

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 homepage – use Campus links and select 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 advisor. If you do not have your Alternate PIN, you must contact your advisor 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**.
 - a. **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.
 - b. 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 Corequisite 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.
 - **Note:** The schedule is easiest to read when printed in landscape format.

Special Instructions – Variable Credit Hour Courses

1. When registering for a variable credit hour course, the course will add to your schedule with the *minimum* possible number of credit hours.
 - The credit hours will show up as a hyperlink on your schedule.
 - To change the credit hours associated with the course, click on the credit hour hyperlink or the **Change Class Options** link at the bottom of the page.
2. On the Change Class Options page, indicate in the Credit Hours box how many hours you are enrolling in for the course. The credit hours must be within the range indicated next to the field.
 - Click **Submit Changes** when finished.
3. Once you have submitted your changes, the screen will refresh with the correct number of credit hours attached to the course. In order to view your newly updated list of courses, click the **Add or Drop Classes** link at the bottom of the page.
4. Your Current Schedule should now reflect the correct number of credit hours attached to the variable credit hour course.

Special Instructions – Corequisite Courses

DEFINITION: *Corequisite Courses are two courses that require enrollment within each other within the same semester.*

1. If you attempt to register in a course that has a corequisite, you will get an error message under **Registration Add Errors**.
 - The error message will indicate which other course is required for registration.
2. The simplest way to register for corequisite courses is to add the CRN numbers for both courses to the **Add Classes Worksheet** on your Add or Drop Classes page. Then click the **Submit Changes** button.
3. If you do not have any Registration Add Errors, both courses will be added to the Current Schedule section.
4. If you do not know the CRN numbers for both courses, you can do a Class Search.
 - Because you must register for both courses at the same time, you will need to search for both subject codes. Click on the first subject code, and then hold down the Control key while you click on the second subject code. Then click the **Class Search** button.
5. Available courses in both subject codes will be shown.
6. To register for corequisite courses, click the **Select** box next to both courses and then click the **Register** button.
7. If you do not have any Registration Add Errors, both courses will be added to the Current Schedule section.

Textbook Information:



We are excited to announce the launch of *BookLook*, powered by

It's the new way to get up-to-the-minute course Textbook information for students.

Simply log in to SSB, access your course schedule and you are one click away from all of the textbook information you need to order your books at the Follett Bookstore on campus OR if you receive your books from the University, you'll know which books to be expecting.

Need help logging into SSB ? Contact Help Desk at helpdesk@friends.edu or call 316-295-5767

Step-by-Step directions are provided for you at the following link:

<http://www.friends.edu/registrar>