Student Self-Service

Registration

The Student Self-Service application in Banner 9 allows students to view registration information in one location.

Contents

Search Web Schedule

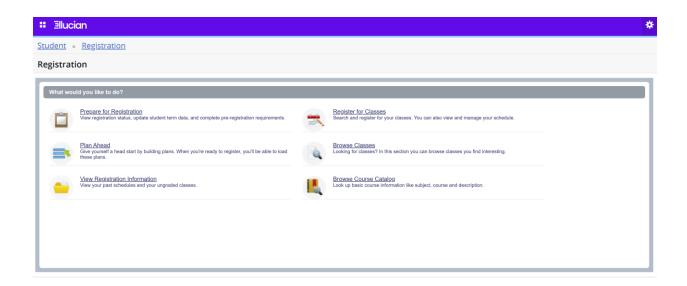
Browse Course Catalog

Plan Ahead

View Registration Information

Prepare for Registration

Register for Classes



*Please note that when you first access the registration dashboard your name will not appear on the top right. When you begin navigating on a page that requires a login (i.e. Register for classes) you will see your name appear.



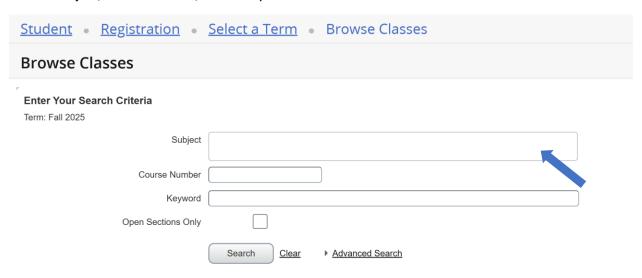
SEARCH WEB SCHEDULE

Find classes - basic search

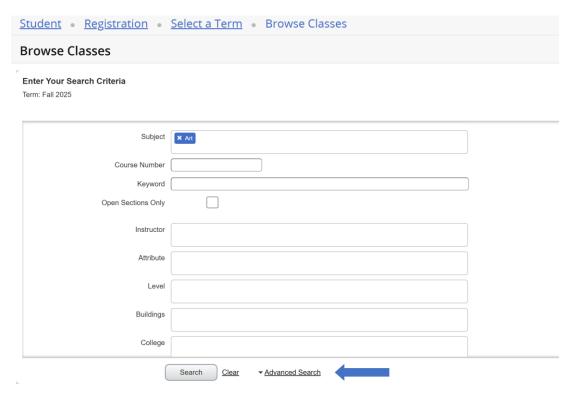
Select a term

Select a Term Select a Term for Class Search Fall 2025 Continue

Enter a subject, course number, and or keyword



Find classes - advanced search



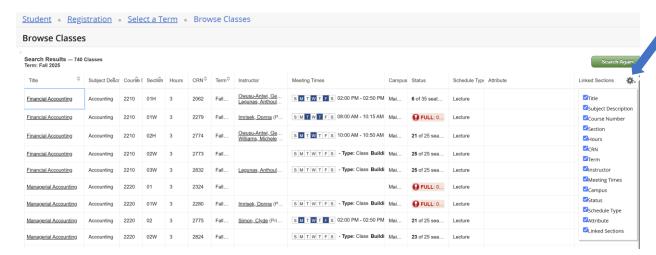
The selected sections will display

Available seats will display, or a red warning if the class is full

Click on the link for the title and the instructor to view a popup with more information

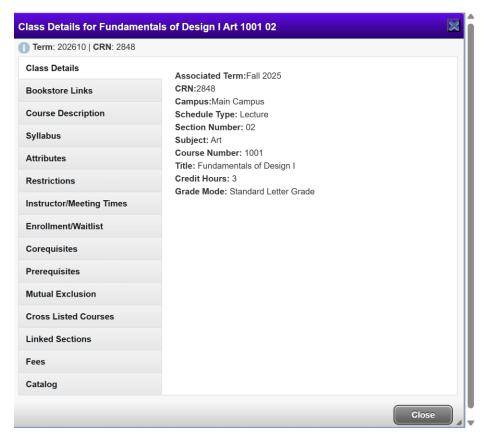


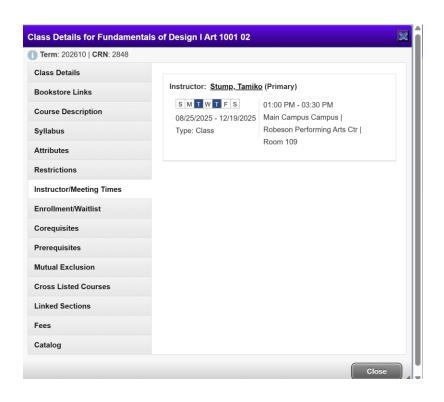
You can also filter your results by clicking on the gear icon at the top right of the search results

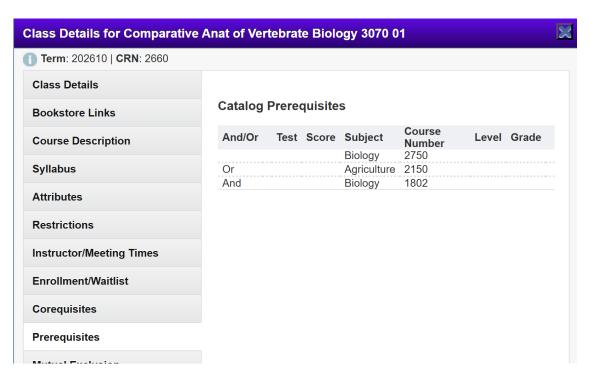


Class Details will display when you select the title link

All of the menu items on the side bar will open additional details





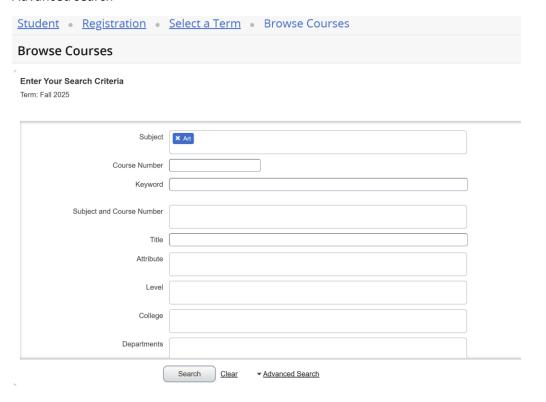


BROWSE COURSE CATALOG

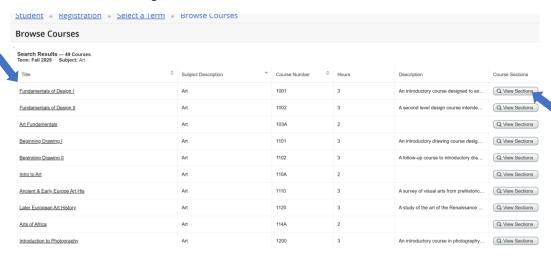
Basic search

Student • Registration •	Select a Term • Browse Courses	
Browse Courses		
Enter Your Search Criteria Term: Fall 2025		
Subject	× Art	
Course Number		
Keyword		
	Search Clear Advanced Search	

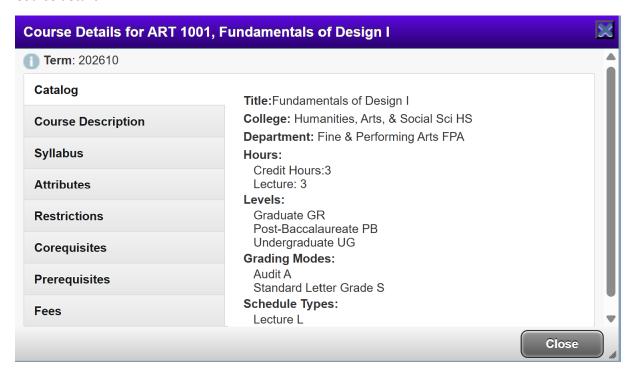
Advanced search



You can view course information by selecting the title and section information by selecting the view section button on the right.



Course details:

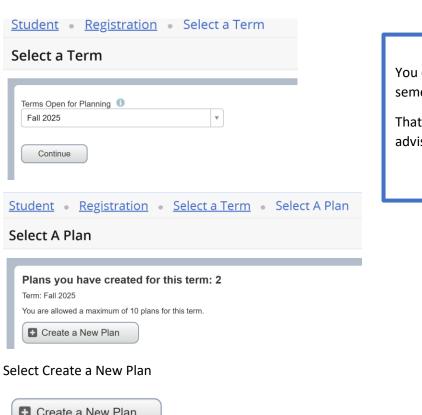


View sections



*Please note that not all courses in the catalog will have section results, as they are displayed by term

PLAN AHEAD

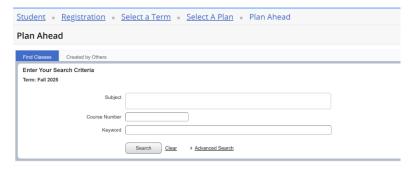


You can have up to 10 plans per semester.

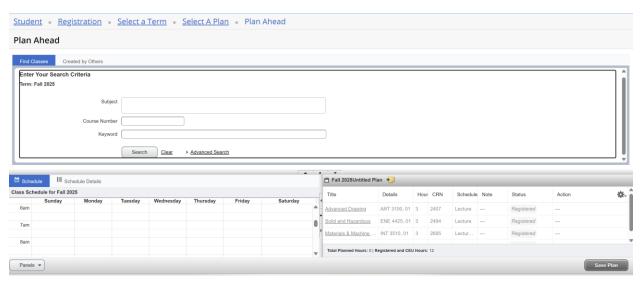
That can include a plan from your advisor.

Teate a New Plan

Search for your courses using a basic or advanced search.

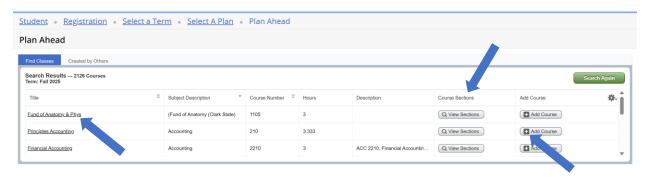


The plan ahead page shows the search tool, schedule, and summary (displays currently registered classes)

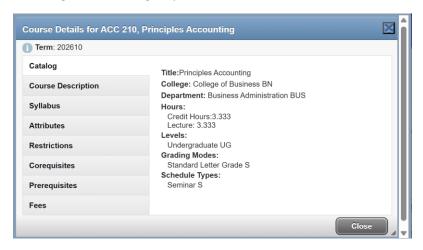


The results allow you to navigate the sections, course details, and add classes to your plan

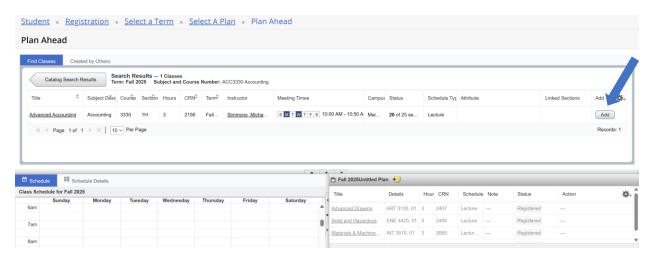
You can add courses or sections (by term and crn)



Selecting the title will give you the course details.



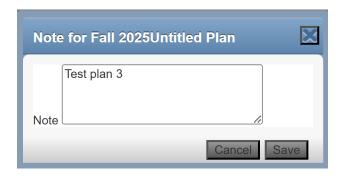
View section information



Once you find the class you want to register for you can add it to your summary in the bottom right.

Then save and name your plan by selecting the sticky note and + symbol



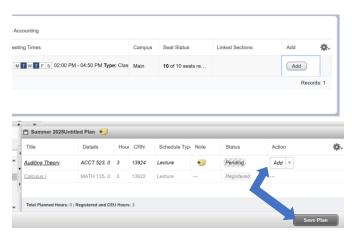


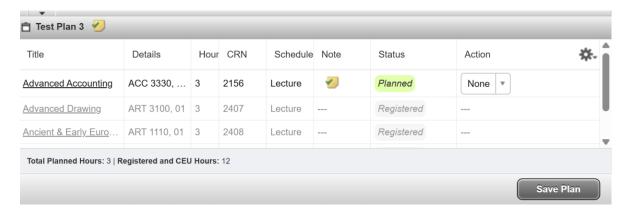
You can also make notes on each class selection.

Title	Details	Hour	CRN	Schedule	Note
Advanced Accounting	ACC 3330,	3	2156	Lecture	+-

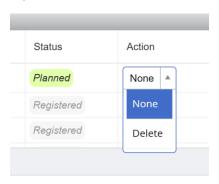


Save Plan



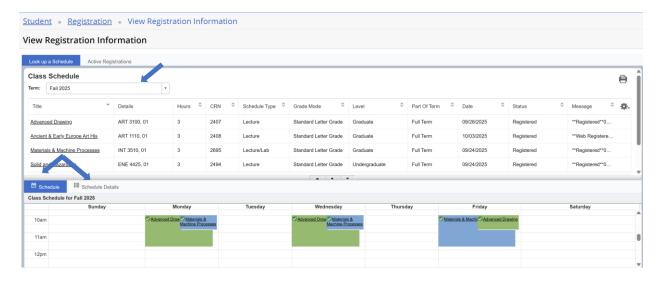


If you want to remove the class select the drop down list under Action and Delete

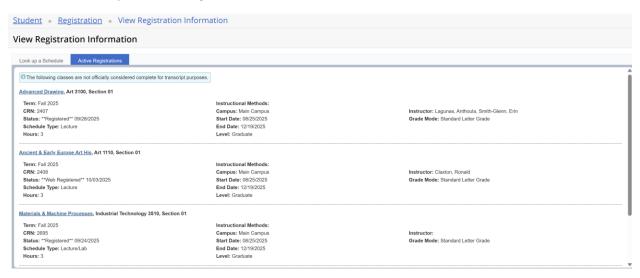


VIEW REGISTRATION INFORMATION

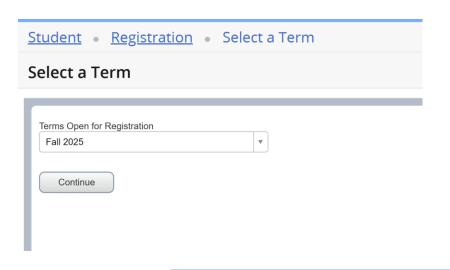
You can view your past registration, weekly schedule, and schedule details.



You can also view your active registration.



PREPARE FOR REGISTRATION



Select a term for registration using the drop down.

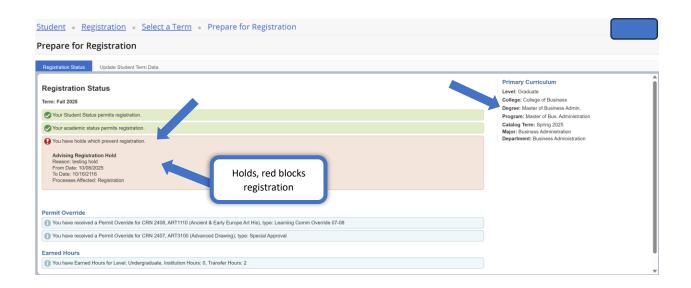
Registration status page:

Student status Holds

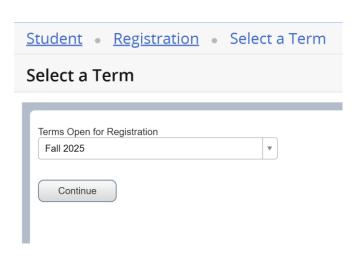
Academic status Earned hours

Class standing Curriculum

Curriculum Permits



REGISTER FOR CLASSES



Select a term for registration using the drop down.

If you have any holds, this is where you will receive a notification that you cannot go further



Contact the department associated with the hold to have it removed

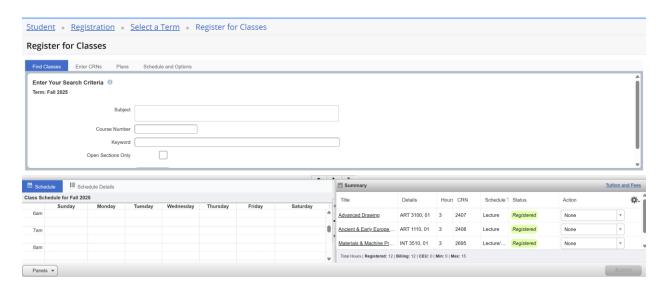
The Search Results page has three panels.

The panels can be minimized or maximized by selecting the toggle arrows or reset back to default by selecting the reset button.

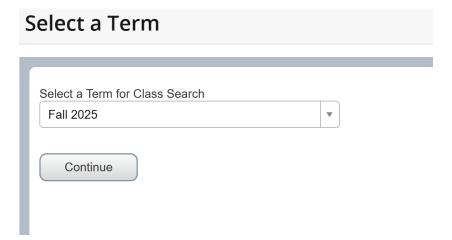


- Search Results: Allows you to search for classes for the selected term.
- Schedule: Provides a visual list of registered sections for the term. Sections will be identified by color, which will allow the student to view schedule conflicts.
- Summary: Lists selected sections. Students will then choose registration or remove.

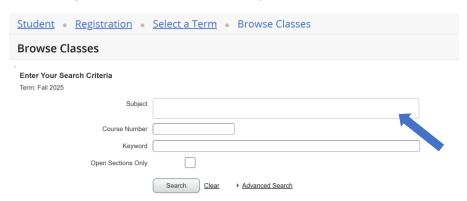
To register for classes, you can select from three options – find classes, enter CRNs, and Plans.



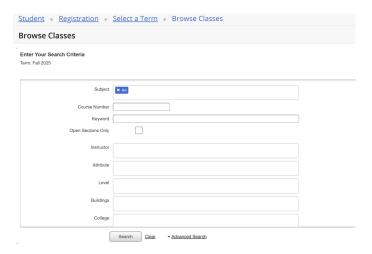
Select a term



Enter a subject, course number, and or keyword



Find classes - advanced search

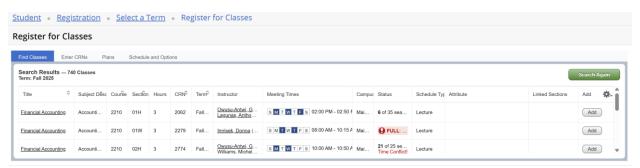


The selected sections will display

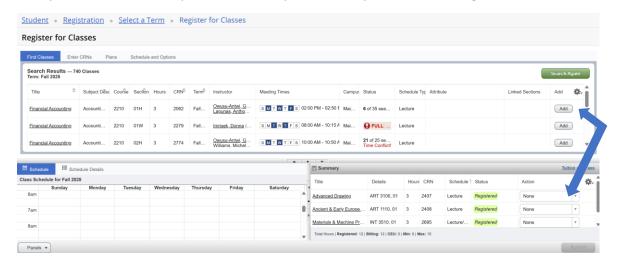


Available seats will display, or a red warning if the class is full

Click on the link for the title and the instructor to view a popup with more information



Once you locate the course you can add it to your summary on the bottom right.



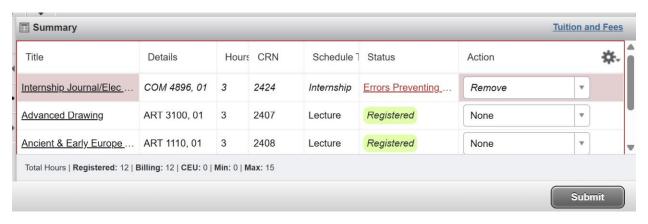


Submit

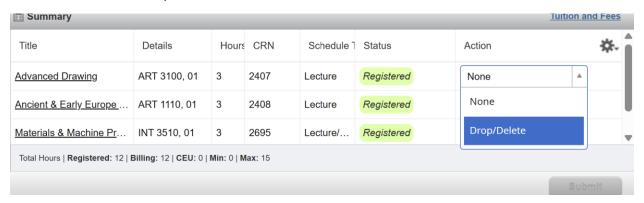
If you are not eligible to register for the course you will receive error message(s)

- COM 4896 CRN 2424: Prerequisite and Test Score error
- ① COM 4896 CRN 2424: Class Restriction

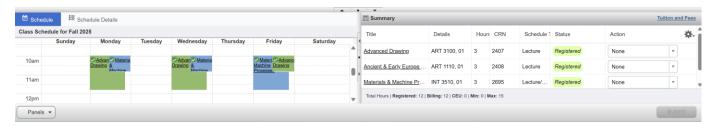
The Action will change to Removed, Submit and save your changes



Once you have registered you can choose to drop or withdraw from the course. Please refer to the Academic Calendar for important term dates.

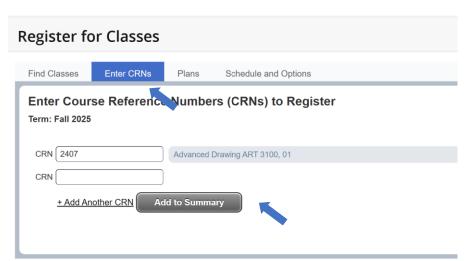


Now you can view your registration summary, weekly schedule, and schedule details.



Other ways to register:

Enter CRNs



Plans

Once you have created a plan you can register for it on the Registration page When you have located and added the courses to your summary you can chose an action – student registered or remove

