

A Guide for Undergraduate Class Registration







Contents

Access Online Registration.....	<u>2</u>
Search for Courses.....	<u>3-4</u>
Add Courses to your Schedule.....	<u>5-6</u>
Drop Courses from your Schedule.....	<u>7</u>
Change Variable Course Credits (i.e. applied music lessons, music ensembles).....	<u>8</u>
View/Print Class Schedule.....	<u>9</u>
Conditionally Add/Drop Course.....	<u>10-11</u>
Register for Course Pass/Fail or Audit.....	<u>12-13</u>

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**.

What would you like to do?

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

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

Select a Term

Terms Open for Registration

Fall 2019

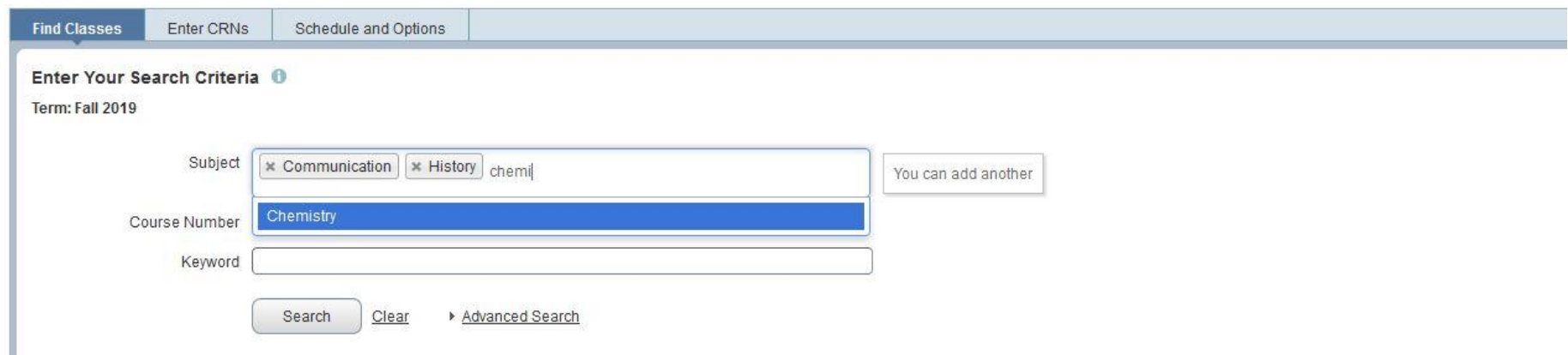
Continue

Search for Courses

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



The screenshot shows the 'Find Classes' tab selected in a navigation bar. Below the bar, the 'Enter Your Search Criteria' section is active. The 'Term' is set to 'Fall 2019'. In the 'Subject' field, 'communication' is entered. A dropdown menu for 'Course Number' shows 'Communication' as the selected option. The 'Keyword' field is empty. At the bottom, there are 'Search', 'Clear', and 'Advanced Search' buttons.

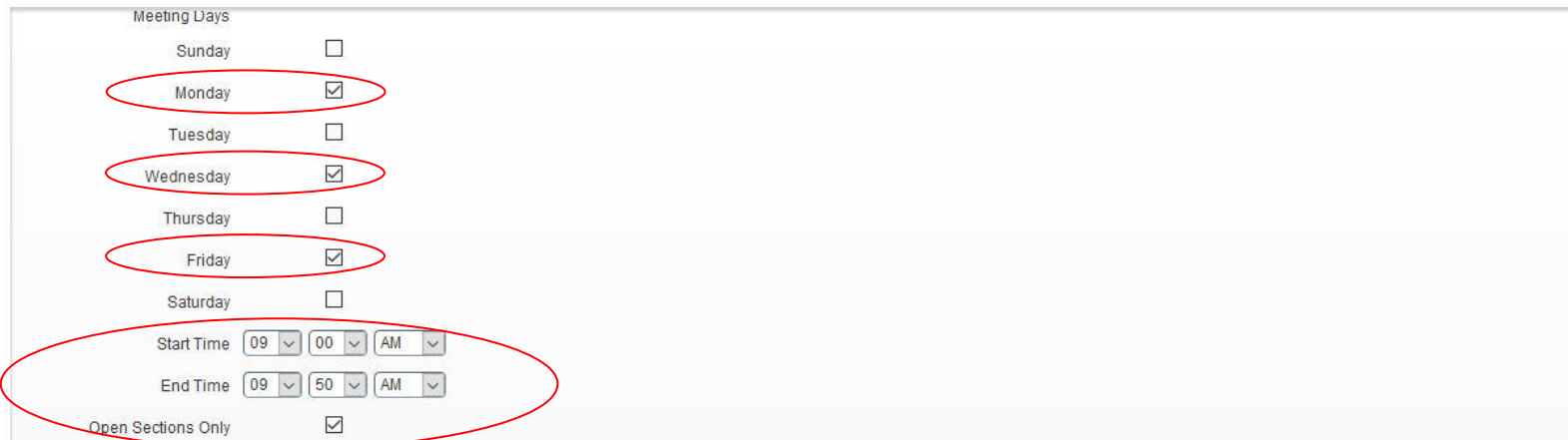


This screenshot shows the same 'Find Classes' interface, but with multiple subjects entered in the 'Subject' field: 'Communication', 'History', and 'chemi'. A 'You can add another' button is visible to the right of the subject input area. The 'Course Number' dropdown now shows 'Chemistry' as the selected option. The 'Term' remains 'Fall 2019', and the 'Keyword' field is empty. The 'Search', 'Clear', and 'Advanced Search' buttons are at the bottom.

- 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 ☐

Monday ☒

Tuesday ☐

Wednesday ☒

Thursday ☐

Friday ☒

Saturday ☐

Start Time 09 00 AM

End Time 09 50 AM

Open Sections Only ☒

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

Enter Your Search Criteria ⓘ

Term: Fall 2019



Tuesday ☐

Wednesday ☒

Thursday ☐

Friday ☒

Saturday ☐

Start Time 09 00 AM

End Time 09 50 AM

Open Sections Only ☒

Search Clear ▾ Advanced Search

Add Courses to your Schedule

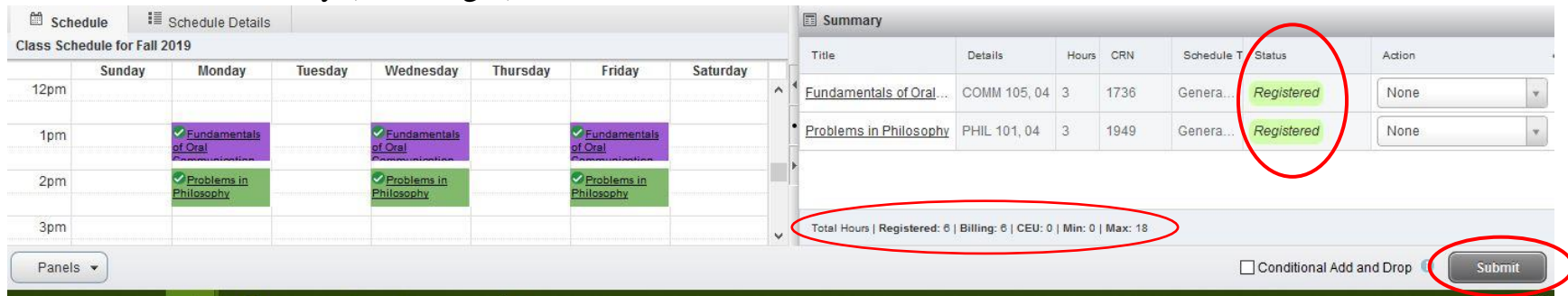
- Click the **ADD** button to add courses to your schedule.
 - IMPORTANT NOTE:** If a course is closed or you have a time conflict, those error messages will display in red under the **Status** column. You will not be permitted to add those sections to your schedule.

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	
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.

Schedule		Schedule Details		Summary													
Class Schedule for Fall 2019																	
	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																	
								Total Hours Registered: 0 Billing: 0 CEU: 0 Min: 0 Max: 18									

- 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).



Class Schedule for Fall 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12pm							
1pm		✓ Fundamentals of Oral Communication		✓ Fundamentals of Oral Communication		✓ Fundamentals of Oral Communication	
2pm		✓ Problems in Philosophy		✓ Problems in Philosophy		✓ Problems in Philosophy	
3pm							

Summary

Title	Details	Hours	CRN	Schedule T	Status	Action
Fundamentals of Oral Communication	COMM 105, 04	3	1736	General	Registered	None
Problems in Philosophy	PHIL 101, 04	3	1949	General	Registered	None

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

☐ Conditional Add and Drop **Submit**

- 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).



Find Classes **Enter CRNs** **Schedule and Options**

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2019

CRN 1524 Fundamentals of Spanish I SPAN 101, 03

CRN |

[+ Add Another CRN](#) **Add to Summary**

Drop Courses from your Schedule

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

The screenshot shows the student portal interface. On the left, the 'Class Schedule for Fall 2019' is displayed as a grid with days of the week as columns and times (12pm, 1pm, 2pm, 3pm) as rows. Courses are listed in colored blocks: 'Fundamentals of Oral Communication' (purple) and 'Problems in Philosophy' (green). On the right, the 'Summary' table lists the courses with their details, hours, CRN, schedule type, status, and an 'Action' dropdown menu. The 'Problems in Philosophy' row is selected, and the dropdown menu is open, showing 'None', 'Drop (by Student)', and 'Drop (by Advisor)'. The 'Drop (by Student)' option is circled in red.

Title	Details	Hours	CRN	Schedule T	Status	Action
Fundamentals of Oral...	COMM 105, 04	3	1736	Genera...	Registered	None
Problems in Philosophy	PHIL 101, 04	3	1949	Genera...	Registered	None Drop (by Student) Drop (by Advisor)

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

- 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).

The screenshot shows the student portal interface after dropping a course. The 'Class Schedule for Fall 2019' grid on the left now only shows 'Fundamentals of Oral Communication' (purple) blocks. The 'Summary' table on the right shows the 'Problems in Philosophy' course with a status of 'Deleted', which is circled in red. The 'Action' dropdown menu is still open, showing 'None'. At the bottom right, the 'Submit' button is circled in red.

Title	Details	Hours	CRN	Schedule T	Status	Action
Fundamentals of Oral...	COMM 105, 04	3	1736	Genera...	Registered	None
Problems in Philosophy	PHIL 101, 04	0	1949	Genera...	Deleted	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

☐ Conditional Add and Drop **Submit**

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).

The screenshot shows the 'Schedule and Options' tab selected. Below the tabs, the 'Summary' section for 'Term: Fall 2019' displays a table of registered classes. The first row is for 'Applied Voice Lessons I' (MUAP 111, 01). The 'Hours' column for this class is highlighted with a red circle, showing a dropdown menu with the value '2' and a note 'Must be from 1 to 4'.

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status
Applied Voice Lessons I	MUAP 111, 01	2 Must be from 1 to 4	1839	Departmental...	Letter Grade (A-F)	Undergraduate	None	05/10/2019	Registered

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

Schedule

Schedule Details

Class Schedule for Fall 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12pm		Fundamentals of Spanish I		Fundamentals of Spanish I		Fundamentals of Spanish I	
1pm		Fundamentals of Oral Communication		Fundamentals of Oral Communication		Fundamentals of Oral Communication	
2pm							
3pm							

Summary

Title	Details	Hours	CRN	Schedule T	Status	Action
Applied Voice Lessons I	MUAP 111, 01	2	1839	Depart...	Registered	None
Fundamentals of Oral...	COMM 105, 04	3	1736	Genera...	Registered	None
Fundamentals of Spa...	SPAN 101, 03	3	1524	Genera...	Registered	None

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 18

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

Find Classes



Enter CRNs

Schedule and Options

Summary

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

EMAIL

Email Schedule and Downloadable Calendar File
 Email your schedule and an .ics file to your calendar. Please send again if you make changes to your schedule.

☒ Myself

Email

Email

Email

Subject

Send

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*).

Find Classes
Enter CRNs
Schedule and Options

Search Results — 17 Classes

Term: Fall 2019 Subject: Spanish

Title	Language	CRN	Section	CRN	Term	Instructor	Schedule	Time	Type	Grant	Seats	Action	
Fundamentals of Spanish I General Education	Spanish	101	03	3	1524	Fall 2...	Nieves, Neryam (Pri...	S M T W T F S	12:00 PM - 12:50 PM	Type: C	Grant...	15 of 27 seats ...	Add
Fundamentals of Spanish I General Education	Spanish	101	04	3	1525	Fall 2...	Nieves, Neryam (Pri...	S M T W T F S	01:00 PM - 01:50 PM	Type: C	Grant...	21 of 27 seats ... Time Conflict!	Add
Fundamentals of Spanish I General Education	Spanish	101	05	3	1526	Fall 2...	Ginck, Amy (Primary)	S M T W T F S	02:00 PM - 02:50 PM	Type: C	Grant...	11 of 27 seats ...	Add

Schedule
Schedule Details

Class Schedule for Fall 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Summary

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

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

- 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 is set to 'Drop (by Student)'. Below the table, the 'Conditional Add and Drop' checkbox is checked, and the 'Submit' button is visible.

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 'Class Schedule for Fall 2019' on the left and a 'Summary' table on the right. The row for 'Fundamentals of Spa...' with CRN 1526 is highlighted in blue, and its 'Status' is 'Registered'. The row for 'Fundamentals of Spa...' with CRN 1524 is highlighted in blue, and its 'Status' is 'Deleted'. The row for 'Fundamentals of Oral...' with CRN 1736 is highlighted in blue, and its 'Status' is 'Registered'.

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

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:

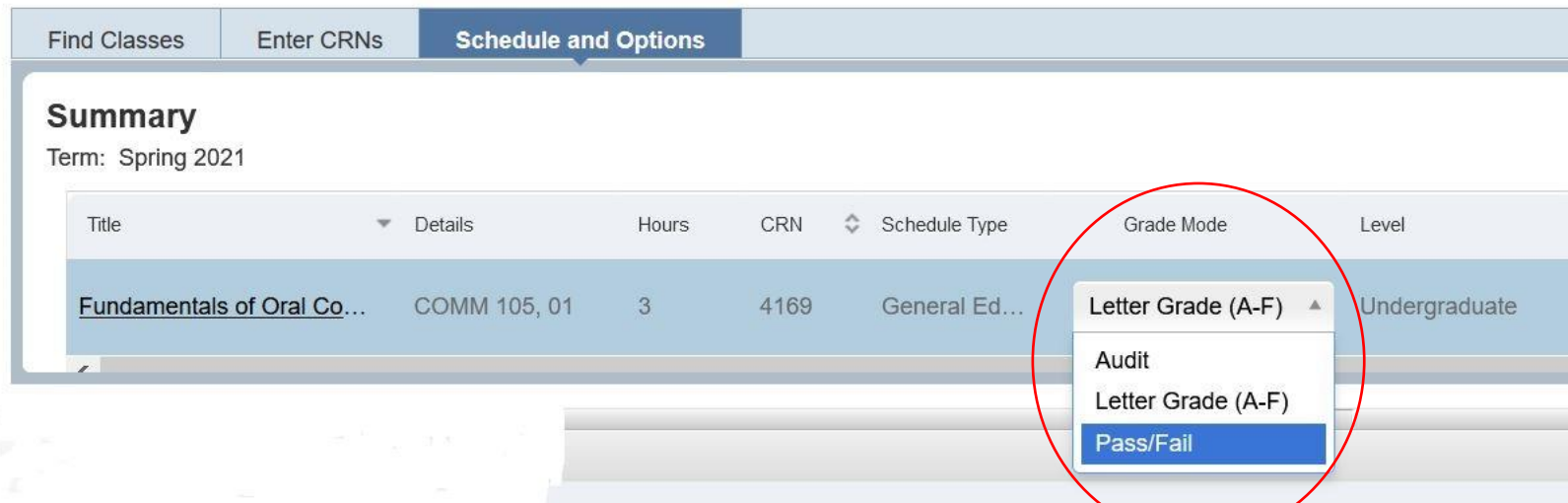
- The course cannot be used by that student to meet a major, minor or QuEST requirement. The course must be a free elective.
- The cutoff for pass shall be a C-.

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.

- 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.



The screenshot shows the 'Schedule and Options' tab selected. Below the tabs, there is a 'Summary' section for 'Term: Spring 2021'. A table lists class details. The 'Grade Mode' column for the class 'Fundamentals of Oral Co...' is highlighted, and a dropdown menu is open, showing the following options: 'Letter Grade (A-F)', 'Audit', 'Letter Grade (A-F)', and 'Pass/Fail'. The 'Pass/Fail' option is currently selected and highlighted in blue.

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level
Fundamentals of Oral Co...	COMM 105, 01	3	4169	General Ed...	Letter Grade (A-F) ▲	Undergraduate