Accessing the Registration Menu
To access the Registration Menu, perform these steps:

Instructions

1. On the **Main Menu**, click **Student & Financial Aid Menu**. The **Student & Financial Aid Menu** appears.

2. On the **Student & Financial Aid Menu**, click **Registration**. The **Registration Menu** appears.
Alternate Registration PIN
Students requiring advisement before registration will need to obtain their Alternate Registration PIN from their major advisor. The Alternate Registration PIN is required before registration can begin.

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

Instructions
1. On the Registration Menu, click Look Up Classes. The Select Term page appears.
2. In the Search by Term, select the desired term.
3. Click Submit. The Look Up Classes page appears.
4. On the **Look Up Classes** page, in the provided list boxes and drop-down lists, choose the desired details to narrow your search.

5. Click **Class Search**. The **Look Up Classes** page appears, including all applicable **CRNs** (Course Reference Numbers).
6. To **Add a Class**, click a checkbox on the left side of the search results list to select a class.

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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.
7. 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.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

**Current Schedule**

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sect</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Web Registered</em> on Apr 03, 2008</td>
<td>None</td>
<td>11316 SPCH 1003 P01 Undergraduate 3.000 Standard Letter</td>
<td></td>
<td></td>
<td></td>
<td>Fundamentals of Speech Communication</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Web Registered</em> on Apr 03, 2008</td>
<td>None</td>
<td>10061 HDFM 2533 P01 Undergraduate 3.000 Standard Letter</td>
<td></td>
<td></td>
<td></td>
<td>The Contemporary Family in Cross-Cultural Perspective</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Web Registered</em> on Apr 03, 2008</td>
<td>None</td>
<td>10023 ARTS 1203 P05 Undergraduate 3.000 Standard Letter</td>
<td></td>
<td></td>
<td></td>
<td>Introduction to the Visual Arts</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><em>Web Registered</em> on Apr 03, 2008</td>
<td>None</td>
<td>10035 ARTS 2283 P03 Undergraduate 3.000 Standard Letter</td>
<td></td>
<td></td>
<td></td>
<td>Afro-American Art</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 12.000
Billing Hours: 12.000
Maximum Hours: 18.000
Date: Apr 03, 2008 09:33 am

**Add Classes Worksheet**

**CRNs**

- [ ]

Submit Changes Class Search Reset

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**Important Note:**

*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.*