

Banner 9 Self Service Registration

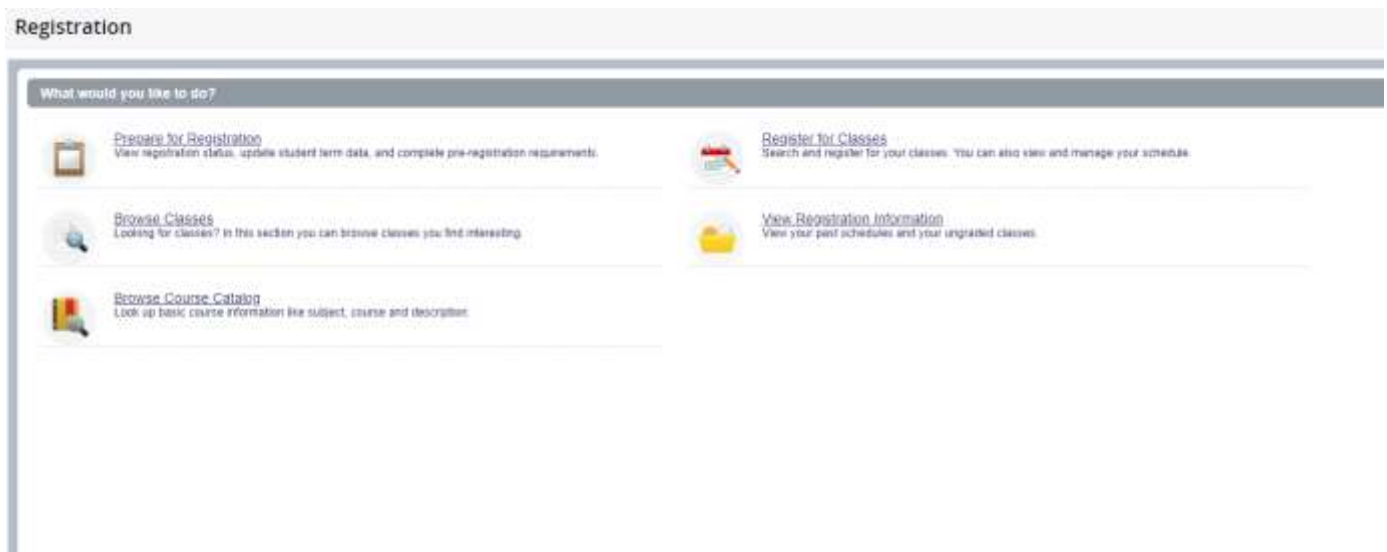
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Banner 9 Registration Home Page

The Banner 9 Registration Home Page has links to the following:

- ◆ Prepare for Registration
- ◆ Browse Classes
- ◆ Browse Course Catalog
- ◆ Register for Classes
- ◆ View Registration Information



The screenshot shows the Banner 9 Registration Home Page. At the top, there is a header titled "Registration". Below the header, there is a section titled "What would you like to do?". This section contains five links, each with an icon and a brief description:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**: View your past schedules and your ungraded classes.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

Prepare for Registration

Use this page to check your registration status, as well as information about your Primary Curriculum, any holds you may have that would prevent registration, and your hours earned (which determines class standing for registration).

Prepare for Registration

Registration Status: [Update Student Form Data](#)

Registration Status

Term: Summer 2025

- ✔ Your student status permits registration.
- ✔ Your academic status permits registration.
- ✔ You have no holds which prevent registration.

Earned Hours

- i You have Earned Hours for Level: Undergraduate, Institution Hours: 27, Transfer Hours: 0
- i Your class standing for registration purposes is Sophomore

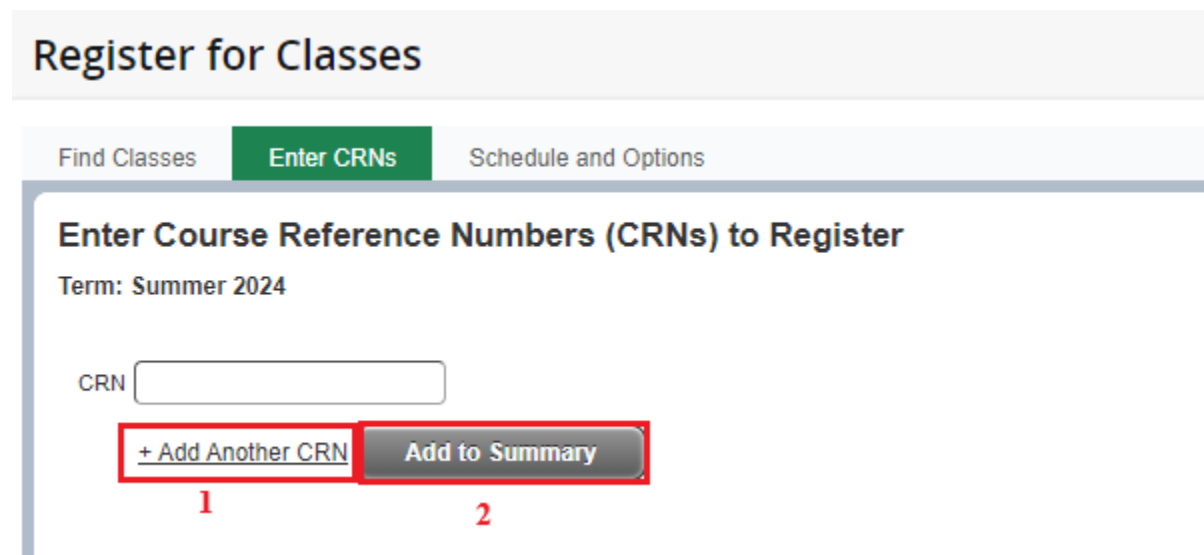
Primary Curriculum

Level: Undergraduate
 College: School of Business
 Degree: Bachelor of Science
 Program: Accounting, B.S.
 Campus: Main
 Catalog Term: Fall 2022
 Admit Term: Spring 2002
 Admit Type: Conventional Student Nonresid
 Major: Accounting BS
 Department: Accounting
 Major: Computer Science

Register for Classes

To register for a class, you can either enter a CRN, if you know it, or search for a class using a variety of filters.

Enter CRNs to register



If you already know the CRNs of the classes you would like to register for, you can enter them in the “**Enter CRNs**” tab. To add more than one course, press the “+ **Add Another CRN**” button [1]. Once you are finished entering CRNs, click the “**Add to Summary**” button [2].

Find Classes to register

See the “Browse Classes” [Page 10] section below for more details on how to use the search tool.

Register for Classes

Find Classes | Enter CRN | Schedule and Options

Search Results — 5 Classes
Term: Summer 2024 | Subject: English (ENGL)


Title	Subject Descr	Course N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attributes	Linked Sections	Add
<u>French 410 Translation Lecture</u>	English (E...)	026	OL	1	20719	Sum	Shahmoradian, Jafar (Ph...	[S][M][T][W][T][F][S] - Type: Class Building: Main		15 of 25 seats 16 of 16 waitlist	ARTS CAL-Asia Req Literature CPD-Fran Concern-Heritage No Exam		Add
<u>Introduction to Literature Lecture</u>	English (E...)	101	OL	3	20700	Sum	Winters, Kelly (Ph...	[S][M][T][W][T][F][S] - Type: Class Building: Main		8 of 25 seats 5 of 5 waitlist	ARTS CDE-Dist Req ENGL No Exam		Add
<u>The Great Gatsby Lecture</u>	English (E...)	255	OL	3	20712	Sum	Novakoff, Lisa (Ph...	[S][M][T][W][T][F][S] - Type: Class Building: Main		4 of 25 seats 5 of 5 waitlist	ARTS CAL-Asia Req Literature CPD-Fran Concern-Diversity Lower Range English stud req		Add

At this point, you can click on the underlined course title [1] to the left to view more about the course, or you can click on the “Add” button [2] to the right to add the course to your preliminary schedule. The course will then show in the “Enrollment Activity” section to the bottom right of the screen (see “Submit your Registration” [page 6]).

Submit your Registration

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
Journalism Internship	JOUR 415, AR	1	20782	Internship	Pending	**Web Registered**
The Short Story	ENGL 253, DUM	3	20833	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 11




Using the Find Classes and Enter CRNs feature only adds classes to your preliminary schedule. Notice in the **Summary** window shown above, the course’s status is listed as “**Pending.**” This means that you are not yet registered for the course. You will need to click the “**Submit**” button to finish registering for the course(s). The status will then change to “**Registered.**”

Drop Classes

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
The Short Story	ENGL 253, DUM	3	20833	Lecture	Registered	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">None</div> <div style="padding: 2px;">None</div> <div style="background-color: #006633; color: white; padding: 2px;">Web Drop</div> </div>

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 11



Click on the drop-down menu under “**Action**” next to the class that you would like to drop or remove. This will display your options. Select the option that corresponds with the action you would like to take. Then, click the “**Submit**” button. This will remove the course from your schedule and drop you from the class. **NOTE** - These options will change per add/drop deadlines during the semester.

Schedule and Schedule Details

Schedule | Schedule Details

Class Schedule for Summer 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am							
10am		✓ The Short Story		✓ The Short Story		✓ The Short Story	
11am							
12pm							

Panels ▾

Schedule | **Schedule Details**

Class Schedule for Summer 2024

▶ [The Short Story](#) | English (ENGL) 253 Section DUM | Class Begin: 05/28/2024 | Class End: 08/16/2024 Registered

05/28/2024 -- 08/16/2024 S M T W T F S 10:20 AM - 11:20 AM Type: Class Location: Main Building: Online Class Room: None

Instructor: [James, Kara](#) (Primary)
CRN: 20833

As you add classes, they will appear in the “**Schedule**” tab at the bottom of your screen. You can also check the “**Schedule Details**” tab for more information on those classes.

Schedule and Options

Register for Classes

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

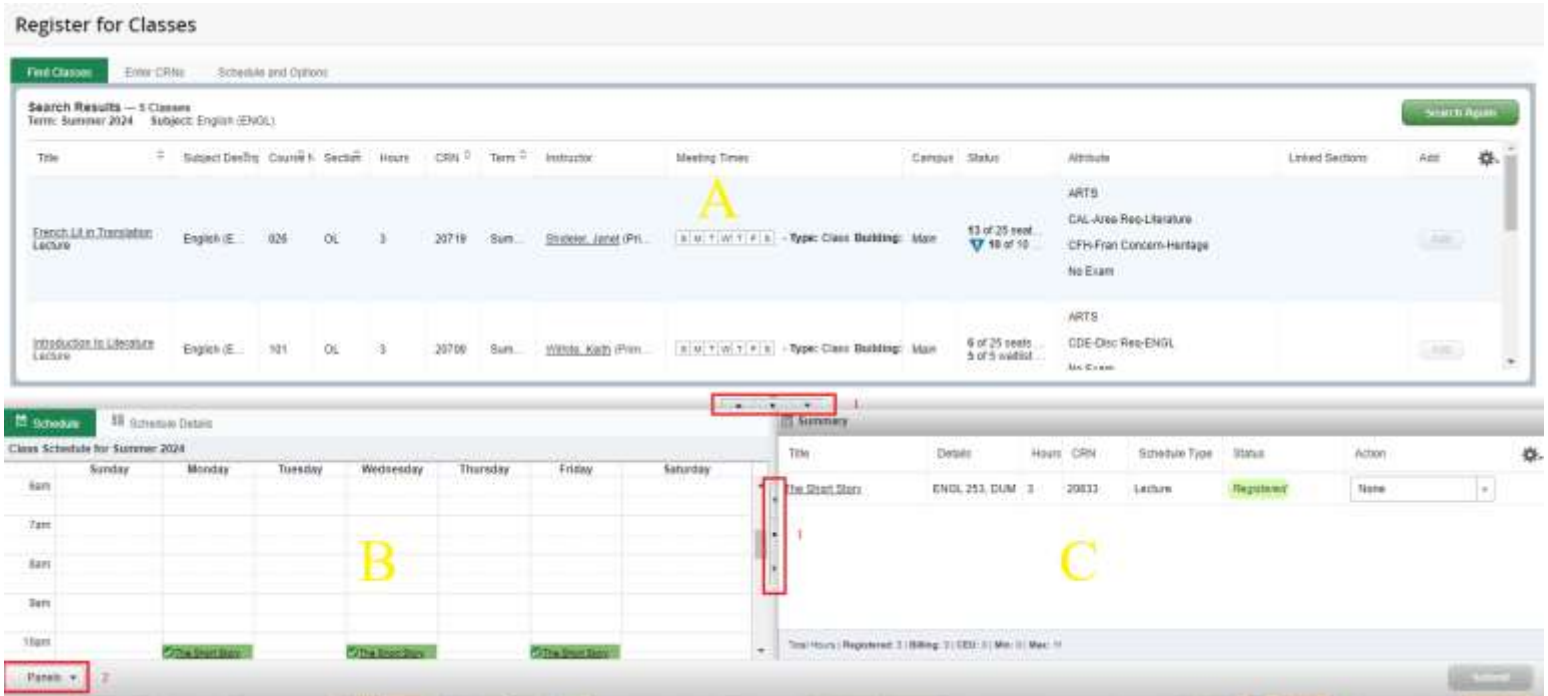
Summary
Term: Summer 2024

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path
The Short Story	ENGL 253, DUM	3	20833	Lecture	Standard	Undergraduate	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 11

You can then view your current classes in the “**Schedule and Options**” tab at the top of the screen.

Navigating the Register for Classes screen



The screenshot displays the 'Register for Classes' interface. It is divided into three main sections:

- Panel A:** The top section, 'Search Results', shows a table of class listings. The first row is for 'French Lit in Translation' and the second is for 'Introduction to Literature'. A red box highlights the search filters and the 'Search Again' button.
- Panel B:** The middle section, 'Class Schedule for Summer 2024', is a grid showing days of the week (Sunday to Saturday) and time slots (8am, 7am, 8am, 9am, 11am). A red box highlights the grid area.
- Panel C:** The right section, 'Summary', provides details for a selected class, 'The Great Gatsby'. A red box highlights the class details table.

Additional UI elements include a 'Panels' button at the bottom left and a 'Summary' tab at the top right of the details panel.

The **Register for Classes** page is comprised of three panels as seen labeled in the image above [A, B, and C]. The page gives you the ability to collapse or expand the different panels three different ways:

1. The arrows and circle buttons [1]
2. The “**Panels**” button [2]
3. Using keyboard shortcuts
 - a. Ctrl + Alt + V to display or hide additional registration information
 - b. Ctrl + Alt + C to reset all panels

View Registration Information

Use this page to view registration history, after a term has been closed for registration. You can also view prior schedules and ungraded classes.

Look up a Schedule Active Registrations

Class Schedule

Term:

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	D
CREA 102 - 06 INTRODUCTION	CREA 102, 07	3	43520	Lecture	Standard	Undergraduate	Full Term	None	01
Management Information Systems	CSIS 114, 07	3	40121	Lecture	Standard	Undergraduate	Full Term	None	01
Managerial Accounting	ACCT 205, 09	3	43027	Lecture	Standard	Undergraduate	Full Term	None	01
Managerial Finance I	FINC 301, 03	3	44624	Lecture	Standard	Undergraduate	Full Term	None	01
US Military History	HIST 264, OL1	3	44442	Lecture	Standard	Undergraduate	Full Term	None	01

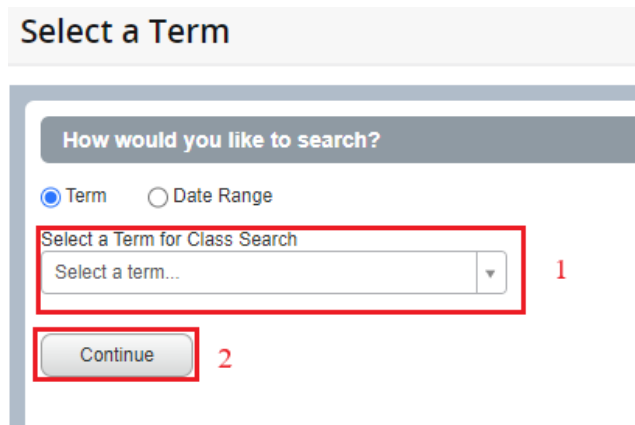
Total Hours | Registered: 15 | Billing: 15 | CEU: 9 | Min: 0 | Max: 19

By clicking the course title, you can obtain more information about that specific course.

Browse Classes

Use this link to search and browse available course sections for the term for potential registration or research.

First, select the term [1] you want to browse and the click “**Continue**” [2].

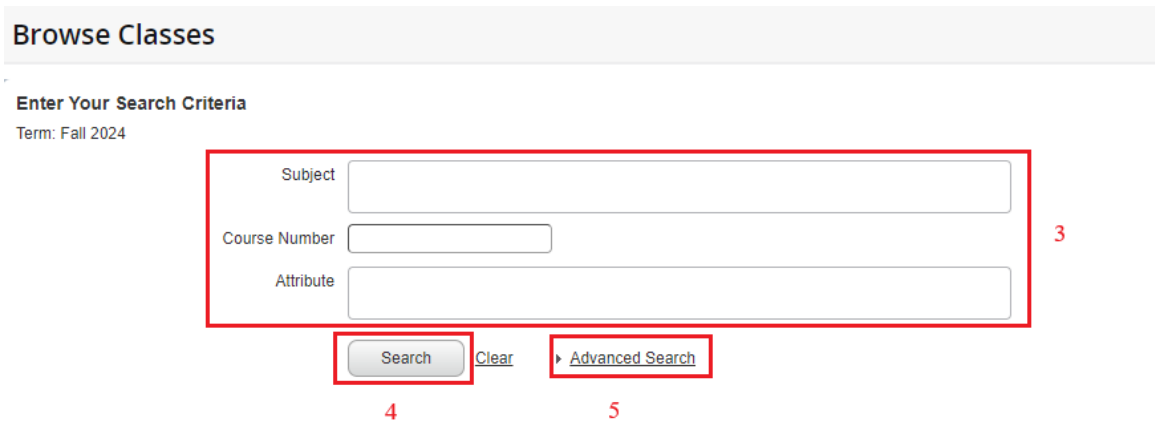


The screenshot shows a form titled "Select a Term". Below the title is a section "How would you like to search?" with two radio buttons: "Term" (selected) and "Date Range". Below this is a dropdown menu labeled "Select a Term for Class Search" with the text "Select a term..." and a downward arrow. A red box highlights the dropdown menu, labeled with a red "1". Below the dropdown is a "Continue" button, also highlighted with a red box and labeled with a red "2".

Clicking in the Subject field [3] will open a dropdown where you can choose a subject. You can also enter the Course Number of a specific class you’re looking for, or search by attribute.

Once you have entered your parameters click “**Search**” [4] to get your results.

Another option is to use the Advanced Search function [5] to search for classes by keyword, schedule type, credit hours, and more.

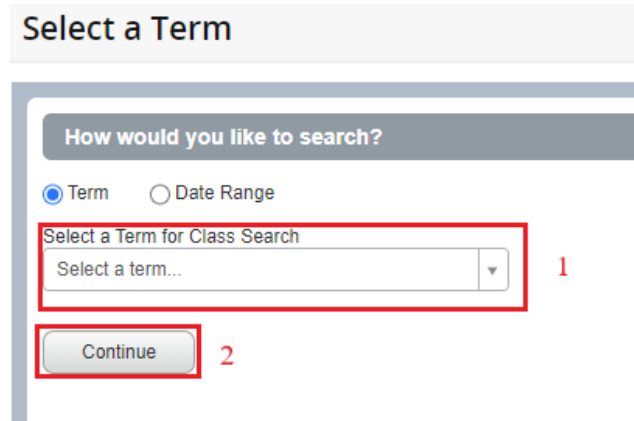


The screenshot shows a form titled "Browse Classes". Below the title is a section "Enter Your Search Criteria" with the text "Term: Fall 2024". Below this are three input fields: "Subject", "Course Number", and "Attribute". A red box highlights these three fields, labeled with a red "3". Below the input fields are three buttons: "Search" (highlighted with a red box and labeled with a red "4"), "Clear", and "Advanced Search" (highlighted with a red box and labeled with a red "5").

Browse Course Catalog

Use this link to search on and browse all Siena courses in the course catalog for potential registration or research.

First, select the term [1] you want to browse classes for and the click “Continue” [2].



Clicking in the Subject field [3] will open a dropdown where you can choose a subject. You can also enter the Course Number of a specific class you’re looking for, or search by attribute.

Once you have entered your parameters click “**Search**” [4] to get your results.

Another option is to use the Advanced Search function [5] to search for classes by keyword, schedule type, credit hours, and more.

