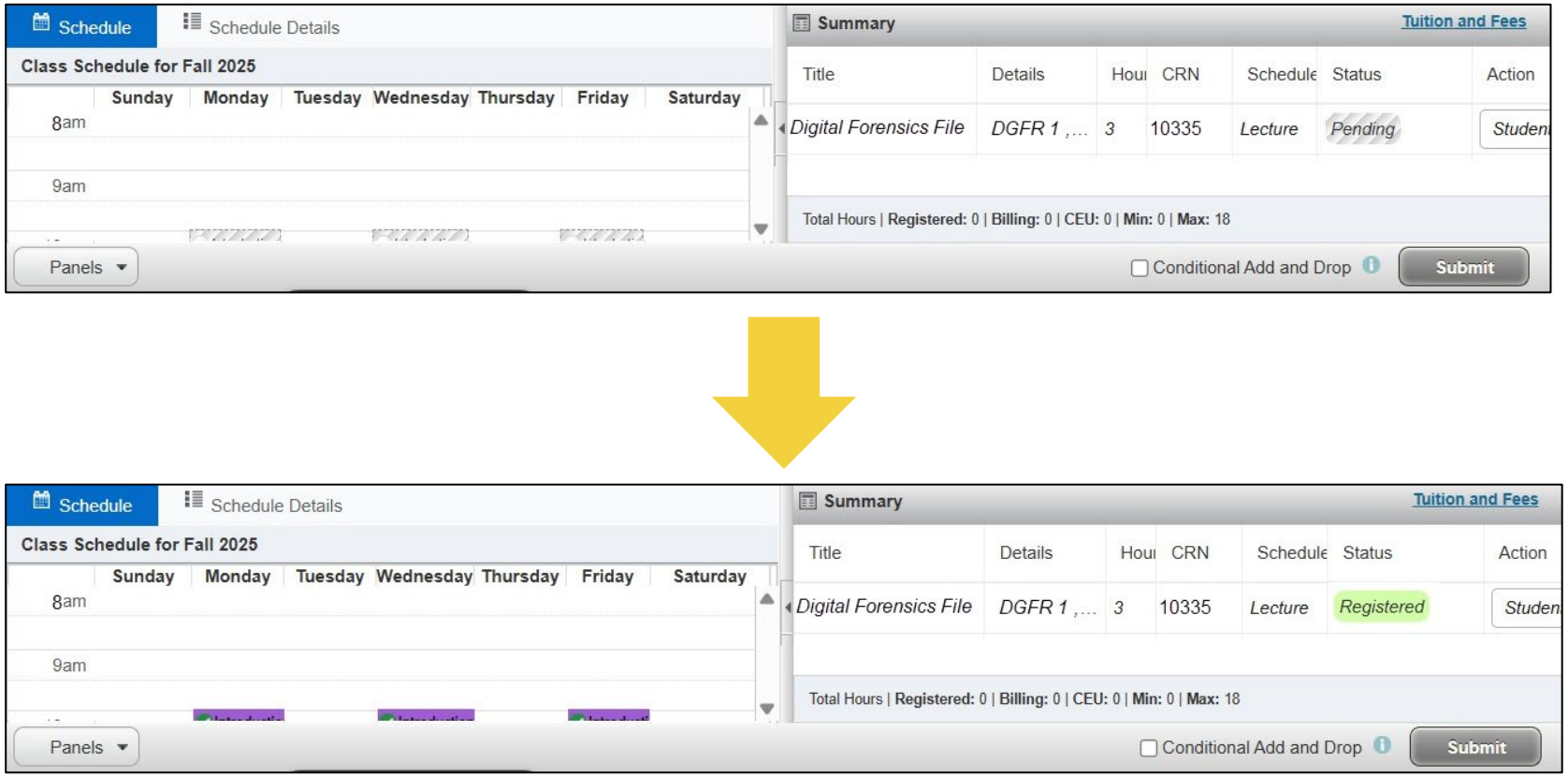
NOTE: If there are multiple CRNs you want to enter, click Add Another CRN to add more.

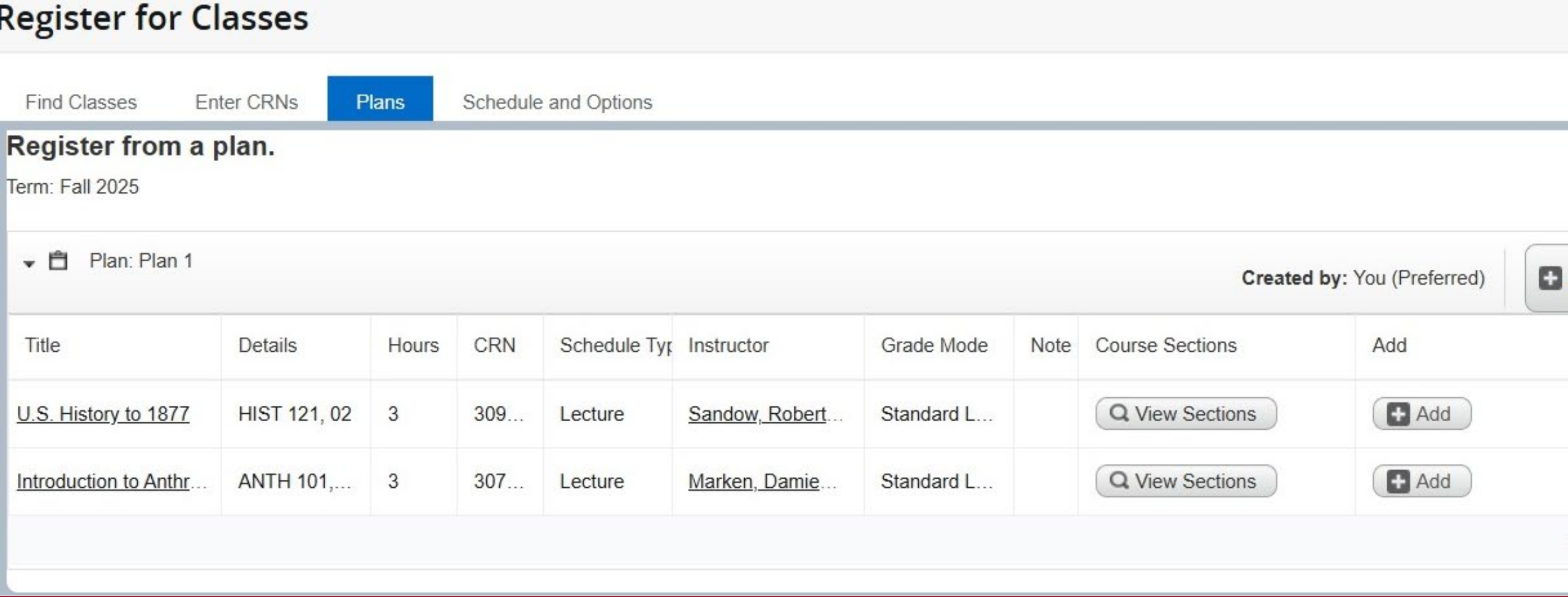
Step 3: Click ***Add to Summary***.



# *Enter CRNs*

Step 4: The course section(s) will appear as pending in Schedule and Summary panels. Click ***Submit***. Afterwards, it will show as Registered.





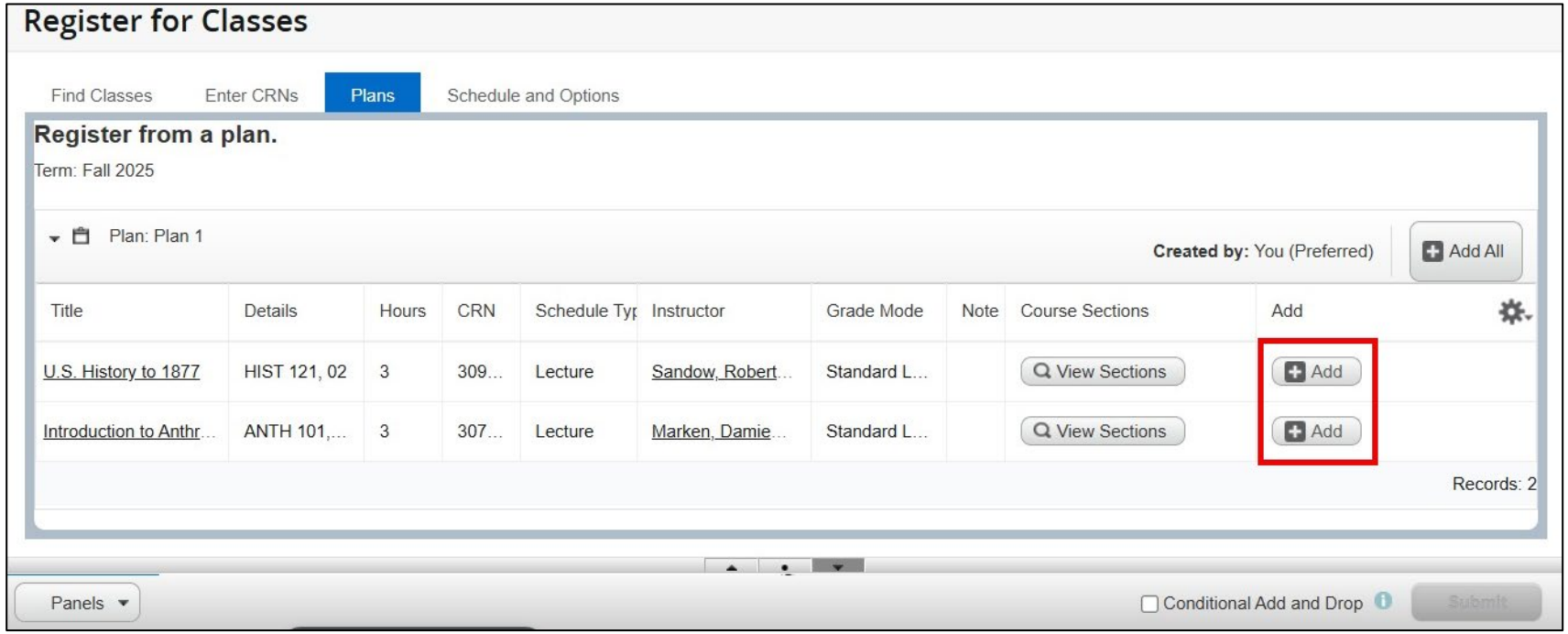

# Add from Plans

If you made registration plans, you can add sections from the plan.

# *Add from Plans*

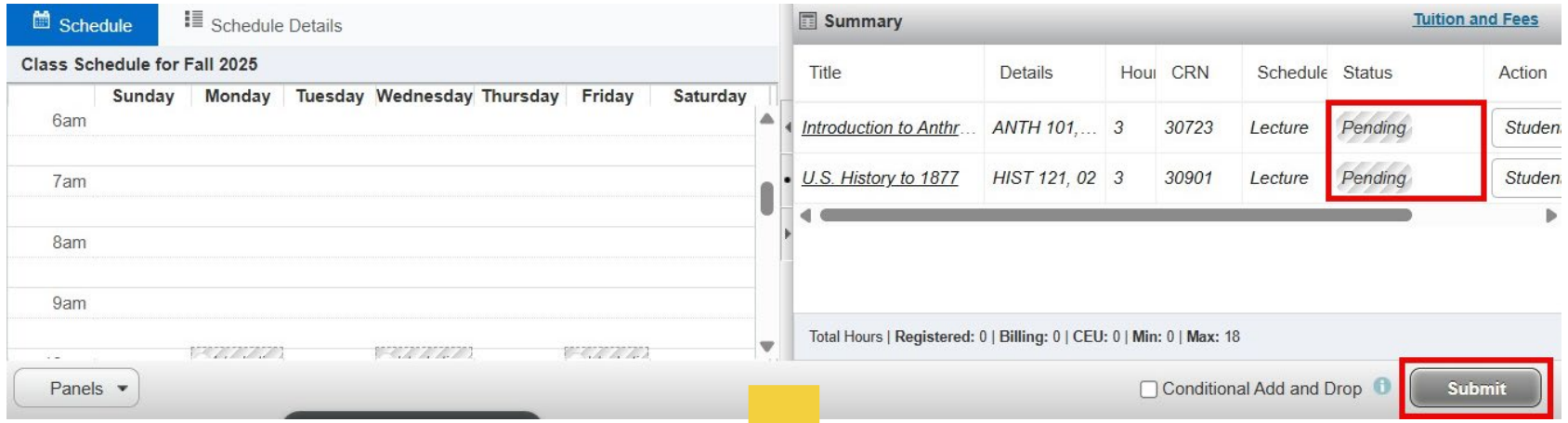
Step 2: Using the Add from Plans method, view the courses you have already added to plans for the semester.

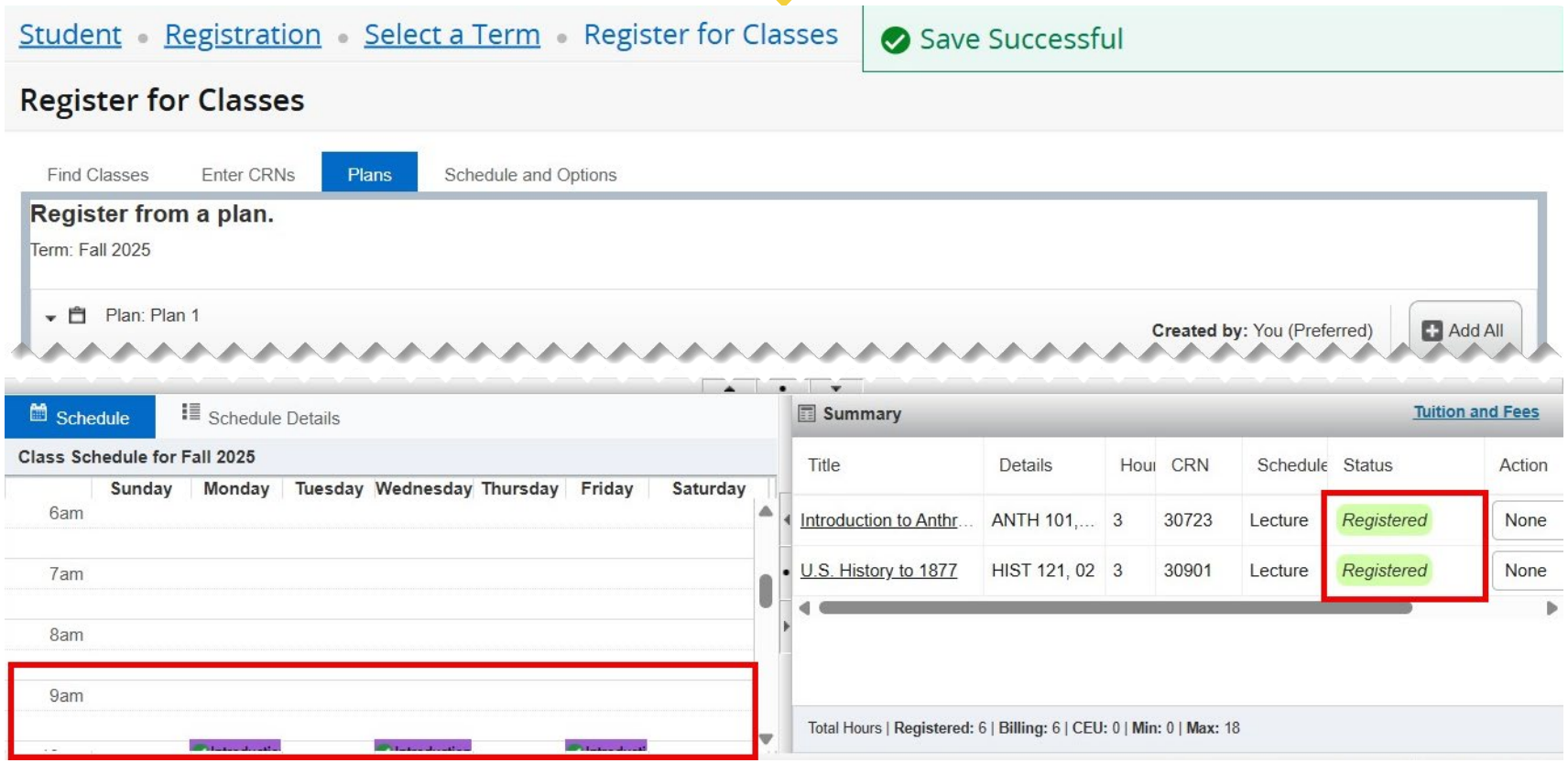
Step 3: Click ***Add*** to add any courses you want to register for.



# *Add from Plans*

Step 4: The course sections will appear as pending in Schedule and Summary panels. Click ***Submit***. Afterwards, they will show as Registered.



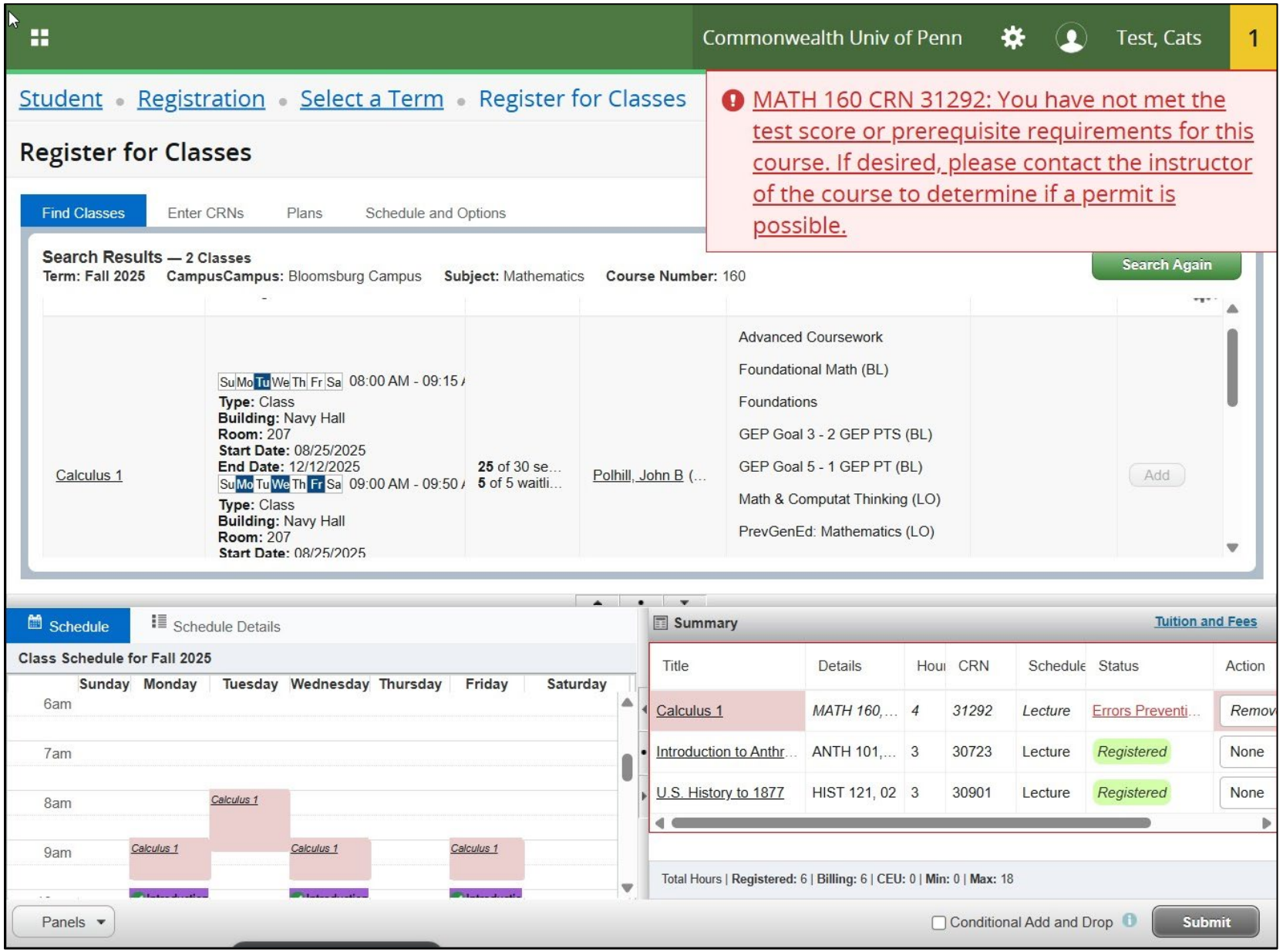



# *Registration Errors*

If you get a registration error, you will need to choose another course.

Remove it from the Summary panel. Click ***Submit***.

If you feel you meet the requirements, or would like to seek approval to take the course, please contact the department of the course.



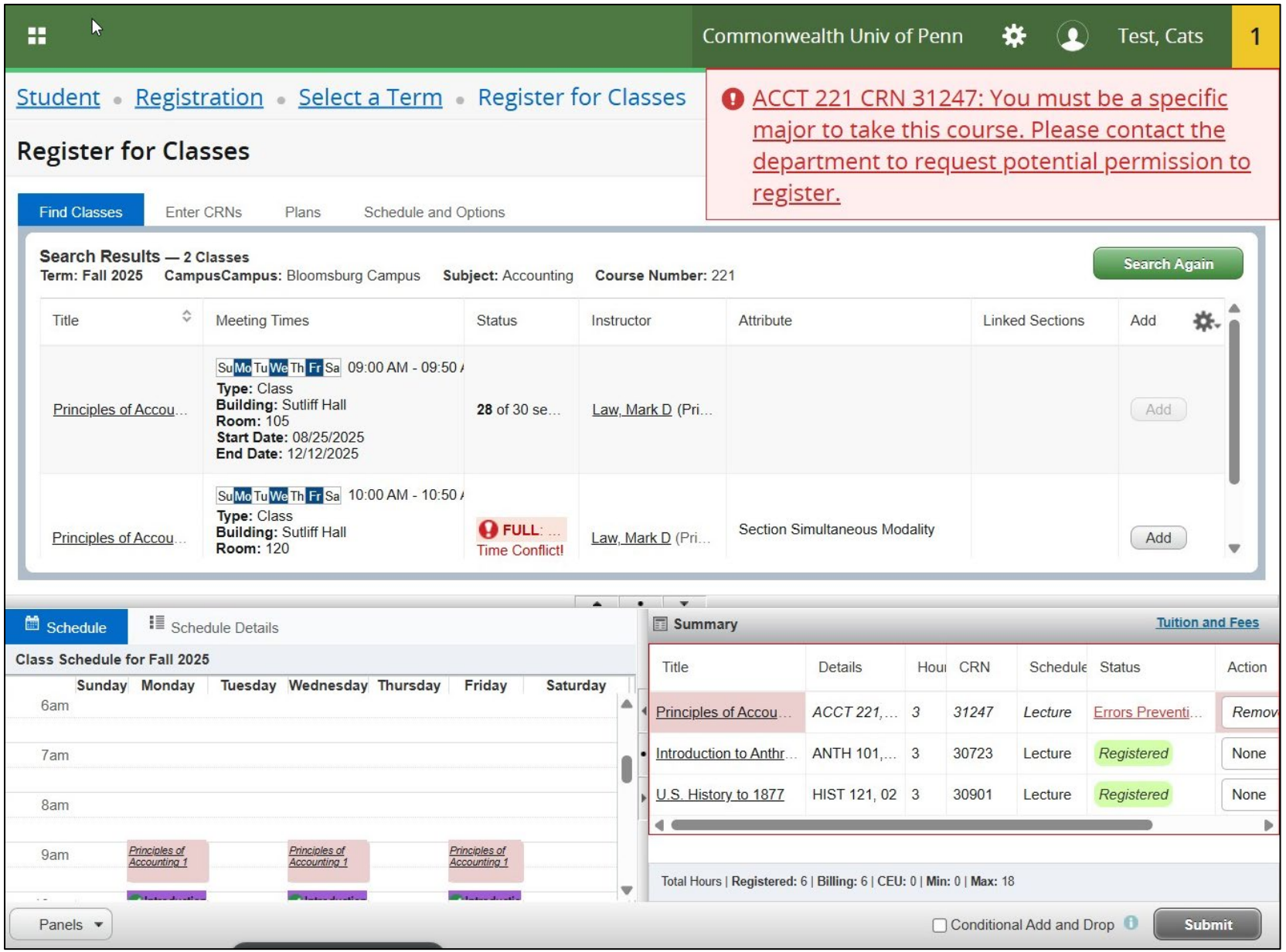

Shown above is the common registration error: Prerequisites not met.

# *Registration Errors*

If you get a registration error, you will need to choose another course.

Remove it from the Summary panel. Click ***Submit***.

If you feel you meet the requirements, or would like to seek approval to take the course, please contact the department of the course.




Shown above is the common registration error: Course restrictions.