Accessing the Student Information for Registration

To access the Registration Menu, perform these steps:

Instructions

1. On the **Main Menu**, click **Faculty and Advisors**. The **Faculty and Advisors Menu** appears.

2. On the **Faculty and Advisors Menu**, click **Student Information Menu**. The **Student Information Menu** appears.

3. On the **Student Information Menu**, click on **Term Selection** (this is required for any new log in session in Banner Panthertracks.)

4. Select the Term and click **Submit**. Select the **Student Information Menu** again.

Select Term

Select a Term: Fall 2008 ▾

Submit

RELEASE: 6.1

Finding a student

5. At the **Student Information Menu**, select **ID Selection**.
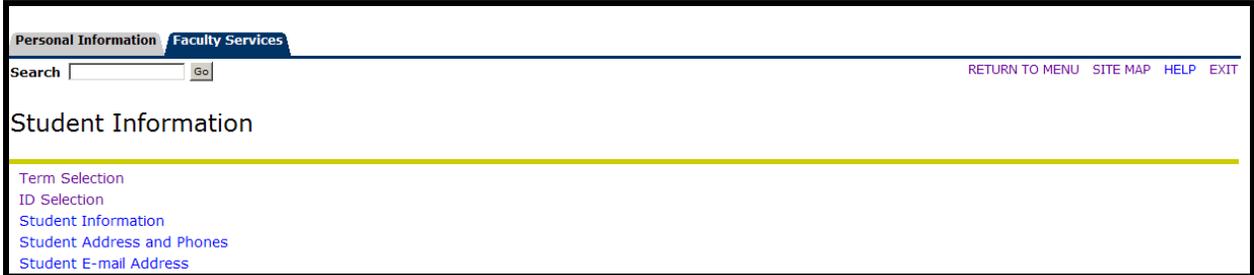
| Personal Information | Faculty Services |

Search [   ] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

Student Information

Term Selection
ID Selection
Student Information
Student Address and Phones
Student E-mail Address

6. At the **Student and Advisee ID Selection**, enter the Student ID number or search for an Advisee Last or First Name and click the **Submit** button.
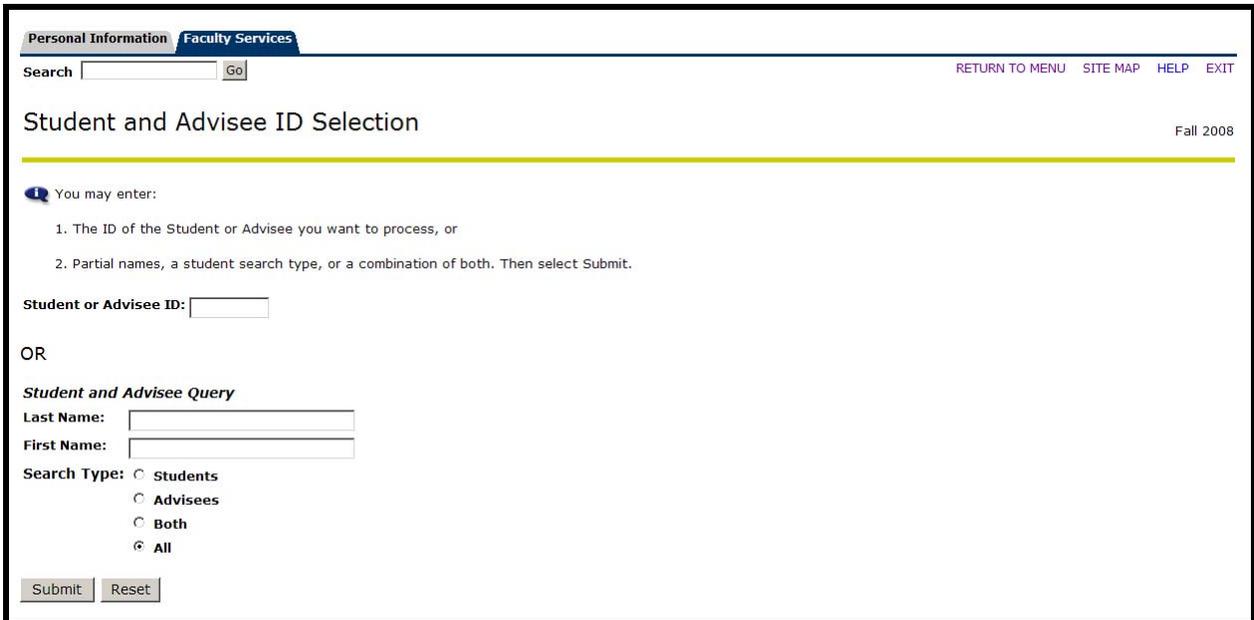
| Personal Information | Faculty Services |

Search [   ] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

Student and Advisee ID Selection   Fall 2008

You may enter:

1. The ID of the Student or Advisee you want to process, or

2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID: [   ]

OR

Student and Advisee Query
Last Name: [   ]
First Name: [   ]
Search Type: ○ **Students**
            ○ **Advisees**
            ○ **Both**
            ⊙ **All**
Submit   Reset

7. The **Student Verification** page will display. Click the **Submit** button if this is the student record you seek or select **ID Selection** to search for another student record.

Personal Information	Faculty Services

Search [_____] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

Student Verification

ℚ Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

Student Name   is the name of the student or advisee that you selected.

Submit

[ID Selection]

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8. The **Student Information** page will display. Select **Add or Drop Classes** button if you will be registering the student for their class schedule.

Personal Information	Faculty Services

Search [_____] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

Student Information

Term Selection
ID Selection
Student Information
Student Address and Phones
Student E-mail Address
Student Schedule
Registration Overrides
Add or Drop Classes

9. The **Faculty Student PIN** page will display. Turn the keyboard to the student and ask them to input their Student PIN (this is their PIN they use to access their records via Panthertracks.)

Note the student must first log-in to the Banner Panthertracks system for the first time prior to registration or the following message will appear and require the student to log-in for the first time and change their PIN.
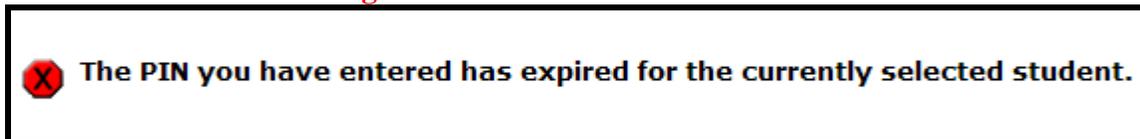
10. The **Add or Drop Classes** page will display.

Adding a Class
To Add a Class, perform these steps:

Instructions

1. If you know the Course Reference Number (CRN) you can input them and click **Submit Changes**...

2. To search for classes, click on **Class Search**. **The Look Up Classes** page will appear.

3. On the **Look Up Classes** page, in the provided list boxes and drop-down lists, choose the desired details to narrow your search.

4. Click **Class Search**. The **Look Up Classes** page appears, including all applicable **CRNs (Course Reference Numbers).**

5. To **Add a Class**, click a checkbox on the left side of the search results list to select a class.

> *Classes that are closed (i.e., a class that has met its registration cap) will have a "C" in the Select checkbox.*
> *If the Select area does not contain a Checkbox or 'C' then the class has already been registered for the term or has been added to the Worksheet.*

6. Click **Register**. The **Add or Drop Classes** page appears, displaying the current courses registered for and the date(s) the classes were added or dropped.

> *If you are prevented from adding a class, you must clear registration problems before you can successfully register. Registration problems may include: Campus Restriction, Class Restriction, Level Restriction, Major Restriction, and Instructor Approval Required, etc. For a list of common errors, see Appendix A: Common Student Self-Service Errors in Banner Panthertracks Student Manual.*

> **After a registration error is fixed, the class which produced the error must be added again for it to be included in the current list of registered classes.**