

## Banner 9 Self Service Registration

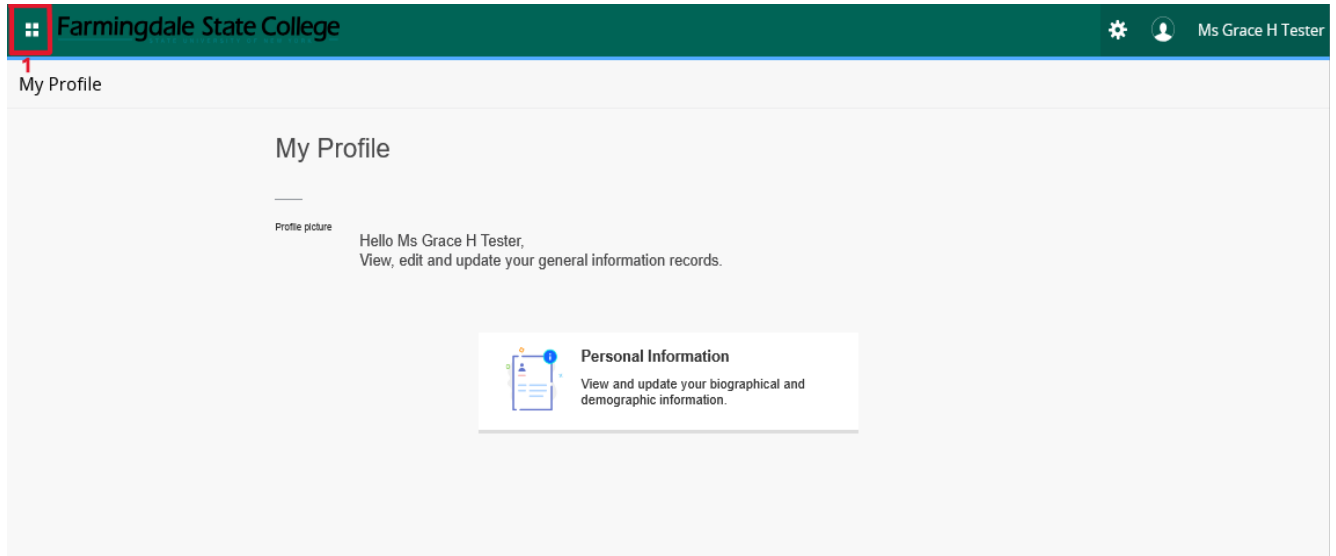
### Contents

---

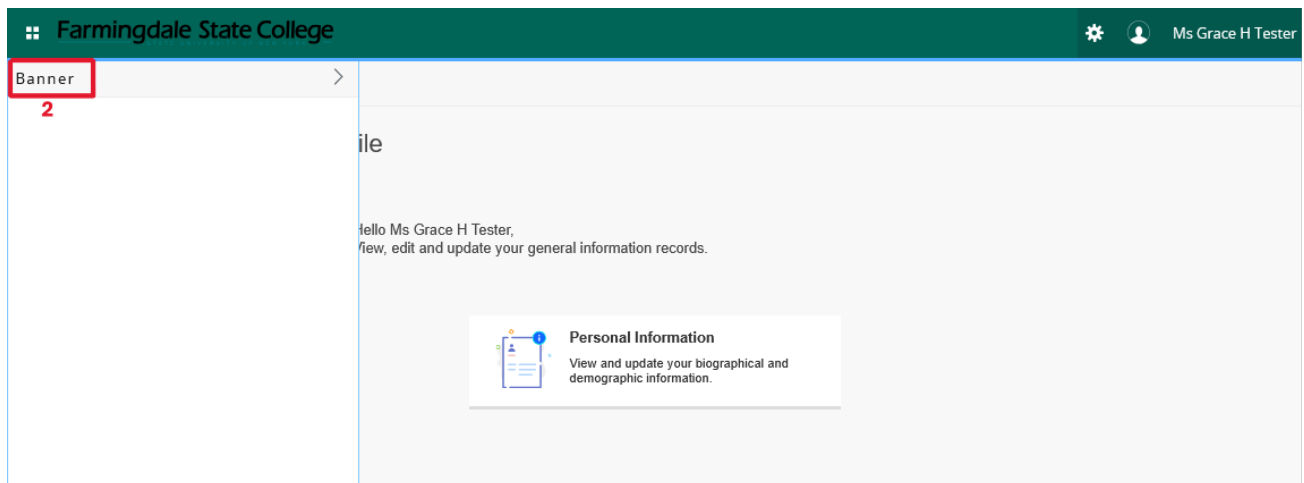
My Profile Landing Page .....	2
BANNER Self Service 9 Menu .....	3
Banner 9 Registration Home Page .....	4
Prepare for Registration .....	5
Register for Classes .....	6
Enter CRNs to register for .....	6
Find Classes to register for .....	7
Class Details .....	8
Submit your Registration .....	9
Drop Classes .....	11
How to Add Yourself to a Waitlist .....	12-13
Schedule and Schedule Details .....	14
Schedule and Options .....	15
Navigating the Register for Classes Screen .....	16
View Registration Information .....	17
Browse Classes .....	18
Browse Course Catalog .....	19

## My Profile Landing Page

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



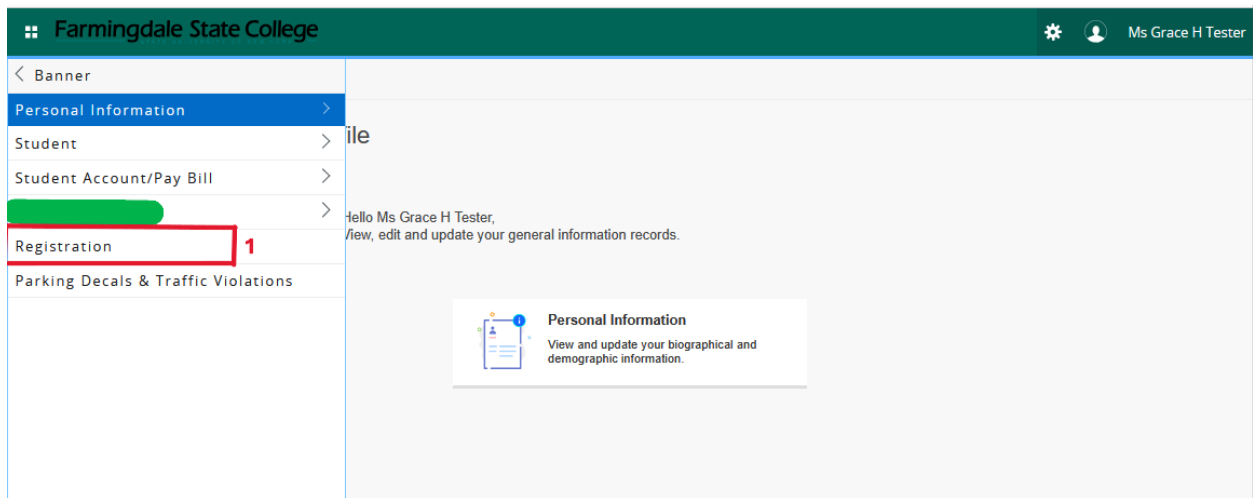
You can click on the Personal Information box and review your personal information or click on the 4 squares [1] which brings up the Banner tab.



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

## 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.

## Banner 9 Registration Home Page

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

- Prepare for Registration
- Register for Classes
- Browse Classes
- View Registration Information
- Browse Course Catalog

### 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

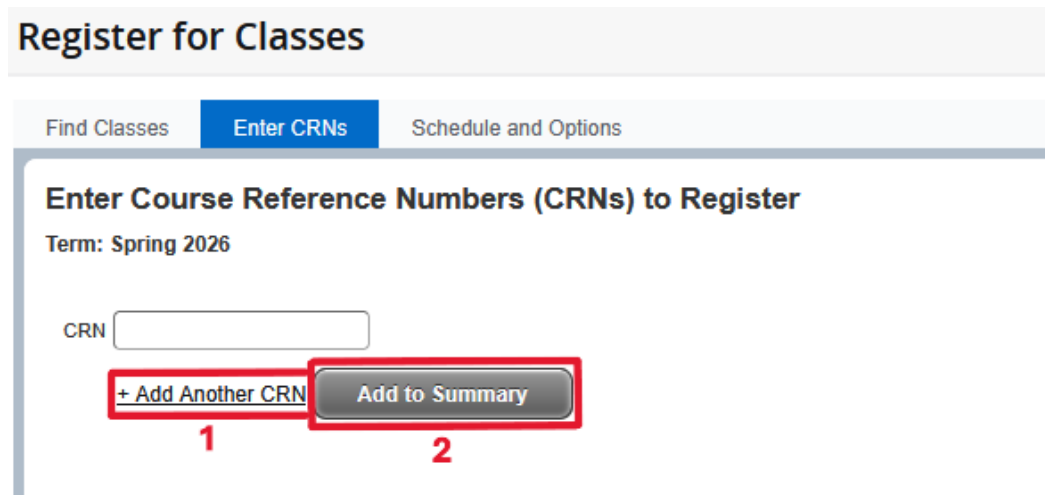
**Secondary Curriculum**

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



**Register for Classes**

Find Classes **Enter CRNs** Schedule and Options

**Enter Course Reference Numbers (CRNs) to Register**

Term: Spring 2026

CRN

**+ Add Another CRN** **Add to Summary**

**1** **2**

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.

### Register for Classes

Find Classes
Enter CRNs
Schedule and Options

Search Results — 18 Classes  
Term: Spring 2026 Subject: Anthropology

Search Again

Title	Subject De	Cours	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule T	Attribute	Linked Sections	Add
<a href="#">Introduction to A...</a>	Anthro...	100	001	3	2...	S...		S M T W T F S 12:15 PM -	F...	24 of 24 ... 24 of 24 ...	Lecture	GenEd Comp - Soc/Beha...		Add
<a href="#">Introduction to A...</a>	Anthro...	100	003	3	2...	S...		S M T W T F S 03:05 PM -	F...	24 of 24 ... 24 of 24 ...	Lecture	GenEd Comp - Soc/Beha...	2	Add
<a href="#">Introduction to A...</a>	Anthro...	100	004	3	2...	S...		S M T W T F S 04:30 PM -	F...	24 of 24 ... 24 of 24 ...	Lecture	GenEd Comp - Soc/Beha...		Add
<a href="#">Introduction to A...</a>	Anthro...	100	J01	3	2...	S...		S M T W T F S - Type: Cla	F...	24 of 24 ... 24 of 24 ...	Distan...	GenEd Comp - Soc/Beha...		Add

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

The screenshot displays the 'Register for Classes' interface. At the top, navigation links include 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below this, the 'Search Results' section shows 18 classes for the Spring 2026 term, filtered by the subject 'Anthropology'. A table lists these results with columns for Title, Subject, Course, Section, Hours, CRN, Term, and Instructor. The second row, 'Introduction to An...', is highlighted with a red box and labeled with a red '1'. To the right, a 'Class Details' pop-up window is open for 'Introduction to Anthropology Anthropology 100 003'. This window has a sidebar with links: 'Class Details', 'Bookstore Links', 'Course Description' (highlighted with a red box and labeled with a red '2'), 'Syllabus', 'Attributes', 'Restrictions', 'Instructor/Meeting Times', 'Enrollment/Waitlist', 'Corequisites', 'Prerequisites', 'Cross Listed Courses', 'Linked Sections', 'Fees', and 'Catalog'. The main content area of the pop-up provides a detailed description of the course, its sub-fields (Physical, Biological, Archaeology, Linguistics, and Sociocultural Anthropology), and a 'Section information text' that repeats the introductory text.

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

Summary

Title	Details	Hour	CRN	Schedule	Fin Aid Status	Status	Action
<a href="#">Introduction to Anthr...</a>	ANT 100, ...	3	25895	Lecture		Pending	**WEB Registered**
<a href="#">Women in Modern L...</a>	EGL 316W...	3	23559	Lecture		Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18
 

Compliance Results

Submit

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

Summary

Title	Details	Hour	CRN	Schedule	Fin Aid Status	Status	Action
<a href="#">Introduction to Anthr...</a>	ANT 100, ...	3	25895	Lecture		Registered	<div>None</div> <div>None</div> <div>WEB Drop</div>
<a href="#">Women in Modern L...</a>	EGL 316W...	3	23559	Lecture		Registered	

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

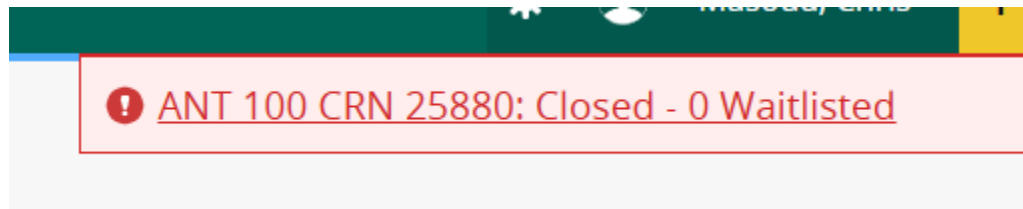
Compliance Results

Submit

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”

Summary

Title	Details	Hours	CRN	Schedule Ty	Fin Aid Status	Status	Action
Introduction to Anthropology	ANT 100, 001	3	25880	Lecture		Errors Preventing Re...	<div>Remove</div>
Chinese I	CHI 151, 001	3	21076	Lecture		Registered	<div>Remove</div>
Financial Accounting	BUS 101, 001	3	20065	Lecture		Registered	<div>**WEB Registered**</div> <div>Waitlist</div>

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

Compliance Results

Submit

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

Summary

Title	Details	Hours	CRN	Schedule Ty	Fin Aid Status	Status	Action
<a href="#">Introduction to Anthropology</a>	ANT 100, 001	0	25880	Lecture		Waitlisted	None
<a href="#">Chinese I</a>	CHI 151, 001	3	21076	Lecture		Registered	None
<a href="#">Financial Accounting</a>	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

Schedule Details

Class Schedule for Spring 2026

1

[Introduction to Anthropology](#) | Anthropology 100 Section 001 | Class Begin: 01/26/2026 | Class End: 05/20/2026  
 Message: Waitlist | Hours: 0 | Level: Undergraduate | Campus: Farmingdale | Schedule Type: Lecture | Instructional Method: Class Room Only | Grade Mode: Regular A through F System | Waitlist Position: 1  
 01/26/2026 – 05/20/2026 S M T W T F S 12:15 PM - 01:30 PM Type: Class Location: Farmingdale Building: Whitman Hall Room: 161  
 Instructor: [Look, Cory](#) (Primary)  
 CRN: 25880

2

## Schedule and Schedule Details

Schedule

Schedule Details

Class Schedule for Spring 2026

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am		<div> <div>✓</div> <div>Women in Modern Literature</div> </div>		<div> <div>✓</div> <div>Women in Modern Literature</div> </div>			
12pm							
1pm							
2pm							
3pm		<div> <div>✓</div> <div>Introduction to Anthropology</div> </div>		<div> <div>✓</div> <div>Introduction to Anthropology</div> </div>			

Panels

Schedule

Schedule Details

Class Schedule for Spring 2026

▼

[Introduction to Anthropology](#) | Anthropology 100 Section 003 | Class Begin: 01/26/2026 | Class End: Registered

07/15/2026

Registered\*\* | Hours: 3 | Level: Undergraduate | Campus: Farmingdale | Schedule Type: Lecture | Instructional Method: Class Room Only | Grade Mode: Regular A through F System

01/26/2026 -- 07/15/2026

S

M

T

W

T

F

S

03:05 PM - 04:20 PM Type: Class Location: Farmingdale Building: Whitman Hall Room: 161

No specified Instructor

CRN: 25895

▶

[Women in Modern Literature](#) | English 316W Section W01 | Class Begin: 01/26/2026 | Class End: Registered

07/15/2026

01/26/2026 --

07/15/2026

S

M

T

W

T

F

S

10:50 AM - 12:05 PM Type: Class Location: Farmingdale Building: Whitman Hall Room: 159

No specified Instructor

CRN: 23559


Panels ▼

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 ⚙
<a href="#">Introduction to Anthropology</a>	ANT 100, 003	3	25895	Lecture	Regular A thro...	Undergraduate	None	10/29/2025	Registered	**WEB Reg...
<a href="#">Women in Modern Literature</a>	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

**Register for Classes**

Find Classes | Enter CRNs | Schedule and Options

**Search Results — 57 Classes**  
Term: Spring 2026 Subject: History

Search Again

Title	Subject De	Couise	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule T	Attribute	Linked Sections	Add
Western Civilizati...	History	114	DJ1	3	20...	S...		S M T W T F S - Type: Clas	Fa...	25 of 25 ... 25 of 25 ...	Distan...	GenEd Comp - Western Ci... GE World HIS & Global Aw...		Add
Western Civilizati...	History	114	DJ2	3	26...	S...		S M T W T F S - Type: Clas	Fa...	25 of 25 ... 25 of 25 ...	Distan...	GenEd Comp - Western Ci... GE World HIS & Global Aw...		Add
Western Civilizati...	History	114	HY2	3	20...	S...		S M T W T F S 09:25 AM - 1 S M T W T F S - Type: Clas	Fa...	30 of 30 ... 30 of 30 ...	Hybrid ...	GenEd Comp - Western Ci... GE World HIS & Global Aw...		Add

**Class Schedule for Spring 2026**

Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday

1pm

2pm

3pm

4pm

5pm

**Summary**

Title	Details	Hour	CRN	Schedule	Fin Aid Status	Status	Action
Introduction to Anthr...	ANT 100, ...	3	25895	Lecture		Registered	None
Women in Modern L...	EGL 316W...	3	23559	Lecture		Registered	None

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

Compliance Results

Submit

**Panels**

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”.

### View Registration Information

[Look up a Schedule](#)
[Active Registrations](#)

**Class Schedule**


Term: Spring 2026

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
<a href="#">Introduction to Anthropol...</a>	ANT 100, 003	3	25895	Lecture	Regular A thr...	Undergraduate	Full Term	None	10/29/2025	Registered	**WEB Re...
<a href="#">Women in Modern Litera...</a>	EGL 316W, ...	3	23559	Lecture	Regular A thr...	Undergraduate	Full Term	None	09/16/2025	Registered	**WEB Re...

Records: 2

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

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].

The screenshot shows a form titled "Select a Term". Inside the form, there is a dropdown menu with the placeholder text "Select a term..." and a small downward arrow. This dropdown is enclosed in a red box with the number "1" to its right. Below the dropdown is a button labeled "Continue", which is also enclosed in a red box with the number "2" to its right.

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 parameters click “Continue” [5] to get your search results.

## Browse Classes

### Enter Your Search Criteria

Term: Spring 2023

The screenshot shows a form titled "Enter Your Search Criteria". It includes a label "Term: Spring 2023". Below this, there are three input fields: "Subject", "Course Number", and "Keyword". These three fields are grouped together in a red box with the number "3" to its right. Below the input fields, there is a "Search" button (labeled "5" in a red box), a "Clear" link, and an "Advanced Search" link (labeled "4" in a red box).

## 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...

Continue

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 parameters click “Continue” [5] to get your search results.

## Browse Classes

### Enter Your Search Criteria

Term: Spring 2023

Subject

Course Number

Keyword

Search Clear Advanced Search