Banner 9 Student Registration

Author: Dr. Carlos Cervantes

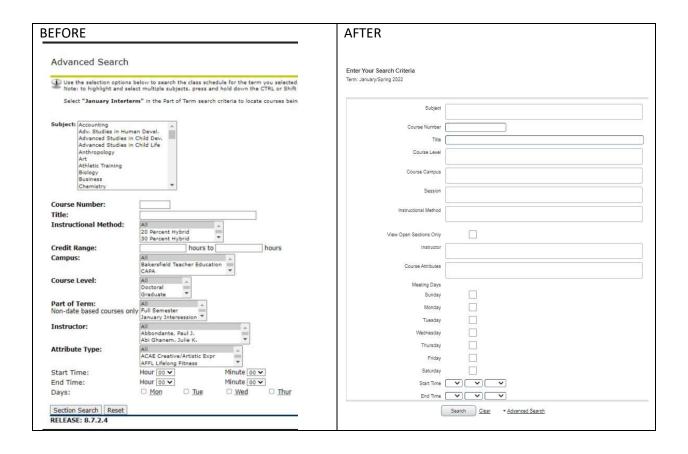
Office of Academic Advising

University of La Verne

(Spring 2022, v5)

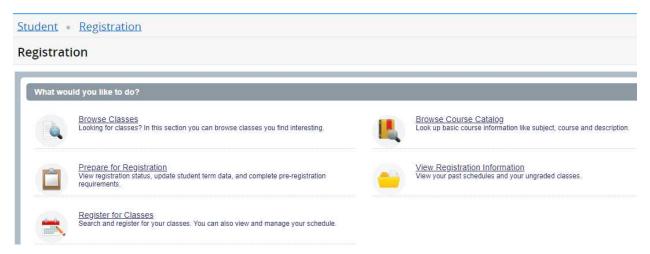
The University of La Verne has upgraded the student registration module from 8.7 to 9.0. With this upgrade, the Student Registration view is different from 8.7 but much more intuitive and easier to use. You will notice there will be fewer clicks to do basic course search functions. You will also notice that common features in Banner 9 are now within the same module. You will no longer have to navigate outside of MyLaVerne Registration to view key registration items. Viewing registration holds or assigned registration day and time are within the same module. Searching for classes, viewing your calendar grid, and your course bin are all on the same viewing page.

Visit our website for instructional videos on these and other topics that might not be covered in this document: https://laverne.edu/advising/banner9-reg/



LOGIN: BANNER 9 STUDENT REGISTRATION

Login to your student Portal, view Quicklinks options and click on Register or Student Profile (with a link inside the Profile. You will land on the main menu with several options to choose from: 1) Prepare for Registration, 2) Browse Classes, 3) Browse Course Catalog, 4) View Registration Information, and Register for Classes. Each option is defined in the image below.

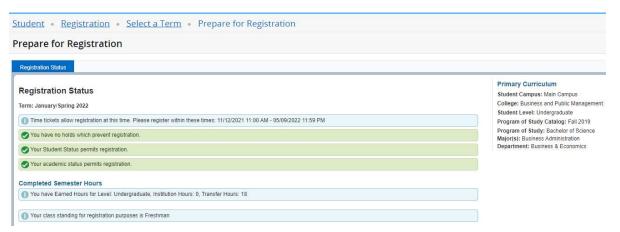


Prepare for Registration

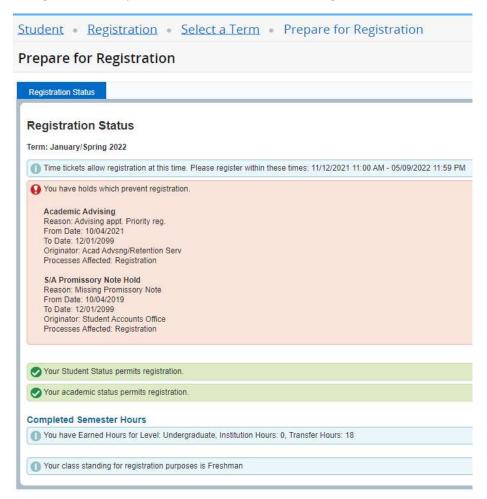
Select a Term from the dropdown menu. Continue to view your Registration Status.



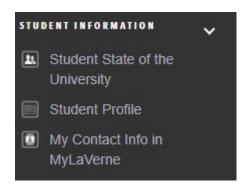
Review your Registration Status. If the page runs "clean" (there are no holds) then you are ready to register.



However, if the page has holds then you are not ready to register. Clear the holds. Review the hold details, check for the "Reason" and the "Originator" (the office that placed the hold). Contact the office ("Originator") that placed the hold to clear it. You might have more than one hold.



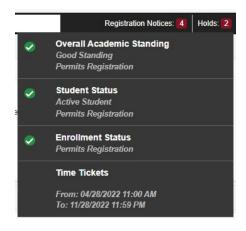
Alternatively, students can also view their Registration Status by entering the Student Profile in their Portal. Within the Portal, they will click on Student Profile.



Inside the Student Profile, they will look for Registration Notices.



When the student clicks on Registration Notices, the dropdown will list various items that are associated with their registration status. The student can view the *priority day and time* under the Time Tickets item. The Registrar automatically assigns priority day and time based on the student's *overall earned* semester hours.



BROWSE CLASSES

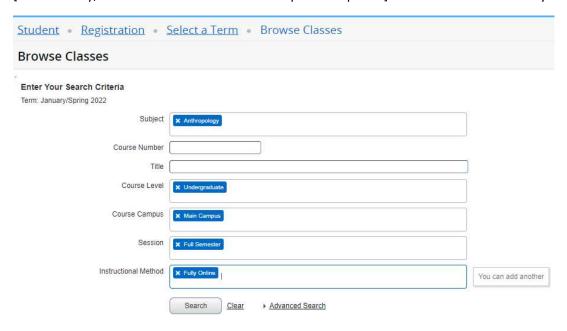
Click on "Browse Classes"...



Select a Term from the dropdown list. Click on Continue.



Browse classes using any of the available options.* Each cell might give an option to "... add another". [Alternatively, select "Advanced Search" for expanded options]. Click on "Search" when you are done.



*If you want to search the entire schedule of classes in an academic term, then leave the "Subject" area BLANK. At your discretion, you can narrow your search criteria for each subsequent option (Course Level, Course Campus, Session, etc. through "Advanced Search).

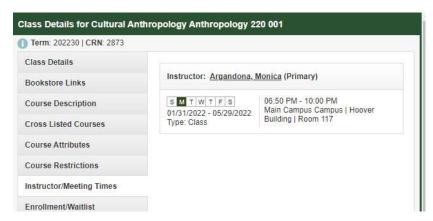
Review course options... Course Title is <u>hyperlinked</u> to view Class Details as a pop-up. Need to email the instructor? Click on the instructor "name" (it's <u>hyperlinked</u>) to auto fill the default email app.



Review Class Details as a pop-up. Select the left menu for more details.



This may include key details of interest such as, "Instructor/Meeting Times" to determine a course's date range as a semester course (17-weeks) or session (I or II) course (8-weeks).



Register for Classes [or Drop or Withdraw]

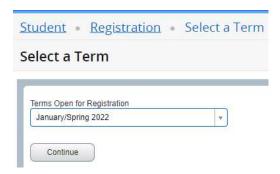
Click on "Register for Classes" option from the main menu.



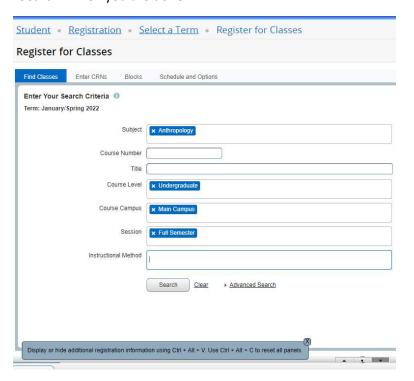
Register for Classes

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

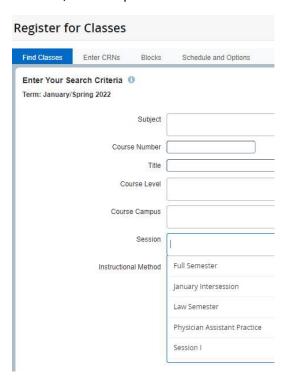
Select a Term from the dropdown menu to Continue.



Enter your search criteria... [Alternatively, select "Advanced Search" for expanded options]. Click on "Search" when you are done.



Make sure you select the right "Session" from the drop-down menu to narrow your search by academic calendar, for example: 17-week semester or January Intersession or Law Semester or Session I, etc.



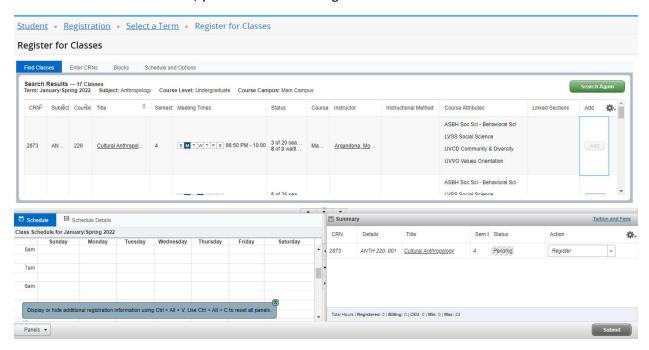
View course options... Click on ADD (if the course is open) to place the course on your schedule bin.



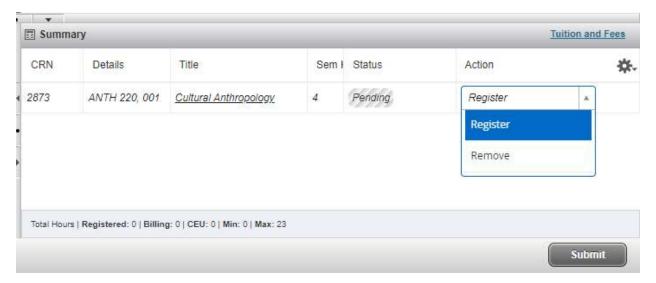
Alternatively, you can also Enter CRNs.



Review the "Schedule" calendar and "Summary" sub-sections that appear below the schedule of classes. You ARE NOT YET REGISTERED, your Status is "Pending".



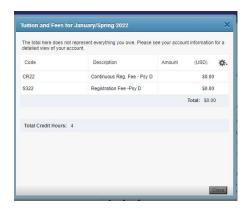
View the course on the schedule sub-section. Does it work for you? Consider "Action" to "Register" or "Remove" on the "Summary" sub-section. Ready to register? Click on Submit on the bottom right corner. Be patient!



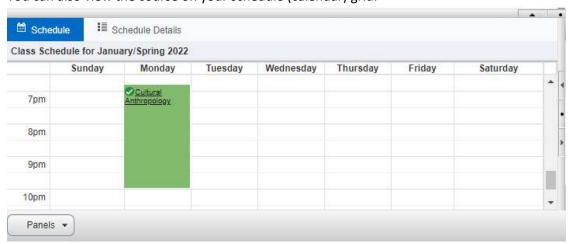
Success! You can now view the course on the Schedule sub-section, along with a Status Registered. Do you owe Tuition and Fees? Click on the link to view the pop-up window!



Review your Tuition and Fees.



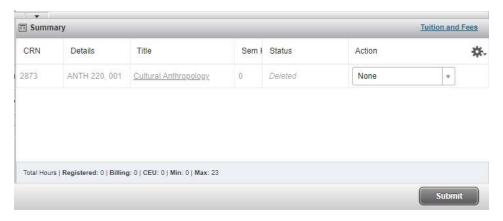
You can also view the course on your schedule (calendar) grid.



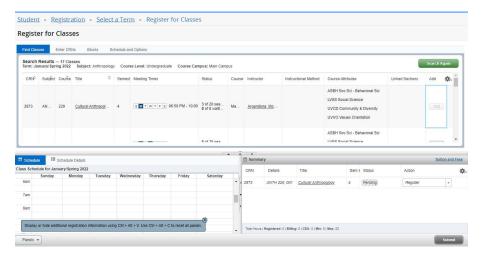
Changed your mind? Drop the course at Action if allowed during the "add/drop" period or "Withdraw" during the withdrawal period of the academic calendar of interest. Check the academic calendar key dates on the Registrar's website for the academic calendar you are enrolled in.



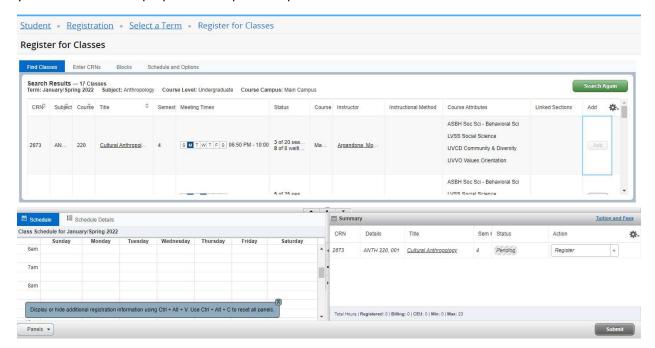
View the Status Deleted if dropped. Click "Submit" again and the deleted course will disappear.



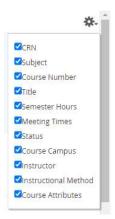
Want to add more or new courses? Search Again! Repeat the steps above.



Want fewer columns on your individual "Search Results"? You can hide columns in your personal search results view by clicking on the gear wheel at the far right of the "Search Results". This might be helpful if you have a smaller laptop screen or personal preference.



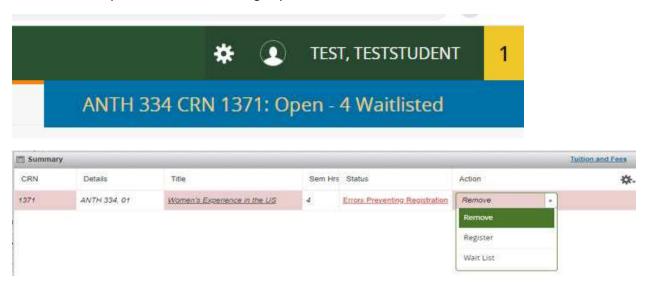
Click on the gear wheel at the top of the results and uncheck any columns you choose to not be visible. Be aware that this is a user-level feature and not a global setting, thus this may cause confusion when working with other users that don't suppress the same columns! [NOTE: there are other gear wheels on the same page, review the options to hide or view columns in those panels].



Once open registration season for add/drop concludes, the "Drop" option will go away in the "Action" dropdown menu.



IF a course has a wait list (not all courses have wait lists), the "Wait List" option will show at the top of the page when you try to register (and you get an "Errors Preventing Registration" message on the "Status" column). The option to get on a wait list will show on the "Action" dropdown option. Click on the "Wait List" option and "Submit" to sign up for the wait list.



You will see the confirmation when you have been "Waitlisted" in the course on the "Status" column.



Wait list information can also be found in the Class Details Pop up under Enrolled/Waitlist. Remember, click on the course Title from the Search Results to view the pop-up for the specific course of interest.



VIEW YOUR REGISTRATION INFORMATION

You can review your schedule of classes after you are finished with registration. From the main menu, click on "View Registration Information".

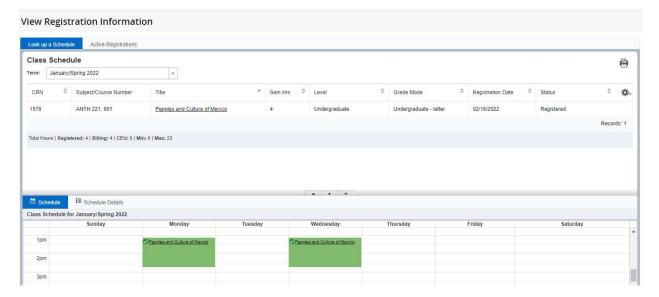


Inside "View Registration Information", select the "Term" from the dropdown menu.



There are many options here, you can:

- View the class schedule on the top panel.
- View the "Total Hours" details below the course(s), with semester hour billing information.
- Hide columns by clicking on the gear wheel on the far left of the column headers.
- Print the entire page by clicking on the printer icon on the top right corner of the top panel.
- You can view the schedule on a 7-week calendar view at the bottom panel. Or
 - View "Schedule Details"...



Schedule Details...

