Banner 9 Self-Service Course Registration

Access Banner 9 Self-Service Registration via the Registration Information page in *my*Bucknell

https://myweb.bucknell.edu/academic-areas/provost/registrar/course-registration

Banner 9 Self-Service Registration Landing Page

Student • Registration

Registration

What would you like to do?

Prepare for Registration
View registration status, update student term data, and complete pre-registration requirements.

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

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

Browse Classes
Looking for classes? In this section you can browse classes you find interesting.

View Registration Information
View your past schedules and your ungraded classes.

Browse Course Catalog
Look up basic course information like subject, course and description.

Prepare for Registration

Click on the *Prepare for Registration* link on the landing page to make sure you don't have any holds that would impact your ability to register. You can also check to see if requested registration overrides have been entered.

Prepare for Registration

Registration Status | Update Student Term Data

Registration Status

Term: Spring Term 2019-2020

✓ Your Student Status permits registration.

✓ Your academic status Good Standing After 1 Sem. permits registration.

✓ You have no holds which prevent registration.

Permit Override

ⓘ You have received a Permit Override for CRN Not Applicable, ANBE391 (Research), type: All restrictions override

ⓘ You have received a Permit Override for CRN Not Applicable, ANTH109 (Intro to Cultural Anthropology), type: All restrictions override

Earned Hours

ⓘ You have Earned Hours for Level: Undergraduate, Institution Hours: 18, Transfer Hours: 0

ⓘ Your class standing for registration purposes is Junior

Primary Curriculum
Level: Undergraduate
College: College of Arts & Sciences
Degree: Bachelor of Arts
Program: Bachelor of Arts
Campus: Main Campus
Catalog Term: Fall Term 2016-2017
Admit Term: Fall Term 2016-2017
Admit Type: Regular Decision
Major: Spanish
Department: Spanish

Plan Ahead

You have the ability to create a schedule plan ahead of your registration time. Plan ahead will open a few weeks before registration. Your academic adviser can see your registration plans and can also propose a plan. You can have a total of 5 registration plans including any adviser created plans. **Please note, courses saved in the Plan Ahead tool are not officially added to you schedule until you complete the registration process starting at your assigned registration time.**

To start creating your plan select the *Plan Ahead* link from the landing page. Select the term and *Create New Plan*. Use the search options along with the *View Sections* function to select sections to add to your plan. **Plans can only be added to registration directly if you select specific sections/CRNs.** If you only add course subjects/numbers to your plan (not CRNs) you will need to select specific sections during your registration time. Once you have added your courses make sure to select *Save Plan* and then enter a name for this plan. See additional information below on how to use the search options under the Find Classes feature.

Select A Plan

Plans you have created for this term: 1

Term: Spring Term 2019-2020

You are allowed a maximum of 3 plans for this term.

[+] Create a New Plan

📅 **Plan:** Plan C | **Created by:** You | Preferred

[Delete] [Edit]

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	⚙▾
Drawing I	ARST 131, 01	1	50594	Lecture/Studio	Frey, Jonathan (Primary)	Normal		
Economic Principles and Problems	ECON 103, 09	1	51045	Lecture	Landsman, Rachel (Primary)	Normal		
Introduction to Cultural Anthropology	ANTH 109, 01	1	51668	Lecture	Johnson, Michelle (Primary)	Normal		
Photography I	ARST 112, 01	1	50944	Lecture/Studio	Bayar, Tulu (Primary)	Normal		
Total Planned Hours: 4								Records: 4

Register for classes

Select the correct term and enter the Alternate Registration PIN you received from your academic adviser. Hit *Continue*.

Select a Term

Terms Open for Registration

[Spring Term 2019-2020 ▾]

Alternate PIN*

[　　　　　　]

[Continue]

You can search for classes to add via the standard and advanced search features on the *Find Classes* tab or you can enter CRNs directly under *Enter CRNs*. You can also register by selecting one of your pre-populated plans on the *Plans* tab. You can add the entire plan at once or you can add specific courses from the plan. When considering courses for either your plan or for your registration, be sure to consult the Course Information page to see important information in departmental and course footnotes. You can access course information from the landing page under the *Browse Classes* link.

Additional information for using the Find Classes search feature: Basic searching can be done by selecting one or more subjects from the dropdown list and/or by entering the 3-digit course number. You can also search using keywords from the course subject, title and description. Advanced searching allows you to search by instructors, attributes, days/times and other search criteria. The dropdown lists will populate once you click on the specific search box. For example, if you click on *Subject* an alphabetical listing of the available subject descriptions will be shown starting with Acct & Financial Management. You can select additional subjects by clicking on the subject box and adding new subjects as desired. Courses from all selected subjects will be displayed.

Student • Registration • Select a Term • Register for Classes

Register for Classes

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

Enter Your Search Criteria ⓘ
Term: Spring Term 2019-2020

Subject [   ]

Course Number [   ]

Keyword [   ]

Course Title [   ]

[Search]   Clear   ▸ Advanced Search

| 🗓 Schedule | ▤ Schedule Details | | | | | ▤ Summary |

Class Schedule for Spring Term 2019-2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

No registered or pending classes.

Open and close bottom panels to display extra registration information.

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 4.75

Panels ▾

☐ Conditional Add and Drop ⓘ   Submit

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring Term 2019-2020

CRN [   ]

+ Add Another CRN   **Add to Summary**

📅 Schedule | ▥ Schedule Details

Class Schedule for Spring Term 2019-2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Open and close bottom panels to display extra registration information. ⊠

▤ Summary

No registered or pending classes.

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 4.75

Panels ▼   ☐ Conditional Add and Drop ⓘ   Submit

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Register from a plan.

Term: Spring Term 2019-2020

▸ 📅 Plan C	Created by: You (Preferred)	➕ Add All
▸ 📅 Plan A	Created by: You	➕ Add All

Once you add the courses to your registration they will be listed as Pending. You need to submit the courses to be officially registered. Status on courses that were successfully added will change from *Pending* to *Registered*. The calendar view will change from greyed out to color. The *Schedule and Options* tab will show your registered courses in both the list and calendar views. **Courses that are variable credit can be adjusted under the Schedule and Options tab.**

Register for Classes

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

Register from a plan.
Term: Spring Term 2019-2020

▾ 🗓 Plan C

Created by: You (Preferred) | **➕ Add All**

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	
Economic Principles and Problems	ECON 103, 09	1	51045	Lecture	Landsman, Rachel (Primary)	Normal		🔍 View Sections ➕ Add
Drawing I	ARST 131, 01	1	50594	Lecture/Studio	Frey, Jonathan (Primary)	Normal		🔍 View Sections ➕ Add
Photography I	ARST 112, 01	1	50944	Lecture/Studio	Bayar, Tulu (Primary)	Normal		🔍 View Sections ➕ Add
Introduction to Cultural Anthropology	ANTH 109, 01	1	51668	Lecture	Johnson, Michelle (Primary)	Normal		🔍 View Sections ➕ Add

Records: 4

🗓 Schedule | ☰ Schedule Details

Class Schedule for Spring Term 2019-2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am		Introduction to Cultural Anthropology		Introduction to Cultural Anthropology		Introduction to Cultural Anthropology	
12pm							
1pm							
2pm							
3pm		Economic Principles and Problems		Economic Principles and Problems			
4pm							

📋 Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Introduction to Cultural Anthrop...	ANTH 109, 01	1	51668	Lecture	Pending	Registered ▾
Photography I	ARST 112, 01	1	50944	Lecture/Stu...	Pending	Registered ▾
Drawing I	ARST 131, 01	1	50594	Lecture/Stu...	Pending	Registered ▾
Economic Principles and Probl...	ECON 103, 09	1	51045	Lecture	Pending	Registered ▾

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 4.75

Panels ▾ ☐ Conditional Add and Drop ⓘ **Submit**

🗓 Schedule | ☰ Schedule Details

Class Schedule for Spring Term 2019-2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am		Photography I	Drawing I	Photography I	Drawing I		
10am							
11am		Introduction to Cultural Anthropology		Introduction to Cultural Anthropology		Introduction to Cultural Anthropology	
12pm							
1pm							

📋 Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Introduction to Cultural Anthrop...	ANTH 109, 01	1	51668	Lecture	Registered	None ▾
Photography I	ARST 112, 01	1	50944	Lecture/Stu...	Registered	None ▾
Drawing I	ARST 131, 01	1	50594	Lecture/Stu...	Registered	None ▾
Economic Principles and Probl...	ECON 103, 09	1	51045	Lecture	Registered	None ▾

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 4.75

Panels ▾ ☐ Conditional Add and Drop ⓘ **Submit**

If you check *Conditional Add and Drop*, courses will only be removed if a new course is successfully added during the same submission. Note in the example below ARST 112 was not added because it is a time conflict with AFST 199. Since *conditional add and drop* was checked no registered course was removed.

For questions regarding Banner 9 Self-Service schedule planning and registration please contact the Registrar's Office at 570-577-1201 or by emailing registrar@bucknell.edu.