A Guide for Undergraduate Class Registration

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Click on page number in the list above to access that page/content
• Click here to register for courses.
• Login to Self-Service Banner with your Messiah username and password.
• Access the Student tab and Click Registration.
• Click Add or Drop Classes.
• Click Register for Classes.

You will be prompted to select a term. Select the appropriate term and click Continue.
Search for Courses

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

**Find Classes** tab:
- **Subject**: communication
- **Course Number**: Communication
- **Keyword**: 

**Find Classes** tab (another search):
- **Subject**: Communication, History
- **Course Number**: Chemistry
- **Keyword**: 

Contact Information

Phone: 717.691.6074
Email: registrar@messiah.edu
• To advance your search, click **Advanced Search**. Using this feature, you can search by course number, meeting days/times, open sections only, etc.

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

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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.

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

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).
Drop Courses from your Schedule

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

- 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).
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.
**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**).

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### Find Classes

<table>
<thead>
<tr>
<th>Fundamentals of Spanish I</th>
<th>Spanish 101 03</th>
<th>Spanish 101 04</th>
<th>Spanish 101 06</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>Fall 2019</td>
<td>Fall 2019</td>
<td>Fall 2019</td>
</tr>
<tr>
<td>Nieves, N.</td>
<td>1524</td>
<td>1525</td>
<td>1526</td>
</tr>
</tbody>
</table>

### Schedule

<table>
<thead>
<tr>
<th>Class Schedule for Fall 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
</tr>
<tr>
<td>8am</td>
</tr>
</tbody>
</table>

### Contact Information

Phone: 717.691.6074  
Email: registrar@messiah.edu
• 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.

• 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.
Register for Course Pass/Fail or Audit

**Pass/Fail**

Students may take a maximum of four courses during their university career using the pass/fail option under the following conditions:

- The course cannot be used by that student to meet a major, minor or QuEST requirement. The course must be a free elective.
- The cutoff for pass shall be a C-.

Students must declare their intention to take a course under the pass/fail option when they register for classes and/or no later than the first five class days at the beginning of the term.

**Audit**

Students who wish to attend a course but not receive university credit or a grade for their work may audit a course. This option assumes students will attend the class on a regular basis but are not required to do any of the course work or take any tests in the course.

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- To declare the pass/fail or audit option, access the **Schedule and Options tab**.
- Click on **Letter Grade (A-F)** under the **Grade Mode** column.
- Select the appropriate option (Audit or Pass/Fail)
- Click the **Submit** button (lower right).
- Your request will be submitted to the Registrar’s Office for review. You will receive an email with the decision.

<table>
<thead>
<tr>
<th>Title</th>
<th>Details</th>
<th>Hours</th>
<th>CRN</th>
<th>Schedule Type</th>
<th>Grade Mode</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Oral Co...</td>
<td>COMM 106, 01</td>
<td>3</td>
<td>4169</td>
<td>General Ed...</td>
<td>Letter Grade (A-F)</td>
<td>Undergraduate</td>
</tr>
</tbody>
</table>

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