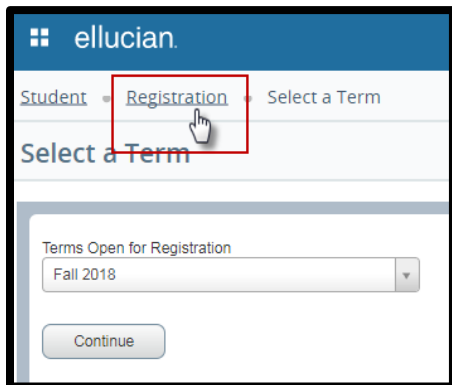


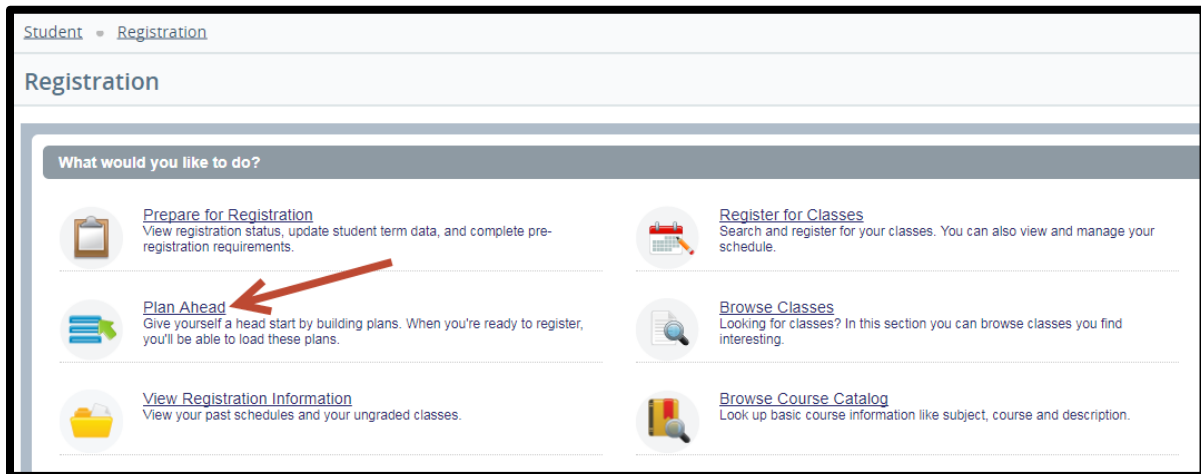
Banner 9 Self-Service Registration How-To Guide



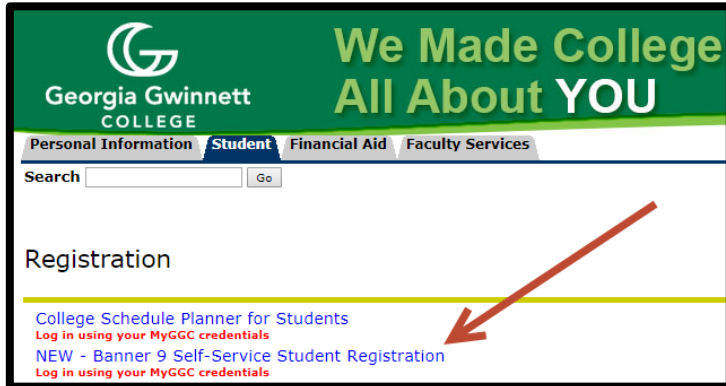
After you send your preferred schedule to the Banner 9 Self-Service Registration shopping cart, click on the **Registration** link in the bread-crumb trail.



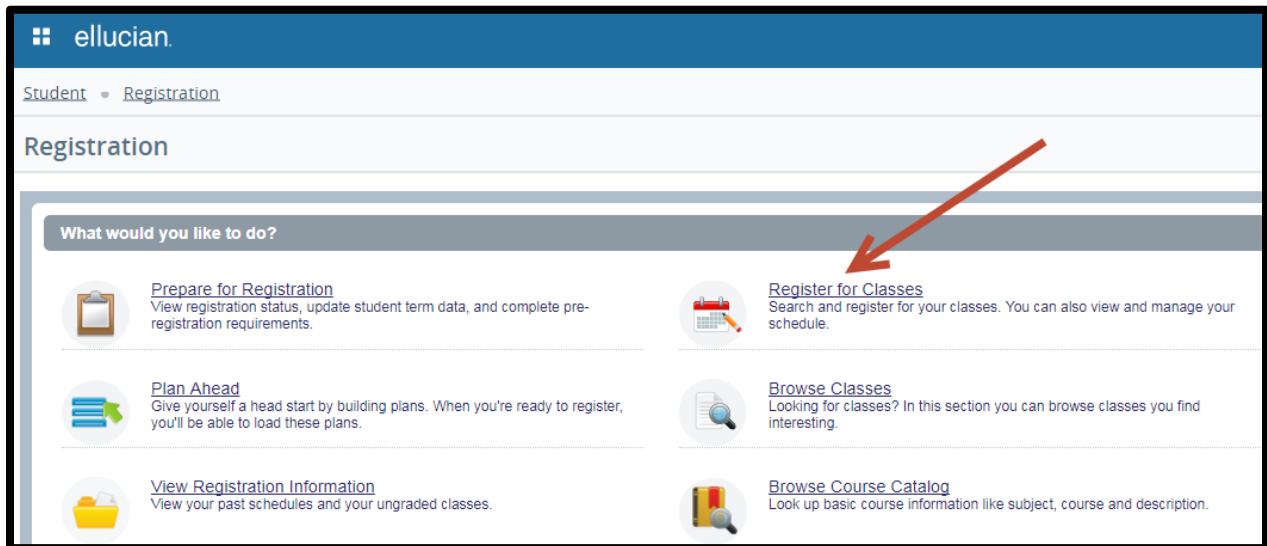
The **Registration** link takes you to the main landing page. Click on **Plan Ahead** and you will see the College Schedule Planner you sent to the shopping cart.



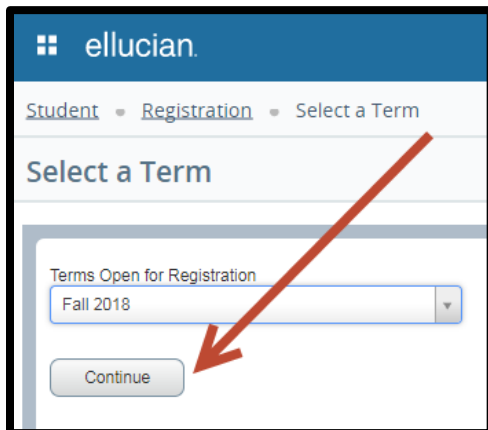
When your time ticket becomes available, and all holds have been cleared, return to Banner Self-Service, and click on **Banner 9 Self-Service Registration**.



Next, click on the **Register for Classes** link.



Select the appropriate registration term.



Click on the **Plans** tab.

The screenshot shows the 'ellucian' interface for 'Register for Classes'. The breadcrumb trail is 'Student > Registration > Select a Term > Register for Classes'. The 'Plans' tab is selected and highlighted with a red arrow. Below the tabs is a search criteria section for 'Term: Fall 2018' with input fields for 'Subject' and 'Course Number'. At the bottom, there is a 'Schedule' section with a grid for 'Class Schedule for Fall 2018' and a 'Summary' section showing 'No registered or pending classes.' and 'Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 17'. A 'Submit' button is located at the bottom right.

Click on **Add All**.

The screenshot shows the 'ellucian' interface for 'Register for Classes'. The breadcrumb trail is 'Student > Registration > Select a Term > Register for Classes'. The 'Plans' tab is selected. Below the tabs is a section titled 'Register from a plan.' for 'Term: Fall 2018'. It shows a 'Schedule Planner Shopping Cart' with a table of classes. A red arrow points to the '+ Add All' button in the top right corner of the cart. The table contains the following data:

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
Intro to Anthropology - INTL	ANTH 1102, 01	3	83006	Lecture		Normal	View Sections Add
Human Communications	COMM 1100, 81G	3	82966	Asynchronou...		Normal	View Sections Add
English Composition II	ENGL 1102, 36	3	80775	Lecture	McClure, Kristene (Primary)	Normal	View Sections Add
Introduction to Biology	BIOL 1011K, 05G	4	82954	Asynchronou...		Normal	View Sections Add

At the bottom, there is a 'Schedule' section with a grid for 'Class Schedule for Fall 2018' and a 'Summary' section showing 'Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 17'. A 'Submit' button is located at the bottom right.

Verify that all courses were added to the **Summary** panel.

The screenshot shows the 'ellucian' registration system. The user is logged in as 'Test, Student'. The page title is 'Register for Classes'. The 'Plans' tab is selected. The 'Summary' panel is highlighted with a red box, and a red arrow points to it from above. The summary table contains the following data:

Title	Details	Hours	CRN	Schedule	Status	Action
Introduction to Biol...	BIOL 1011...	4	82954	Async...	Pending	**Web Registered**
English Compositio...	ENGL 110...	3	80775	Lecture	Pending	**Web Registered**
Human Communic...	COMM 11...	3	82966	Async...	Pending	**Web Registered**
Intro to Anthropol...	ANTH 110...	3	83006	Lecture	Pending	**Web Registered**

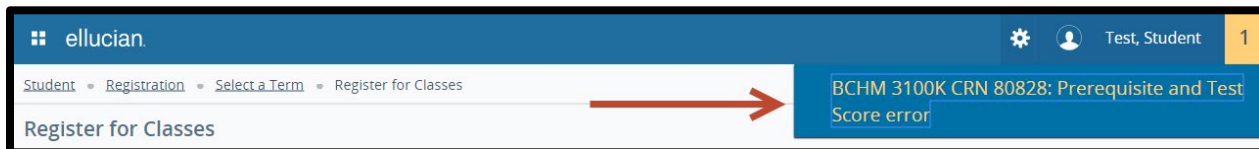
At the bottom of the summary panel, it says: Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 17. A 'Submit' button is visible at the bottom right of the interface.

Click Submit to register for your classes.

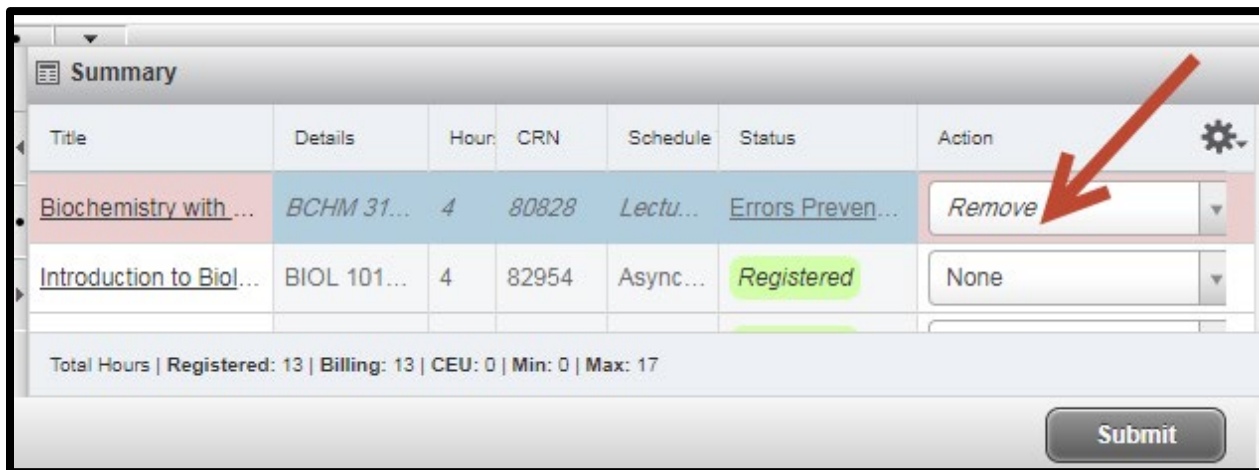
This screenshot is identical to the one above, but with a red arrow pointing to the 'Submit' button at the bottom right of the interface. The 'Summary' panel and its contents remain the same.

At this point, you might receive registration related errors, as follows:

- Prerequisite issues
- Class Level issues
- Co-requisite issues
- Class full
- Time conflict



You can resolve all errors from here, using a variety of methods. For example, if you hit a prerequisite error, you must remove the course from your shopping cart first by clicking **Submit**.



After resolving all errors in your shopping cart, you can use a variety of search methods to complete your schedule. Contact your Mentor if you have questions about your course selection.

