# **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 ter	erm 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 plan:	ns. 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 ungrad	ded 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.

Student • Registration • Select a Term • Prepare for Registration	
Prepare for Registration	
Student       • Kegistration       • Selectalerm       • Prepare for Registration         Prepare for Registration       Update Student Term Data         Registration Status       Update Student Term Data         Viour Student Status permits registration.       • Your Student Status Good Standing After 1 Sem. permits registration. <ul> <li>Your academic status Good Standing After 1 Sem. permits registration.</li> <li>Your academic status Good Standing After 1 Sem. permits registration.</li> <li>You have no holds which prevent registration.</li> </ul> Permit Override <ul> <li>You have received a Permit Override for CRN Not Applicable, ANTH 109 (intro to Cultural Anthropology), type. All restrictions override</li> <li>You have received a Permit Override for CRN Not Applicable, ANTH 109 (intro to Cultural Anthropology), type. All restrictions override</li> <li>You have stamed Hours for Levet: Undergraduate, Institution Hours: 18, Transfer Hours: 0</li> </ul>	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: Fell Term 2016-2017         Admit Type: Regular Decision         Major: Spanish         Department: Spanish
Your class standing for registration purposes is Junior Your class standing for registration purposes is Junior	

## **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.

#### <u>Student</u> • <u>Registration</u> • <u>Select a Term</u> • Select A Plan

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 1	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_1	ARST 112, 01	1	50944	Lecture/Studio	Bayar, Tulu (Primary)	Normal		
Total Planned Hours: 4							Record	ls: 4

# **Register for classes**

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

Student • Registration • Select a Term
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 0 Term: Spring Term 2019-2020	
Subject	
Course Number	
Keyword	
Course Title	
Search Clear > Advanced Search	
	*
Schedule Eschedule Details	ummary
Class Schedule for Spring Term 2019-2020	seriesed or panding classes

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Class Sche	dule for Spring Terr	n 2019-2020							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		No registered or pending classes.
6am								-	*
									<u>×</u>
7am									
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8am									
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9am									
10am								- 1	
11am									
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Opena	and close bollom pan	els to display exita regi	stration mormation.					-	Total Hours   Registered: 0   Billing: 0   CEU: 0   Min: 0   Max: 4.75
Panels	•								Conditional Add and Drop 🕕 Submit

<u>Stude</u>	ent • Regis	tration • Se	elect a Term	<ul> <li>Register for</li> </ul>	Classes			
Regis	ster for Clas	ses						
Find Cl	asses Enter CF	RNs Plans S	Schedule and Options					
Enter Term: 1	r Course Refer Spring Term 2019-20	rence Numbers ( 120	(CRNs) to Regis	ter				
CRN	+ Add Another CRN	Add to Summary						
🖾 Sched	lule III Schedu	le Details					•	Summary
Class Sch	edule for Spring Ten	m 2019-2020						
6am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	No registered or pending classes.
7am								
8am								· · ·
9am								
10am								•
roam								

 11am
 Open and close bottom panels to display extra registration information

 Panels •

<u>Student</u> • <u>Registration</u> • <u>Select a Term</u> • Register for Classes

#### Register for Classes

Find Cla	sses Enter C	Ns Plans	Sch	hedu	du	e a	nd C	Option:	ns																
Regis	ter from a pla	<b>n.</b>																							
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▶₿	Plan A																					Crea	ted by: You	C Ac	dd All

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#### <u>Student</u> • <u>Registration</u> • <u>Select a Term</u> • Register for Classes

egister from a plan. rm: Spring Term 2019-2020										
Plan C								Created t	by: You (Preferred)	🛨 Add
Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note			
conomic Principles and Problems	ECON 103, 09	1	51045	Lecture	Landsman, Rachel (Primary)	Normal		Q View Sections Add		
rawing 1	ARST 131, 01	1	50594	Lecture/Studio	Frey, Jonathan (Primary)	Normal		Q View Sections Add		
hotography I	ARST 112, 01	1	50944	Lecture/Studio	Bayar, Tulu (Primary)	Normal		Q View Sections		
troduction to Cultural Anthropology	ANTH 109, 01	1	51668	Lecture	Johnson, Michelle (Primary)	Normal		Q View Sections Add		
										Reco

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 fo	or Classes											
Find Classes	Enter CRNs	Plans Sch	edule and Options									
Summary												0
Term: Spring Ter	rm 2021-2022											_
Title		*	Details	Hours	CRN	Schedule Type	Grade Mode	Study Path	Date	Status	Message	₩-
Off-Campus S	<u>Study</u>		OCST 100, 01	1 Must be from 1 to 4	50182	Independent Study	Normal	None	11/01/2021	Registered	Registered11/01/2021	
											Reco	rds: 1
Total Hours   Re	egistered: 1   Billing:	1   CEU: 0   Min	: 0   Max: 4.75									

#### <u>Student</u> • <u>Registration</u> • <u>Select a Term</u> • Register for Classes

#### **Register for Classes**

Find Classes Enter CRNs Plans Schedule and Options

#### Register from a plan.

L	Term: Spring Term 2019-2020									
l	✓ 💾 Plan C								Created by: You (Preferred)	.dd 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		Q View Sections	
l	Drawing I	ARST 131, 01	1	50594	Lecture/Studio	Frey, Jonathan (Primary)	Normal		Q View Sections	
l	Photography I	ARST 112, 01	1	50944	Lecture/Studio	Bayar, Tulu (Primary)	Normal		Q View Sections	
	Introduction to Cultural Anthropology	ANTH 109, 01	1	51668	Lecture	Johnson, Michelle (Primary)	Normal		Q View Sections	
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🛱 Schedule	Schedu	le Details							Summary	Summary							
Class Schedule	e for Spring Ter	m 2019-2020							Title	Details	Hours	CRN	Schedule Typ	Status	Action	<b>\$</b> -	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday										
11am		Introduction to Cultural		Introduction to Cultural		Introduction to Cultural Anthropology		•	Introduction to Cultural Anthrop	ANTH 109, 01	1	51668	Lecture	Pending	Registered	•	
12nm		THE CALLER AND							Photography I	ARST 112, 01	1	50944	Lecture/Stu	Pending	Registered	¥	
rzpin									Drawing I	ARST 131, 01	1	50594	Lecture/Stu	Pending	Registered	*	
1pm									<ul> <li>Economic Principles and Probl</li> </ul>	ECON 103, 09	1	51045	Lecture	Pending	Registered	•	
2pm																	
3pm		Economic Principles and Problems		Economic Principles and Problems													
4pm								-	Total Hours   Registered: 0   Billing: 0	CEU: 0   Min: 0   Max: 4	.75						
Panels •															Conditional Add and Drop	1 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.

<u>Student</u> •	Student • Registration • Select a Term • Register for Classes															<u>ges so your</u>	
Register for Classes																	
Find Classes	Find Classes Enter CRNs Plans Schedule and Options																
Search Result Term: Spring Te	Search Results – 2 Classes Term: Spring Term 2019-2020 Subject: Art Studio Course Number: 112																
Title	Title		r Section	Hours	CRN ≎	Term \$	Instructor	Meet	Meeting Times		Status		Attribute			<b>*</b> .	
<u>Photography I</u> Lecture/Studio	Photography.1 Lecture/Studio		01	1	50944	Spring	<u>Bayar, Tulu</u> (Primary)	SM	<mark>동 제 T W T F </mark> S 09:00 AM - 10:52 AM <b>Type:</b> Class Building:		12 of 12 seats remain. Time Conflict!		Humanities(DB)-Art Arts&Humanities-Learning Goals Arts & Humanities Art Department First-year Course Offered Both Fall and Spring			Add	
												F A	Humanities(DB)-Art Arts&Humanities-Learning Goals			Ţ	
Schedule Details																	
Class Schedule for Sur	Spring Term 2019-2	020 Nonday	Tuesda	v	Wednesday	TI	nursdav Frid	lav	Saturday	Title	Details	Hours	CRN	Schedule Type	Status	Action	÷.
8am				-						Photography I	ARST 112, 01	1	50944	Lecture/Stu	Errors Preventing Regist.	Remove	•
Oam	Photograph	vi l	Drawing	Photo	tography I	Drawin				Introduction to Africana Studies	AFST 199, 01	1	51962	Lecture	Registered	None	¥
980			<u>Crawing r</u>			<u>Diami</u>				Introduction to Cultural Anthrop	ANTH 109, 01	1	51668	Lecture	Registered	None	¥
10am		Introduction to Africana Studies	<u>ntroduction</u> fri <u>cana</u> dies		✓ <u>Introduction</u> to Africana Studies		Introduction to Africans Studies			Drawing I	ARST 131, 01	1	50594	Lecture/Stu	Registered	None	•
11am	Introdu Anthropol	ction to Cultural 29%		<mark>⊘ <u>Ir</u> Anth</mark>	Introduction to Cultu hropology	ral	Introduction Anthropology	to Cultural		Economic Principles and Probl	ECON 103, 09	1	51045	Lecture	Registered	None	¥
12pm						-											
10m									•	Total Hours   Registered: 4   Billing: 4	CEU: 0   Min: 0   Max: 4.7	75					
Panels 💌															x	Conditional Add and Di	rop 🚯 Submit

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.