

# Instructions for Registering for Classes Online through Self-Service Banner

**NOTE:** Before registering, make note of the Course Reference Number (CRN) for each of the classes you wish to take. This information is found in the Schedule of Classes.

1. Log into Self-Service Banner by clicking on the link found on the [www.friends.edu](http://www.friends.edu) homepage – use Campus links and Self service Banner
2. From the Main Menu, choose the **Student** option.
3. Click **Registration**.
4. Click **Select Term**.
5. From the drop-down menu, choose the semester for which you will be registering. Click Submit. You will be returned to the Registration menu.
6. Click **Add or Drop Classes**.
7. You will be prompted to enter an Alternate PIN. This PIN number is for registration only and is provided to you by your academic success coach. If you do not have your Alternate PIN, you must contact your academic success coach to obtain this information. Enter your Alternate PIN and click Submit.
8. Use the **Add Classes Worksheet** on the bottom of the **Add or Drop Classes** page to enter the CRNs for the course(s) for which you would like to register.
  - Click in the first CRN field and enter the CRN for the first course you need. Tab to the next field and enter another CRN if needed. Up to 10 courses can be added at one time.
  - Click Submit changes. The courses you have entered will be displayed under the Current Schedule heading.
9. If you do not have the CRN for the course, click the **Class Search** button. This will take you to the **Look Up Classes** page. Choose a subject and then specify any other criteria you would like in order to find the course. Click **Class Search**.
  - **NOTE:** You must choose a subject code. By holding down the control key while choosing the subject code, you can choose more than one subject. All other search criteria are optional.
  - If you include course number in your search criteria, do NOT include the Section.
10. Choose the class that you want to register for by clicking the box in the **Select** column. If you need additional information regarding a course, click the blue **CRN** number. Once you have chosen a class, click **Register**. **NOTE:** Clicking on the blue CRN number will take you to detail information on the course section. This information includes a link to the Instructor email .
11. Your **Current Schedule** will be displayed. Any Registration Errors will be shown under your Current Schedule. The errors must be resolved before the course is officially added to your schedule.
  - To resolve errors, follow the instructions in the **Status** column.
  - If you obtain an override to register in the course, you must reenter the course CRN in the **Add Classes Worksheet** and **Submit Changes** in order to add the course to your schedule.
  - **NOTE:** For Variable Credit Hour courses or Co-requisite courses, please refer to the **Special Instructions**.
12. To view your enrollment charges, click the **Registration Fee Assessment** link at the bottom of the page. Any questions regarding fees should be directed to Student Accounts Services.
13. To view and/or print your student schedule, return to the Registration menu by clicking the **Return to Menu** link available at the top right hand corner of any page. On the Registration menu, choose the **Concise Student Schedule**.
14. Your student schedule will appear for you to view and/or print.
15. **Note:** The schedule is easiest to read when printed in landscape format.