

Instructions for Online Registration through Self-Service Banner

1. On the Friends University web page, hover over the student tab and click on Self-Service Banner. Log into Self-Service Banner.
2. Click on the secure area and log in with your credentials (ID number and pin password)
3. Once logged in, from main menu, choose the [STUDENT](#) option
4. Click [REGISTRATION](#)
5. Click [ADD or DROP CLASSES](#)
6. From the drop-down menu, choose the semester for which you will be registering. Click Submit.
7. Read the Financial Responsibility Agreement and click on the box next to Electronic Signature if you agree to the terms.
 - If prompted, enter your alternate PIN number. Contact your advisor for your PIN.
8. From the [ADD CLASSES WORKSHEET](#) at the bottom of the [ADD OR DROP CLASSES](#) page, enter the CRN(s) for the class(es) for which you want to register. You may enter as many CRN numbers as you would like at this screen. [SUBMIT CHANGES](#)
9. If you do not have the CRN for the course, select [CLASS SEARCH](#) to look up classes. Choose a subject (required for search) and specify any other applicable criteria. Hold down the control key while selecting the subject to select multiple options. Click [CLASS SEARCH](#).
10. Choose the class for which you wish to register and by clicking the box in the Select column. Then click [REGISTER](#).
11. Your [CURRENT SCHEDULE](#) will be displayed. Any registration errors shown must be resolved before the course will be added to your schedule. To resolve errors, follow the instructions in the Status column.
 - If you obtain an override to register for a course, you must reenter the CRN in the [ADD CLASSES WORKSHEET](#) and [SUBMIT CHANGES](#) to register for the course.
 - For co-requisite courses, you must add both courses at the same time in order to register.
12. To change the number of credit hours registered (for variable credit hour courses only), click on the credit hour hyper link or the [CHANGE CLASS OPTIONS](#) link. Indicate the desired number of credit hours (within specified limit) in the Credit Hours box and click [SUBMIT CHANGES](#).
13. Congratulations! You are now registered in your course(s).
14. To view and/or print your schedule, click [RETURN TO MENU](#) in the right hand corner of any page. On the [REGISTRATION MENU](#), chose the [CONCISE STUDENT SCHEDULE](#).
 - Note: The schedule is easiest to read when printed in landscape format.

For any questions about registration or your Self-Service Banner portal, please contact the Registrar's Office at 316-295-5400 or visit the Registrar's Office in Sumpter Hall, Office 115.

Friends University Registrar's Office Hours

Monday - Thursday: 8am - 6pm

Friday: 8am - 5pm

Friends University Cashier's Hours:

Monday - Friday: 9am - 5pm