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.

Select a Term

Terms Open for Registration
Fall 2019

Continue
Search for Courses

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

- The courses will display in your class Summary (lower right) and 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).
Drop Courses from your Schedule

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

- 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).

Contact Information
Phone: 717.796.1800 x2114
Email: gradregistrar@messiah.edu
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.
  o **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.
  o **Solution:** Consult your academic advisor or the graduate registrar’s office for assistance.
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 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.