

## A Guide for Class Registration

### Contents

Access Online Registration.....	<a href="#">2</a>
Search for Courses.....	<a href="#">3-4</a>
Add Courses to your Schedule.....	<a href="#">5-6</a>
Drop Courses from your Schedule.....	<a href="#">7</a>
Change Variable Course Credits (i.e. applied music lessons, music ensembles).....	<a href="#">8</a>
View/Print Class Schedule.....	<a href="#">9</a>
Conditionally Add/Drop Course.....	<a href="#">10-11</a>
Register for Course Pass/Fail.....	<a href="#">12-13</a>

*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**.

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="#">Plan Ahead</a> Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.</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>

- 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 ⓘ

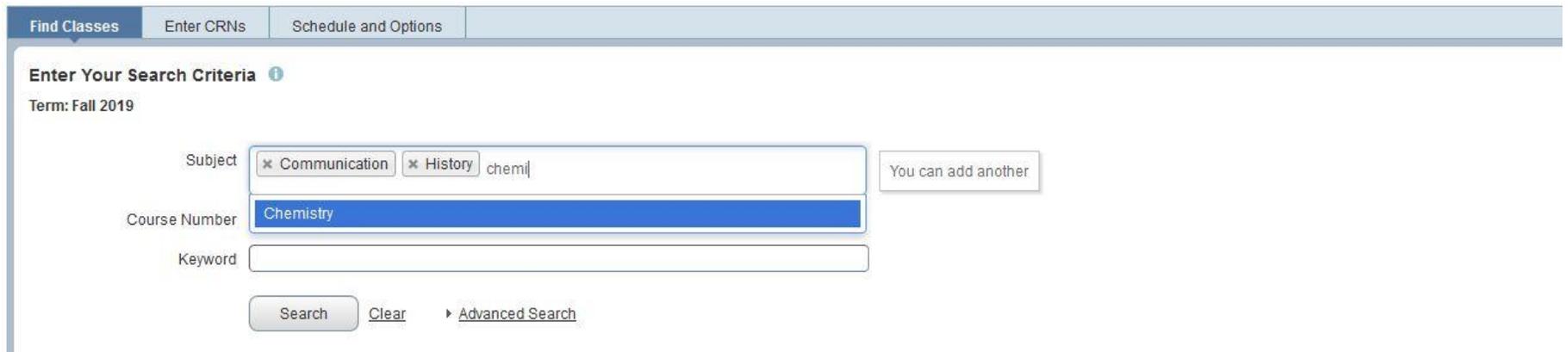
Term: Fall 2019

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	Action
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...	<b>FULL: 0 of ...</b>	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														

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

- 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 web interface for course registration. On the left is a 'Class Schedule for Fall 2019' grid with columns for days of the week and rows for time slots (12pm, 1pm, 2pm, 3pm). Courses are listed in colored boxes: purple for 'Fundamentals of Oral' and green for 'Problems in Philosophy'. On the right is a 'Summary' table with columns: Title, Details, Hours, CRN, Schedule T, Status, and Action. Two rows are shown, both with a green 'Registered' status. At the bottom of the summary table, 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. Below the tab, the text 'Enter Course Reference Numbers (CRNs) to Register' is displayed, along with 'Term: Fall 2019'. There are two input fields for CRNs. The first field contains the number '1524' and is followed by a grey bar displaying 'Fundamentals of Spanish I SPAN 101, 03'. The second field is empty. Below the input fields is a '+ Add Another CRN' link and an 'Add to Summary' button.

**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: 'Class Schedule for Fall 2019' and 'Summary'. The schedule shows 'Fundamentals of Oral' and 'Problems in Philosophy' courses. The summary table lists these courses with their details and status. The 'Problems in Philosophy' course (PHIL 101, 04) is highlighted in blue, and its 'Action' dropdown menu is open, showing 'Drop (by Student)' as an 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 Drop (by Student)

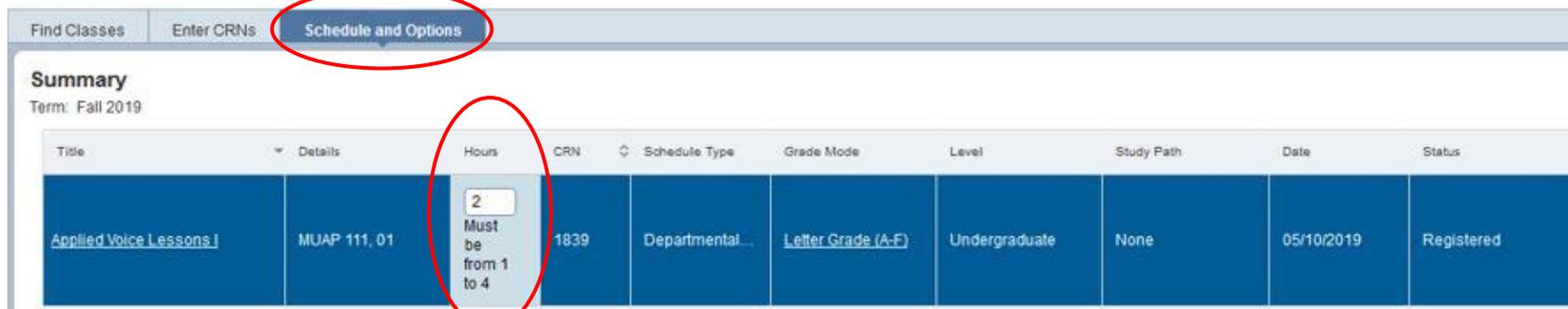
- Click the **Submit** button. The course is officially dropped from your schedule when it displays in your Class Summary (lower right) as a **Deleted** status and is removed from your Class Schedule (lower left).

The screenshot shows the same two panels as before. The 'Problems in Philosophy' course now has a 'Deleted' status in the summary table. The 'Submit' button is highlighted in red.

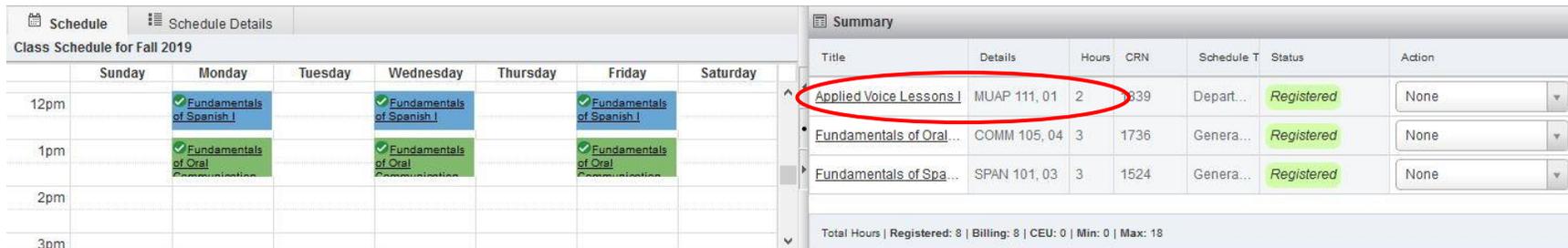
Title	Details	Hours	CRN	Schedule T	Status	Action
Fundamentals of Oral...	COMM 105, 04	3	1736	Genera...	Registered	None
Problems in Philosophy	PHIL 101, 04	0	1949	Genera...	Deleted	None

**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 system 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 'EMAIL' window has a title 'Email Schedule and Downloadable Calendar File' and a description: 'Email your schedule and an .ics file to your calendar. Please send again if you make changes to your schedule.' It includes a checked checkbox for 'Myself', three 'Email' input fields, and a 'Subject' input field. A 'Send' button is highlighted with a red circle. Above the 'EMAIL' window, there are icons for a calendar and a printer, both circled in red. A green arrow labeled 'PRINT' points to the printer icon.

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path
<a href="#">Applied Voice Lessons I</a>	MUAP 111, 01	3	4477	Departmental...	<a href="#">Letter Grade (A-F)</a>	Undergraduate	None
<a href="#">Fundamentals of Oral Comm...</a>	COMM 105, 07	3	4921	General Educ...	<a href="#">Letter Grade (A-F)</a>	Undergraduate	None
<a href="#">Fundamentals of Spanish I</a>	SPAN 101, 01	3	4722	General Educ...	<a href="#">Letter Grade (A-F)</a>	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*).

Find Classes													
Enter CRNs		Schedule and Options											
<b>Search Results — 17 Classes</b>													
Term: Fall 2019 Subject: Spanish													
Fundamentals of Spanish I General Education	Spanish	101	03	3	1524	Fall 2...	Nieves, Neryam (Pri...	S M T W T F S	12:00 PM - 12:50 PM	Type: C	Grant...	15 of 27 seats ...	Add
Fundamentals of Spanish I General Education	Spanish	101	04	3	1525	Fall 2...	Nieves, Neryam (Pri...	S M T W T F S	01:00 PM - 01:50 PM	Type: C	Grant...	21 of 27 seats ... Time Conflict!	Add
Fundamentals of Spanish I General Education	Spanish	101	05	3	1526	Fall 2...	Ginck, Amy (Primary)	S M T W T F S	02:00 PM - 02:50 PM	Type: C	Grant...	11 of 27 seats ...	Add

Schedule								Summary						
Class Schedule for Fall 2019								Title	Details	Hours	CRN	Schedule T	Status	Action
6am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Fundamentals of Spa...	SPAN 101, 05	3	1526	Genera...	Pending	**Registered (by st...
7am								Fundamentals of Oral...	COMM 105, 04	3	1736	Genera...	Registered	None
8am								Fundamentals of Spa...	SPAN 101, 03	3	1524	Genera...	Registered	None
9am								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 Registrar's Office software interface. On the left is a 'Class Schedule for Fall 2019' grid with columns for days of the week and rows for times (6am, 7am, 8am, 9am). On the right is a 'Summary' table with columns: Title, Details, Hours, CRN, Schedule T, Status, and Action. The table contains three rows: '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)), and 'Fundamentals of Oral...' (COMM 105, 04, 3, 1736, Genera..., Registered, None). Below the table, there is a 'Submit' button and a checked checkbox for 'Conditional Add and Drop'.

- 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 Registrar's Office software interface after the drop action. The 'Summary' table now shows: 'Fundamentals of Spa...' (SPAN 101, 05, 3, 1526, Genera..., Registered, None), 'Fundamentals of Spa...' (SPAN 101, 03, 0, 1524, Genera..., Deleted, None), and 'Fundamentals of Oral...' (COMM 105, 04, 3, 1736, Genera..., Registered, None). The 'Drop (by Student)' action is no longer visible in the Action column for CRN 1524.

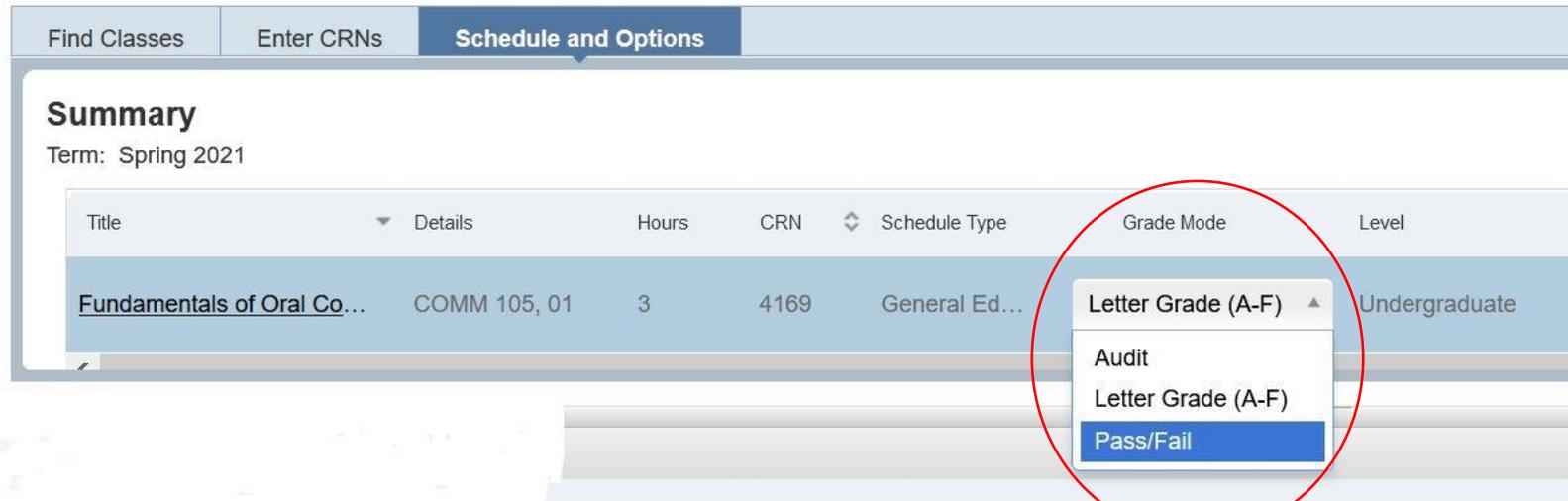
**Register for Course Pass/Fail****Pass/Fail**

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, certificate or General Education 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.

- To declare the pass/fail option, access the **Schedule and Options** tab.
- Click on **Letter Grade (A-F)** under the **Grade Mode** column.
- Select the appropriate option (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.



The screenshot shows a web interface with three tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. The 'Schedule and Options' tab is active. Below the tabs is a 'Summary' section for 'Term: Spring 2021'. A table lists class details. The 'Grade Mode' column for the class 'Fundamentals of Oral Co...' is open, showing a dropdown menu with four options: 'Letter Grade (A-F)', 'Audit', 'Letter Grade (A-F)', and 'Pass/Fail'. The 'Pass/Fail' option is highlighted in blue.

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level
Fundamentals of Oral Co...	COMM 105, 01	3	4169	General Ed...	Letter Grade (A-F) ▾	Undergraduate