

A Guide for Undergraduate Class Registration







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Click on page number in the list above to access that page/content

- Login to Self-Service Banner [here](#) with your Messiah username and password.
- Click the **Student** tab, **Registration**, **Add or Drop Classes**.
- Click **Register for Classes**.

What would you like to do?

 <p>Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.</p>	 <p>Register for Classes Search and register for your classes. You can also view and manage your schedule.</p>
 <p>Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.</p>	 <p>Browse Classes Looking for classes? In this section you can browse classes you find interesting.</p>
 <p>View Registration Information View your past schedules and your ungraded classes.</p>	 <p>Browse Course Catalog Look up basic course information like subject, course and description.</p>

- You will be prompted to select a term. Select the appropriate term and click **Continue**.

Select a Term

Terms Open for Registration

Fall 2019

[Continue](#)

Search for Courses

- On the **Find Classes** tab, type in the subject(s) you need to search.



Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

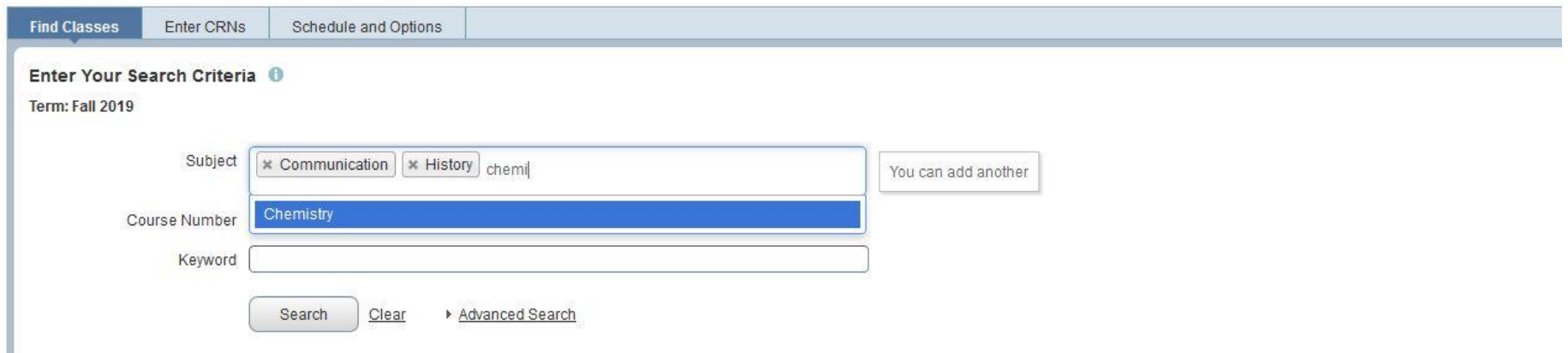
Term: Fall 2019

Subject:

Course Number:

Keyword:

[Advanced Search](#)



Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2019

Subject:

Course Number:

Keyword:

[Advanced Search](#)

- To advance your search, click **Advanced Search**. Using this feature, you can search by course number, meeting days/times, open sections only, etc.

Enter Your Search Criteria ⓘ

Term: Fall 2019

Meeting Days		
Sunday	<input type="checkbox"/>	
Monday	<input checked="" type="checkbox"/>	
Tuesday	<input type="checkbox"/>	
Wednesday	<input checked="" type="checkbox"/>	
Thursday	<input type="checkbox"/>	
Friday	<input checked="" type="checkbox"/>	
Saturday	<input type="checkbox"/>	
Start Time	09	00 AM
End Time	09	50 AM
Open Sections Only	<input checked="" type="checkbox"/>	

- Once you have entered your search criteria, click **Search**.

Enter Your Search Criteria ⓘ

Term: Fall 2019

Tuesday	<input type="checkbox"/>	
Wednesday	<input checked="" type="checkbox"/>	
Thursday	<input type="checkbox"/>	
Friday	<input checked="" type="checkbox"/>	
Saturday	<input type="checkbox"/>	
Start Time	09	00 AM
End Time	09	50 AM
Open Sections Only	<input checked="" type="checkbox"/>	

[Advanced Search](#)

Add Courses to your Schedule

- Click the **ADD** button to add courses to your schedule.
 - **IMPORTANT NOTE:** If a course is closed or you have a time conflict, those error messages will display in red under the **Status** column. You will not be permitted to add those sections to your schedule.

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Action
Problems in Philosophy General Education	Philosophy	101	01	3	1946	Fall 2...	Schoettle, Timothy (P...	S M T W T F S 11:00 AM - 11:50 AM Type: C	Grant...	15 of 37 seats ...	Add
Problems in Philosophy General Education	Philosophy	101	02	3	1945	Fall 2...	Schenk, David (Prim...	S M T W T F S 12:00 PM - 12:50 PM Type: C	Grant...	FULL: 0 of ...	Add
Problems in Philosophy General Education	Philosophy	101	03	3	1947	Fall 2...	Schoettle, Timothy (P...	S M T W T F S 01:00 PM - 01:50 PM Type: C	Grant...	30 of 37 seats ...	Add
Problems in Philosophy General Education	Philosophy	101	04	3	1949	Fall 2...	Schoettle, Timothy (P...	S M T W T F S 02:00 PM - 02:50 PM Type: C	Grant...	35 of 37 seats ...	Add

- The courses will display in your class summary (lower right) and class schedule (lower left) as a **Pending** status.

Class Schedule for Fall 2019								Summary						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Title	Details	Hours	CRN	Schedule	Status	Action
1pm								Problems in Philosophy	PHIL 101, 04	3	1949	Genera...	Pending	**Registered (by st...
2pm	Problems in Philosophy			Problems in Philosophy		Problems in Philosophy								
3pm														
4pm														

- To officially register for courses, click the **Submit** button. You are officially registered for courses when the status displays as a green **Registered** status. Your total registered/billing credits will display at the bottom of the class summary (lower right).

The screenshot shows a web interface for course registration. On the left is a 'Class Schedule for Fall 2019' grid with columns for days of the week and rows for time slots (12pm, 1pm, 2pm, 3pm). Courses are listed in colored boxes: purple for 'Fundamentals of Oral' and green for 'Problems in Philosophy'. On the right is a 'Summary' table with columns: Title, Details, Hours, CRN, Schedule T, Status, and Action. Two rows are shown, both with a green 'Registered' status. At the bottom of the summary table, a summary line reads: 'Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18'. A 'Submit' button is located at the bottom right of the interface.

- To add course(s) by CRN (Course Reference Number), access the **Enter CRNs tab** and enter the four-digit CRN's.
- Click **Add to Summary**. This will add the course(s) to your class summary (lower right) and class schedule (lower left) as a pending status. Click **Submit** to officially register for the course(s).

The screenshot shows the 'Enter CRNs' tab of the registration interface. The title is 'Enter Course Reference Numbers (CRNs) to Register'. Below the title, it says 'Term: Fall 2019'. There are two input fields for CRNs. The first field contains the number '1524' and is followed by a dropdown menu showing 'Fundamentals of Spanish I SPAN 101, 03'. The second field is empty. Below the input fields is a '+ Add Another CRN' link and an 'Add to Summary' button.

Drop Courses from your Schedule

- In the Class Summary (lower right) choose **Drop (by Student)** in the Action drop-down menu.

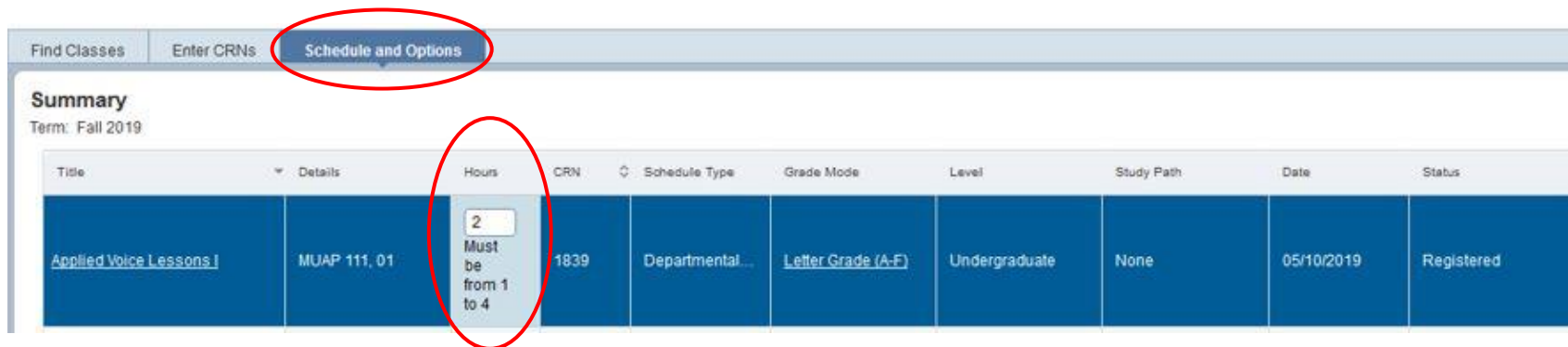
The screenshot shows two panels: 'Schedule' and 'Summary'. The 'Schedule' panel displays a grid for 'Class Schedule for Fall 2019' with columns for days of the week and rows for time slots (12pm, 1pm, 2pm, 3pm). Courses are shown as colored blocks with checkmarks. The 'Summary' panel shows a table with columns: Title, Details, Hours, CRN, Schedule T, Status, and Action. Two rows are visible: 'Fundamentals of Oral...' (Registered) and 'Problems in Philosophy' (Registered). The 'Action' dropdown for 'Problems in Philosophy' is open, with 'Drop (by Student)' highlighted in blue and circled in red.

- Click the **Submit** button. The course is officially dropped from your schedule when it displays in your Class Summary (lower right) as a **Deleted** status and is removed from your Class Schedule (lower left).

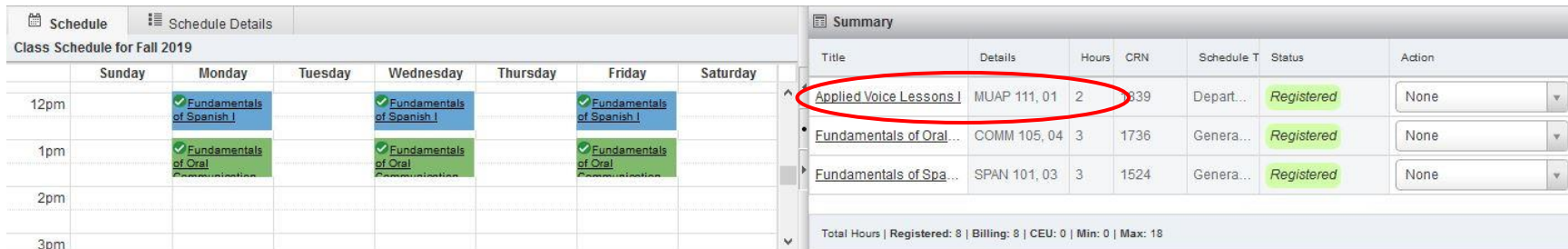
This screenshot shows the same interface after the course has been dropped. In the 'Summary' table, the 'Problems in Philosophy' row now shows a status of 'Deleted' (circled in red) and an 'Action' dropdown set to 'None'. The 'Fundamentals of Oral...' row remains 'Registered'. At the bottom right of the interface, the 'Submit' button is circled in red. The 'Status' column in the summary table also shows 'Registered' for the first row and 'Deleted' for the second row.

Change Variable Course Credits

- To change the amount of registered credits for a variable credit course (i.e. applied music lessons, music ensembles) access the **Schedule and Options** tab.
- Click on the variable credit amount under the **Hours** column. Enter the credit amount you plan to complete.
- Click the **Submit** button (lower right).



- Confirm that you are registered for the correct credit amount by accessing the **Find Classes** tab and reviewing your class summary (lower right).



View/Print your Class Schedule

- Access the **Schedule and Options** tab to view your class schedule.
- To email or print your schedule, you can select the email or printer icon (upper right).
 - Note: Email Schedule- your campus email will autofill (check “Myself”). If you want to email your schedule to a personal email account, enter the address in one of the Email fields. Click **Send** when you have entered the appropriate email addresses.

PRINT

The screenshot shows the Registrar system interface. At the top, there are three tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options', with the last one circled in red. Below the tabs is a 'Summary' section containing a table of class details. To the right, an 'EMAIL' pop-up window is open, showing options to email the schedule and download a calendar file. The 'Send' button in this window is circled in red. A green arrow labeled 'PRINT' points to the printer icon in the top right corner of the interface.

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path
Applied Voice Lessons I	MUAP 111, 01	3	4477	Departmental...	Letter Grade (A-F)	Undergraduate	None
Fundamentals of Oral Comm...	COMM 105, 07	3	4921	General Educ...	Letter Grade (A-F)	Undergraduate	None
Fundamentals of Spanish I	SPAN 101, 01	3	4722	General Educ...	Letter Grade (A-F)	Undergraduate	None

Conditionally Add/Drop a Course

- This feature allows you to drop a course from your schedule on the ‘condition’ that you are able to add a new course to your schedule without error.
- Example: You would like to register for another section of SPAN 101. You are currently registered for a section of SPAN 101, MWF 12-12:50 p.m., and you would like to switch to another MWF section, 2-2:50 p.m.
- **ADD** the 2-2:50 p.m. section of SPAN 101 to your schedule (you will have two sections of SPAN 101 listed in your **Class Summary**; one as *Pending* and one as *Registered*).

The screenshot displays the registration interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. Below this, search results for 'Fall 2019' and 'Spanish' are shown. Three sections of 'Fundamentals of Spanish I' are listed. The section with CRN 1526 (MWF 02:00 PM - 02:50 PM) is circled in red, along with its 'Add' button. Below the search results, the 'Class Schedule for Fall 2019' is shown as a grid. To the right, the 'Summary' table lists the courses in the student's schedule. The 'Fundamentals of Spanish I' section with CRN 1526 is listed as 'Pending' and circled in red. Another section of 'Fundamentals of Spanish I' (CRN 1524) is listed as 'Registered' and also circled in red. The 'Action' column for the 'Pending' entry shows '**Registered (by st...)'.

Title	Details	Hours	CRN	Schedule T	Status	Action
Fundamentals of Spa...	SPAN 101, 05	3	1526	Genera...	Pending	**Registered (by st...
Fundamentals of Oral...	COMM 105, 04	3	1736	Genera...	Registered	None
Fundamentals of Spa...	SPAN 101, 03	3	1524	Genera...	Registered	None

- In the Action column, select **‘Drop (by Student)’** for the *Registered* section (CRN 1524).
- Check the **Conditional Add and Drop** check box next to the Submit button.
- Click **Submit**.

The screenshot shows the 'Class Schedule for Fall 2019' on the left and a 'Summary' table on the right. The summary table has columns: Title, Details, Hours, CRN, Schedule T, Status, and Action. The row for 'Fundamentals of Spa...' with CRN 1524 is highlighted in blue, and its 'Action' dropdown menu is open, showing 'Drop (by Student)' selected. Below the table, there is a 'Submit' button with a checked 'Conditional Add and Drop' checkbox.

Title	Details	Hours	CRN	Schedule T	Status	Action
Fundamentals of Spa...	SPAN 101, 05	3	1526	Genera...	Pending	**Registered (by st...
Fundamentals of Spa...	SPAN 101, 03	3	1524	Genera...	Registered	Drop (by Student)
Fundamentals of Oral...	COMM 105, 04	3	1736	Genera...	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop

- If conditions were met, you will be registered for the *Pending* section (CRN 1526) and dropped from the *Registered* section (1524). *Save Successful* will also display in upper-right corner of screen.

The screenshot shows the same interface after the drop action. The 'Fundamentals of Spa...' section with CRN 1524 is now 'Deleted', and the 'Fundamentals of Spa...' section with CRN 1526 is now 'Registered'. The 'Drop (by Student)' action is no longer visible in the dropdown menu.

Title	Details	Hours	CRN	Schedule T	Status	Action
Fundamentals of Spa...	SPAN 101, 05	3	1526	Genera...	Registered	None
Fundamentals of Spa...	SPAN 101, 03	0	1524	Genera...	Deleted	None
Fundamentals of Oral...	COMM 105, 04	3	1736	Genera...	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18