Office of Academic Records
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Registration and Plan Ahead documentation for Banner 9 Self-Service

Access Banner 9 Self-Service Registration via the Registration Information page in *MyMC*
Registration Self-service registration can be accessed by choosing Registration and Planning from the Student Profile menu.
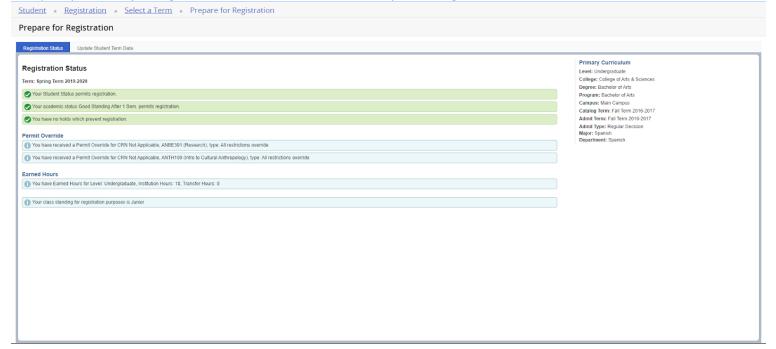To add or drop classes from your registration, choose "Add & Drop Classes".

Banner 9 Self-Service Registration Landing Page

Student • Registration

Registration

What would you like to do?

Prepare for Registration
View registration status, update student term data, and complete pre-registration requirements.

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

Plan Ahead
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

Browse Classes
Looking for classes? In this section you can browse classes you find interesting.

View Registration Information
View your past schedules and your ungraded classes.

Browse Course Catalog
Look up basic course information like subject, course and description.

Prepare for Registration

Click on the *Prepare for Registration* link on the landing page to make sure you don't have any holds that would impact your ability to register. You can also check to see if requested registration overrides have been entered.

Prepare for Registration

| Registration Status | Update Student Term Data |

Registration Status

Term: Spring Term 2019-2020

✓ Your Student Status permits registration.

✓ Your academic status Good Standing After 1 Sem. permits registration.

✓ You have no holds which prevent registration.

Permit Override

ⓘ You have received a Permit Override for CRN Not Applicable, ANBE391 (Research), type: All restrictions override

ⓘ You have received a Permit Override for CRN Not Applicable, ANTH109 (Intro to Cultural Anthropology), type: All restrictions override

Earned Hours

ⓘ You have Earned Hours for Level: Undergraduate, Institution Hours: 18, Transfer Hours: 0

ⓘ Your class standing for registration purposes is Junior

Primary Curriculum
Level: Undergraduate
College: College of Arts & Sciences
Degree: Bachelor of Arts
Program: Bachelor of Arts
Campus: Main Campus
Catalog Term: Fall Term 2016-2017
Admit Term: Fall Term 2016-2017
Admit Type: Regular Decision
Major: Spanish
Department: Spanish

Plan Ahead

You have the ability to create a schedule ahead of your registration time. You can add the courses you plan to take, and then at your registration time you can load the plan to your schedule all at once. Plan-ahead will open a few weeks before registration. Your academic advisor can see your registration plans and can also propose a plan. You can have a total of 5 registration plans, including any advisor-created plans. **Please note, courses saved in the Plan Ahead feature are not officially added to your schedule until you complete the registration process starting at your assigned registration time.**

To start creating your plan, select the *Plan Ahead* link from the landing page. Select the term and then select the *Create New Plan*. Use the search options along with the *View Sections* function to select courses to add to your plan. Once you have added your courses, make sure to select *Save Plan* and then enter a name for this plan. See additional information below on how to use the search options under the Find Classes feature.

Register for classes

Select the correct term. Guided Curriculum students will need to enter the Alternate Registration PIN received from your academic adviser. Hit *Continue*.

- You can search for classes to add via the standard and advanced search features on the *Find Classes* tab or you can enter CRNs directly under *Enter CRNs*.
- You can also register by selecting one of your pre-populated plans on the *Plans* tab.
- You can add the entire plan at once or you can add specific courses from the plan. When considering courses for either your plan or for your registration, be sure to consult the Course Information page by clicking on the title of the course and using the corresponding tabs to see important information about the course.

Additional information for using the Find Classes search feature: Basic searching can be done by selecting one or more subjects from the dropdown list and/or by entering the 3-digit course number. You can also search using keywords from the course subject, title and description. Advanced searching allows you to search by instructors, attributes, days/times and other search criteria. The dropdown lists will populate once you click on the specific search box. For example, if you click on *Subject* an alphabetical listing of the available subject descriptions will be shown. You can select additional subjects by clicking on the subject box and adding new subjects as desired. Courses from all selected subjects will be displayed.

➕ Add All

==Once you add the courses to your registration they will be listed as Pending. You need to submit the courses to be officially registered.== The status on courses that were successfully added will change from *Pending* to *Registered*. The calendar view will change from greyscale to color. The *Schedule and Options* tab will show your registered courses in both the list and calendar views.

==ATTENTION LAW STUDENTS: IF A CLASS IS FULL AND YOU WANT TO BE ADDED TO THE WAITLIST, PLEASE FOLLOW THE DIRECTIONS ON PAGE 6 (the last page) OF THIS DOCUMENT==

==If you check *Conditional Add and Drop*, courses will only be removed if a new course is successfully added during the same submission.== Note in the example below ACC 202 was not added because it is a time conflict with ACC 201. Since *conditional add and drop* was checked, no registered course was removed. ==If you do not check this option, courses can be removed without the necessary addition of another course.==

Student • Registration • Select a Term • Register for Classes

⚠ Unable to make requested changes so your schedule was not changed.

Register for Classes

| Find Classes | Enter CRNs | Plans | Schedule and Options |

Search Results — 182 Classes
Term: Fall 2021   Tuesday: True   Thursday: True   Start Time: 09

Search Again

Principles of Accounting I Lecture	Accounting	201	B	3	10573	Fall 2021	Smith, Christopher (Prima...	S M **T** W **T** F S 12:00 PM - 01:15 PM Type: Class I	Main	⊗ FULL: 0 of 35...	MBA BUS Foundation Course	Add
											MBA FIN Foundation Course	
											MACC Foundation Course	
											Accounting Certificate	
Principles of Accounting II Lecture	Accounting	202	B	3	10576	Fall 2021	Corso, Taylor (Primary)	S M **T** W **T** F S 09:25 AM - 10:40 AM Type: Class E	Main	**7** of 35 seats rem... Time Conflict!	MBA ACC Foundation Course	Add
											MBA BUS Foundation Course	
											MBA FIN Foundation Course	
											MACC Foundation Course	
											Accounting Certificate	

📅 Schedule   ☰ Schedule Details

Class Schedule for Fall 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am			Principles of A... / Sentence Grammar & Style		Principles of A... / Sentence Grammar & Style		
10am							

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Panels ▾

📋 Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action	⚙
Principles of Accounting II	ACC 202, B	3	10576	Lecture	Errors Preventing Regis...	Remove ▾	
Sentence Grammar & Style	ENG 321, B	3	14618	Lecture	Registered	None ▾	

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15

☐ Conditional Add and Drop ⓘ   Submit

WAITLISTING

If the course says full, please click the Add button and then in the summary block change the status to Wait List and click submit. This will add you to the wait list. YOU MUST FOLLOW THESE STEPS TO BE WAITLISTED!

Register for Classes

| Find Classes | Enter CRNs | Plans | Schedule and Options |

Search Results — 42 Classes
Term: Spring 2022 **Subject:** Law

Search Again

Title	Subject Description	Course Nu	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add	⚙
Constitutional Law Lecture	Law	522	Z	4	20738	Spring...	Modak-Truran, Mark (Pr...	S M T W T F S 02:30 PM - 04:20 PM **Type:** Clas	Law S...	⊗ FULL: 0 of 0...			Add	
First Amendment Lecture	Law	524	DL	3	27334	Spring...	Kupenda, Angela (Prima...	S M T W T F S 01:00 PM - 02:15 PM **Type:** Clas	Law S...	55 of 55 seats re...	Law Distance Learning		Add	
Military and Operational Law Lecture	Law	533	Z	2	27340	Spring...	Rosenblatt, James (Pri...	S M T W T F S 02:30 PM - 04:30 PM **Type:** Clas	Law S...	30 of 30 seats re...			Add	
Criminal Procedure Lecture	Law	562	DL	3	26122	Spring...	Johnson, Judith (Primary)	S M T W T F S 09:30 AM - 10:20 AM **Type:** Clas	Law S...	75 of 75 seats re...	Law Distance Learning		Add	
Law Review Self-paced	Law	600	Z	1	20741	Spring...	Campbell, Donald (Prim...	S M T W T F S - **Type:** Class **Building:** None F	Law S...	50 of 50 seats re...	Law Writing Requirement		Add	
Moot Court Board Self-paced	Law	603	Z	1	20742	Spring...	Edwards, Arthur (Primary)	S M T W T F S - **Type:** Class **Building:** None F	Law S...	40 of 40 seats re...			Add	

| 📅 Schedule | ☰ Schedule Details |

Class Schedule for Spring 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							

| 📋 Summary |

No registered or pending classes.

Student • Registration • Select a Term • Register for Classes

Register for Classes

| Find Classes | Enter CRNs | Plans | Schedule and Options |

Search Results — 42 Classes
Term: Spring 2022 **Subject:** Law

Search Again

Title	Subject Description	Course Nu	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add	⚙
Constitutional Law Lecture	Law	522	Z	4	20738	Spring...	Modak-Truran, Mark (Pr...	S M T W T F S 02:30 PM - 04:20 PM **Type:** Clas	Law S...	⊗ FULL: 0 of 0...			Add	
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| 📅 Schedule | ☰ Schedule Details |

Class Schedule for Spring 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

| 📋 Summary |

Title	Details	Hours	CRN	Schedule Type	Status	Action	⚙
Constitutional Law	LAW 522, Z	4	20738	Lecture	Pending	**Web Registered** ▲	
						Web Registered	
						Remove	
						Wait Lists	

Total Hours | Registered: 0 | **Billing:** 0 | **CEU:** 0 | **Min:** 0 | **Max:** 0

Panels ▾

Submit

To find where you are on the Waitlist go to the Registration Landing Page and click on View Registration Information

This screen will display. Make sure the correct Term is showing and then click on Schedule Details. The Waitlist Position will be at the bottom of your schedule. Very small and hard to see.

For questions regarding Banner 9 Self-Service schedule planning and registration Judy Burnett at burnett@mc.edu