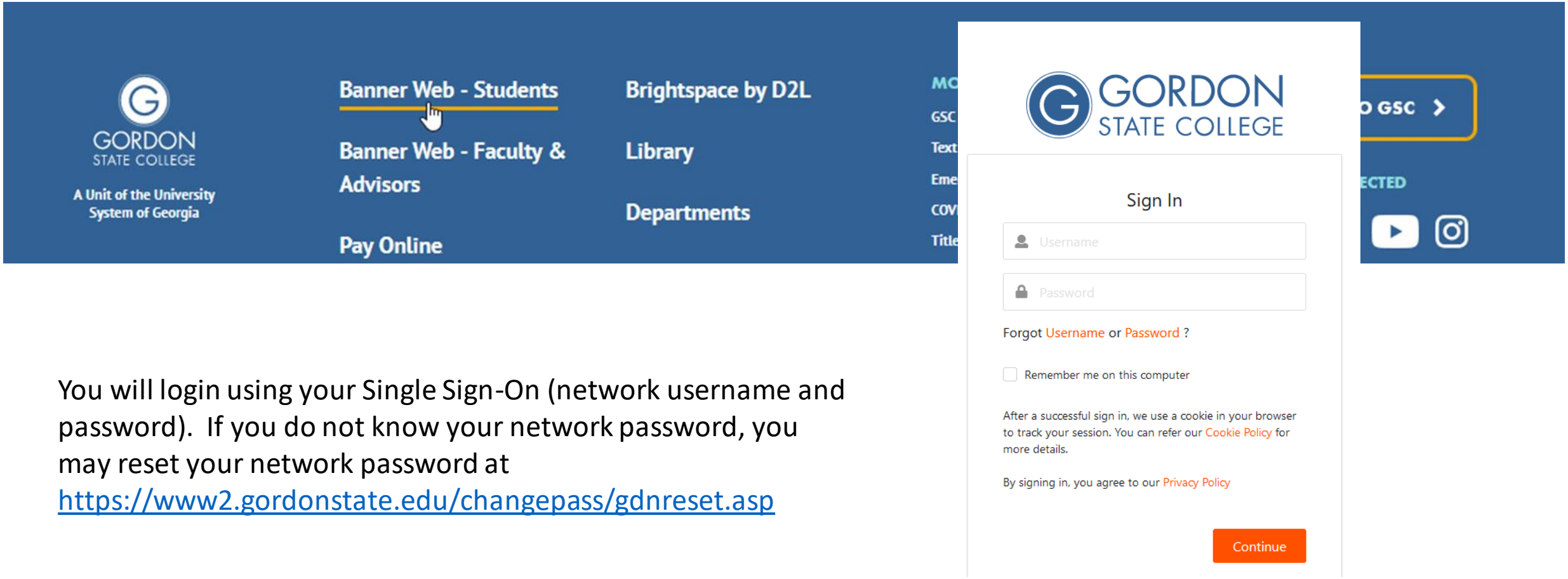
Registering For Classes With Banner 9 Self-service Registration

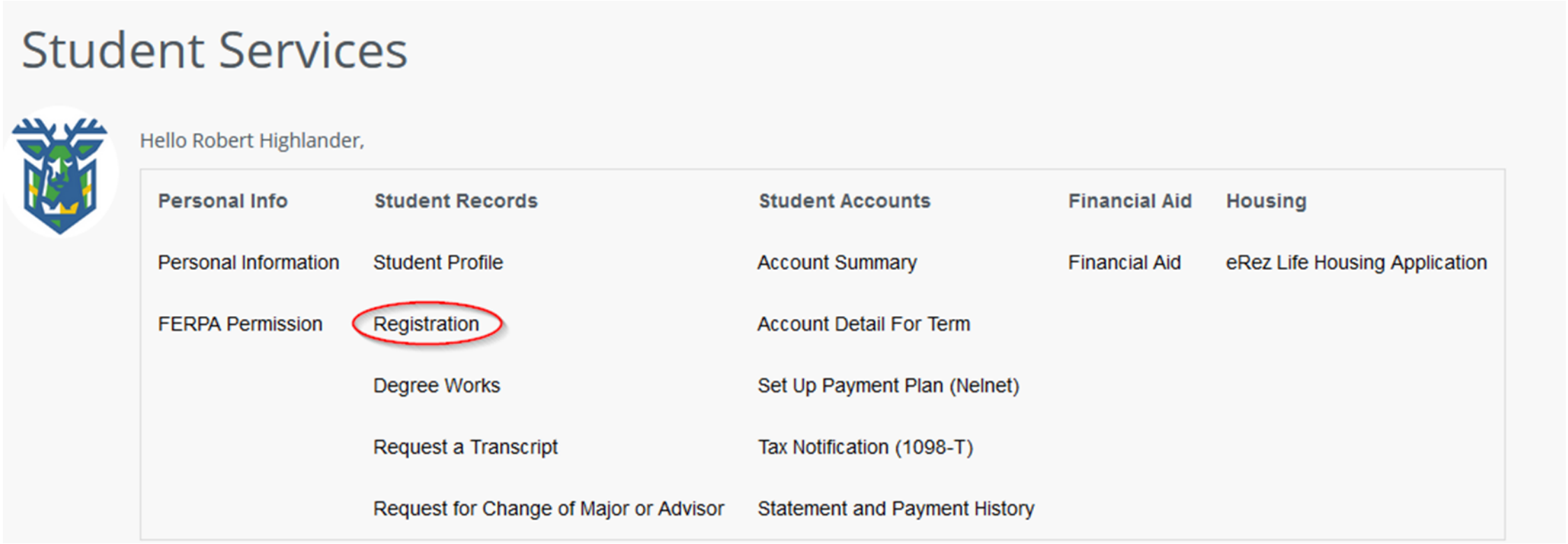
A STEP-BY STEP GUIDE.

Please direct any questions regarding Banner 9 Self-Service Registration to the Gordon State College Registrar's Office at registrar@gordonstate.edu.

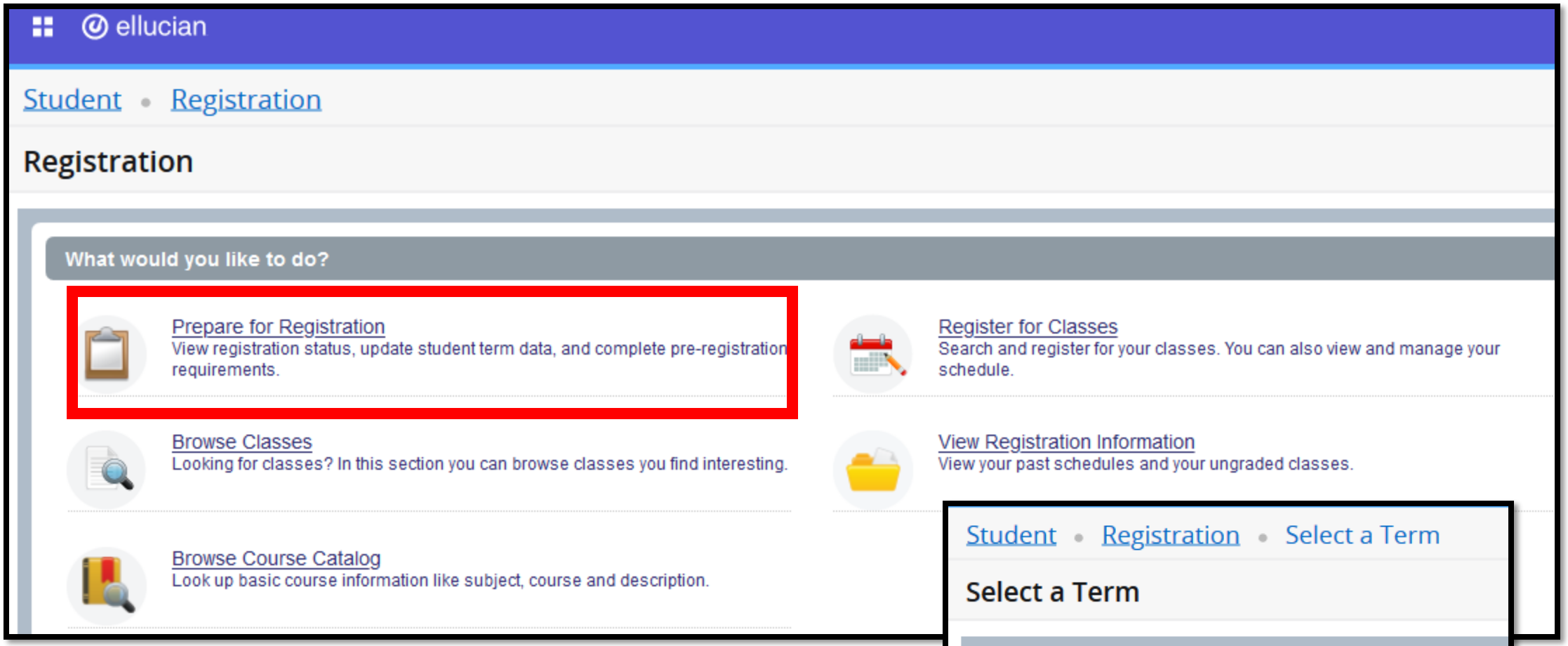
Login to your Banner Web Account. The Banner Web-Students link can be found in the blue footer of the Gordon State College homepage at www.gordonstate.edu

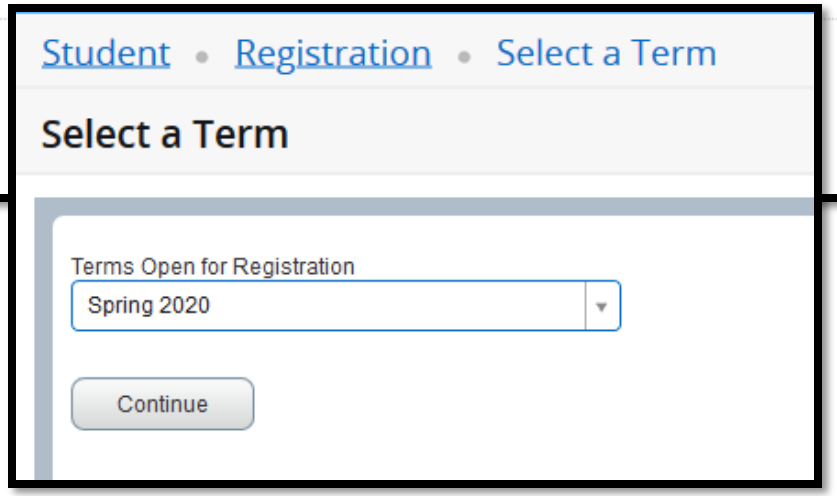


You will login using your Single Sign-On (network username and password). If you do not know your network password, you may reset your network password at https://www2.gordonstate.edu/changepass/gdnreset.asp

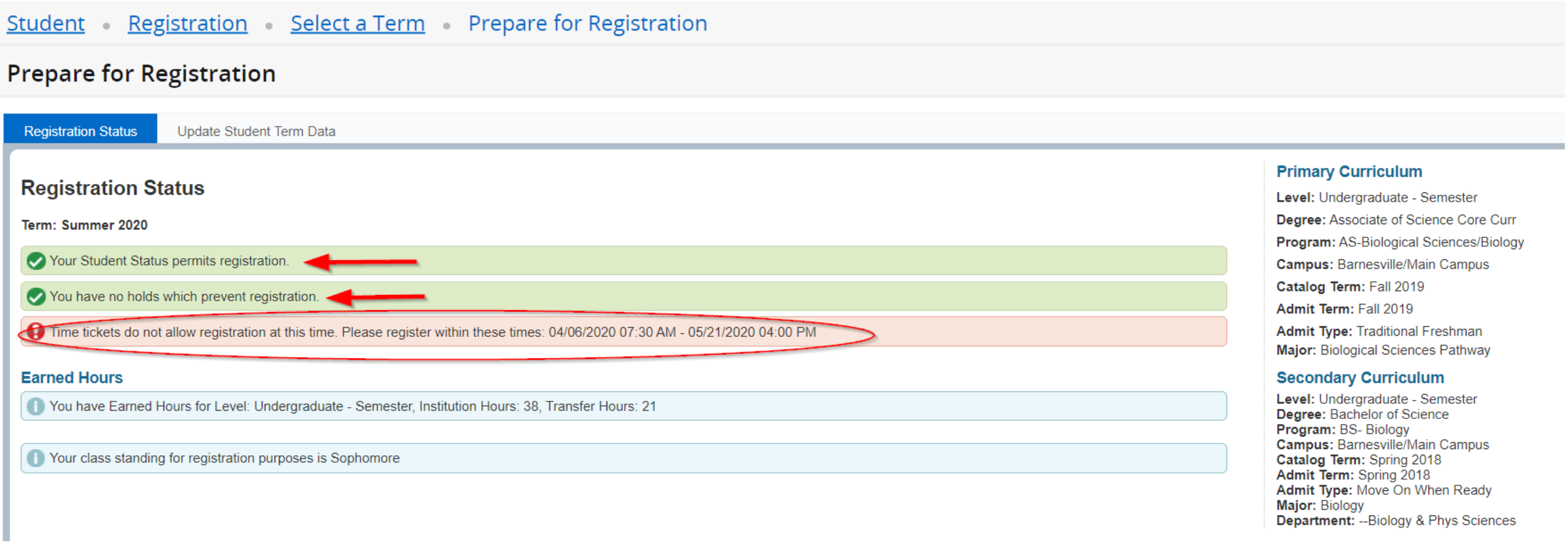


Select ***Registration*** from the Student Services Landing Page



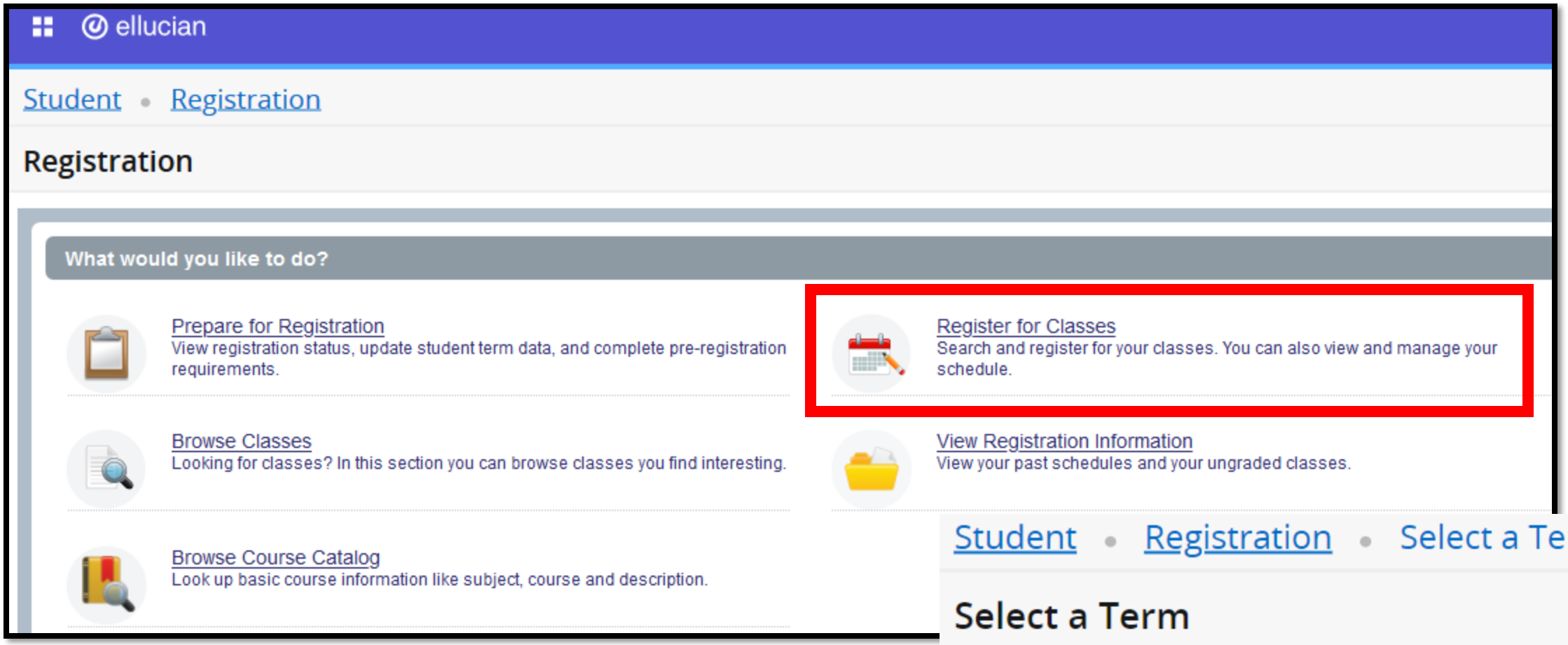


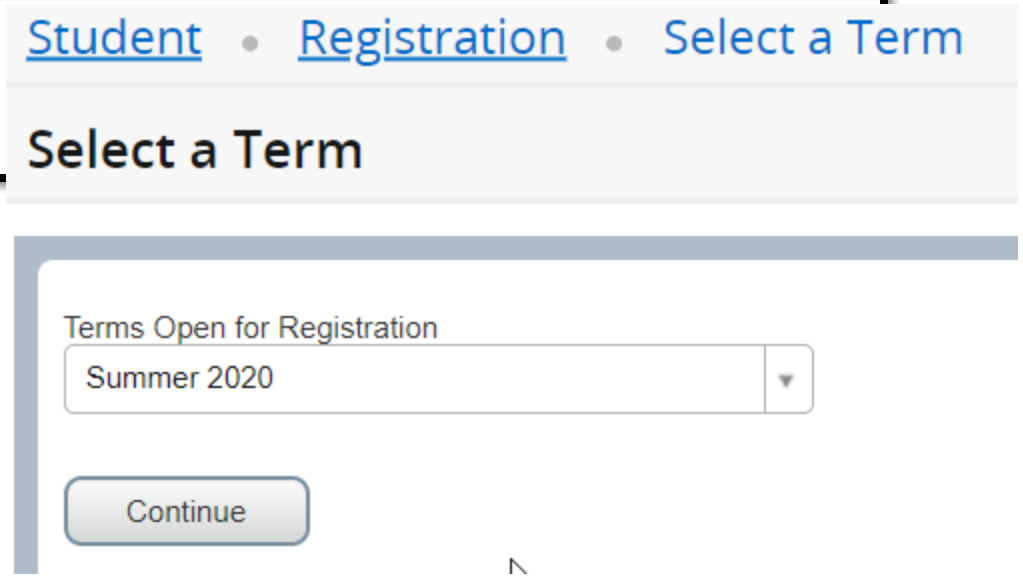
After selecting ***Registration*** from the Main Menu choose "Prepare for Registration". Then, pick the semester in which you would like to register.



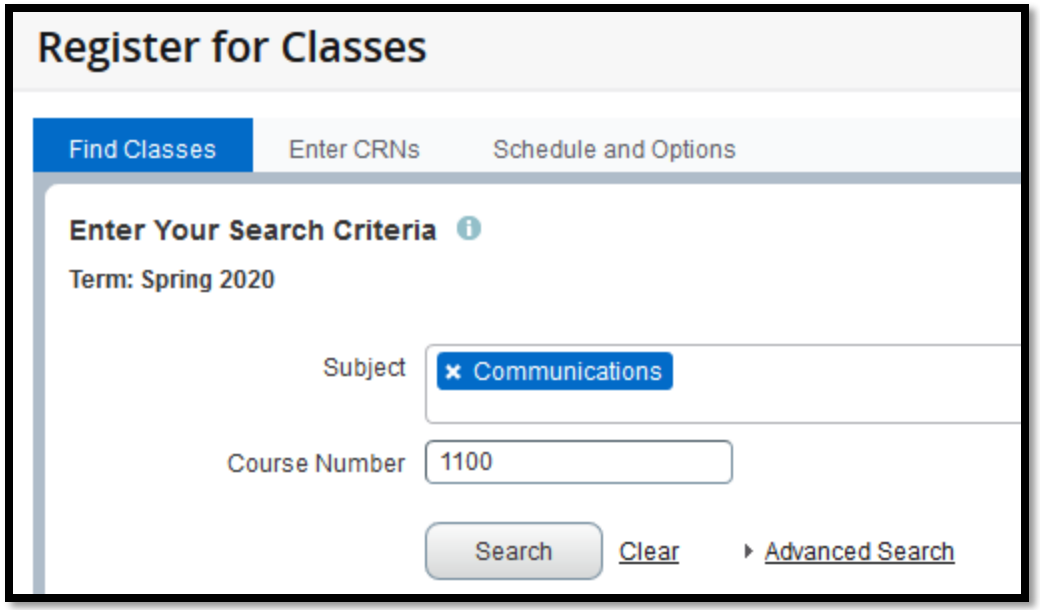
The “Prepare for Registration” page allows you to see your Registration Status, Holds preventing registration and your Registration Time ticket along with other important information.

Select the Registration Link at the top of the page to return to the Main Registration Menu.





After you have been advised and unlocked and your registration time becomes available, select “Registrar for Classes” and select the appropriate registration term.

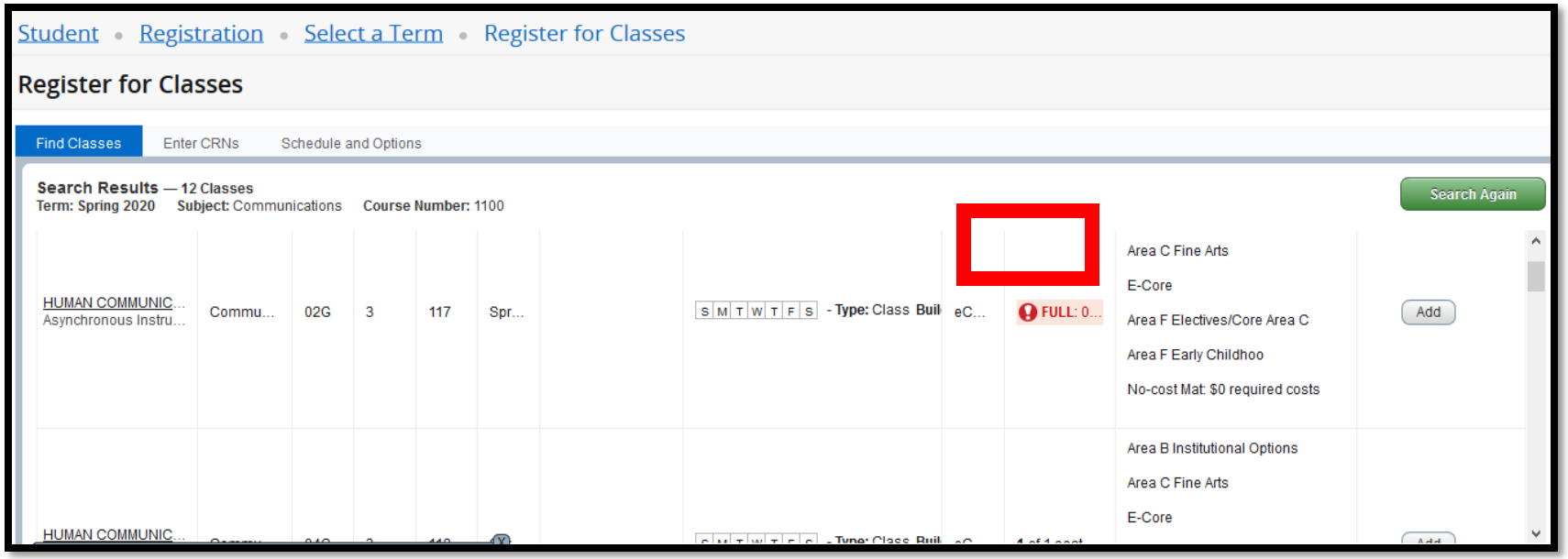


Under the “Find Classes” tab, select the subject you are interested in (example: communication, math, English, etc). You can also input the course number if you would like to see the options for a specific course. You might also choose “advanced search” for more detailed filters such as instructor, time of day, part of term, etc.

Choose “Search”.

A list of classes meeting the criteria you selected will be listed. Notice that if the course if already full, you will see a message in red.

NOTE: If you know your CRNs, you may enter the CRNs directly by selecting the “Enter CRN” tab.



You will see the name of the course listed, how many credits it is worth, the name of the instructor of the course, as well as the dates/times it will meet on-campus. This listing will also provide the number of seats open in that section. You can hover your mouse over each area to see the information more clearly. If you want to add the course to your schedule, choose "**add**."

Name of course

# of credit hours

Name of instructor

Date & Time of Class

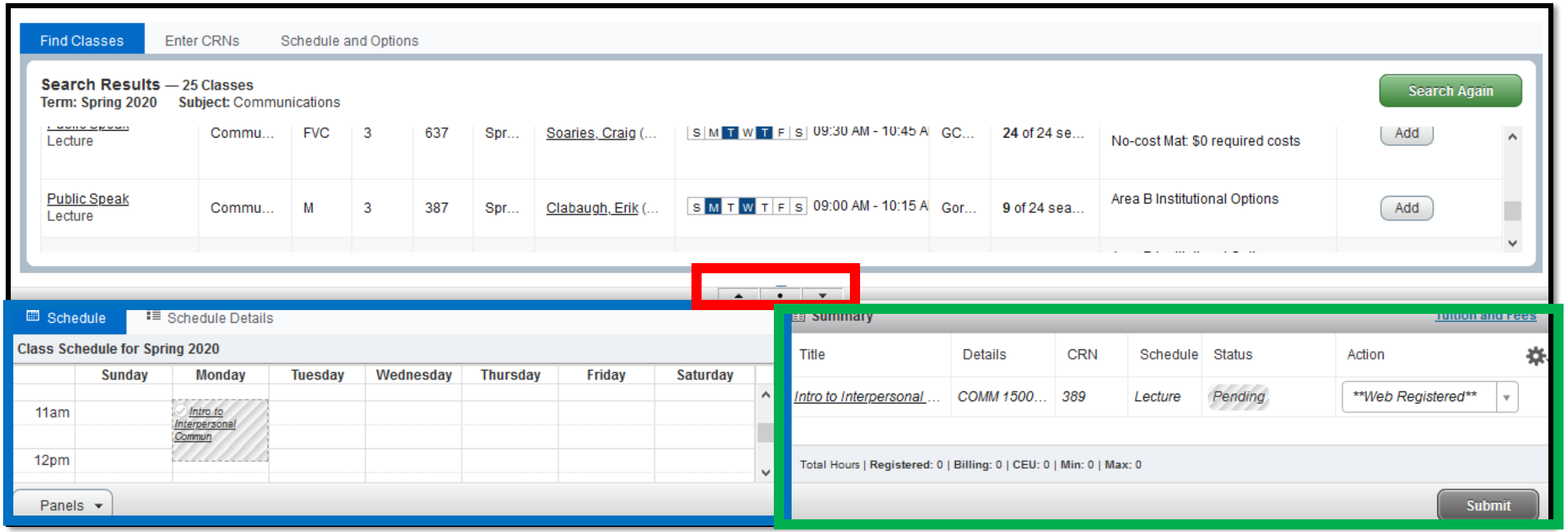
Add

Public Speak Lecture	Commu...	M	3	387	Spr...	Clabaugh, Erik (...	S M T W T F S 09:00 AM - 10:15 A	Gor...	**9** of 24 sea...	Area B Institutional Options	Add
Intro to Interpersonal... Lecture	Commu...	DH	3	389	Spr...	Soaries, Craig (...	S M T W T F S 11:00 AM - 12:15 P	Bar...	**8** of 30 sea...	Area B Institutional Options Area C Fine Arts Area F Electives/Core Area C No-cost Mat: $0 required costs	Add

Hovering over the date/time will display the information in a list, including the building & room

Intro to Interpersonal... Lecture	Commu...	DH	3	389	S M T W T F S Class on: Monday 11:00 AM - 12:15 PM **Type:** Class **Building:** Instructional Complex **Room:** 205 **Start Date:** 01/13/2020 **End Date:** 05/04/2020	S M T W T F S 11:00 AM - 12:15 P	Bar...	**8** of 30 sea...	Area B Institutional Options Area C Fine Arts Area F Electives/Core Area C No-cost Mat: $0 required costs	Add

After choosing to “add” the course to your schedule, it will appear on your preliminary schedule (bottom left) and your summary (bottom right). You can adjust these panels for better viewing using the arrows in the middle of the screen.

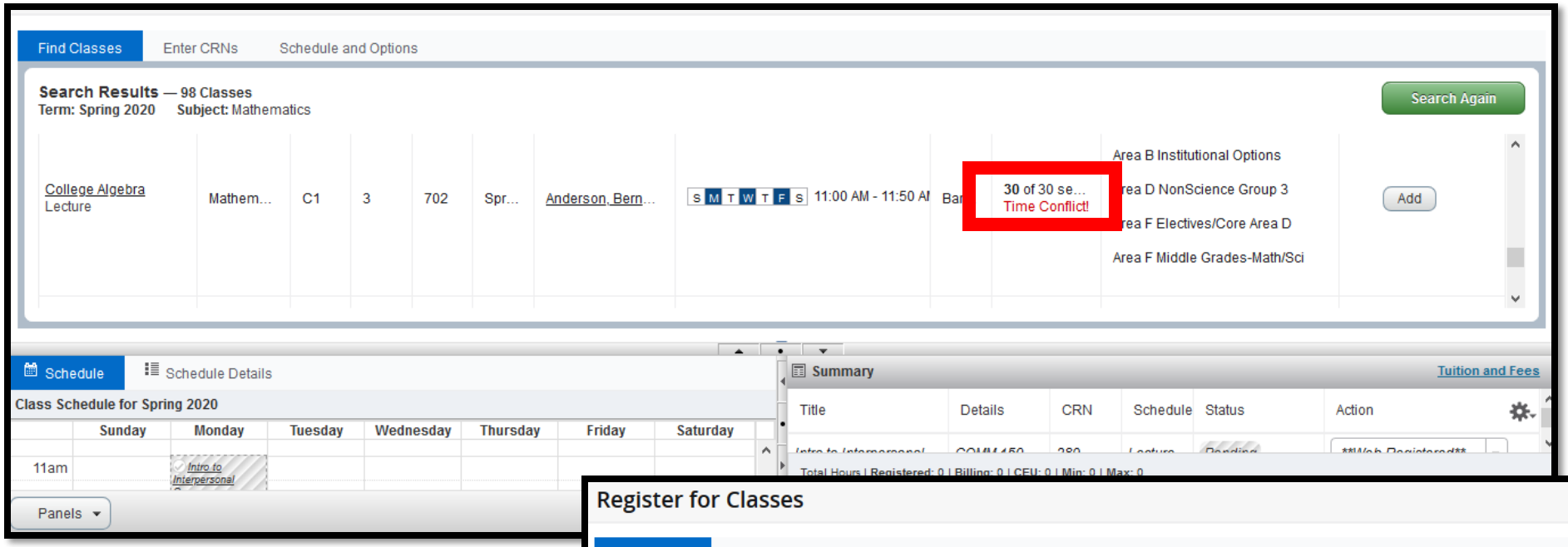


The **schedule panel** shows the date/time of the class. If you choose an online class, it will not appear here because it does not have a set day & time.

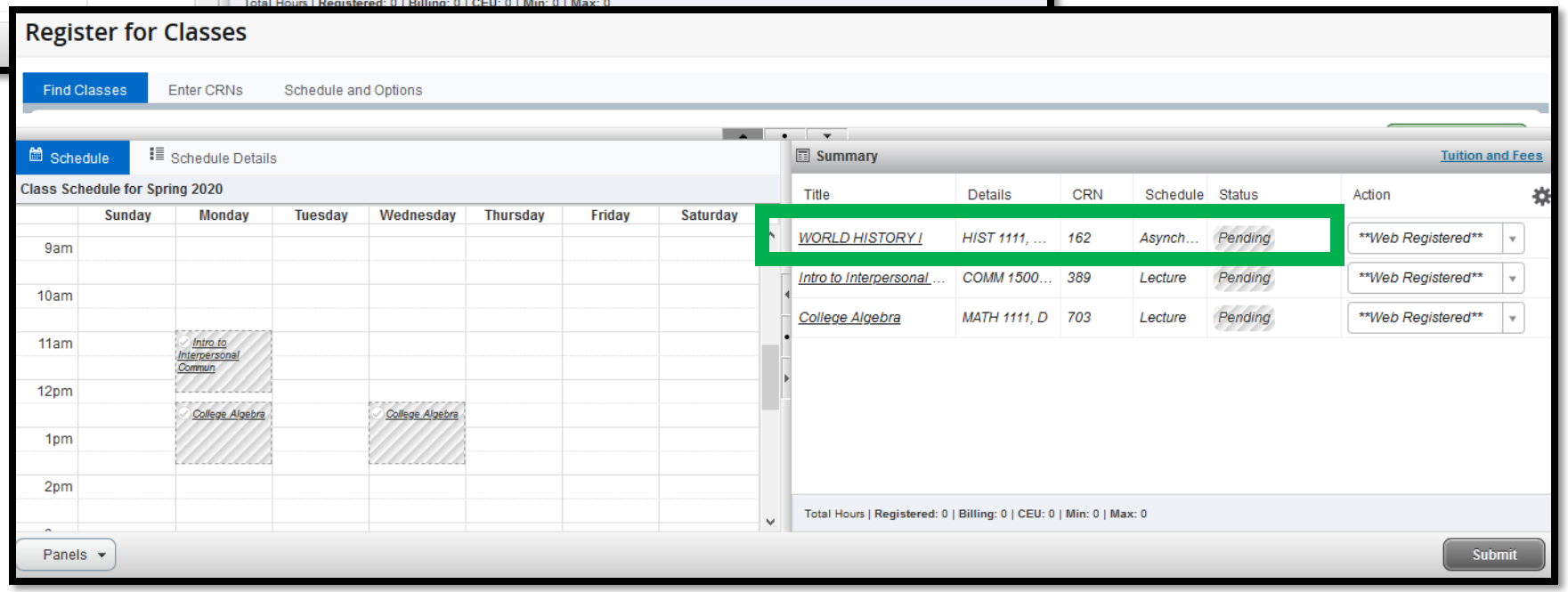
The **summary** shows the course. Notice that it says “pending” because you haven’t registered for the course until you choose “submit”.

To add another course, choose “**Search Again**” in the upper right corner.

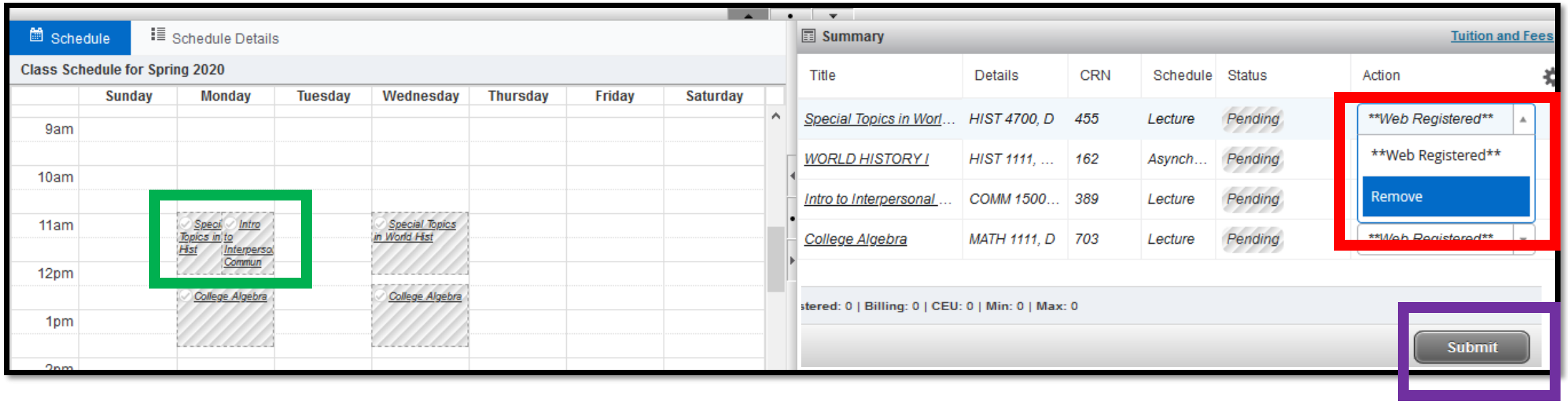
Notice that if you search a different course and it conflicts with the one you already have added to your preliminary schedule, you will see a "**time conflict**" message. In that case, do not add it to your schedule.



Notice that if you add an **online course**, it will appear in the summary (far right) but not on the schedule (far left). This is because it doesn't have a set time/date of meeting on-campus.



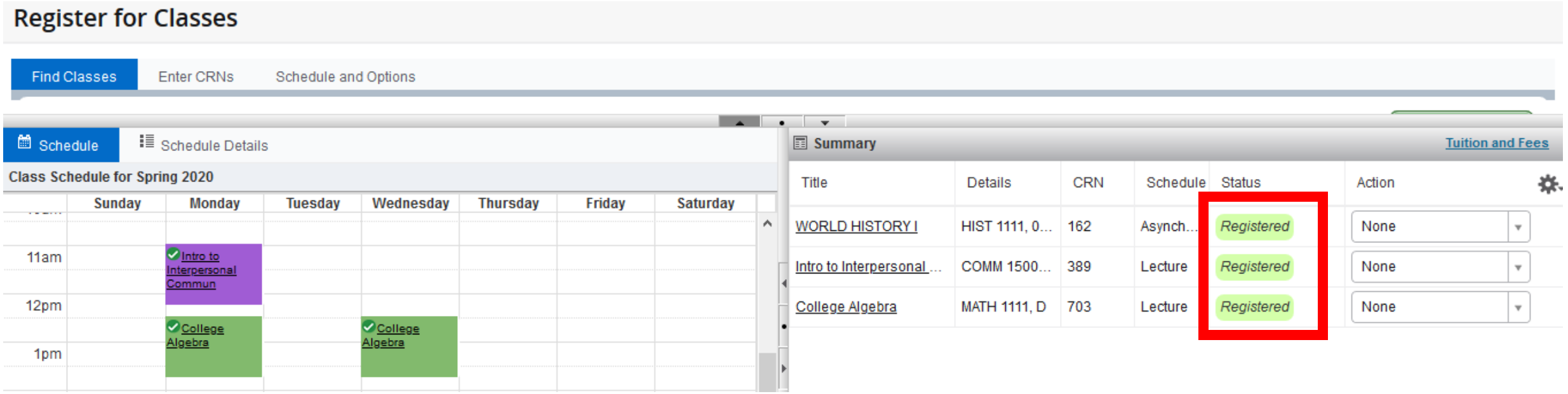
If you decide that you want to **remove a course** from your preliminary schedule, go to the summary area (bottom right) and choose the dropdown. Change “web registered” to “remove”.

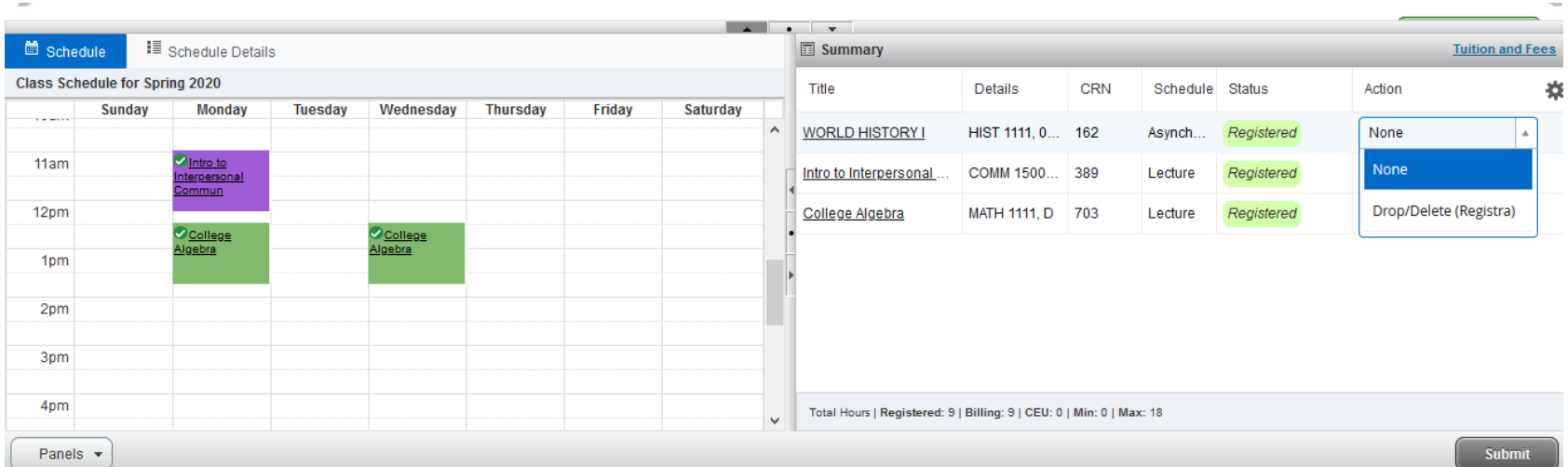


If you add a course that **conflicts** with the day/time of another course on your schedule, you will see them overlap in the schedule section (bottom left).

When you are ready to register for the courses (or remove ones you have already registered for), choose “submit” in the bottom right corner of the screen. **This submit button is what makes the changes to your schedule.**

Once you submit, your schedule will be altered based upon your selections. The courses in the schedule (left side) will have a green check mark. The courses in the summary (right side) will show “registered”.





You can edit your schedule by choosing “drop/delete” in the summary area and “submit” in order to remove a course from your schedule. To add more classes, choose “search again” in the upper right corner of the screen.

QUESTIONS?

Please do not hesitate to contact the Gordon State College Registrar's Office at registrar@gordonstate.edu for additional assistance.