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 Register for Classes.**

<table>
<thead>
<tr>
<th>What would you like to do?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prepare for Registration</strong></td>
</tr>
<tr>
<td>View registration status, update student term data, and complete pre-registration requirements.</td>
</tr>
<tr>
<td><strong>Plan Ahead</strong></td>
</tr>
<tr>
<td>Give yourself a head start by building plans. When you're ready to register, you'll be able to hold these plans.</td>
</tr>
<tr>
<td><strong>View Registration Information</strong></td>
</tr>
<tr>
<td>View your past schedules and your ungraded classes.</td>
</tr>
</tbody>
</table>

• 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

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Start Time: 09:00 AM
End Time: 09:50 AM

Open Sections Only

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

Enter Your Search Criteria

Term: Fall 2019

- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Start Time: 09:00 AM
End Time: 09:50 AM

Open Sections Only

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.
  
<table>
<thead>
<tr>
<th>Title</th>
<th>Subject Description</th>
<th>Course No.</th>
<th>Section</th>
<th>Hours</th>
<th>CRN</th>
<th>Term</th>
<th>Instructor</th>
<th>Meeting Times</th>
<th>Campus</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problems in Philosophy</td>
<td>Philosophy</td>
<td>101</td>
<td>01</td>
<td>3</td>
<td>1946</td>
<td>Fall 2...</td>
<td>Scholl, Timothy F.</td>
<td>M W Fr 8:30 AM - 9:20 AM Type: C</td>
<td>Grant</td>
<td>16 of 37 seats ...</td>
</tr>
</tbody>
</table>

- 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).
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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Details</th>
<th>Time</th>
<th>CRN</th>
<th>Schedule Type</th>
<th>Grade Mode</th>
<th>Level</th>
<th>Study Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Voice Lessons I</td>
<td>MUAP 111, 01</td>
<td>2</td>
<td>4477</td>
<td>Departmental</td>
<td>Letter Grade (A-F)</td>
<td>Undergraduate</td>
<td>None</td>
</tr>
<tr>
<td>Fundamentals of Oral Comm ...</td>
<td>CQOM 109, 07</td>
<td>3</td>
<td>4021</td>
<td>General Educ...</td>
<td>Letter Grade (A-F)</td>
<td>Undergraduate</td>
<td>None</td>
</tr>
<tr>
<td>Fundamentals of Spanish I</td>
<td>SPAN 101, 01</td>
<td>3</td>
<td>4722</td>
<td>General Educ...</td>
<td>Letter Grade (A-F)</td>
<td>Undergraduate</td>
<td>None</td>
</tr>
</tbody>
</table>
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**).
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.
Register for Course Pass/Fail or Audit

Pass/Fail

Students may take a maximum of four courses during their university career using the pass/fail option under the following conditions:

- The course cannot be used by that student to meet a major, minor or QuEST requirement. The course must be a free elective.
- The cutoff for pass shall be a C-.

Students must declare their intention to take a course under the pass/fail option when they register for classes and/or no later than the first five class days at the beginning of the term.

Audit

Students who wish to attend a course but not receive university credit or a grade for their work may audit a course. This option assumes students will attend the class on a regular basis but are not required to do any of the course work or take any tests in the course.
To declare the pass/fail or audit option, access the **Schedule and Options tab**.
Click on **Letter Grade (A-F)** under the **Grade Mode** column.
Select the appropriate option (Audit or Pass/Fail)
Click the **Submit** button (lower right).
Your request will be submitted to the Registrar’s Office for review. You will receive an email with the decision.