Banner 9
Classes Registration Guide

Student User Guide
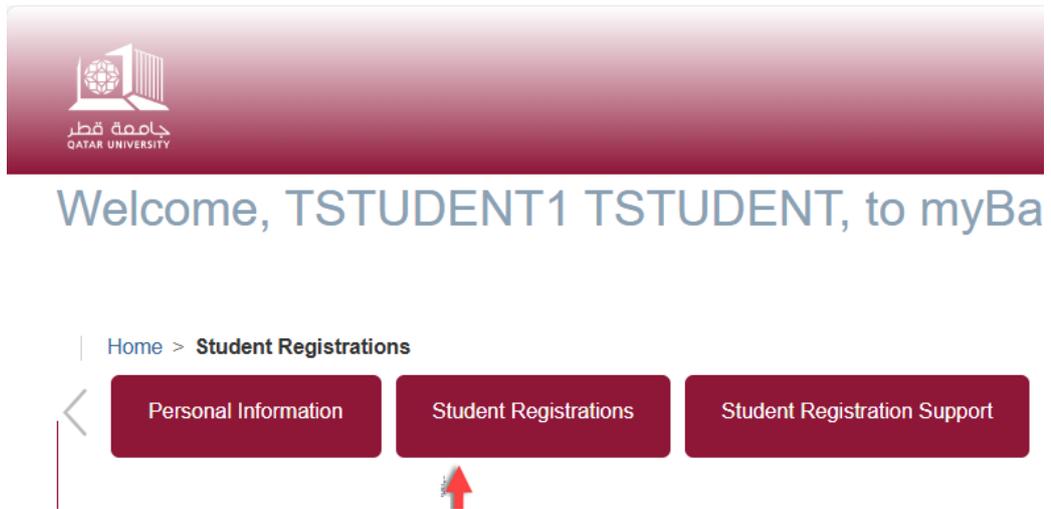
Prepared by,
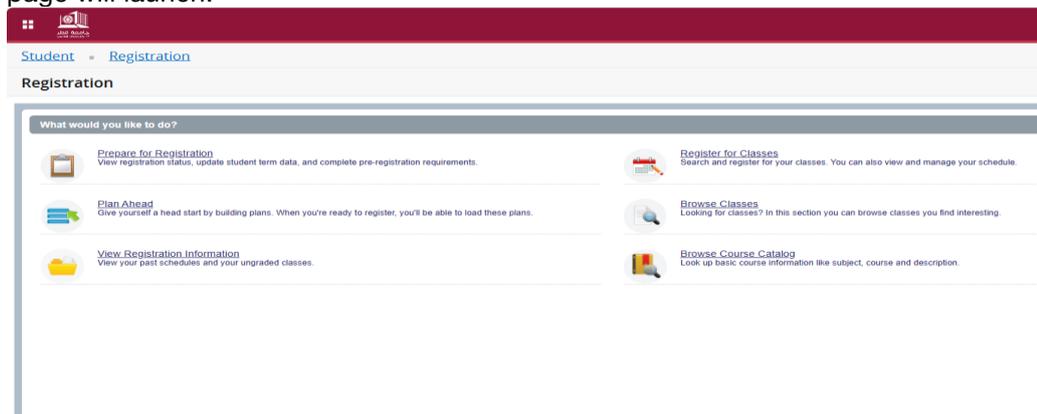Banner Team

Contents

1. How to Reach Registration Page

1) After you login to myBanner, click on "Student Registrations".
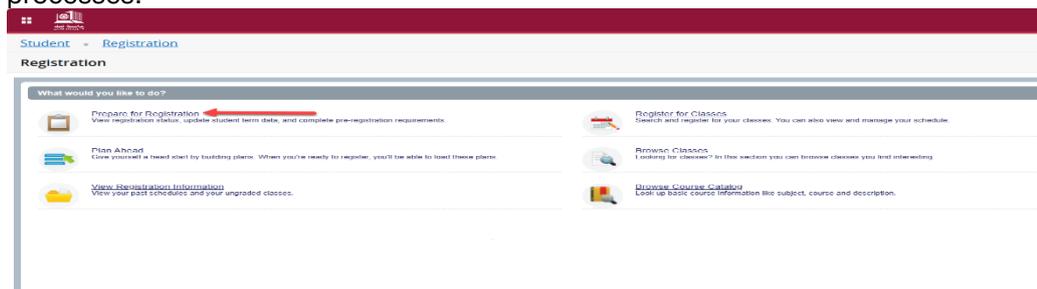

2) Click on "Registration" link

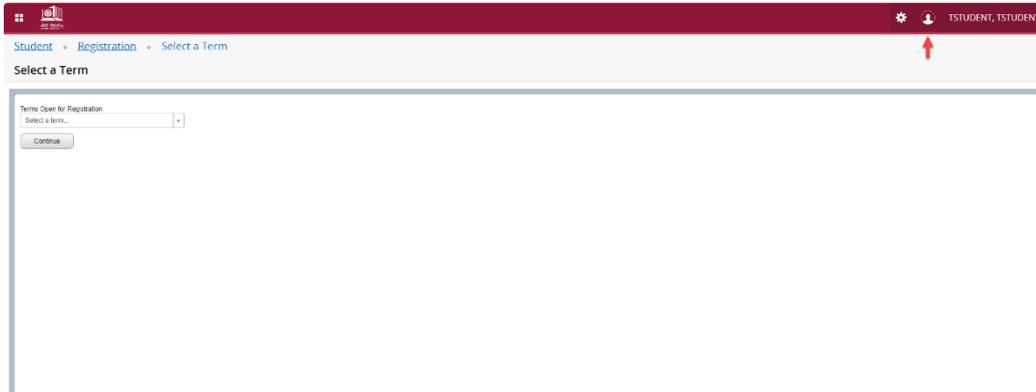3) After clicking on Banner 9 Registration, the Banner 9 Registration main page will launch.

4) Click on "Prepare for Registration" to proceed with your registration processes.
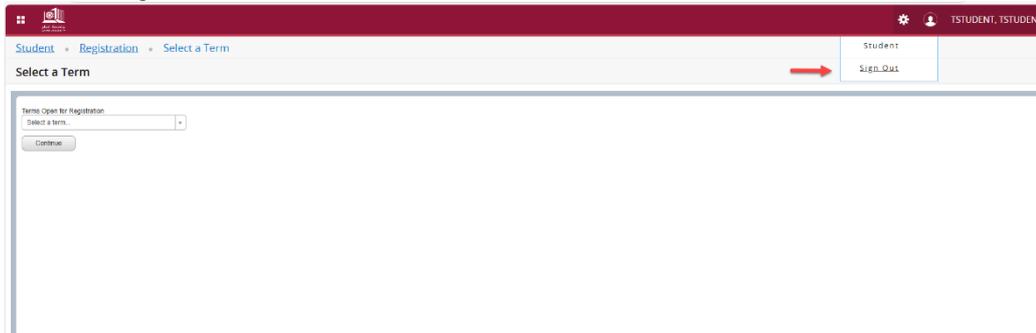
2. How to Exit Registration Page

1) Click on the icon 👤 in the top of the Banner 9 Registration page as shown below.
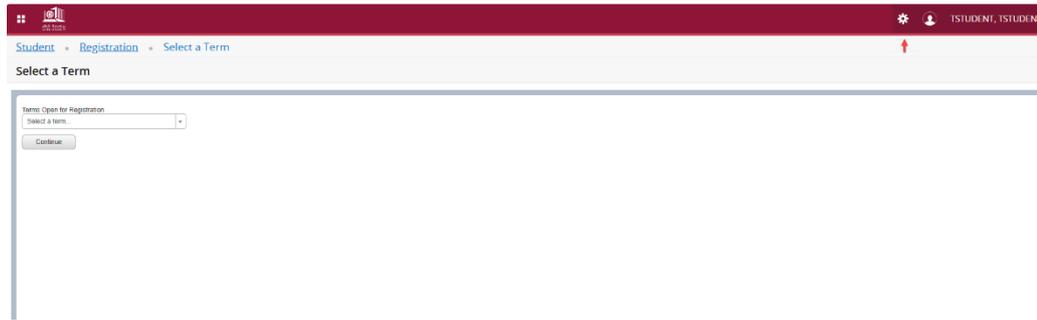
2) Click on Sign Out
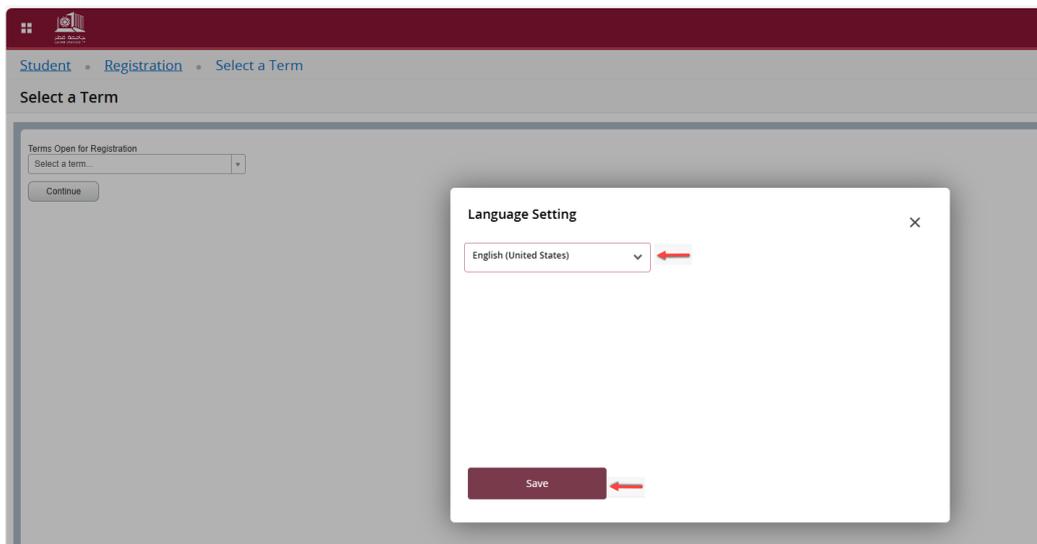
3. How to Change the Language

1) Click on the icon ⚙ in the top of the Banner 9 Registration page as shown below.
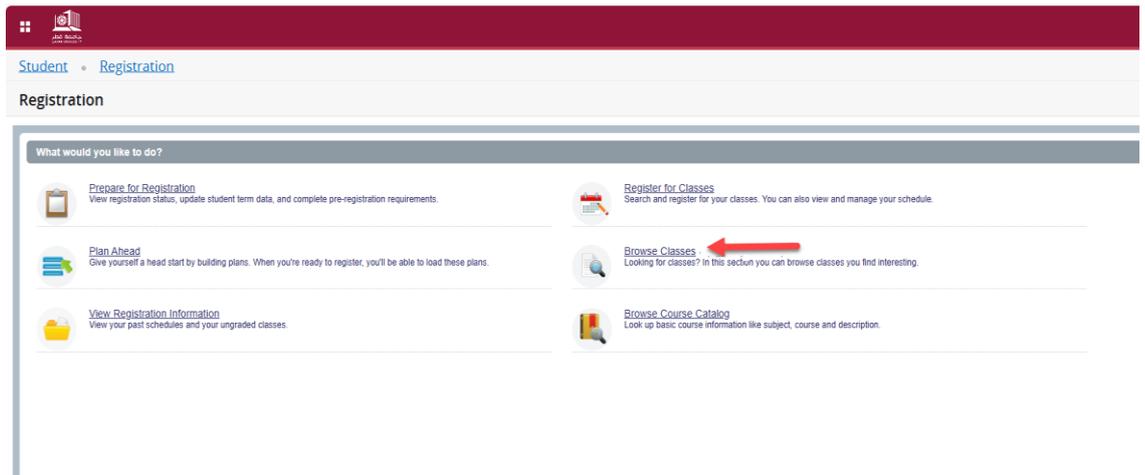
2) Click on Language Setting
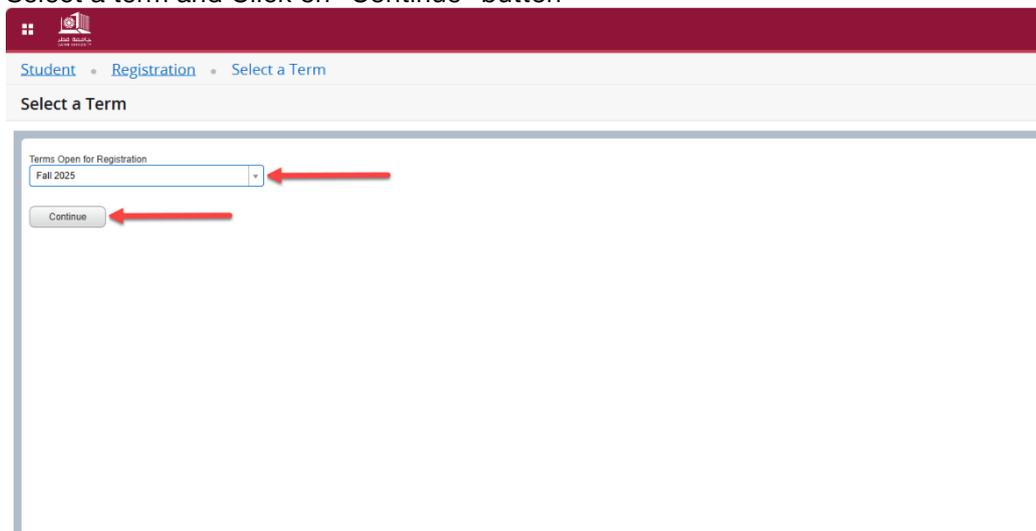

3) Select English (united States) and then click on Save
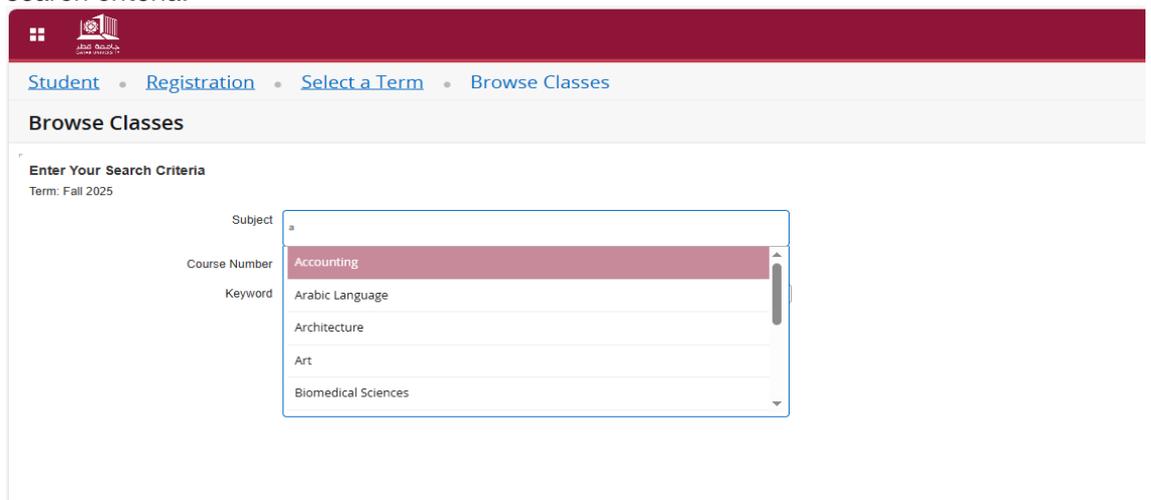

4. Browse Classes

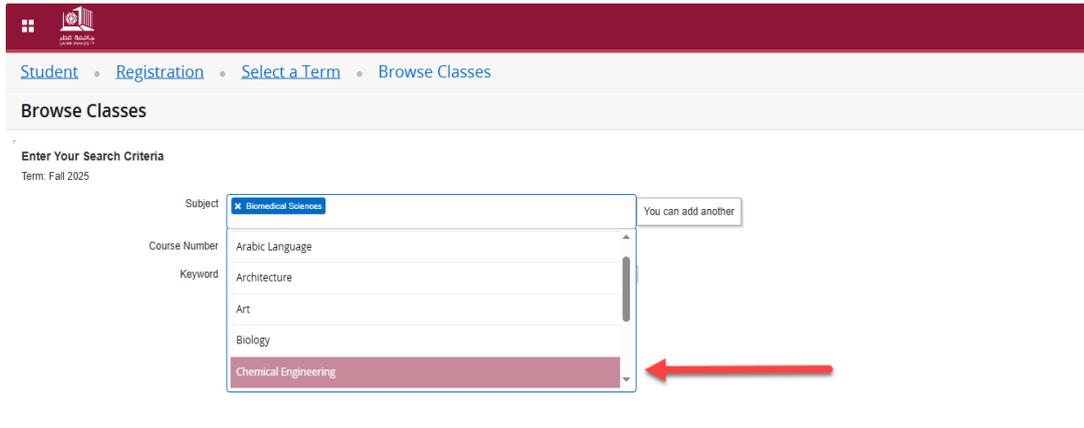1) Click on "Browse Classes" in the Banner 9 Registration page.

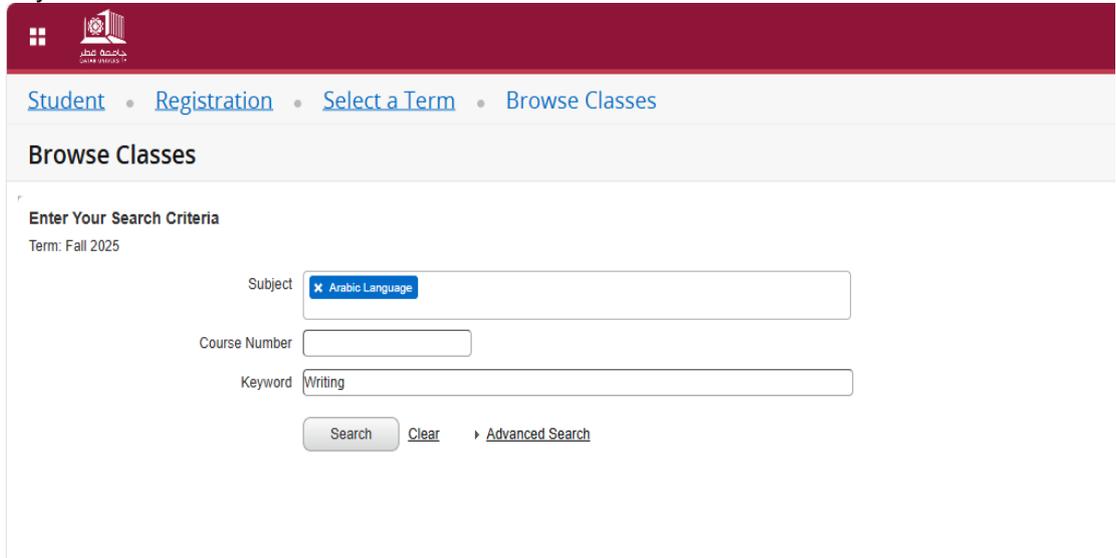2) Select a term and Click on "Continue" button

3) Select a subject in the subject field and this field is a mandatory field in the search criteria.

4) You can have more than a subject to search for classes as shown below.

5) You can search by other criteria like the course number or title in the keyword field as shown below and then click on Search button

6) After clicking on Search Button, a list of classes will display. The language of instruction under the "Instructional Method" column as shown below.
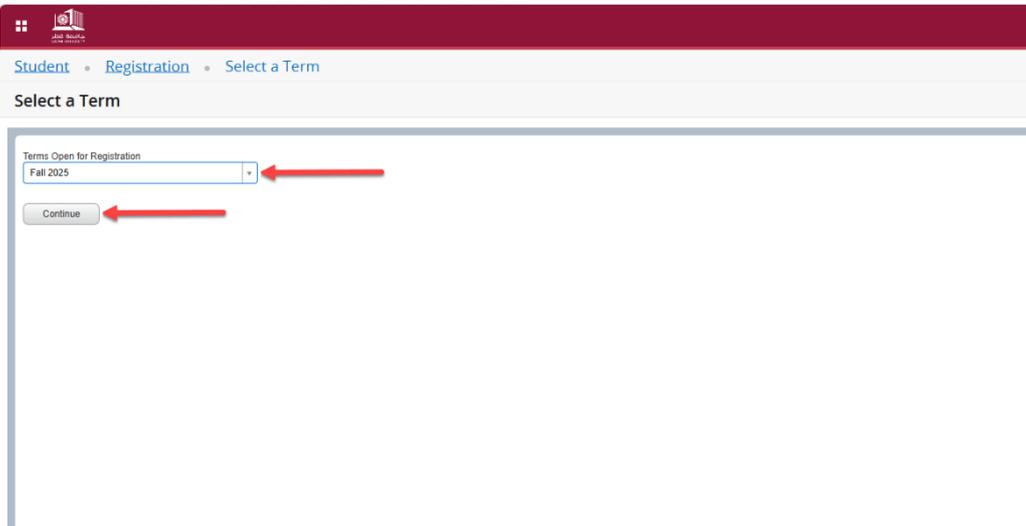
5. Prepare for Registration

Prepare for Registration is the first step in the registration process. This feature indicates whether a student can register to a specific term and there are no barriers that prevent registration like student status and academic standing.
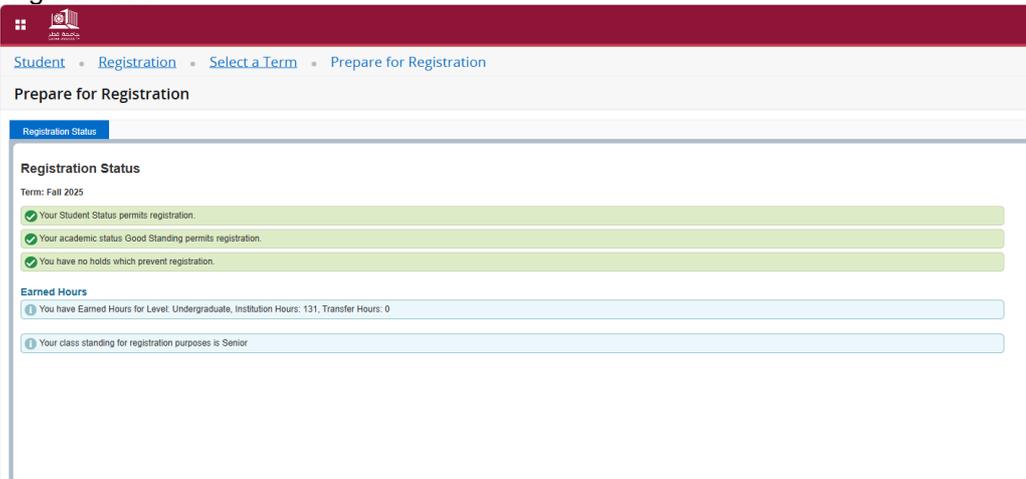
1) Click on "Prepare for Registration"
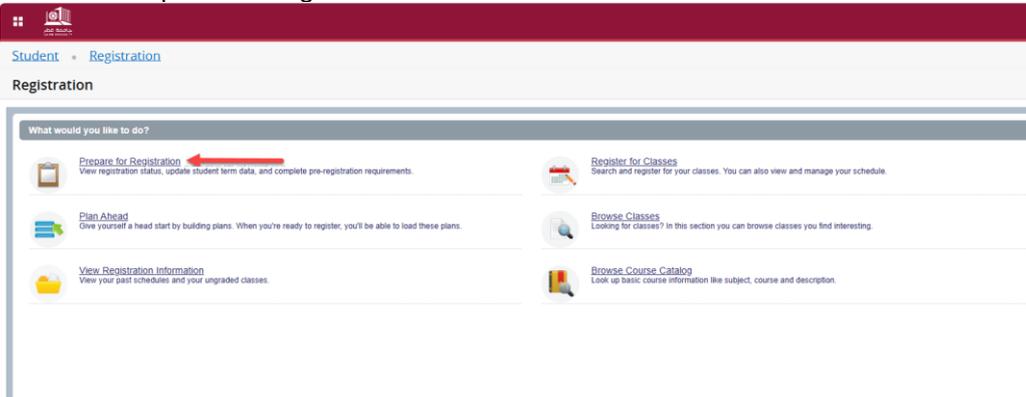
2) Select a term and click on Continue button

3) Example: This student can register in Fall 2025 because all notifications display in green color

4) Example: This student cannot register in Fall 2025 because his or her student status prevent registration and the notification displays in red color

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Student • Registration • Select a Term • Prepare for Registration

Prepare for Registration

Registration Status

Registration Status

Term: Fall 2025

Your Student Status prevents registration.

Your academic status Good Standing permits registration.

You have no holds which prevent registration.

**Earned Hours**

You have Earned Hours for Level: Undergraduate, Institution Hours: 131, Transfer Hours: 0

Your class standing for registration purposes is Senior

6. Plan Ahead

Planning for registration is the second step in the registration process. This feature allows students to select course sections that have suitable time and save them in a plan. Once the early registration opens, student can add the planned sections in registration by changing their status from planned to registered which save effort of searching for course sections. The planning also prevents students from losing their chance to register in course sections that are suitable for their daily schedule.
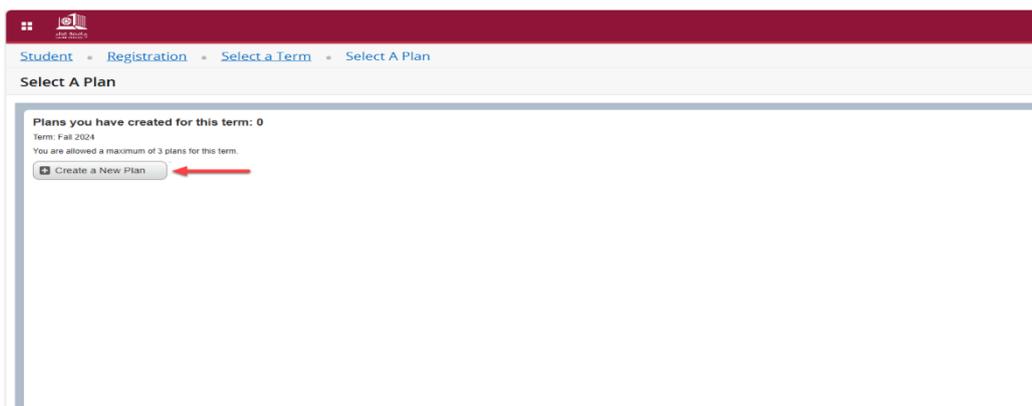
1) Click on "Plan Ahead"
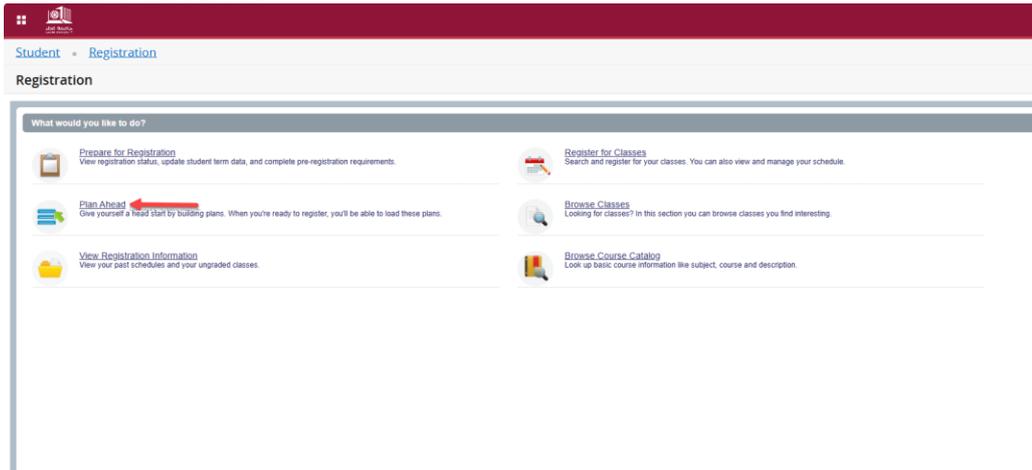
2) Select a term and click on Continue button
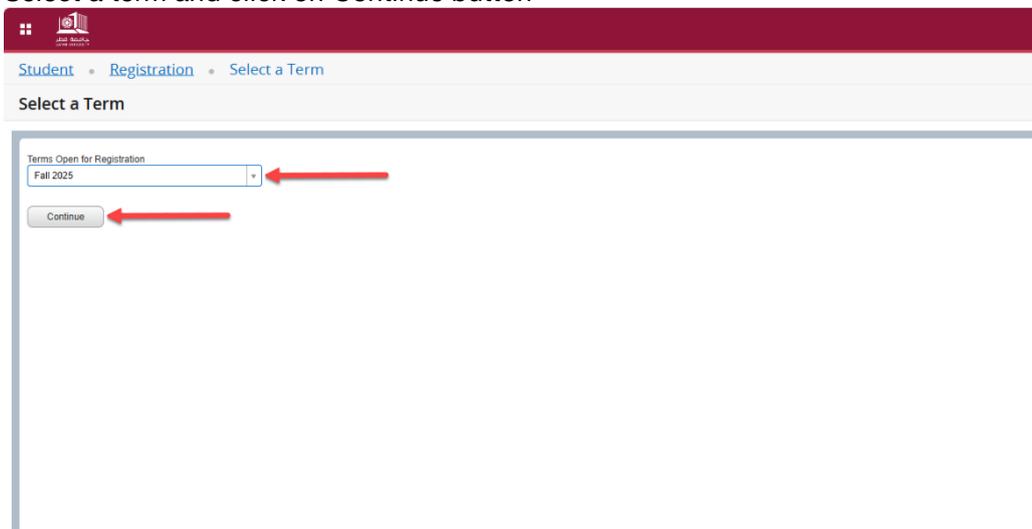
3) Click on Create a New Plan button

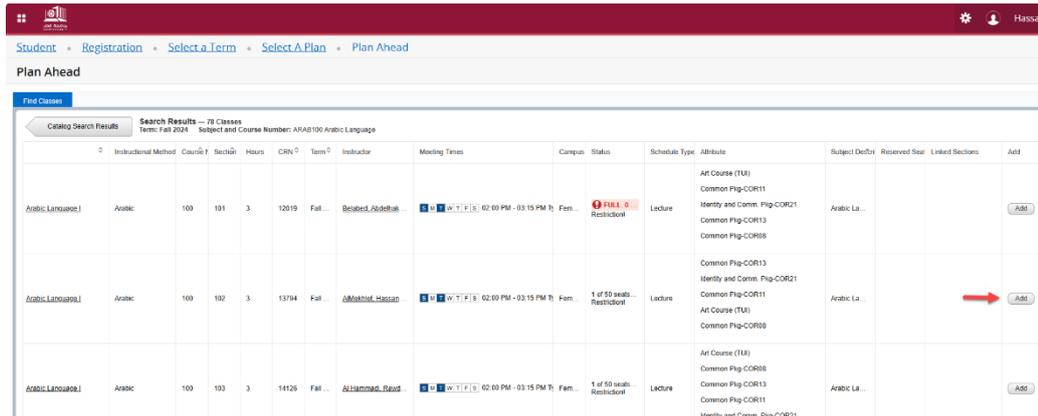4) First, Save the plan by clicking on Save Plan button

5) Insert name for the new plan and save it

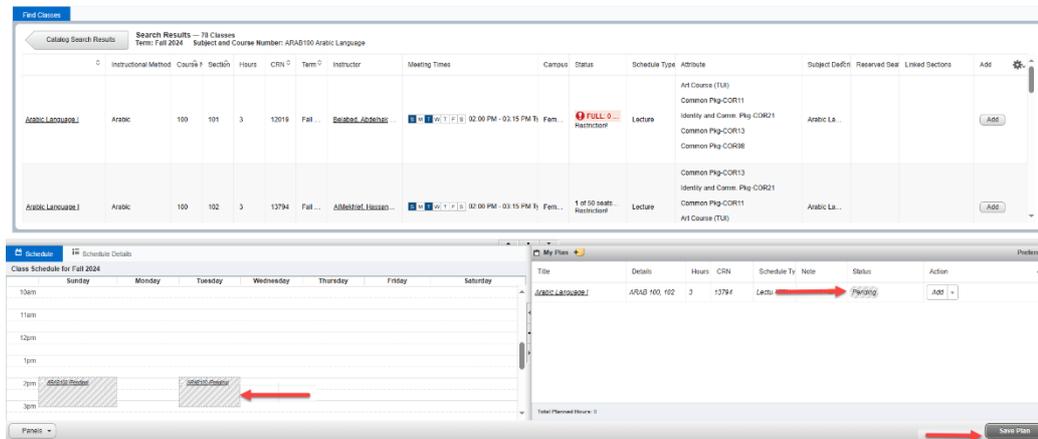6) Search for the sections by following the steps of Search for Classes

7) Click on View Sections button

8) Click on Add button

9) After clicking on Add button in the previous step, the planned section will appear with status Pending on the right pane and time of planned sections on the left pan. If the time is suitable, click on Save Plan button.

10) After saving the clicking Save Plan, the planned section status will change to Planned
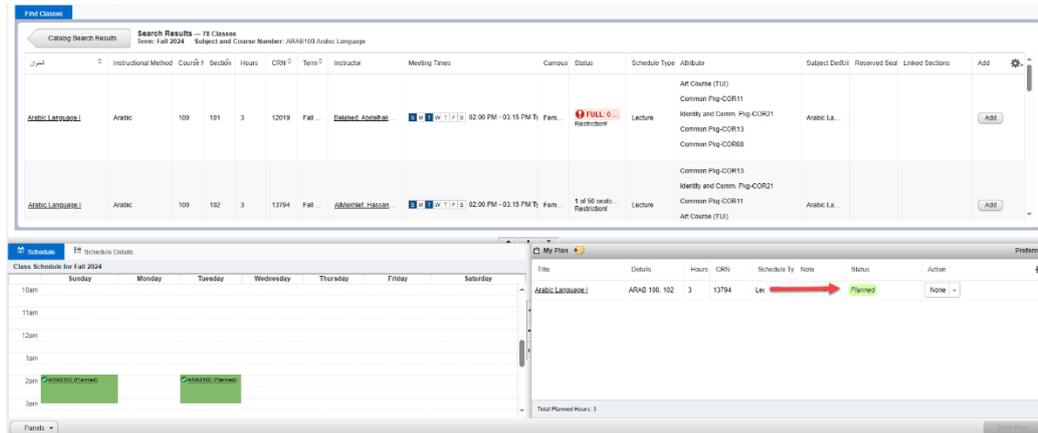
11) If you want to delete a planned section, select Delete Action and click on Save Plan button. It is important that click on the Save Plan button

whenever you make changes in your plan.

12) If you like to add to another section, click on the Catalogue Search Results button

13) Click on the Search Again button

14) Click on Select A Plan link in the top of page to go plan main page.

15) After displaying the plan main page, you change your saved plan by clicking on Edit button. You can also delete the saved plan by clicking on Delete button.

16) You can also use your advisor plan to add planned section to your plan by clicking on Edit button.

7. Register for Classes

Registering for classes is third step in the registration process. There are four methods for adding course sections in registration, which are: search and add sections from class schedule, add the CRN of each section, select class sections from a registration plan, and search section from course plan, which has been approved by the academic advisor. The following will present each method for adding sections in the registration.
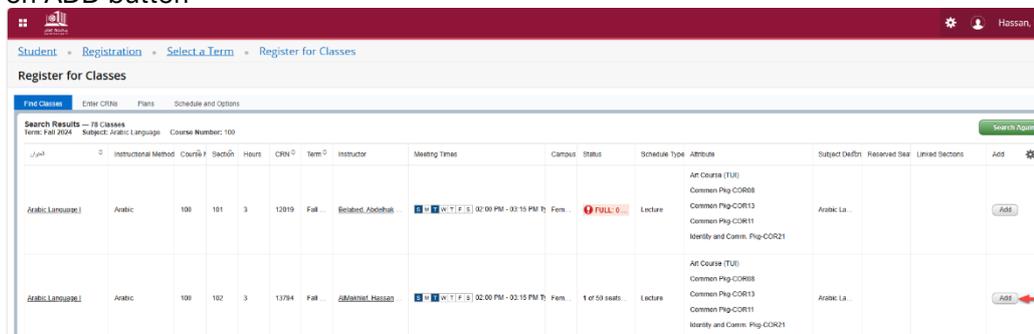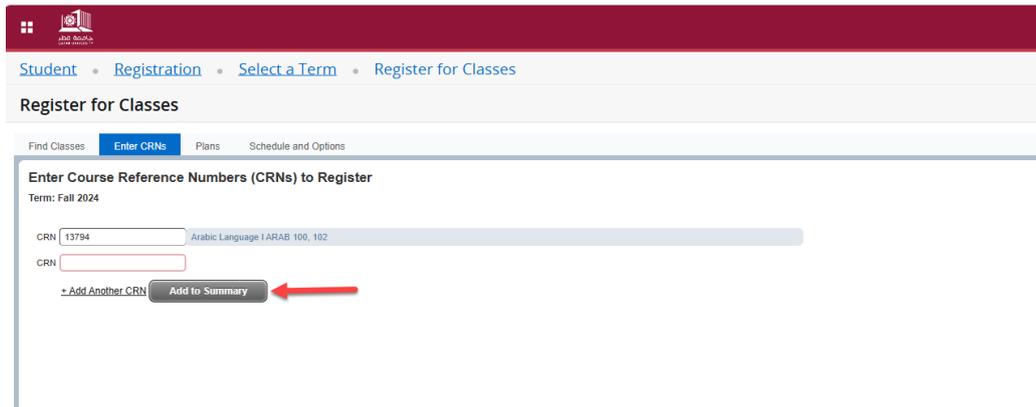
1) Select Register for Classes in the Registration page
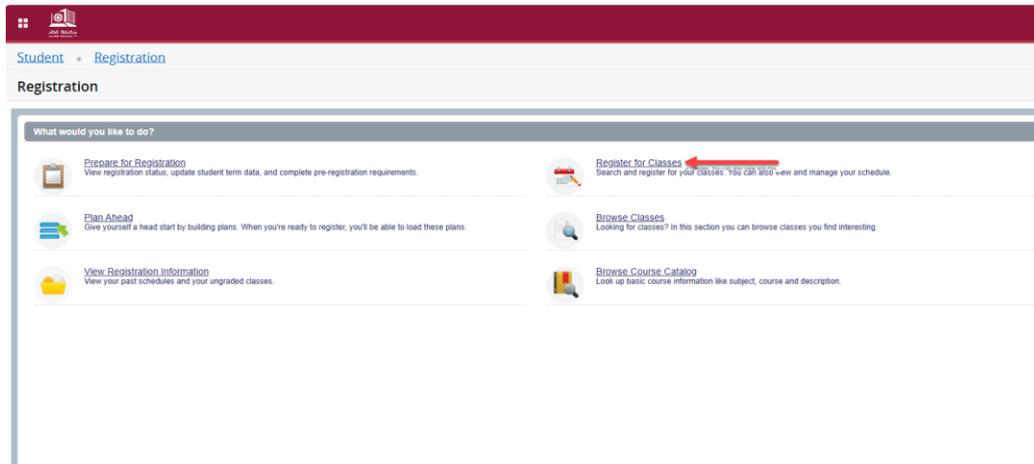

2) Select a term and click on Continue button
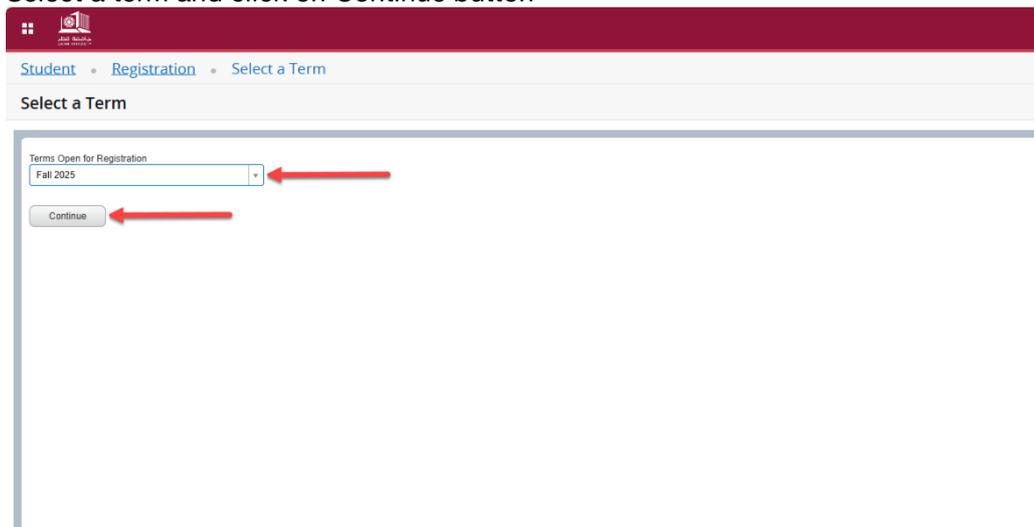
3) First method: search and add sections from class schedule and then click on ADD button

4) Second method: adding CRN and clicking Add to Summary button

5) Third method: Using registration plan, which has been built by the student in the Plan Ahead, to add sections by clicking Add All button to add all sections in the plan or click on ADD button to add each section as shown below
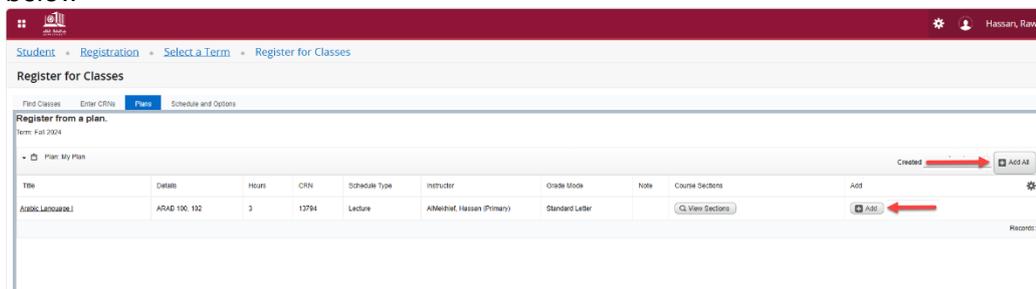
6) Forth method: Searching section from the advisor course plan, which has been created and approved by an academic advisor, to add sections by clicking on View Sections button.
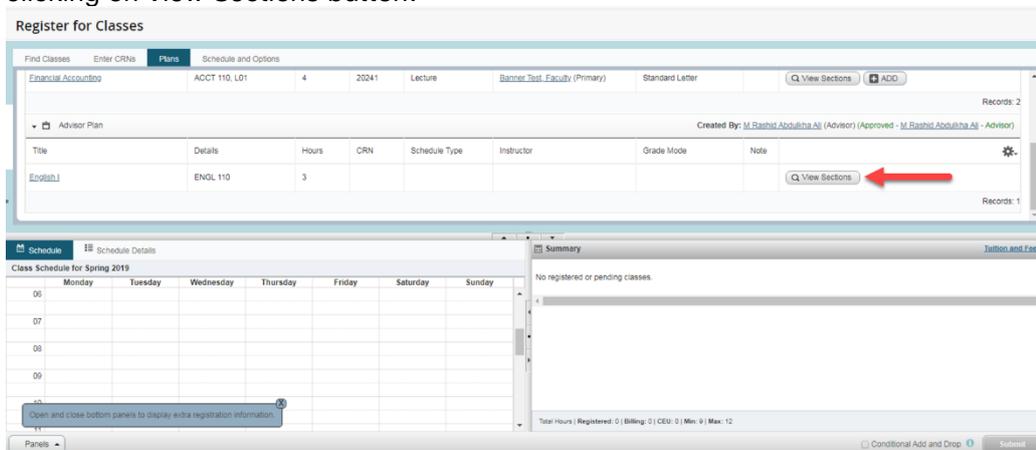
7) After adding section using one of four methods, the section will appear in the summary pane of the page on the right and the section status will be pending. On the left pane, the class meeting time will appear. If the section is suitable with your daily schedule, click on Submit button

8) After clicking on Submit button, the section status will change to Registered

9) If you want to drop the registered section, select **Web Drop** in Action field and click on Submit button

10) After clicking on Submit button, the dropped section status will change to Deleted. If you want to remove the section permanently from registration, click on Submit button again
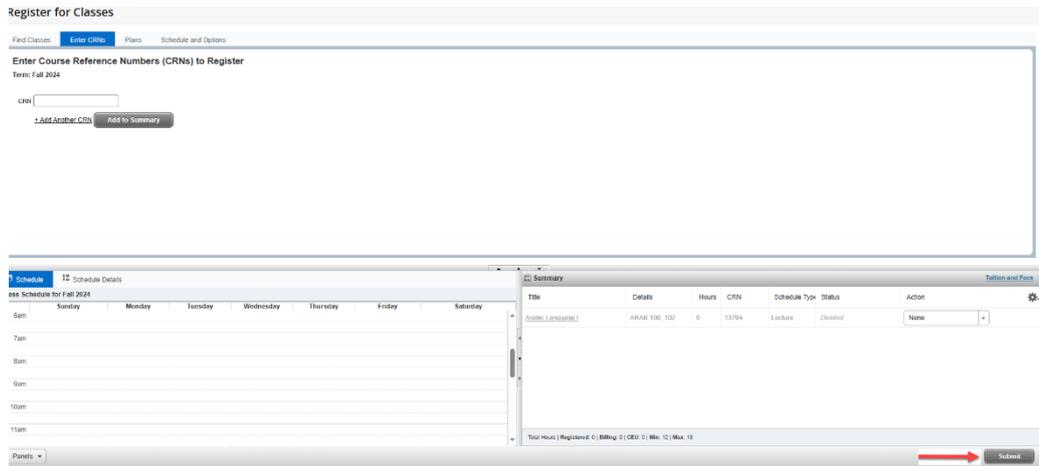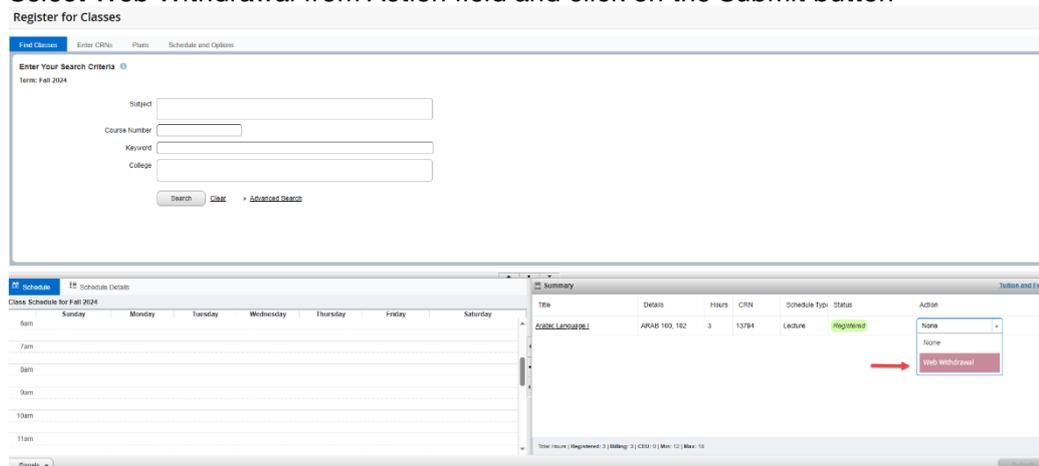
11) If a student is unable to register, a message will display in status field indicating that there are errors preventing Registration and the details of errors will display in top of the page on the right side as shown below.
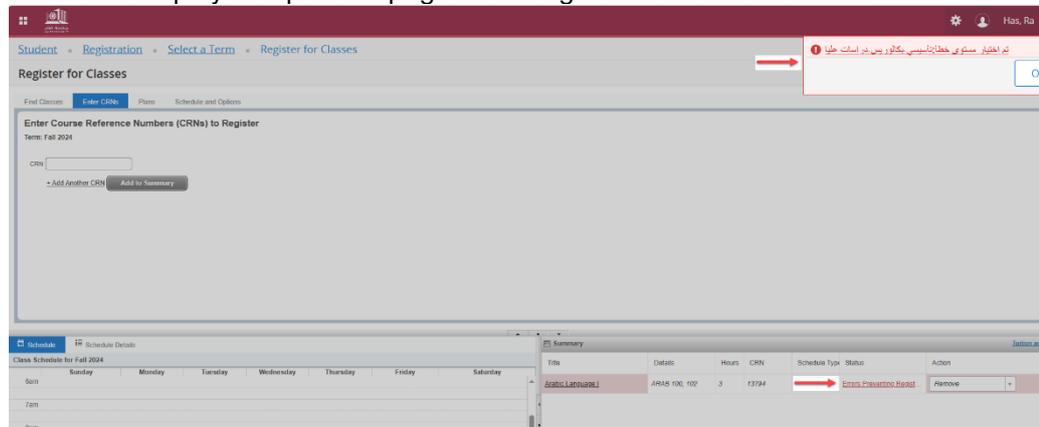
8. Withdraw form Classes

After the Add/Drop period, a student can withdraw from course by following the upcoming steps:

1) Select Web Withdrawal from Action field and click on the Submit button

2) The section status has changed to Withdrawn

3) To review your withdrawal penalty, click on <u>Tuition and Fees</u> link as shown below