

## A Guide for Graduate Class Registration

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## Access Course Registration

- Login to [Self-Service Banner](#), select the *Student* tab, *Registration*, and *Add or Drop Classes*.
- Select **Register for Classes**.

What would you like to do?

 <p><a href="#">Prepare for Registration</a> View registration status, update student term data, and complete pre-registration requirements.</p>	 <p><a href="#">Register for Classes</a> Search and register for your classes. You can also view and manage your schedule.</p>
 <p><a href="#">Browse Classes</a> Looking for classes? In this section you can browse classes you find interesting.</p>	 <p><a href="#">View Registration Information</a> View your past schedules and your ungraded classes.</p>
 <p><a href="#">Browse Course Catalog</a> Look up basic course information like subject, course and description.</p>	

- Select the term and **Continue**.

## Select a Term

Terms Open for Registration

Fall 2019

**Continue**

## Search for Courses

- On the **Find Classes** tab, type the subject(s) and **Search**.

Register for Classes

**Find Classes** Enter CRNs Schedule and Options

**Enter Your Search Criteria** ⓘ

Term: Fall 2019

Subject higher|

Course Number Higher Education

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**Find Classes** Enter CRNs Schedule and Options

**Enter Your Search Criteria** ⓘ

Term: Fall 2019

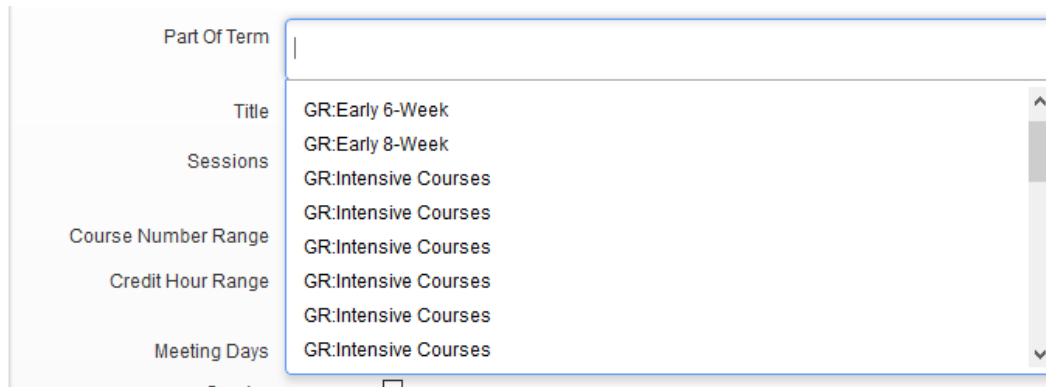
Subject  You can add another

Course Number

Keyword

[Clear](#) [Advanced Search](#)

- Use the **Advanced Search** feature to search by part of term (i.e. Early 6-Week, Early 8-Week, Intensive Courses, or all parts of term), Title, Instructor, Course Number, Meeting Days, etc.
- Once you have entered your search criteria, click **Search**.



A screenshot of a search interface. On the left, there are labels for search criteria: "Part Of Term", "Title", "Sessions", "Course Number Range", "Credit Hour Range", and "Meeting Days". A dropdown menu is open, showing a list of options: "GR:Early 6-Week", "GR:Early 8-Week", "GR:Intensive Courses", "GR:Intensive Courses", "GR:Intensive Courses", "GR:Intensive Courses", "GR:Intensive Courses", and "GR:Intensive Courses".

**Enter Your Search Criteria** ⓘ

Term: Fall 2019

Subject  Course Number Keyword

### 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, 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	Action
Professional Issues and... Departmental Course	Counseling	501	H1	3	7015	Sum...	Hoover, Stanley (Prim... Mitchell, Deedre	S M T W T F S 08:00 AM - 05:00 PM Type: C S M T W T F S - Type: Class Building: Off	Grant...	20 of 20 seats ...	<b>Add</b>
Professional Issues and... Departmental Course	Counseling	501	H2	3	7016	Sum...	Mouffet, Kristin (Prim... Jones, Michael	S M T W T F S 08:00 AM - 05:00 PM Type: C S M T W T F S - Type: Class Building: Off	Grant...	20 of 20 seats ...	Add
Foundations of Clinical Me... Departmental Course	Counseling	507	01	3	7017	Sum...	Young, Alicia (Primary)	S M T W T F S - Type: Class Building: Off	Onlin...	15 of 15 seats ...	Add
Lifespan Development Departmental Course	Counseling	510	01	3	7018	Sum...	Jones, Michael (Prim...	S M T W T F S - Type: Class Building: Off	Onlin...	15 of 15 seats ...	Add

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

**Schedule** | Schedule Details

Class Schedule for Summer 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							

Panels ▾

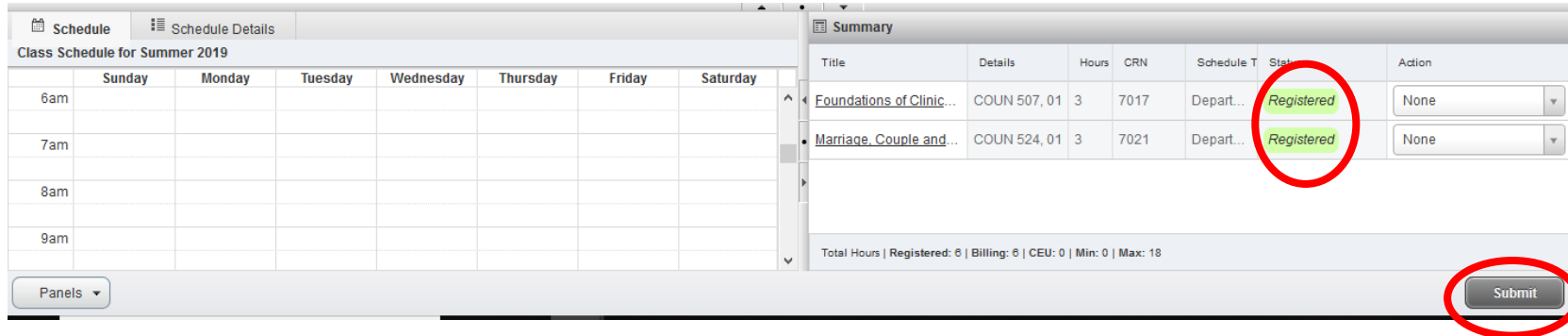
**Summary**

Title	Details	Hours	CRN	Schedule	Status	Action
Group Counseling	COUN 532, 02	3	7024	Depart...	<b>Pending</b>	**Registered (by st... ▾
Foundations of Clinic...	COUN 507, 01	3	7017	Depart...	<b>Pending</b>	**Registered (by st... ▾

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

**Submit**

- 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 displays a web interface for course registration. On the left, a 'Class Schedule for Summer 2019' is shown as a grid with columns for days of the week (Sunday to Saturday) and rows for time slots (6am, 7am, 8am, 9am). On the right, a 'Summary' table lists courses with columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action. Two courses are listed: 'Foundations of Clinic...' and 'Marriage, Couple and...'. Both have a 'Registered' status highlighted in green. At the bottom right of the summary section, a 'Submit' button is circled in red. Below the summary table, a summary line reads: 'Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18'.

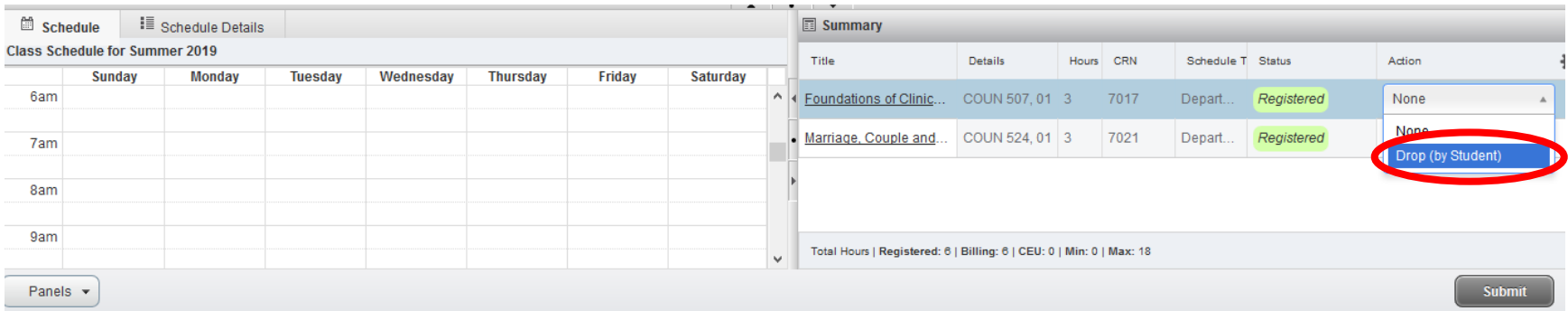
Title	Details	Hours	CRN	Schedule T	Stat	Action
Foundations of Clinic...	COUN 507, 01	3	7017	Depart...	Registered	None
Marriage, Couple and...	COUN 524, 01	3	7021	Depart...	Registered	None

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

Submit

## Drop Courses from your Schedule

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

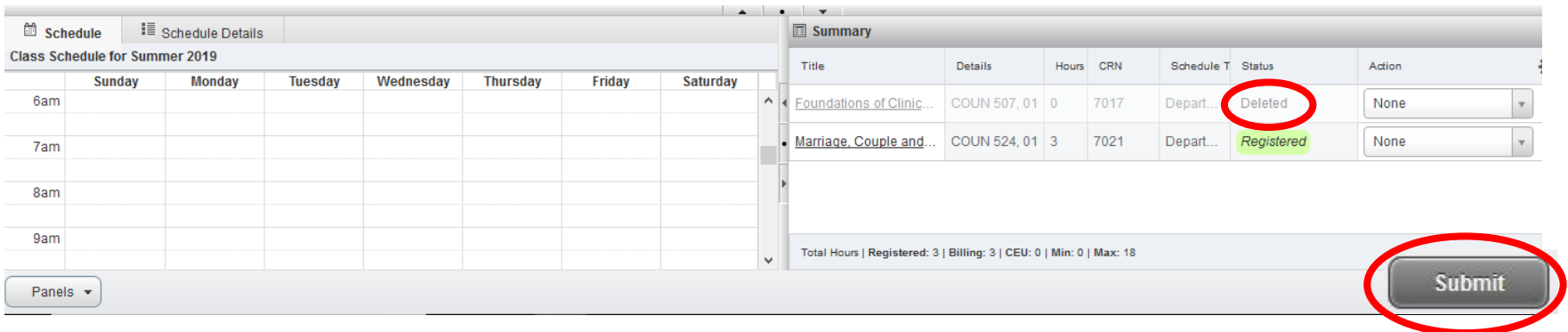


The screenshot shows the 'Class Summary' table with the following data:

Title	Details	Hours	CRN	Schedule T	Status	Action
Foundations of Clinic...	COUN 507, 01	3	7017	Depart...	Registered	None
Marriage, Couple and...	COUN 524, 01	3	7021	Depart...	Registered	Drop (by Student)

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

- Click **Submit**. 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 'Class Summary' table with the following data:

Title	Details	Hours	CRN	Schedule T	Status	Action
Foundations of Clinic...	COUN 507, 01	0	7017	Depart...	Deleted	None
Marriage, Couple and...	COUN 524, 01	3	7021	Depart...	Registered	None

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

### **Common Registration Error Messages**

- **Section is full; enrollment at capacity:** This section is at full capacity and not available for registration.
  - Solution: Consult your academic advisor for enrollment options.
- **Maximum hours exceeded:** You attempted to register for more credits than permitted.
  - Solution: Reduce the number of registered credits for the semester or petition the graduate registrar's office requesting permission for additional credits.
- **Duplicate Course with Section:** You have attempted to register for two different sections of the same course.
  - Solution: Drop one of the duplicate courses.
- **Prerequisite(s) not met for this course:** You have not yet completed a course or requirement needed before registering for this course. Prerequisites are listed in course descriptions.
  - Solution: Complete prerequisite course or attain permission of instructor to register for the course requiring prerequisite.
- **Section is a duplicate of an existing registration:** You have attempted to register for the same section of a course more than once.
  - Solution: Drop one of the duplicate courses.
- **Repeat hours exceed (1,2,3):** You have already earned credit for this course.
  - Solution: Contact the graduate registrar's office for assistance.



- **Dropping last class is not allowed:** You are registered for only one course and you need to adjust your registration, or you are not planning to enroll in any courses for the semester.
  - Solution:
    - Adjust your registration by dropping the course and adding another in the same transaction.  
OR
    - Contact the graduate registrar's office to drop your registration and complete the [Graduate Notification for Leave of Absence/Withdrawal](#) if you are not planning to enroll in any courses for the semester.
  
- **Program Restriction:** This class is restricted to students within certain programs.
  - Solution: Consult you academic advisor or the graduate registrar's office for assistance.

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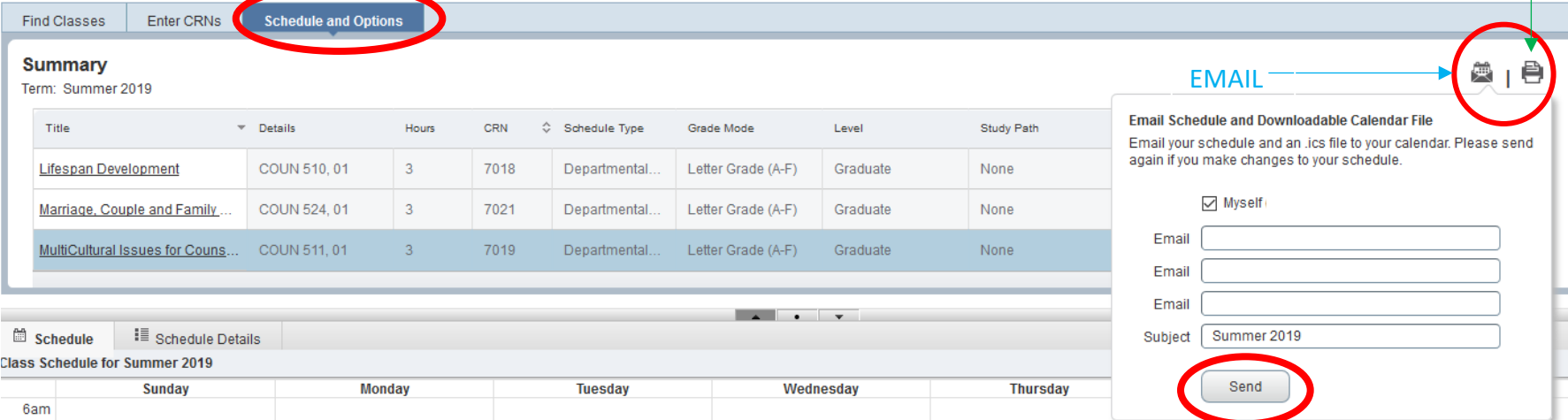
**Drop, Add, Withdraw Dates**

- Drop, add, and withdraw dates are found on the graduate registrar's office website under [Dates & Deadlines](#).
- Students can only add or drop a course before a part-of-term begins.
- Withdrawals from a course occur after a part-of-term begins through 2/3 of the course. A grade of 'W' is recorded on the transcript; however, it is not calculated into the cumulative GPA.
- Students must email [gradregistrar@messiah.edu](mailto:gradregistrar@messiah.edu) to withdraw from a class. The date of the email determines the refund date and amount. Students should refer to the *Graduate Tuition and Fee Refund Policy* in the [School of Graduate Studies Catalog](#) for refunding information.

### View/Print your Class Schedule

- Access the **Schedule and Options** tab to view your class schedule.
- To email or print your schedule, 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.

PRINT



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

**Summary**  
Term: Summer 2019

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path
Lifespan Development	COUN 510, 01	3	7018	Departmental...	Letter Grade (A-F)	Graduate	None
Marriage, Couple and Family...	COUN 524, 01	3	7021	Departmental...	Letter Grade (A-F)	Graduate	None
MultiCultural Issues for Couns...	COUN 511, 01	3	7019	Departmental...	Letter Grade (A-F)	Graduate	None

Schedule | Schedule Details

Class Schedule for Summer 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday
6am					

**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 Summer 2019

**Send**