Click on page number in the list above to access that page/content
• Access the Student tab in Self-Service Banner, 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 part of term (i.e. J-term, Spring Term, Fall Term), Title, Instructor, Course Number, Meeting Days, etc.

<table>
<thead>
<tr>
<th>Term: Spring 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part Of Term:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Sessions:</td>
</tr>
<tr>
<td>Course Number Range:</td>
</tr>
<tr>
<td>Credit Hour Range:</td>
</tr>
<tr>
<td>Meeting Days:</td>
</tr>
</tbody>
</table>

- GR Semester Long (13-Wk)
- GR Semester Long (17-Wk)
- Second Period
- UG Full Semester
- UG/IBI Semester
- UG January Term
- UG May Term
- UG Spring Term

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

- 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 Numbers), access the **Enter CRNs** tab and enter the four-digit CRNs.

• 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 Grade Mode (Pass/Fail/Audit)

- To change the grade mode of a course, access the **Schedule and Options tab**. Under the **Grade Mode** column, click **Letter Grade (A-F)**.
- Choose the grade mode you intend to pursue (i.e. pass/fail or audit).
- Click the **Submit** button (lower right).
- Your request will be emailed to the Registrar’s Office and reviewed. You will receive an email notification with the decision.

Contact Information
Phone: 717.691.6074
Email: registrar@messiah.edu
Change Variable Course Credits

- To change the amount of registered credits for a variable credit course (i.e. applied music lesson, internship, etc.), 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 icon (upper right) or printer icon (upper right).
  - Note: Email Schedule- your campus email will autofill. 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.