

How to sign up for **CLASSES ONLINE**



Step-by-step guide to enrolling in classes

Schedule a meeting with your academic advisor or Academic Success Coach to update your degree plan and receive the course registration numbers (CRN) to enroll in next semester's classes online.

After meeting with your academic advisor, you will be ready to enroll. Follow these steps to complete the process and reserve your seat in classes.

Instructions for registering for classes online through Self-Service Banner

1. Log into [FalconHUB](#) from the Friends University home page using your network username and password.
2. Click "Student" in the top middle of the page.
3. From the New Student menu, choose "Registration."
4. Click **Register for Classes**.
5. When the Action Item Processing pop-up appears, click Continue.
6. You will see a **Financial Responsibility Agreement** that you will need to read. Click on the box next to Electronic Signature to electronically agree to the above. Then click Continue in the upper right corner.
7. Select the Term for which you wish to register and click "Continue."
8. Use the **Find Classes** page to search for a course.
 1. You may select multiple subjects in your search.
 2. You can also search by CRN under the **Enter CRNs** tab.
9. Once you have located the course(s), click **Add** to add the course to your Summary.
10. Select Submit to finalize registration in your selected classes. Please contact your academic advisor if you receive any error messages preventing registration (i.e. prerequisite error, class is full or time conflict)
11. Congratulations! You are now enrolled!
12. Now that you have enrolled in classes, please visit [this link](#) and complete the required financial aid steps. If you have any questions, email financial aid at financialaid@friends.edu.
13. After completing the financial aid requirements, your final step is to contact your Student Account Services representative to complete your Student Payment Agreement.

1. Adult Undergraduate and Graduate students: **Janice Broadus**
 - janice_broadus@friends.edu
 - (316)295-5598
 2. Traditional Undergraduate Students: **Kammie Wendler**
 - kwendler@friends.edu
 - (316)295-5895
14. If you have trouble logging in, please reference the welcome e-mail sent to your personal e-mail address. E-mail or call the IT HelpDesk for assistance.

Thanks for following along with us, and thanks for being patient as we all navigate this ever-changing landscape together.

For more questions, contact your academic advisor or contact [Dr. Preston Todd](#), Associate Academic Dean, (316)295-5623.