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.
- 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

<table>
<thead>
<tr>
<th>Meeting Days</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<th>Start Time</th>
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<tbody>
<tr>
<td>End Time</td>
<td>99 50 AM</td>
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- Once you have entered your search criteria, click **Search**.

Enter Your Search Criteria
Term: Fall 2019

<table>
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<th>Tuesday</th>
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<th>Friday</th>
<th>Saturday</th>
<th>Start Time</th>
<th>End Time</th>
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Contact Information
Phone: 717.691.6074
Email: registrar@messiah.edu
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).

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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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• 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.