

Registration in BannerWeb

1. Log into BannerWeb
2. Student Services and Financial Aid
3. Click Registration
4. Click on **"Add/Drop classes manually"** and select the correct term (semester) and click **"Submit"**
If you have the CRNs for the courses you want to take, enter them on this screen and click "Submit Changes"
5. If you do not have the CRN's, then click on **"Class Search."**
6. Click, **"Advanced Search"**
7. Go to each of these areas:
 - Subject:** (such as English for ENGL)
 - Course:** Number (1101)
 - Campus:** (to select multiple campuses hold the Control key as you click each campus)
 - Part of Term:** (A term, B term and C term)Scroll down and click **"Section Search"**
8. Look for the open checkbox
 - C = closed
 - NR = Not Registerable
9. Check the location heading for campus (see Banner Web registration card for campus abbreviations):
 - Online - TBA - asynchronous – no set date/time**
 - Online - If you see a day/time for an online class (Live Online) you must attend class while online at that particular day/time each week**
10. Check the date range on the date heading.
 - Full 16 weeks** is an **A term** class, **First 8 weeks** is a **B term** class, and **Second 8 weeks** is a **C term** class.
11. Once you have selected the correct class for the correct date duration, day/time, and campus location, you can click **"Register"**
12. You will know you are registered if you see the class listed under the **"Current Schedule."**
13. If you realize you made a mistake and any time before the drop/add period ends, you can drop the class. To do this click on the drop-down menu under the **"Action"** heading and select **"Banner Web Drop/Delete."**
14. Click **"Submit Changes."**
15. When you are completely finished, scroll down and click on **"Course Schedule Detail"** and right click to print.