

Registrar's Office

Step-by-Step Guide to SSB Registration

1. View your Degree Works degree audit to ensure it accurately reflects your academic program.
2. Identify course needs (red circles) on the degree audit.
3. Click the required course hyperlink to determine if the course is offered in the upcoming semester.
4. If the course is of interest (and is being offered), note the CRN (course reference number).
5. Log in to Banner Web and click "Registration and Courses" to view the Self-Service Banner Registration landing page.
6. Click "Registration" to access the main registration page.
7. Select the academic term for which you want to register from the drop-down menu.
8. Click "Prepare for Registration" to confirm your eligibility to register. This page allows you to view your student status, academic status, and any holds.
9. If you're eligible to register and **have your list of CRNs**, return to the registration landing page and click "Register for Classes".
 - a. Click the "Enter CRNs" tab and enter the CRN for each course you've selected for the term. Upon completion, click "Add to Summary".
 - b. View the Summary section (bottom right half of the page) to verify course selection. All added courses will appear in the summary panel with a "Pending" status
 - c. If accurate, click "Submit" to finalize your course selection and officially register for courses.
 - i. Error messages will appear if you cannot add a course due to prerequisites, lack of space, or other reasons.
 - ii. If you receive registration error messages (top right corner of the page) or need assistance, please contact your academic advisor.
 - d. After submission, click the "Schedule and Options" tab to confirm that the status of your courses has changed from "Pending" to "Registered". NOTE: You're able to print your schedule on this page.
10. If you're eligible to register and **do not have the list of CRNs**, click "Register for Classes" to access the option to search for classes by course subject, course number or course attribute. Click "Advanced Search" to search with additional criteria. NOTE: You're able to simultaneously search for multiple course subjects.
 - a. Click "Add" for each course you've selected for the term.
 - b. View the Summary section (bottom right half of the page) to verify course selection. All added courses will appear in a summary panel with a "Pending" status.
 - c. If accurate, click "Submit" to finalize your course selection to officially register for courses.
 - i. Error messages will appear if you cannot add a course due to prerequisites, lack of space, or other reasons.
 - ii. If you receive registration error messages (top right corner of the page) or need assistance, please contact your academic advisor.
 - d. After submission, click the "Schedule and Options" tab to confirm that the status of your courses has changed from "Pending" to "Registered". If you'd like, you can print your schedule on this page.