

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**.

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 ⓘ

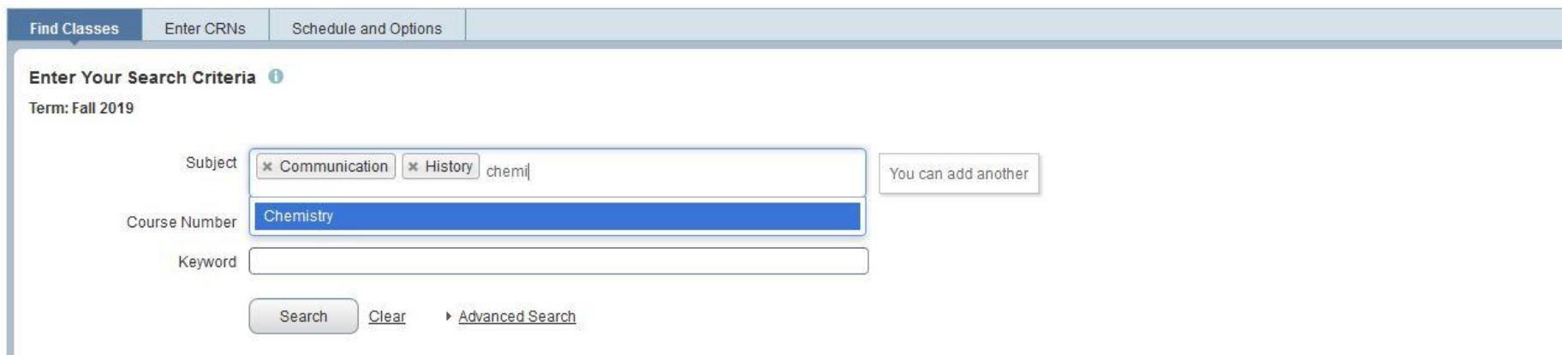
Term: Fall 2019

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	
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 registration interface with two main panels: 'Schedule' and 'Summary'.

Schedule Panel: Displays a class schedule for Fall 2019. Courses are listed in colored blocks: 'Fundamentals of Oral' (purple) and 'Problems in Philosophy' (green). Checkmarks are visible in the top-left corner of each course block.

Summary Panel: A table with columns: Title, Details, Hours, CRN, Schedule T, Status, and Action.

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

At the bottom of the summary panel, 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 selected in the 'Find Classes' section. The page title is 'Enter Course Reference Numbers (CRNs) to Register'.

Term: Fall 2019

CRN: 1524 (circled in red) | Fundamentals of Spanish I SPAN 101, 03

CRN: |

+ Add Another CRN | **Add to Summary** (circled in red)

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 times (12pm, 1pm, 2pm, 3pm). Courses are shown as colored blocks with checkmarks. The 'Summary' panel is a table with columns: Title, Details, Hours, CRN, Schedule T, Status, and Action. The 'Problems in Philosophy' row is highlighted in blue, and its 'Action' dropdown menu is open, showing 'None', 'None', and 'Drop (by Student)'. A red circle highlights the 'Drop (by Student)' option.

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 None Drop (by Student)

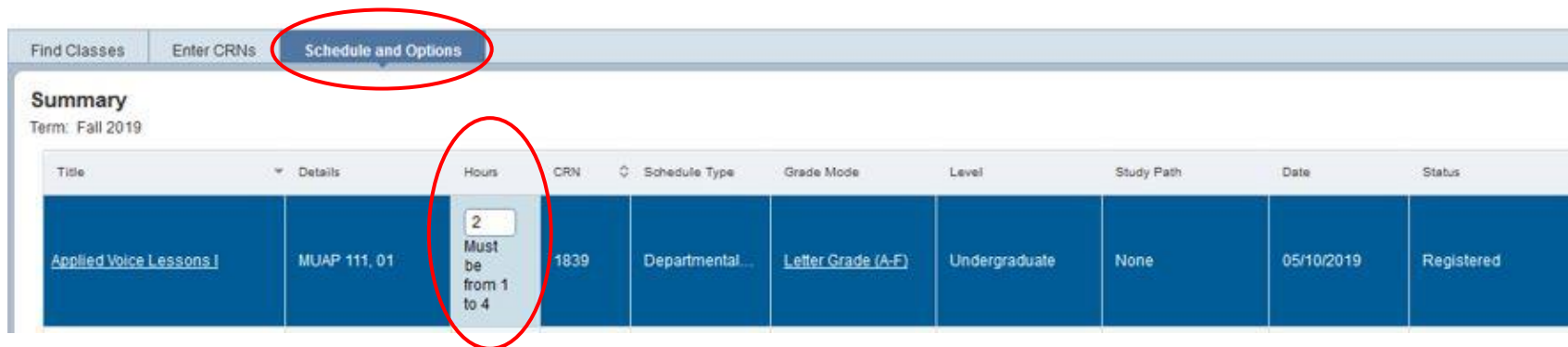
- Click the **Submit** button. The course is officially dropped from your schedule when it displays in your Class Summary (lower right) as a **Deleted** status and is removed from your Class Schedule (lower left).

The screenshot shows the same two panels as the previous image. In the 'Summary' table, the 'Problems in Philosophy' row now has a 'Deleted' status, which is circled in red. The 'Fundamentals of Oral...' row remains 'Registered'. At the bottom right of the interface, a 'Submit' button is circled in red. The 'Status' column in the summary table is circled in red for the 'Deleted' entry.

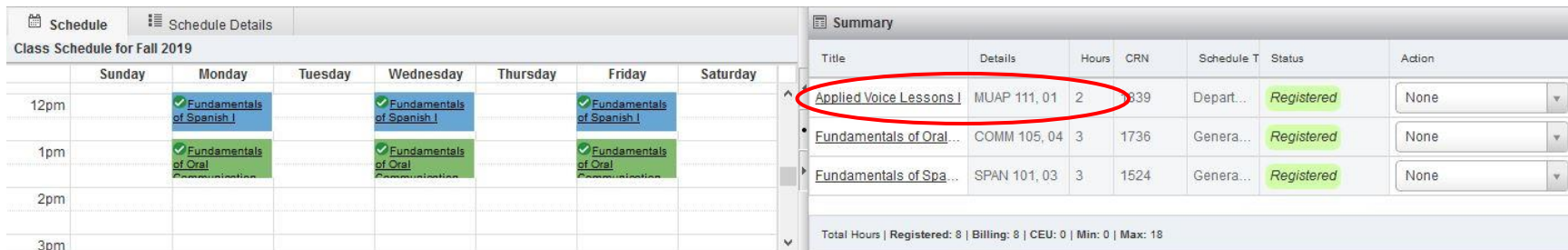
Title	Details	Hours	CRN	Schedule T	Status	Action
Fundamentals of Oral...	COMM 105, 04	3	1736	Genera...	Registered	None
Problems in Philosophy	PHIL 101, 04	0	1949	Genera...	Deleted	None

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's website interface. At the top, there are three tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. The 'Schedule and Options' tab is highlighted with a red circle. Below the tabs is a 'Summary' section containing a table of class details. To the right of the table is an 'EMAIL' pop-up window. The pop-up window has a title 'Email Schedule and Downloadable Calendar File' and a 'Send' button at the bottom, which is also circled in red. A green arrow labeled 'PRINT' points to a printer icon in the top right corner of the pop-up window.

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*).

Search Results — 17 Classes
Term: Fall 2019 Subject: Spanish

Title	Subject	CRN	Section	Hours	Term	Instructor	Schedule	Time	Type	Grant	Seats	Action
Fundamentals of Spanish I General Education	Spanish	101	03	3	Fall 2019	Nieves, Neryamn (Pri...	S M T W T F S	12:00 PM - 12:50 PM	Grant...		15 of 27 seats ...	Add
Fundamentals of Spanish I General Education	Spanish	101	04	3	Fall 2019	Nieves, Neryamn (Pri...	S M T W T F S	01:00 PM - 01:50 PM	Grant...		21 of 27 seats ... Time Conflict!	Add
Fundamentals of Spanish I General Education	Spanish	101	05	3	Fall 2019	Ginck, Amy (Primary)	S M T W T F S	02:00 PM - 02:50 PM	Grant...		11 of 27 seats ...	Add

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, there is a 'Submit' button with a checked 'Conditional Add and Drop' checkbox next to it. Both the dropdown and the checkbox/button area are circled in red.

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 **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.

The screenshot shows the same interface after the action. The summary table now shows CRN 1526 as 'Registered' and CRN 1524 as 'Deleted'. The 'Action' dropdown for CRN 1524 remains 'Drop (by Student)'. A red oval highlights the row for CRN 1524.

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