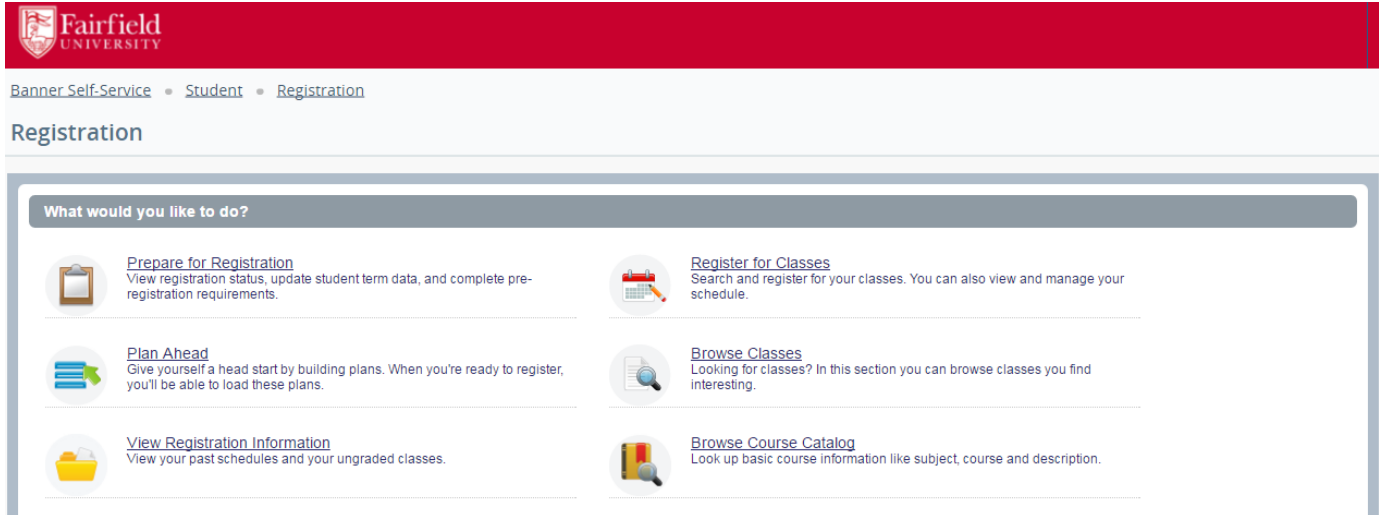


Online Registration

Banner 9 Registration Overview and Features

The latest version of our registration system includes several exciting new features, as well as an improved and intuitive user experience.

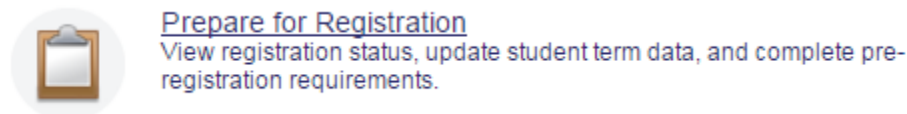


What would you like to do?

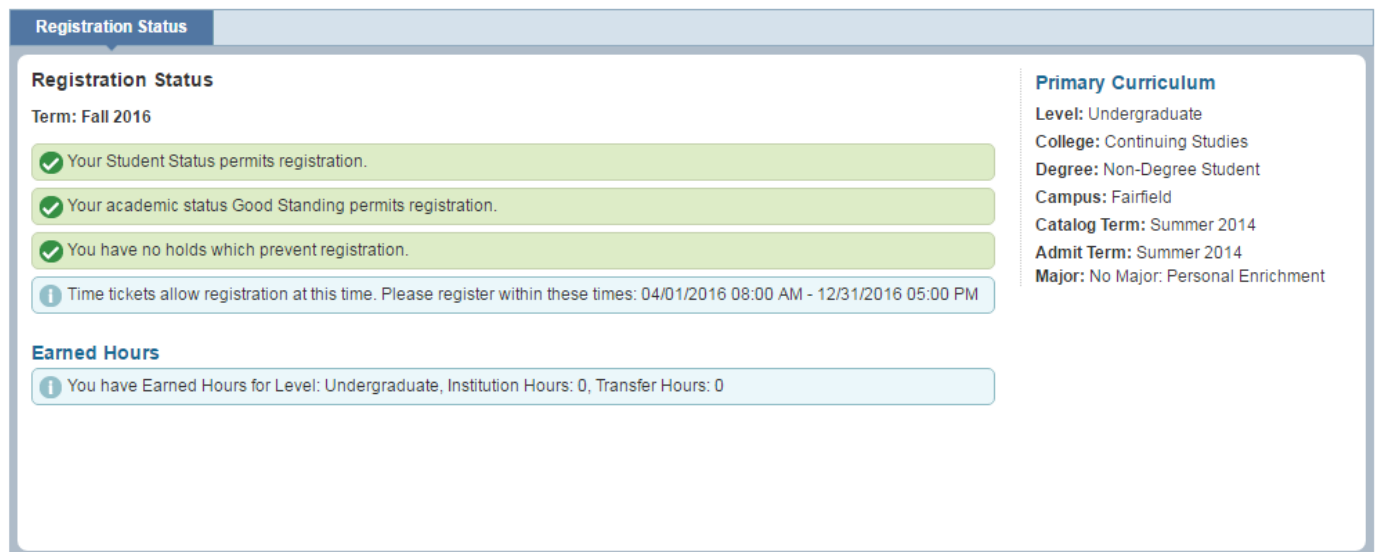
- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- 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

Prior to registration, access the **Prepare for Registration** link to check your registration status as well as other important registration information, including holds, special permissions, and registration times.



[Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.



Registration Status

Registration Status
Term: Fall 2016

- ✓ Your Student Status permits registration.
- ✓ Your academic status Good Standing permits registration.
- ✓ You have no holds which prevent registration.

ⓘ Time tickets allow registration at this time. Please register within these times: 04/01/2016 08:00 AM - 12/31/2016 05:00 PM

Earned Hours

ⓘ You have Earned Hours for Level: Undergraduate, Institution Hours: 0, Transfer Hours: 0

Primary Curriculum
Level: Undergraduate
College: Continuing Studies
Degree: Non-Degree Student
Campus: Fairfield
Catalog Term: Summer 2014
Admit Term: Summer 2014
Major: No Major: Personal Enrichment

Plan Ahead

One of the most exciting features of Banner 9 Registration is the **Plan Ahead** functionality. You can use this feature to create up to five registration plans prior to registration. Then when it's time for you to register, you simply submit your first choice plan and the system will

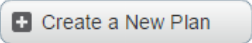
determine which classes are available. There is no need to enter individual CRNs at time of registration if you PLAN AHEAD!

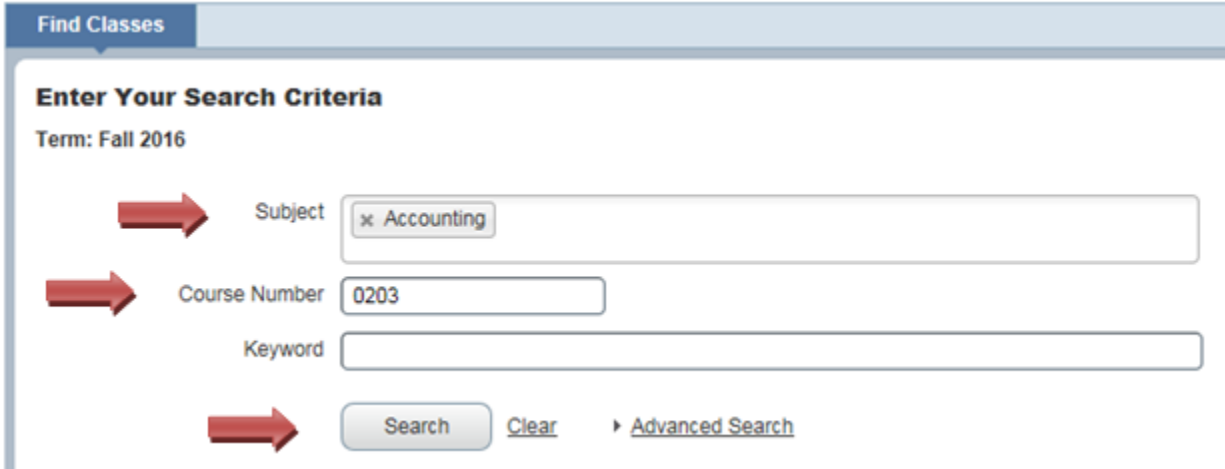


Plan Ahead

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

To Create a Plan:

1. Click 
2. Select classes. You can use % as a wildcard when searching or you can enter a specific course number. Bubble help guides will assist you on certain fields. Be sure to always include a leading zero when entering a course number (e.g. AC 0203, EC 0011, or RS 0101C).



Find Classes

Enter Your Search Criteria

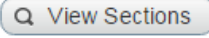
Term: Fall 2016

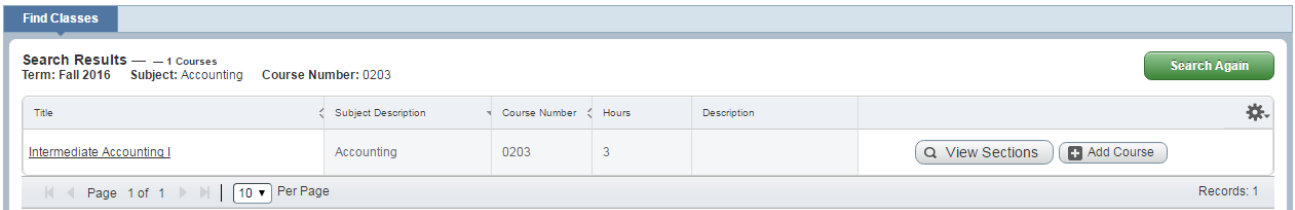
Subject: Accounting

Course Number: 0203

Keyword:

Search Clear Advanced Search

You can add courses to your plan or individual CRNs (recommended). Click on  in your search results to add them to your plan! Note: You *can* add a closed/full section to your plan.



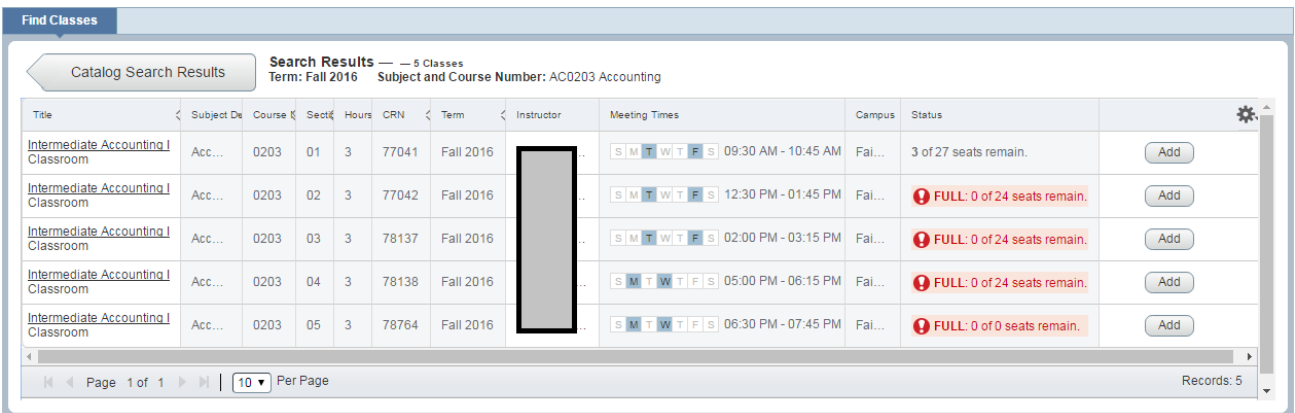
Find Classes

Search Results — 1 Courses
Term: Fall 2016 Subject: Accounting Course Number: 0203 [Search Again](#)

Title	Subject Description	Course Number	Hours	Description
Intermediate Accounting I Classroom	Accounting	0203	3	

[View Sections](#) [Add Course](#)

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Find Classes

Catalog Search Results **Search Results** — 5 Classes
Term: Fall 2016 Subject and Course Number: AC0203 Accounting

Title	Subject De	Course #	Sect#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
Intermediate Accounting I Classroom	Acc...	0203	01	3	77041	Fall 2016		S M T W T F S 09:30 AM - 10:45 AM	Fai...	3 of 27 seats remain.
Intermediate Accounting I Classroom	Acc...	0203	02	3	77042	Fall 2016		S M T W T F S 12:30 PM - 01:45 PM	Fai...	FULL: 0 of 24 seats remain.
Intermediate Accounting I Classroom	Acc...	0203	03	3	78137	Fall 2016		S M T W T F S 02:00 PM - 03:15 PM	Fai...	FULL: 0 of 24 seats remain.
Intermediate Accounting I Classroom	Acc...	0203	04	3	78138	Fall 2016		S M T W T F S 05:00 PM - 06:15 PM	Fai...	FULL: 0 of 24 seats remain.
Intermediate Accounting I Classroom	Acc...	0203	05	3	78764	Fall 2016		S M T W T F S 06:30 PM - 07:45 PM	Fai...	FULL: 0 of 0 seats remain.

Page 1 of 1 Per Page 10 Records: 5

3. After you've added a course, click  and give your plan a name. You can then search for other courses to add to your plan!

Register for Classes

You can access **Register for Classes** when your assigned time ticket allows. To check your time ticket, use the **Prepare for Registration** link described above.

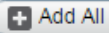


Register for Classes

Search and register for your classes. You can also view and manage your schedule.

You can register for classes using any combination of the following options:

- Using the **Find Classes** search tool
- **Enter CRNs**
- **Plans** created in Plan Ahead are accessible for registration! You can add individual classes from your plans, or simply click



and you'll immediately see the courses listed in the Summary panel and in your class schedule as **Pending**.

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

Register from a plan.
Term: Fall 2016

Test Created by: You (Preferred)

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
Intermediate Accounting I	AC 0203, 01	3	77041	Classroom	[REDACTED] (Primary)	Standard Grading...	<input type="button" value="View Sections"/> <input type="button" value="Add"/>

Records: 1

- For variable-credit classes such as DNP Immersion, click on the **Schedule and Options** tab. Then click on the number of credits, type the correct number, and click Submit.

Title	Details	Hours	CRN	Schedule Type
DNP Immersion	NS 0687, 01	1	11727	Other/No R...

You can also see your **Class Schedule** on the registration screen. It will display your chosen classes in grey before you are registered for them. This is a great way to help you visualize your possible schedule before you submit it!

Schedule | Schedule Details

Class Schedule for Fall 2016

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am			Intermediate Accounting I			Intermediate Accounting I	
11am							
12pm							
1pm			Introduction to American Politics			Introduction to American Politics	
2pm							

Summary

Title	Details	Hours	CRN	Schedule	Status	Action
Intermediate Acco...	AC 0203, 01	3	77041	Class...	Pending	Registered/Web
Introduction to Am...	PO 0011, 02	3	77205	Class...	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 20

Conditional Add and Drop

Another helpful new feature is the **Conditional Add and Drop** checkbox. Only want to drop a class if you can register for another? Check this box at the bottom right of the screen and the system will only add/drop for you if there are no issues; if there is a conflict it will not drop the course(s) for which you are already registered!

Conditional Add and Drop

Click and you will be notified in the upper right hand corner of the screen if a course is unavailable to you. You are required to act

on that notification.

Schedule and Options Tab

This tab gives you a customizable view of your schedule and allows you to print or export your schedule as a downloadable .ics file for use with your calendar software. Also on this screen, you can modify the number of credits for certain courses.

Payment Options

Graduate and part time students will receive an email the day after you register with a link to the payment portal. Full time undergraduates will only receive this message during winter and summer intersessions. Full time undergraduates will be billed for fall and spring term tuition and fees.

You must select a payment method within three business days or you may be removed from your registered course(s). If you are removed from your registered courses, there is no guarantee that your chosen courses or sections will have available space if you wish to re-register.

If your intent is not to take the class, it is your responsibility to officially drop the course in order to avoid being held liable for charges associated with the registration.

Waitlist Processing

The waitlist for all courses will be turned on at the beginning of online registration, except for undergraduate “rollout” courses with maximums that are increased incrementally.

When a space becomes available in a class, the first student on the waitlist will be notified via their University Gmail account with instructions on how to register for the waitlisted class. **They will have 48 hours from the time the email is sent to register for the class.** If there is a time conflict in their schedule, the student will have to resolve that issue before registering for the waitlisted class. **If the student fails to register for the class by the deadline stated in the email, they will be removed from the waitlist for that class.**

In order to register for a waitlisted course after receiving a notification that a seat has opened, students must follow the instructions included in the notification email:

1. Log into the Online Registration system.
2. Choose “Register for Classes.”
3. Select the correct Registration Term.
4. In the Summary frame, choose 'Registered/Web' from the drop-down menu that appears under Action.

Title	Details	Credit	CRN	Schedule T	Status	Action
Origins of the Moder...	HI 0010, 01	0	34534	Classr...	Waitlisted	None None Drop/Web Registered/Web

Total Hours | Registered: 3 | Billing: 0 | CEU: 0 | Min: 0 | Max: 20

Conditional Add and Drop i Submit

5. Click Submit.

Waitlists enrollments and the process of notifying students begin after all undergraduate cohorts have registered, and end the week prior to each semester starting. During this period, the Registrar's Office will not honor “write-ins” from instructors for closed courses. The electronic waitlist will be the only mechanism for filling available openings in closed courses. Beginning on the Friday before the semester begins, students may register for classes with open seats on a first come, first served basis. During the Add/Drop period, the Registrar will accept “write-ins” from instructors for closed courses with the approval of the appropriate department chair and/or assistant dean.

View Registration Information

Once you have registered, this link provides a detailed look at your schedule. You can click on the course title for course information. The schedule can also be printed or exported as a downloadable .ics file for use with your calendar software. The **Schedule Details** tab shows the instructors and locations of your classes. You can also view your schedules for past semesters.



View Registration Information

View your past schedules and your ungraded classes.

View Registration Information

Link up a Schedule | Active Registrations

Class Schedule

Term: Fall 2016

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
Data Structures	CS 0232, 01	3	77736	Classroom	Standard Grading M...	Undergraduate	Undergraduate	None	04/13/2016	Registered	**RegisteredW...
Electricity & Magnetism I	PH 0271, 01	3	77359	Classroom	Standard Grading M...	Undergraduate	Undergraduate	None	04/13/2016	Registered	**RegisteredW...
Introduction to Philosophy	PH 0101, 01	3	77436	Classroom	Standard Grading M...	Undergraduate	Undergraduate	None	04/13/2016	Registered	**RegisteredW...
Mobile Application Development	SW 0305, 01	3	79563	Classroom	Standard Grading M...	Undergraduate	Undergraduate	None	04/13/2016	Registered	**RegisteredW...
Principles of Thermodynamics	ME 0241, 01	3	77223	Classroom	Standard Grading M...	Undergraduate	Undergraduate	None	04/13/2016	Registered	**RegisteredW...
Senior Design Project I	EG 0390, 01	3	77419	Classroom	Standard Grading M...	Undergraduate	Undergraduate	None	04/13/2016	Registered	**RegisteredW...

Schedule | Schedule Details

Class Schedule for Fall 2016

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am		Electricity & Thermodynamics I			Electricity & Thermodynamics I		
11am							
12pm			Introduction to Philosophy			Introduction to Philosophy	
1pm							
2pm							
3pm							

Browse Classes

Use this search to find specific sections of classes offered in a term.



[Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.

Enter Subject and a course number (with leading zero, e.g. HI 0010 or AC 0203) or use the % wildcard.

Search Results — 5 Classes

Term: Fall 2016 Subject: Accounting Course Number: 0203

Search Again

Title	Subject Description	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
Intermediate Accounting I Classroom	Accounting	0203	01	3	77041	Fal...	[Redacted]	S M T W T F S 09:30 AM - 10:45 AM	Fai...	3 of 27 seats remain.
Intermediate Accounting I Classroom	Accounting	0203	02	3	77042	Fal...	[Redacted]	S M T W T F S 12:30 PM - 01:45 PM	Fai...	FULL: 0 of 24 seats remain.
Intermediate Accounting I Classroom	Accounting	0203	03	3	78137	Fal...	[Redacted]	S M T W T F S 02:00 PM - 03:15 PM	Fai...	FULL: 0 of 24 seats remain.
Intermediate Accounting I Classroom	Accounting	0203	04	3	78138	Fal...	[Redacted]	S M T W T F S 05:00 PM - 06:15 PM	Fai...	FULL: 0 of 24 seats remain.
Intermediate Accounting I Classroom	Accounting	0203	05	3	78764	Fal...	[Redacted]	S M T W T F S 06:30 PM - 07:45 PM	Fai...	FULL: 0 of 0 seats remain.

Page 1 of 1 | 10 Per Page

Records: 5

Clicking on the course title displays important information about the section, including course attributes, restrictions, prerequisites, fees, and a link to the bookstore to view or purchase required textbooks.

Class Details for Intermediate Accounting I Accounting 0203 01

Term: 201609 | CRN: 77041

Class Details	Associated Term: Fall 2016
Bookstore Links	CRN: 77041
Course Description	Campus: Fairfield
Syllabus	Schedule Type: Classroom
Attributes	Instructional Method: Lecture
Restrictions	Section Number: 01
Instructor/Meeting Times	Subject: Accounting
Enrollment/Waitlist	Course Number: 0203
Corequisites	Title: Intermediate Accounting I
Prerequisites	Credit Hours: 3
Mutual Exclusion	Grade Mode: No Section specified grade mode, please see Catalog link below for more information.
Cross Listed Courses	
Linked Sections	
Fees	
Catalog	

Close

Browse Course Catalog

This view is similar to Browse Classes, but it shows overall course information rather than being section-specific. You can, however, view sections here as well. Locating a course is the same as with Browse Classes and here you can also click on the course title to find out detailed class information.



[Browse Course Catalog](#)

Look up basic course information like subject, course and description.

Browse Courses

Search Results — 3 Courses
 Term: Fall 2016 Subject: Accounting Course Number: 02%

[Search Again](#)

Title	Subject Description	Course Number	Hours	Description	
Intermediate Accounting I	Accounting	0203	3		View Sections
Intermediate Accounting II	Accounting	0204	3		View Sections
Accounting Information Systems	Accounting	0265	3		View Sections

Page 1 of 1 | 10 Per Page | Records: 3