

### **SELF-SERVICE BANNER REGISTRATION GUIDE**

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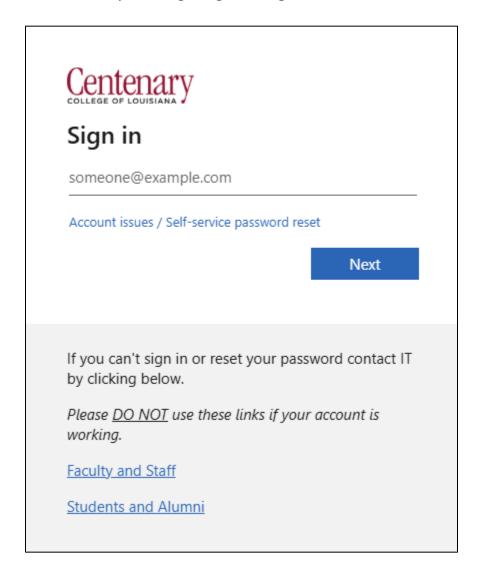
Office of the Registrar 2025

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### **Getting Started**

- 1. Log into Banner Web at <a href="https://bannerweb.centenary.edu/">https://bannerweb.centenary.edu/</a>
- 2. Enter your single sign-on login credentials.



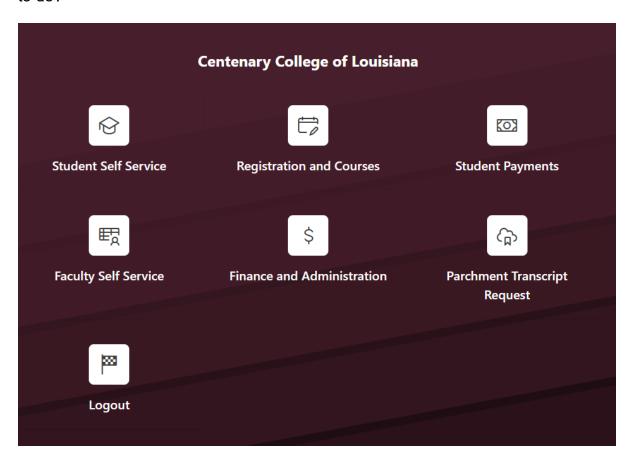
There are two options to initiate the registration process.

1. From the Banner Web landing page, click on "Student Self Service" and then click on "Registration".

#### OR

2. From the landing page, click on "Registration and Courses".

Either option will direct you to the main Registration page, where you'll be asked "What would you like to do?"



This guide will demonstrate a few of the more commonly used tools available to you through Banner. There are multiple ways to retrieve the same information or perform the same tasks. Below is the main **Student Landing Page** in Self Service Banner (SSB), also known as Banner Web. Following are examples of how to use these tools. Please explore the system to discover the techniques that best fit your individual needs.

### Student Services



Hello Skeeter the Catahoula,

Welcome to Centenary BannerWeb Student. From here, you can navigate to the following pages using the Banner menu links below depending on your role at the institution:

#### Student Services

- Profile (select correct term from the dropdown menu above your photo)
- Grades
- · Attendance Tracking
- Registration
- View Your Current Schedule (select current term from dropdown menu)
- View Unofficial Transcript
- o Order Official Transcript Via Parchment
- Degree Works Audit (new!)

#### Financial Services

- Account Detail for Term
- Account Information
- Account Summary
- Statement & Payment History
- Tax Notification

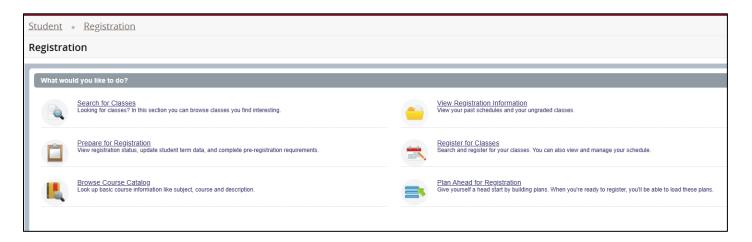
#### Financial Aid

Financial Aid

#### Degree Works Resources

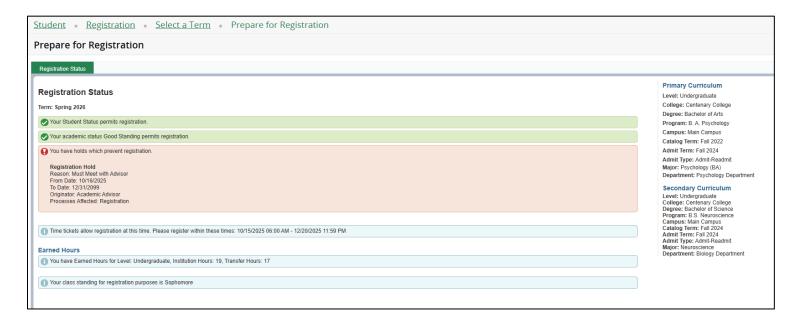
- Introduction to Degree Works
- Degree Audit Overview
- · How to Use the What-If Scenario
- · How to Use the GPA Calculator

The **Registration** Landing page.



#### **Prepare for Registration**

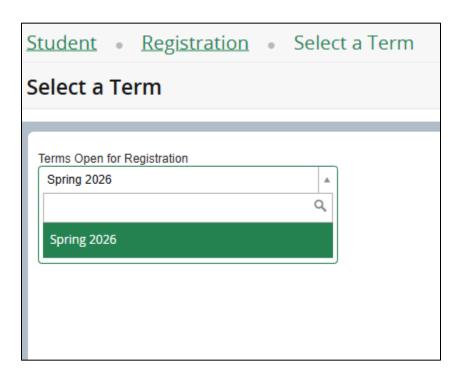
This page will display information that can impact your ability to register. Holds need to be cleared before registration can occur.



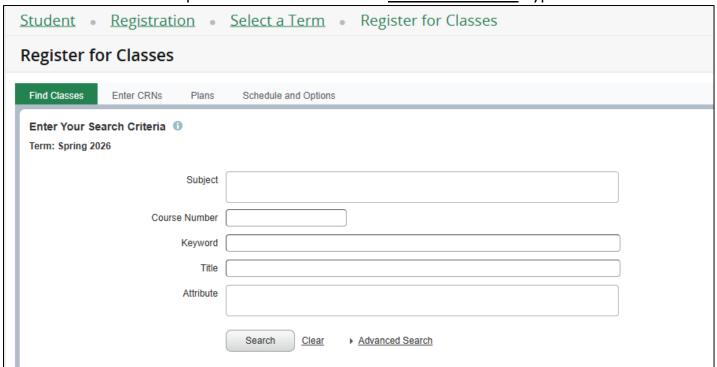
**NOTE:** Every student will have a registration hold placed on their record that must be removed by the primary academic advisor. Once the hold has been removed, students will be permitted to use Self-Service Banner (SSB) Registration.

#### **Register: Adding and Dropping Classes**

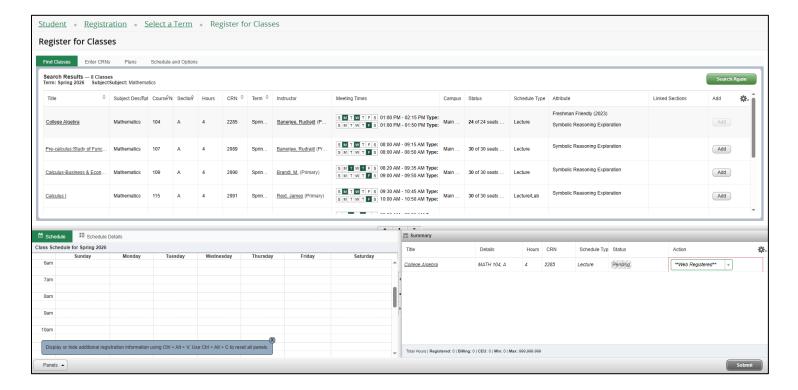
Clicking on **Register for Classes** will prompt you to enter the term for which you wish to register.



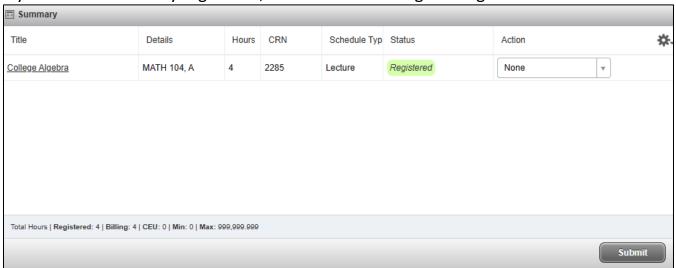
Register for Classes page opens on the Find Classes tab. Enter the desired search criteria. Note, there are other search options available under the Advanced Search hyperlink.



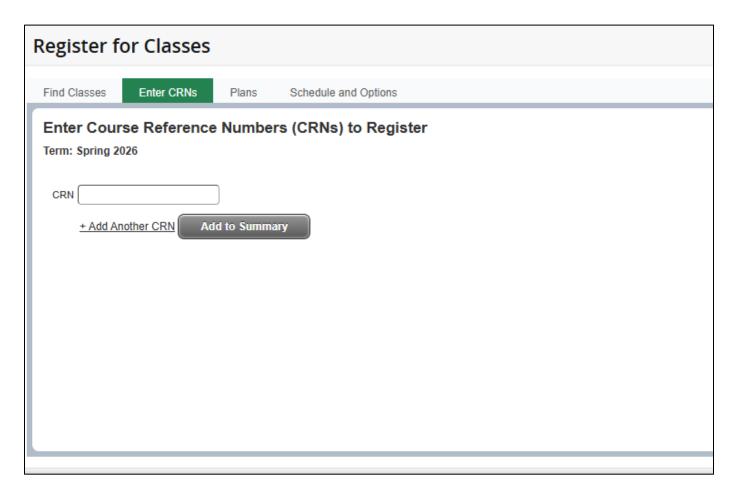
Identify the desired section and click the "Add" button. The section will be added to the Summary panel in a Pending status. Click "Submit" button to save.



If you have successfully registered, the status will change to Registered.

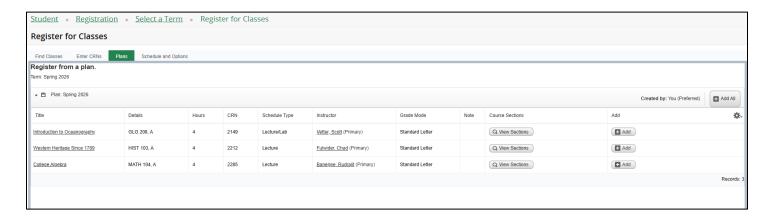


If you know the Course Reference Number (CRN) for the section(s) they may be entered on the Enter CRNs tab. Continue to click "Add Another CRN" until you've entered all preferred classes. When complete, press the "Add to Summary" button.



The courses will be added to the Summary panel (in the bottom right corner of the page) in a Pending status. Press the "Submit" button to save and officially register for the courses.

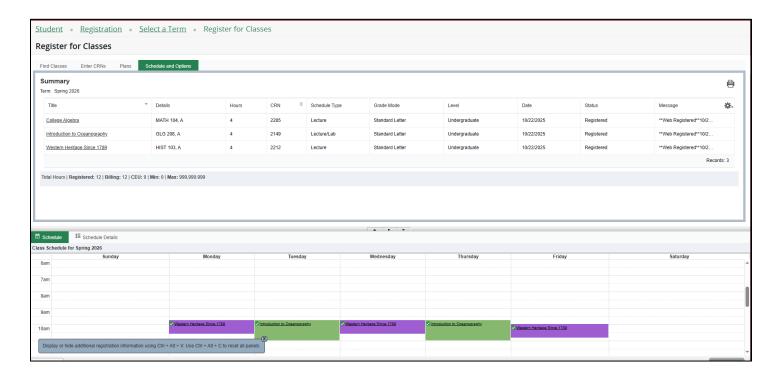
The Plans tab displays active plans that were created using the Plan Ahead for Registration feature or Degree Works. Saved plans are visible on this tab and can be used when it's time to actually register for classes.



Once the plan appears, you can click "Add all" in the right corner of the plan to add all courses simultaneously, add the courses individually or remove the courses.

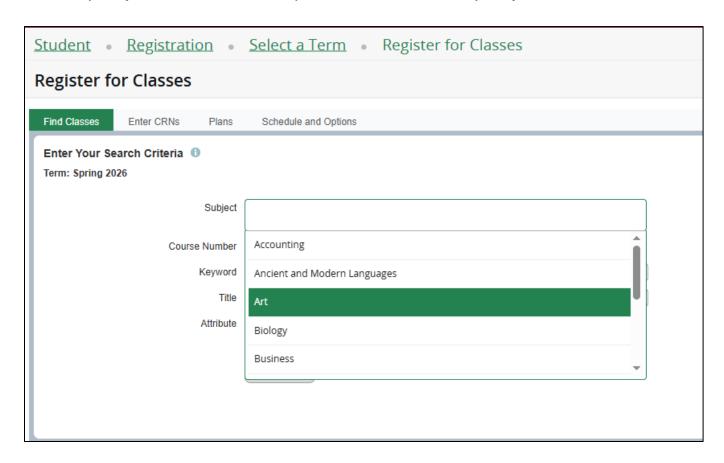
The courses will be added to the Summary panel (in the bottom right corner of the page) in a Pending status. Press the "Submit" button to save and officially register for the courses.

The Schedule and Options tab displays courses already registered. The display is the same as that found in "View Registration Information".

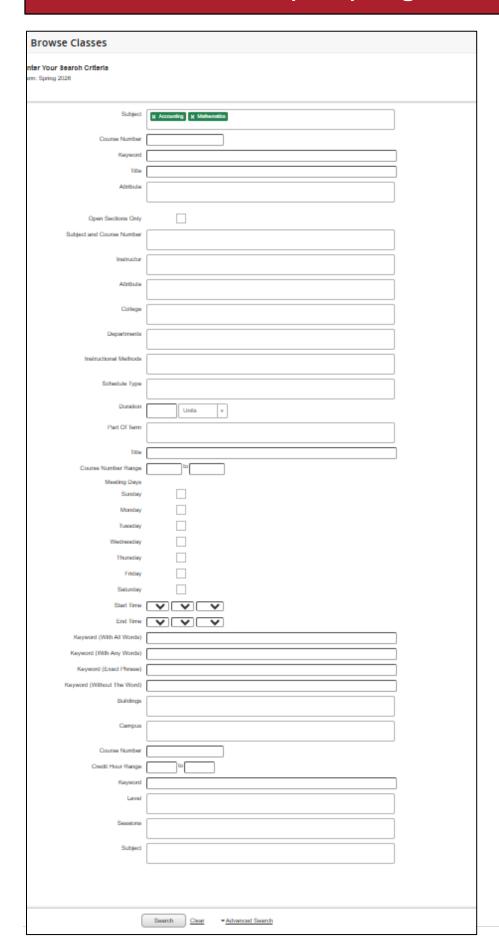


#### **Searching for CRNs**

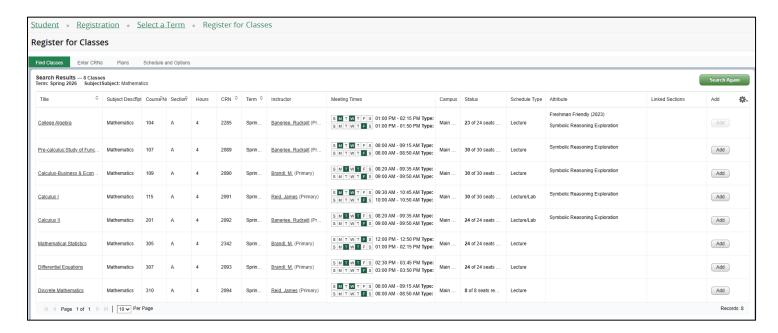
If you have not already found your CRN's, you can perform a search to find them. There are two ways to search for courses; the standard course search and the advanced course search. From the Landing Page, click on Search for Classes. After entering the term, click "Continue" to view the **Register for Classes** landing page. Enter Subject(s) and click on **Search** if you wish to search by subject. Below is an example of a course search by subject.



If you wish to perform an advanced search, click **Advanced Search** to bring back the following search options. You can now search for classes by using a wide variety of criteria.



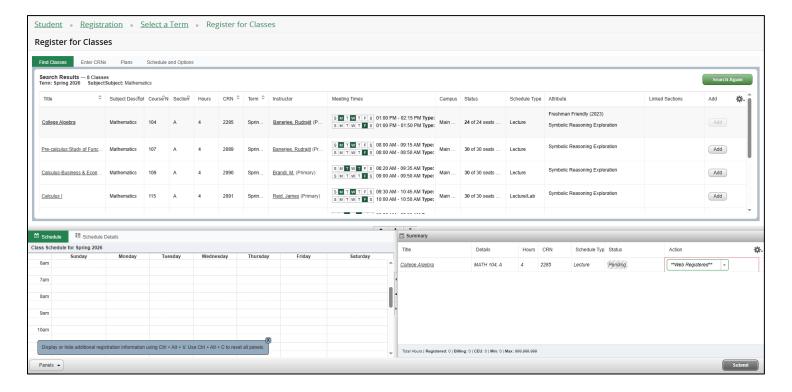
In this example, Mathematics is selected as the subject. The search brought back a listing of all Math courses that are offered this semester. Remember there may be additional courses listed on another page. You're cautioned to take note of the number of courses (by page) that are now displayed from the search.



Press the "Add" button to add the section to your registration.

Note, the page will display time conflicts with sections in which you are already registered. Closed sections are also identified.

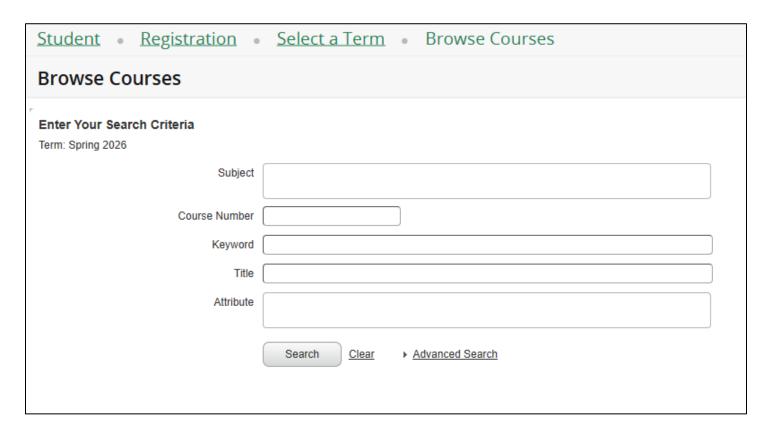
Pressing the "Add button places the section in the Summary panel with a "Pending" status. You must press the "Submit" button to save these changes.



If, for any reason, you are ineligible to register for the section, a message will be displayed in the top right corner of this page.

#### **Browse Course Catalog**

This page displays allows students to search for basic course information, to include course description. Once you select the term, click "Continue" to advance to the general class search option. Enter the preferred subject or subject and course number and click "Search". You can also use Advanced Search to expand the criteria.



The results of your search will include course information from the College catalog, as entered into the Banner system. The following columns will display: course title, subject description, course number, credit hours, course description and course sections. In order to use this feature to register for classes for the selected term, you must click "View Sections" to determine if the course is offered.

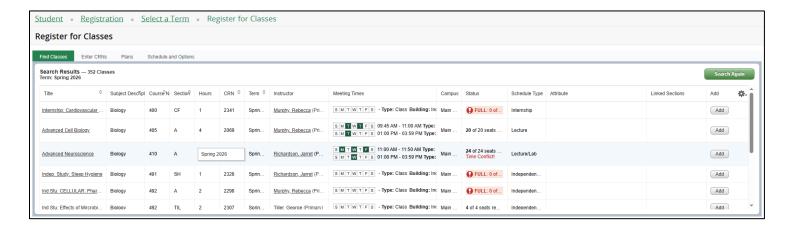


Once you've identified the courses in which you are interested, you're strongly encouraged to note the CRN for each course to prepare for registration.



#### **Closed Classes**

When you have searched for a class and it is closed, a message will be displayed in the Status column. Similarly, if a section in the search results has a time conflict with an existing registration it will be noted in the Status column.



#### **Other Registration Messages**

You may receive other registration messages when attempting to enroll in courses. Below are possible examples of registration errors:

- You do not meet the prerequisite or corequisite. This could be a course, GPA, test score or program requirement. Check the catalog course description to see what the requirements are for the course.
- The course you chose has a time conflict with another course you already have on your schedule. Select a course at a different time to avoid the conflict.

See the list of common error messages on the Registrar's webpage.

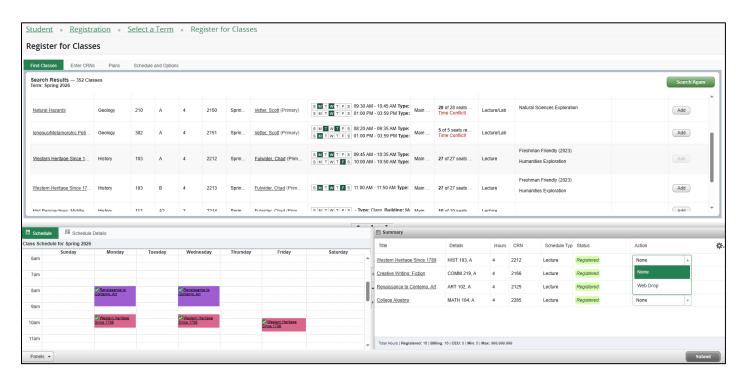
#### **Dropping a Class**

Once you are registered in courses, they will be listed like the example in the Summary pane below. Notice that each course has a drop-down box in the Action column. Click in the drop-down box to see the list of options related to that class. Your choices will vary depending on the date in the semester.

If you are dropping a course before school starts, "Web Drop" will be the option you see to drop the course (you will not be charged for the course).

You will only be able to drop from a course during the time period designated on the academic calendar noted as the "Last day for enrolling, adding courses or changing sections".

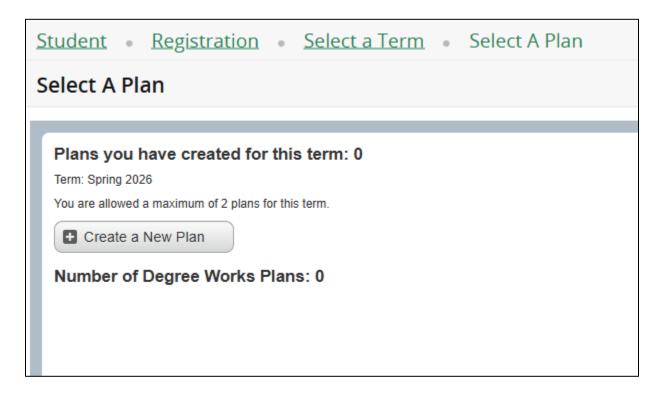
If you would like to drop a course after the deadline date, you must submit an academic petition. The request is located at <a href="https://www.centenary.edu/registrar/forms">www.centenary.edu/registrar/forms</a>.



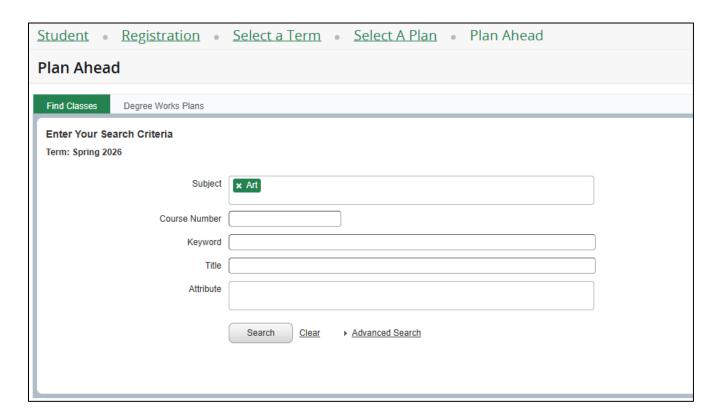
#### **Plan Ahead for Registration**

This page will provide an opportunity for students to pre-select courses for an upcoming registration period by creating a plan (list) of courses in advance of their assigned registration group.

Once you select a term from the drop-down menu, you will advance to the Select a Plan landing page.



Click "Create a New Plan" to get started. On the Plan Ahead page, you must conduct a search for classes by entering at least the course subject and clicking "Search".

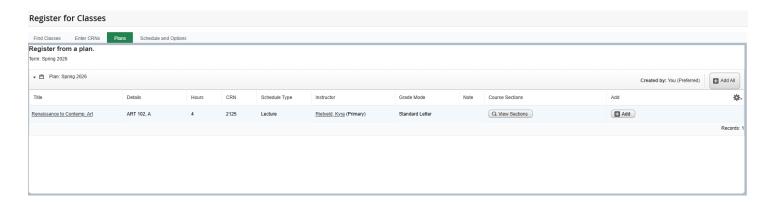


To ensure the preferred course(s) are offered during the selected term, you must click "View Sections" from the Course Sections column. Search until you have identified a course offered in the selected term and then click "Add". The course will then appear in the Summary pane (in the right bottom of the page) in a Pending status. The status will change from Pending to "Planned".

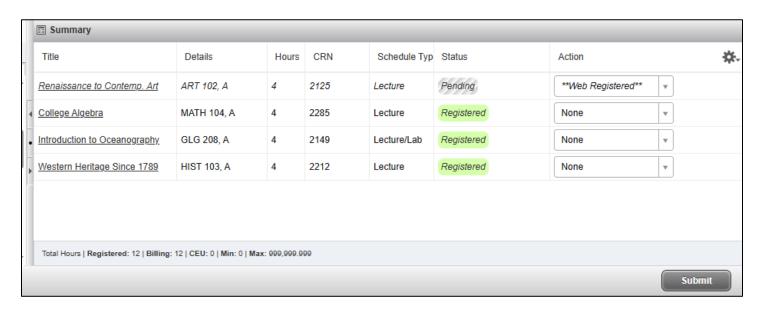


To officially add the course to your plan, click "Save Plan". A "Save Successful" message will appear in the top right corner of the page.

When your registration group is allowed to register, you can view your plan by selecting "Register for Classes" on the Registration landing page. Click the Plans tab to register for courses selected on your plan by clicking the "Add" button.

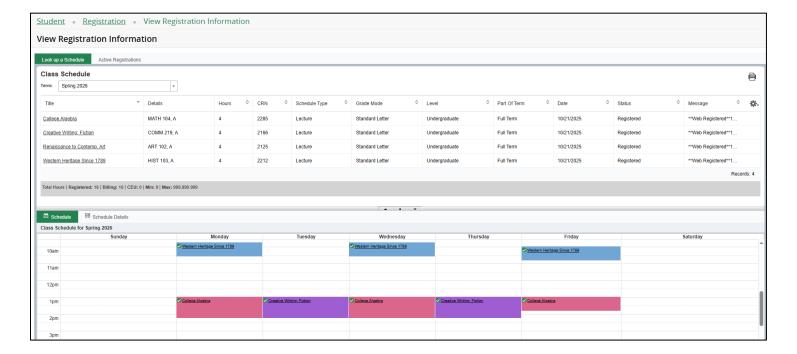


Pressing the "Add button places the section in the Summary panel with a "Pending" status. You must click the "Submit" button to save these changes.

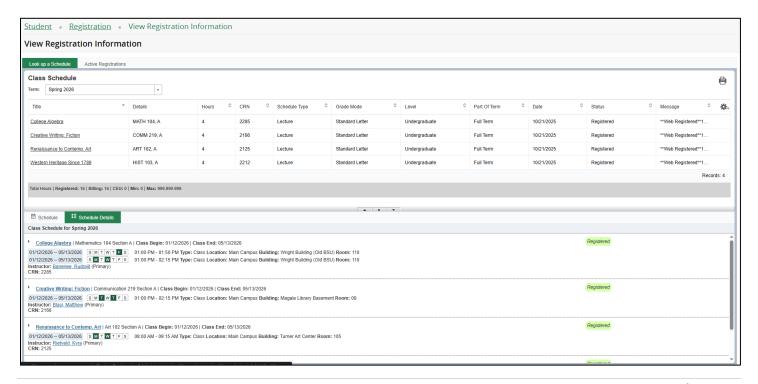


#### **View Registration Information**

This page will display details about your existing registration. The Schedule Tab gives you a visual representation of your semester schedule.

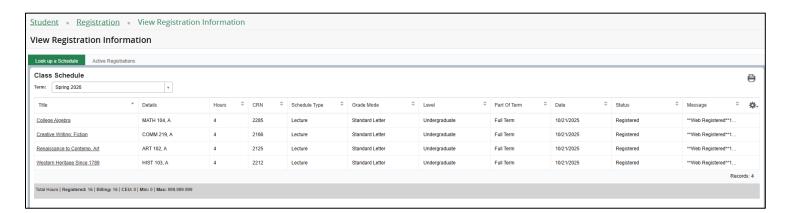


Days, times, location, start and end dates are displayed in Schedule Details. You can use the Tools (Gear) Icon to choose which columns to display.



### **Printing Registration Information**

To Print the schedule, click the Printer icon in the top right corner of the class schedule. You may produce a PDF to save or print.



PDF version of the Student Schedule, generated by pressing the Print Icon in the upper right corner.

10/21/25, 2:30 PM

Banner

#### \*TEST - cloned 21-FEB-25\*

#### the Catahoula, Skeeter Spring 2026 Schedule

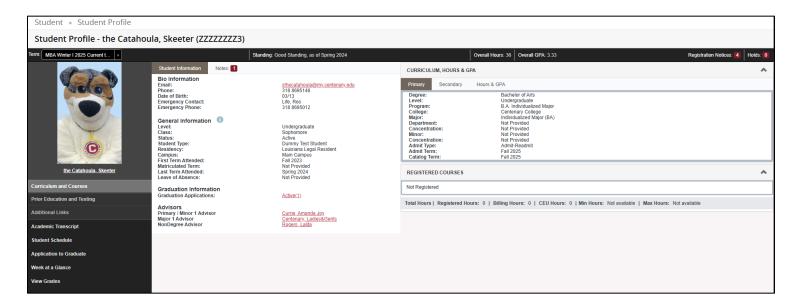
Classification: Sophomore Level: Undergraduate College: Centenary College Major: Psychology (BA) Department:Psychology Department

Title	Course Details	Credit Hours	CRN	Meeting Times
Renaissance to Contemp. Art	ART 102 A	4.0	2125	01/12/2026 - 05/13/2026 Monday, Wednesday 08:00 AM - 09:15 AM Main Campus, Turner Art Center, 105 Rietveld, Kyra
Creative Writing: Fiction	COMM 219 A	4.0	2166	01/12/2026 - 05/13/2026 Tuesday, Thursday 01:00 PM - 02:15 PM Main Campus, Magale Library Basement, 09 Blasi, Matthew
Western Heritage Since 1789	HIST 103 A	4.0	2212	01/12/2026 - 05/13/2026 Friday 10:00 AM - 10:50 AM Main Campus, Magale Library Basement, 09 Fulwider, Chad  01/12/2026 - 05/13/2026 Monday, Wednesday 09:45 AM - 10:35 AM Main Campus, Magale Library Basement, 09 Fulwider, Chad
College Algebra	MATH 104 A	4.0	2285	01/12/2026 - 05/13/2026 Friday 01:00 PM - 01:50 PM Main Campus, Wright Building (Old BSU), 110 Banerjee, Rudrajit  01/12/2026 - 05/13/2026 Monday, Wednesday 01:00 PM - 02:15 PM Main Campus, Wright Building (Old BSU), 110 Banerjee, Rudrajit

Total Hours | Registered: 16 | Billing: 16 | CEU: 0

#### **Student Profile**

This screen will provide you a complete view of your student record. You can view holds if you have any on your account, advisor information, program of study and class schedule.



<u>Curriculum and Courses</u> - Displays curriculum information for the student's primary degree, secondary degree, and any hours earned towards the degrees. Registered courses for the selected term are shown below the curriculum, hours, and GPA.

<u>Prior Education and Testing</u> - Displays High School and Post-Secondary information as well as any Placement testing and scores.

<u>Student Information</u> - Displays general information about student and their academic criteria.

Notes - Select this tab to view advising notes.

<u>Registration Notices</u> - Displays term selected Academic Standing, Student Status and Enrollment Status.

Holds - Displays any holds associated with the student for the selected term.

<u>Additional Links</u> allows the user to View Academic Transcript (unofficial), View the Student Schedule, Apply to Graduate, View a Week at a Glance and View Grades.

### **Questions?**

View the Self-Service Banner Registration webpage for more resources, to include tutorial videos, frequently asked questions and a how-to guide.

You're also welcome to contact the Registrar's Office at <a href="mailto:registrar@centenary.edu">registrar@centenary.edu</a> for assistance.