**Farmingdale
State College**
State University of New York

Banner 9 Self Service Registration

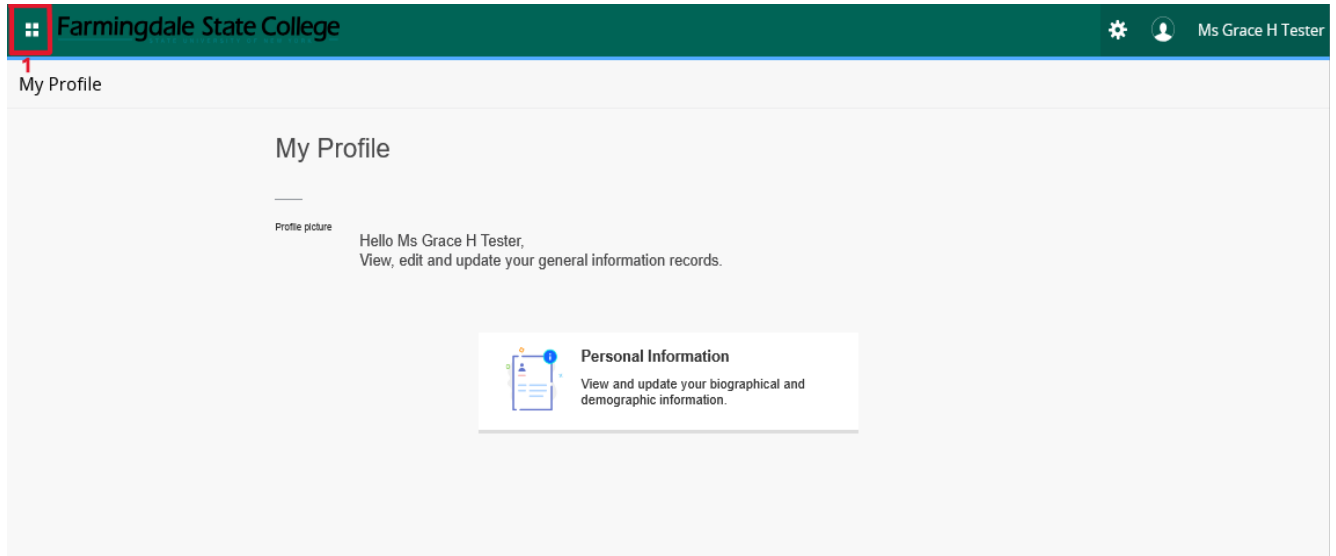## Contents

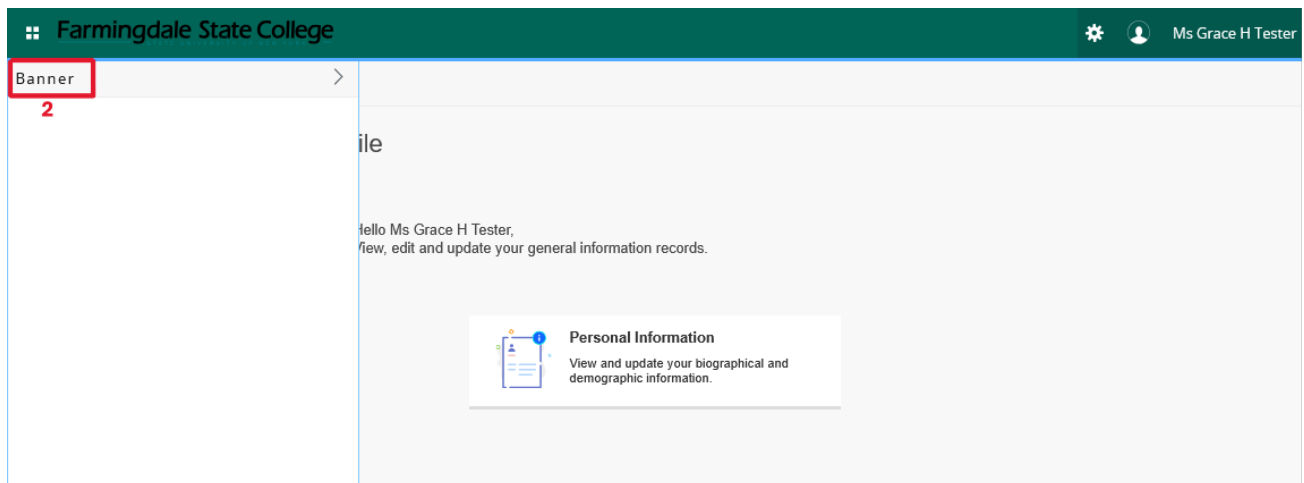## Farmingdale State College
State University of New York

My Profile Landing Page

This is the home landing page for the new Banner 9 Self Service.

You can click on the Personal Information box and review your personal information or click on the 4 squares [1] which brings up the Banner tab.

Click on the Banner tab [2] and it brings up the Banner Self Service menu.

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BANNER Self Service 9 Menu

This is the Banner Self Service 9 menu which allows you to select which site you want to navigate to.
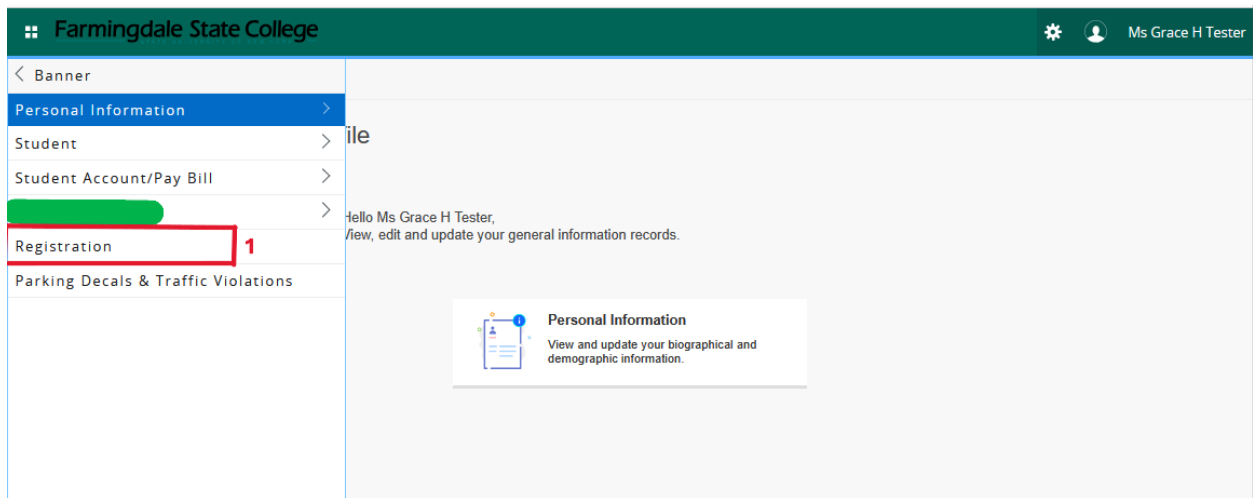
Click on Registration [1] to proceed to registration area.

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Banner 9 Registration Home Page

The Banner 9 Registration Home Page has links to the following:

- ➢ Prepare for Registration
- ➢ Browse Classes
- ➢ Browse Course Catalog

- ➢ Register for Classes
- ➢ View Registration Information

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.

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

Once you select "Prepare for Registration". Select a specific term from the drop down. After selecting the term, click the "Continue" button.

Student • Registration • Select a Term
Select a Term

Terms Open for Registration
Spring 2026

Continue

Use this page to check your registration status, as well as information about your Primary Curriculum, any holds you may have that would prevent registration, and your hours earned.

Prepare for Registration

Registration Status | Update Student Term Data

Registration Status

Term: Spring 2026

✓ Your Student Status permits registration.

✓ Your academic status permits registration.

✓ You have no holds which prevent registration.

Earned Hours

ⓘ You have Earned Hours for Level: Undergraduate, Institution Hours: 92, Transfer Hours: 0

ⓘ Your class standing for registration purposes is First Semester Senior

Primary Curriculum
Level: Undergraduate
College: Arts & Sciences
Degree: Bachelor of Science
Program: BS-Applied Psychology
Campus: Farmingdale
Catalog Term: Spring 2023
Admit Term: Spring 2023
Admit Type: Freshman, Curric Change
Major: Applied Psychology
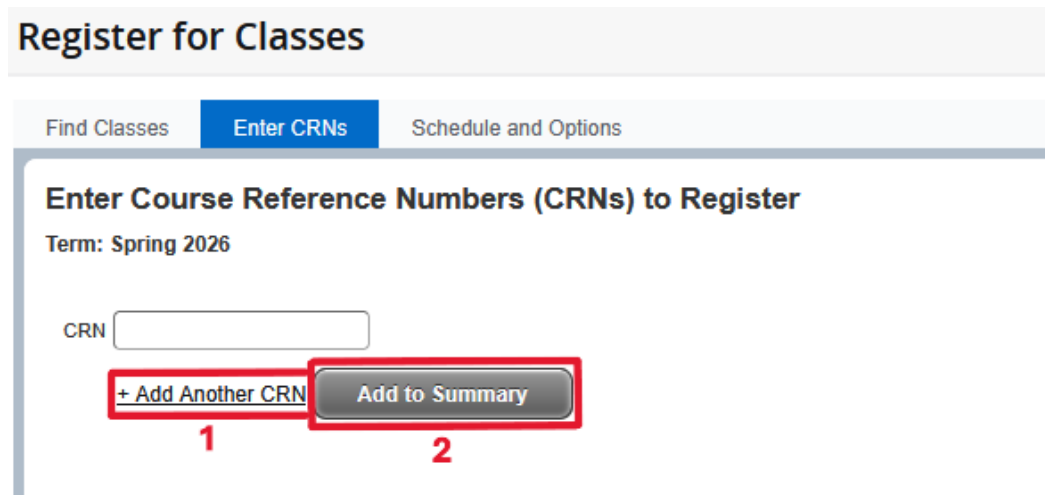Department: Psychology

Secondary Curriculum
Level: Undergraduate
College: Arts & Sciences
Degree: Microcredential
Program: Developmental Sci:Child Emphas
Campus: Farmingdale
Catalog Term: Spring 2025
Admit Term: Spring 2025
Major: Developmental Sci: Child Empha
Department: Psychology

Register for Classes

To register for a class you can either enter a CRN, if you know it, or search for a class using a variety of filters.

Enter CRNs to register for

If you already know the CRNs of the classes you would like to register for, you can enter them in the "**Enter CRNs**" tab. To add more than one course, press the "**+ Add Another CRN**" button [1]. Once you are finished entering CRNs, click the "**Add to Summary**" button [2].

Find Classes to register for

See the "Browse Classes" [Page 16] section below for more details on how to use the search tool.

At this point, you can click on the underlined course title [1] to the left to view more about the course, or you can click on the "**Add**" button [2] to the right to add the course to your preliminary schedule. The course will then show in the "**Enrollment Activity**" section to the bottom right of the screen (see "Submit your Registration" [page 9]).

Class Details

You can click on the underlined course title [1] to view more details about the course. Here you will find the Course Description, Registration Restrictions, Prerequisites etc. Click on a course detail item [2] and the detailed information will be viewable.

Submit your Registration

Using the Find Classes and Enter CRNs feature only adds classes to your preliminary schedule. Notice in the **Enrollment Activity** window shown above, the course's status is listed as "**Pending**". This means that you are not yet registered for the course. You will need to click the "**Submit**" button to finish registering for the course(s). The enrollment status will then change to "**Registered**".

Once you hit "**Submit**," you may be met with an error if you do not meet that course's criteria for registration. In the Schedule Summary section of the page, there will be an error message in the status field [1].

At the top right of the page, there will be an error message [2] with more detail on what the error is. Some examples are:

Field of Study Restriction:

Prerequisite and Test Score Error:

Corequisite Error:

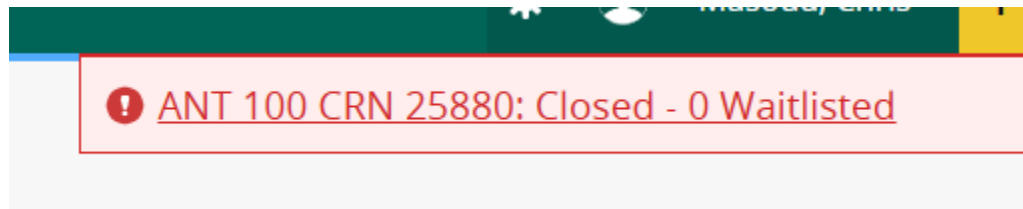**Drop Classes**

Click on the drop-down menu under "**Change Enrollment Status**" column next to the class that you would like to drop or remove. This will display then enrollment status options. Select the option that corresponds with the action that you would like to take – either "**Withdraw initiated by student**" or "**Remove**". Then, click the "**Submit**" button. This will remove the course from your schedule and drop you from the class.

How to add yourself to a Waitlist

If you try registering for a class that is full. You will be met with an error that the section is closed, with a number of students on the waitlist

To add yourself to the waitlist, select "Waitlist" in the action box dropdown and click "Submit"

Once submitted, the status will indicate that you have been Waitlisted for the section.

Title	Details	Hours	CRN	Schedule Ty	Fin Aid Status	Status	Action	
Introduction to Anthropology	ANT 100, 001	0	25880	Lecture		Waitlisted	None	▼
Chinese I	CHI 151, 001	3	21076	Lecture		Registered	None	▼
Financial Accounting	BUS 101, 001	3	20065	Lecture		Registered	None	▼

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18   Compliance Results

Submit

You can see your position on the waitlist in the "**Schedule Details**" tab, by clicking the drop-down arrow (1) and finding "Waitlist Position" (2)

Schedule and Schedule Details

As you add classes, they will appear in the "**Schedule**" tab at the bottom of your screen. You can also check the "**Schedule Details**" tab for more information on those classes.

Schedule and Options

Register for Classes

Find Classes   Enter CRNs   Schedule and Options

Summary
Term: Spring 2026

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
Introduction to Anthropology	ANT 100, 003	3	25895	Lecture	Regular A thro...	Undergraduate	None	10/29/2025	Registered	**WEB Reg...
Women in Modern Literature	EGL 316W, W01	3	23559	Lecture	Regular A thro...	Undergraduate	None	09/16/2025	Registered	**WEB Reg...

Records: 2

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

You can then view your current classes in the "Schedule and Options" tab at the top of the screen.

Navigating the Register for Classes screen

The **Register for Classes** page is comprised of three panels as seen labeled in the image above [**A**, **B**, and **C**]. The page gives you the ability to collapse or expand the different panels three different ways:

1. The arrows and circle buttons [1]

2. The "**Panels**" button [2]

3. Using keyboard shortcuts

    a. Ctrl + Alt + V to display or hide additional registration information

    b. Ctrl + Alt + C to reset all panels

View Registration Information

Use this page to view your existing registration. You can also view prior registration history, after a term has been closed for registration. The "Schedule" tab gives you a visual representation of your semester schedule. Days, times, locations, and start and end dates are displayed in "Schedule Details".

You can click on the course Title [1] to get more information about that specific class.

To print the schedule, click the Printer Icon. You may produce a PDF to save or print.

Browse Classes

Use this link to search and browse through class sections for potential registration or research.

First, select the term [1] you want to browse classes for and the click "**Continue**" [2].

Clicking in the **Subject** field [3] will open a dropdown where you can choose a subject of a class. You can also enter the **Course Number** of a specific class that you're looking for, or a keyword related to the class.

Another option is to use the **Advanced Search** function near the bottom of this section [4] to search for classes by instructor, schedule, credit hours, and other options.

Once you have entered your search parametrs click "**Continue**" [5] to get your search results.

Browse Course Catalog

Use this link to search on and browse through courses in the course catalog for potential registration or research.

First, select the term [1] you want to browse classes for and the click "**Continue**" [2].

Select a Term

Select a Term for Class Search

Select a term... 1

Continue 2

Clicking in the **Subject** field [3] will open a dropdown where you can choose a subject of a class. You can also enter the **Course Number** of a specific class that you're looking for, or a keyword related to the class.

Another option is to use the **Advanced Search** function near the bottom of this section [4] to search for classes by instructor, schedule, credit hours, and other options.

Once you have entered your search parametrs click "**Continue**" [5] to get your search results.

Browse Classes

Enter Your Search Criteria
Term: Spring 2023

Subject

Course Number 3

Keyword

Search Clear ▶ Advanced Search
5 4