

# SUMMER SCHOOL

## *Guest Student from another College or University*

**STEP A:** Complete the admission application at [apply.friends.edu](https://apply.friends.edu) (returning students can proceed to step B).

- Create a new user
- Set yourself up as a Guest Student:
  - Applicant Student Type = **Undergraduate**
  - Will you be seeking a degree? = **No**
  - Application Classification = **Special, non-degree seeking**
- Finish each section and submit your Admission Application

**STEP B:** Log into Self-Service Banner with the credentials issued to you by the Friends University Help Desk. *NOTE: If you are NEW to Friends, this email will be sent to you within 48 hours after submitting your application.*

**STEP C:** Add your courses.

- Add your courses. Choose the **STUDENT** option click **REGISTRATION**
- Click **ADD or DROP CLASSES** > from the drop-down menu, then choose the semester for which you will be registering
- Click **SUBMIT**
- Read the **Agree to the Financial Responsibility Agreement**
- Enter the CRN(s) for the class(es) for which you want to register (given to you by your instructor). Don't forget to click **SUBMIT CHANGES**

**STEP D:** Make your payment.

- Click on **STUDENT** located below the red banner at the top left side of the screen
- Click on **STUDENT ACCOUNTS**
- Then select **VIEW AND PAY STATEMENT** to enter a payment screen
- All payments are due by October 1

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