Farmingdale State College
State University of New York

Banner 9 Self Service Registration

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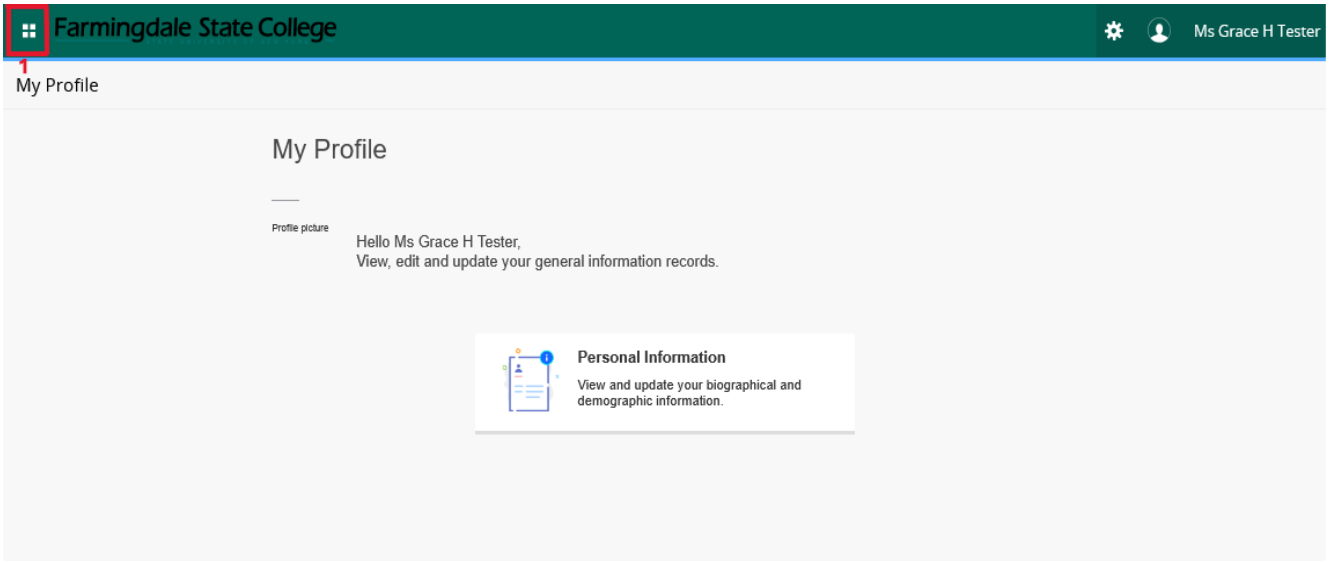
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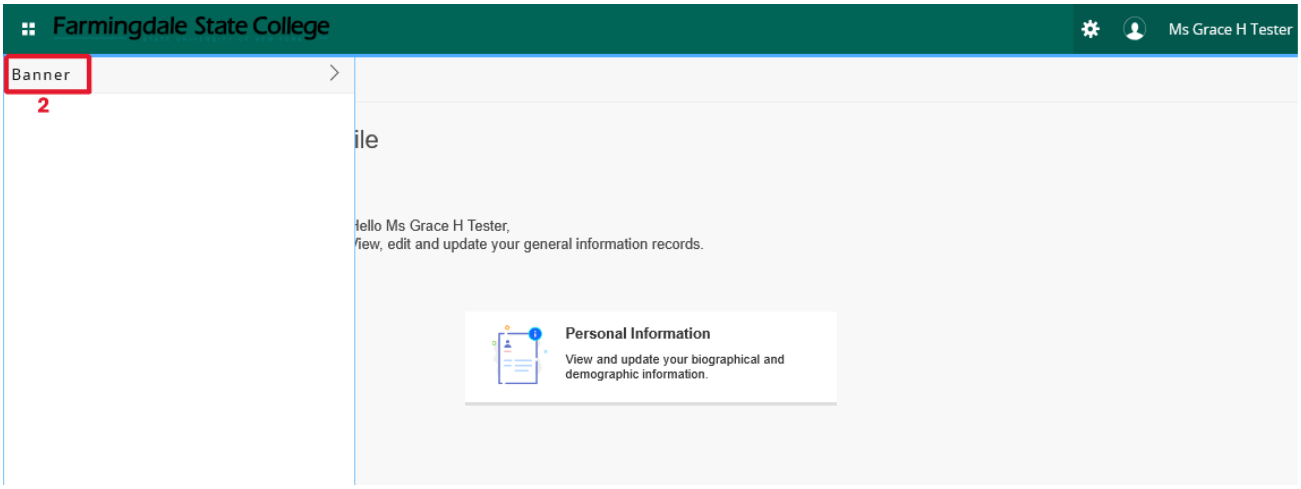
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My Profile Landing Page

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



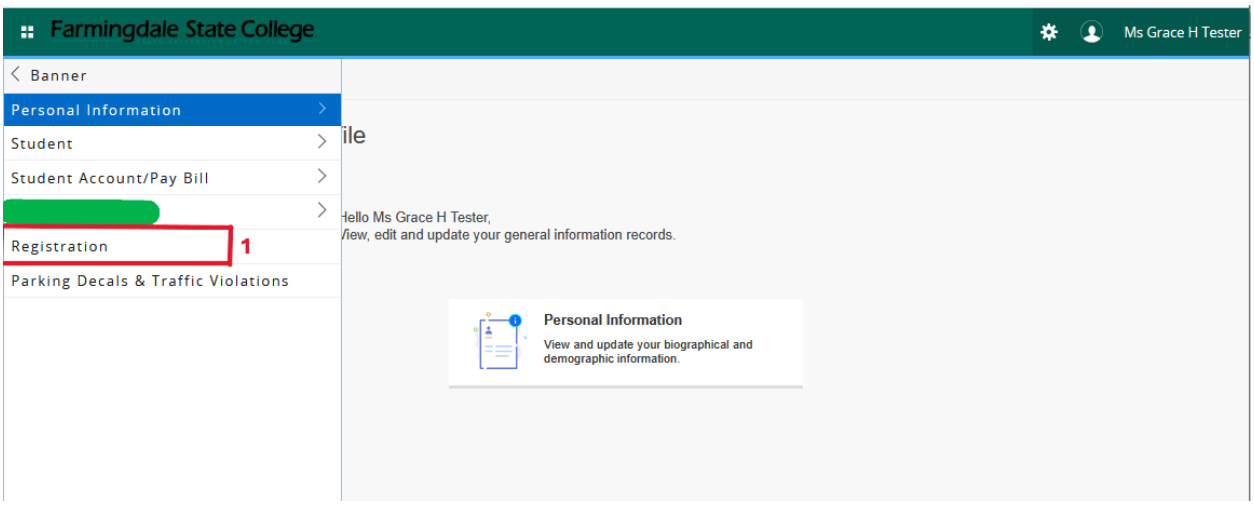
You can click on the Personal Information box and review your personal information or click on the 4 squares [1] which brings up the Banner tab.



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.

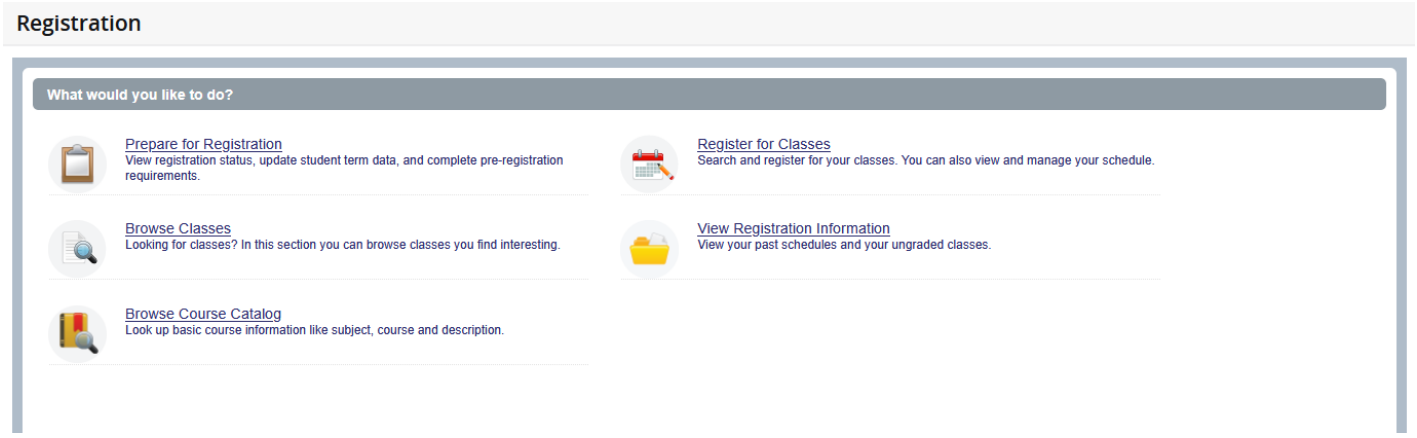


Click on Registration [1] to proceed to registration area.

Banner 9 Registration Home Page

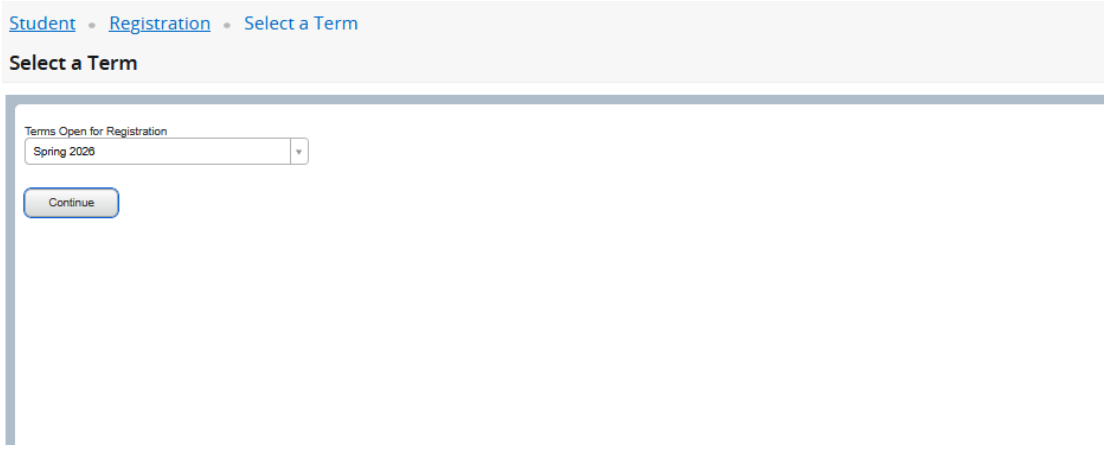
The Banner 9 Registration Home Page has links to the following:

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

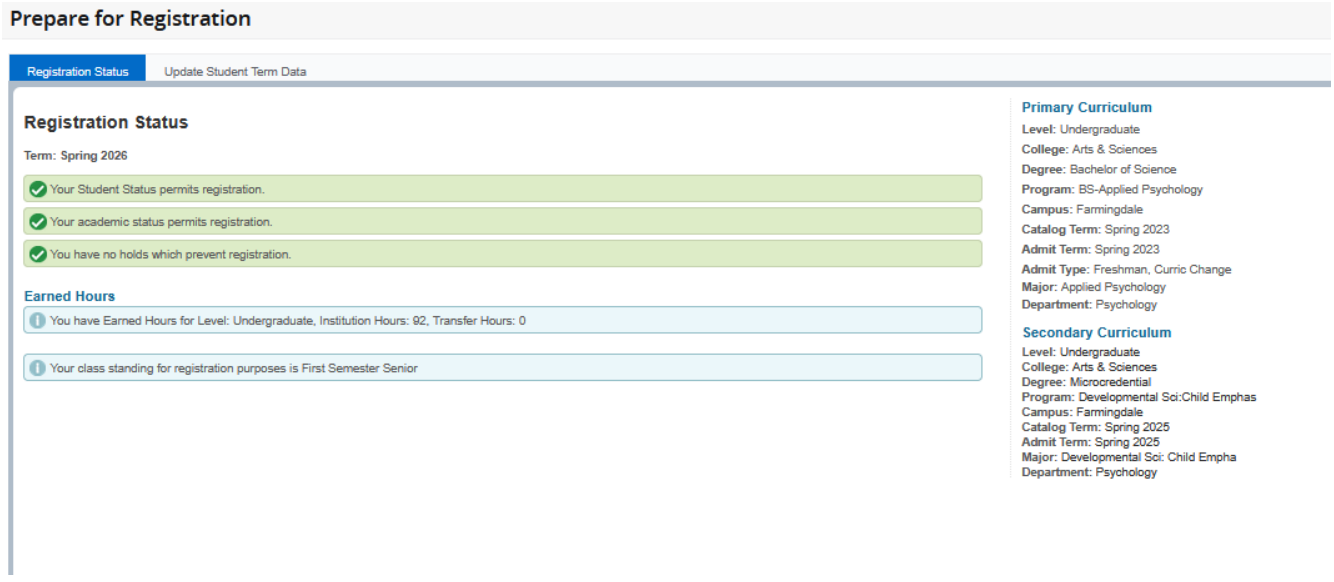


Prepare for Registration

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



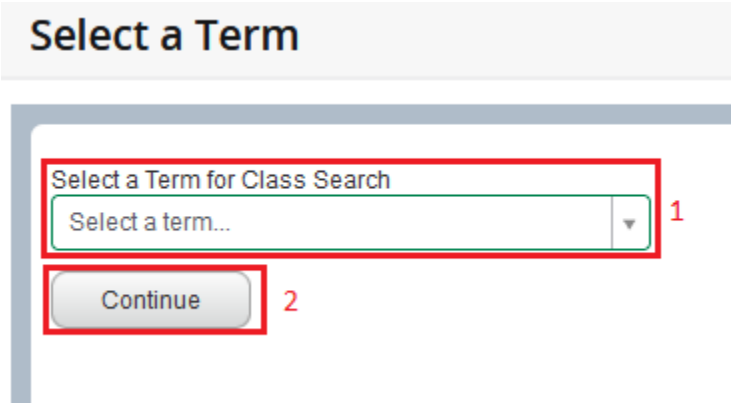
Use this page to check your registration status and view your curriculum information. Your registration status includes important messages. In the example below, the student has no holds and is permitted to register. The student has earned 92 credits and does not have any transfer credits.



Browse Classes

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

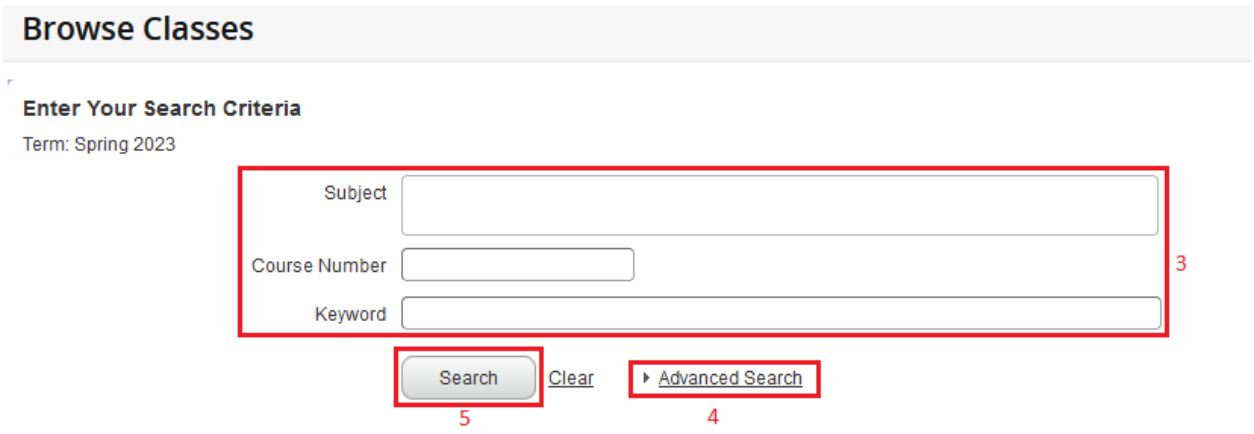
First, select the term [1] you want to browse classes for and the click "**Continue**" [2].



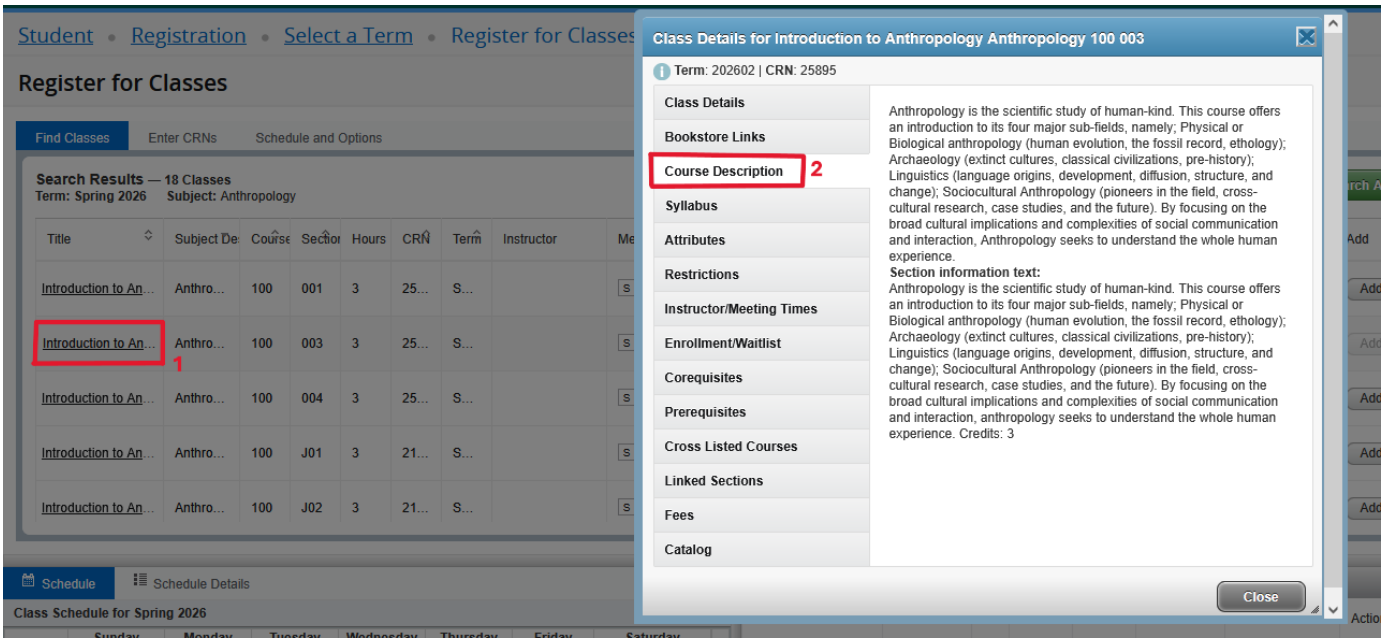
Clicking in the **Subject** field [3] will open a drop-down where you can choose a subject of a class. You can also enter the **Course Number** of a specific class that you're looking for, or a keyword related to the class.

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.



Class Details

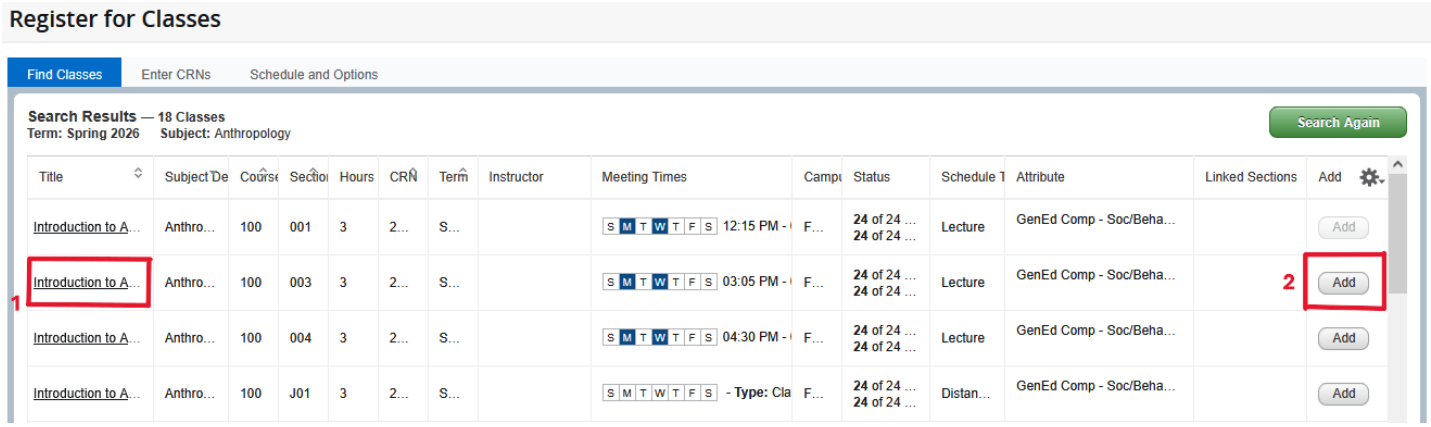


You can click on the underlined course title [1] to view more details about the course. Here you will find the Course Description, Registration Restrictions, Prerequisites etc. Click on a course detail item [2] and the detailed information will be viewable.

Register for Classes

You can register for a class by using the "look-up" method or entering a CRN (Course Reference Number)

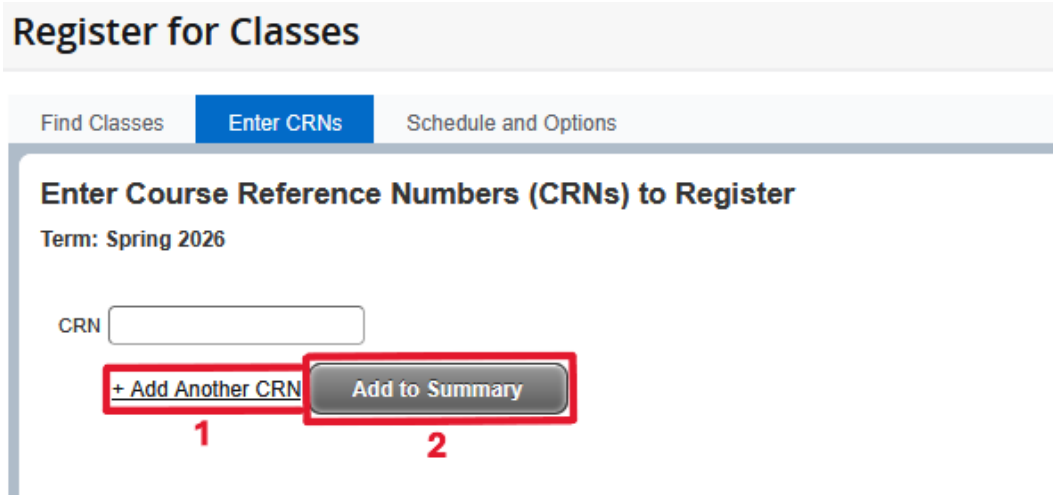
OPTION 1: Look Up Classes



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 "**Summary**" section to the bottom right of the screen.

OPTION 2: Enter CRNs to register for

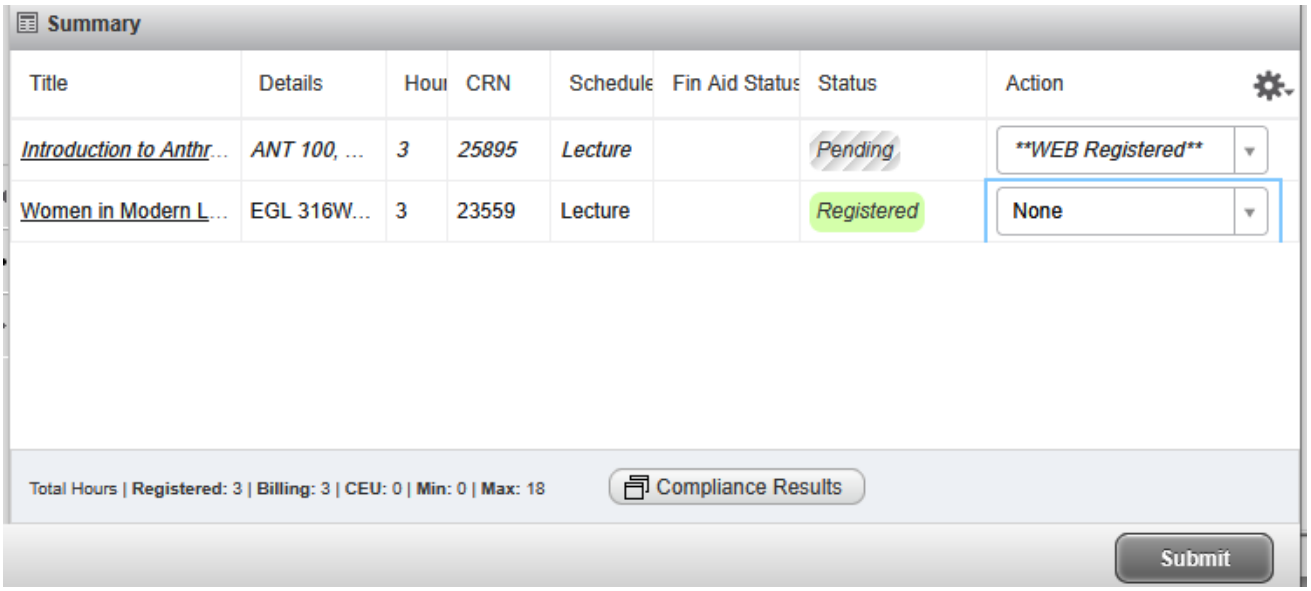
If you already know the CRNs of the classes you would like to register for, you can enter them in the "**Enter CRNs**" tab. To add more than one course, press the "**+ Add Another CRN**" button [1]. Once you are finished entering CRNs, click the "**Add to Summary**" button [2]. The course will then show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



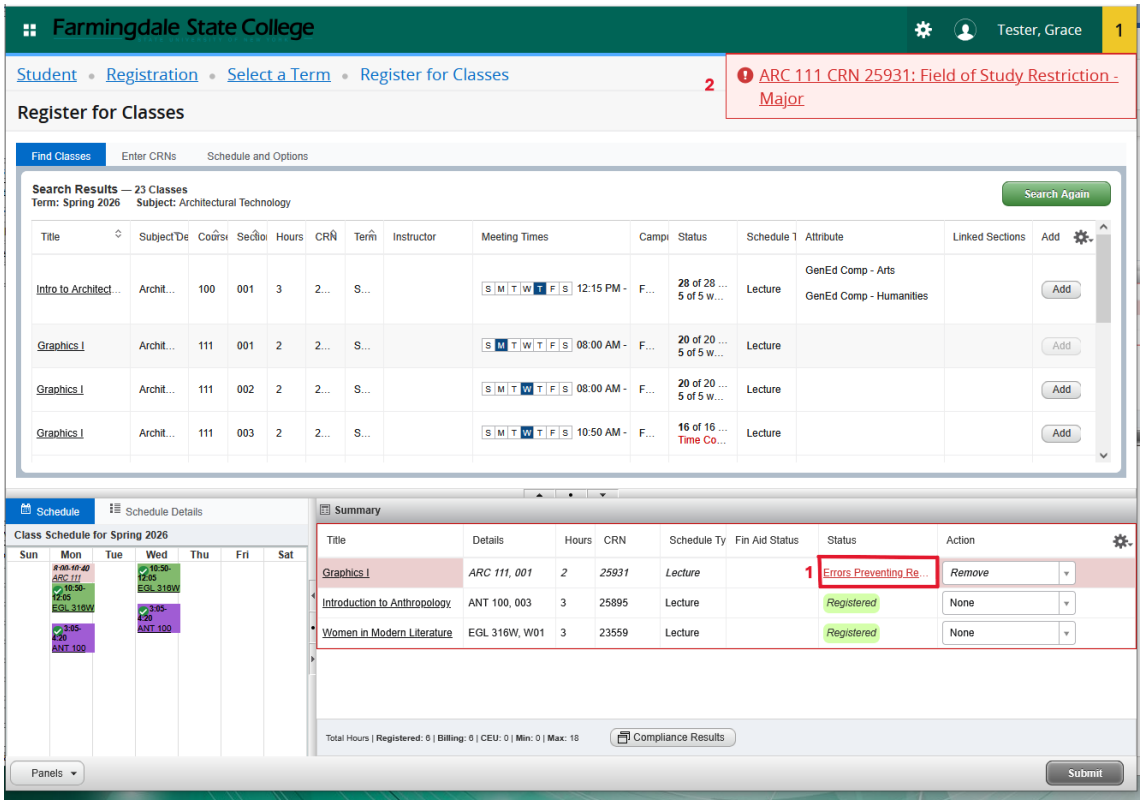
Using the Find Classes and Enter CRNs feature only adds classes to your preliminary schedule. Notice in the **Summary** window shown below, the course's status is listed as "**Pending**". This means that you are not yet registered for the course. You will need to click the "**Submit**" button to finish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

YOUR REGISTRATION IS NOT COMPLETE UNTIL YOU SUBMIT THE SCHEDULE SUMMARY.

Submit your Registration

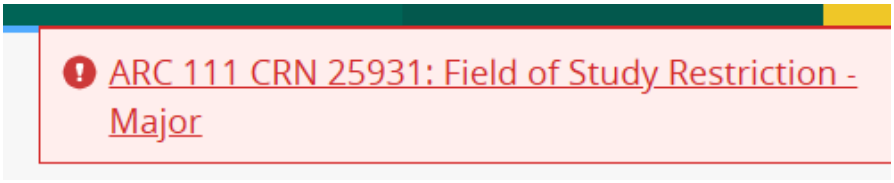


Once you hit "**Submit",** you may be met with an error if you do not meet that course's criteria for registration. In the Schedule Summary section of the page, there will be an error message in the status field [1].

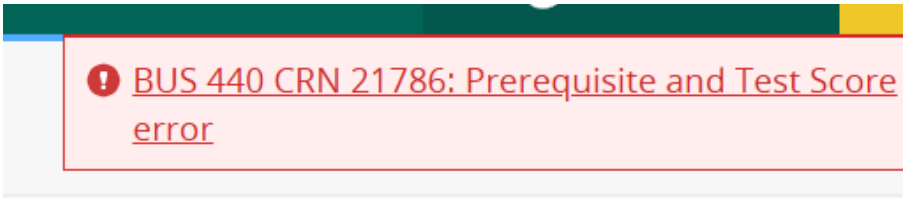


At the top right of the page, there will be an error message [2] with more detail on what the error is. Some examples are:

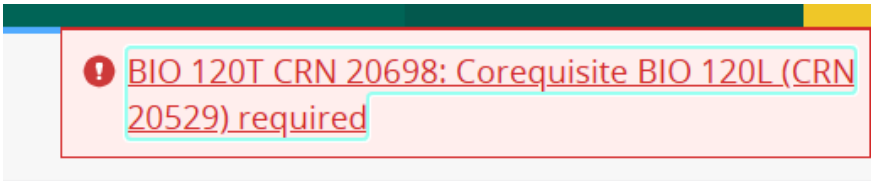
Field of Study Restriction:



Prerequisite and Test Score Error:

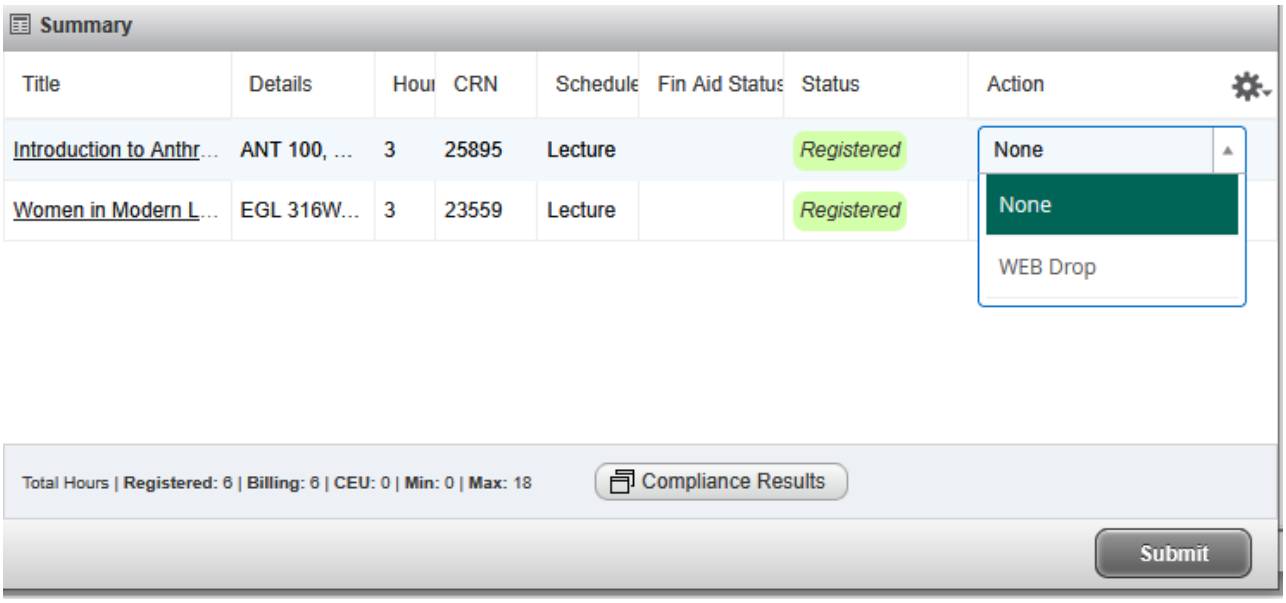


Corequisite Error:



If you need to change a class before submitting your registration, you can remove it by selecting "Remove." After your schedule is finalized, you can use the "Web Drop" option.

Drop Classes

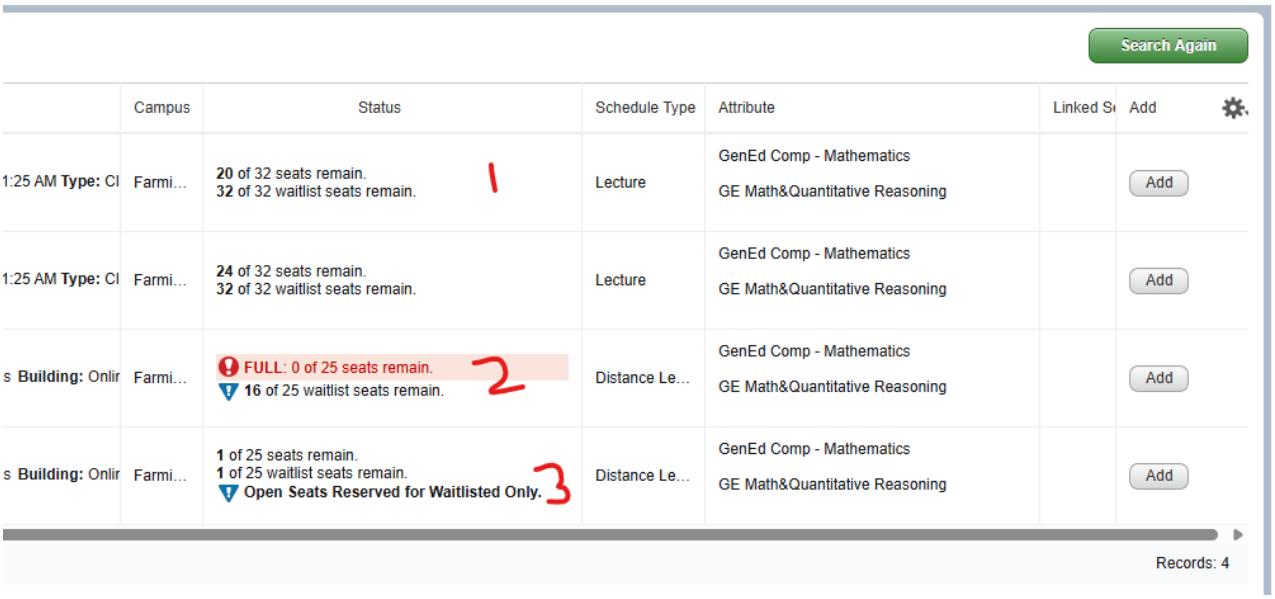


Click on the **Action** drop-down menu. Select the class that you would like to drop or remove.

Select the option that corresponds with the action that you would like to take. Then, click the "**Submit**" button. This will remove/drop the course from your schedule.

How to see if a Class has a Waitlist

In the "Status" column, you can view how many seats are available in the class as well as on the waitlist.



EXAMPLES:

Example #1:

- 32 students can register for the class, (20 of 32)
- 12 students are already registered, 20 seats remain available.
- 32 seats are still open for waitlist

Example #2

- 25 students can register for the class.
- There are no more seats available, (0 of 25) class is FULL.
- Waitlist is open. 9 students waitlisted and there are 16 seats available for waitlist.

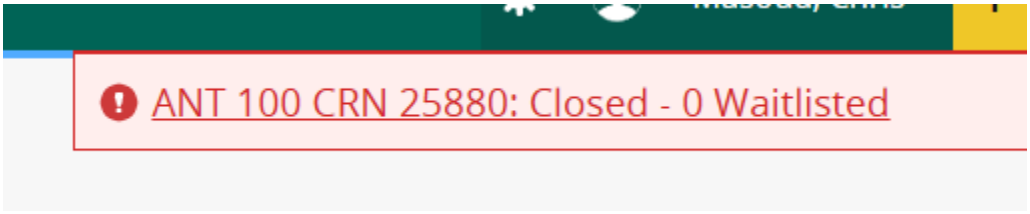
Example #3

- 25 students can register for the class.
- There are no more seats available for registration.
- Waitlist is available: Message: **Open Seats Reserved for Waitlisted Only**. (1 of 25) seats is available for the first student on the waitlist.
- Students have 48 hours to register for the class. If they do not register for the class the waitlist seat will become available for the next waitlisted student.

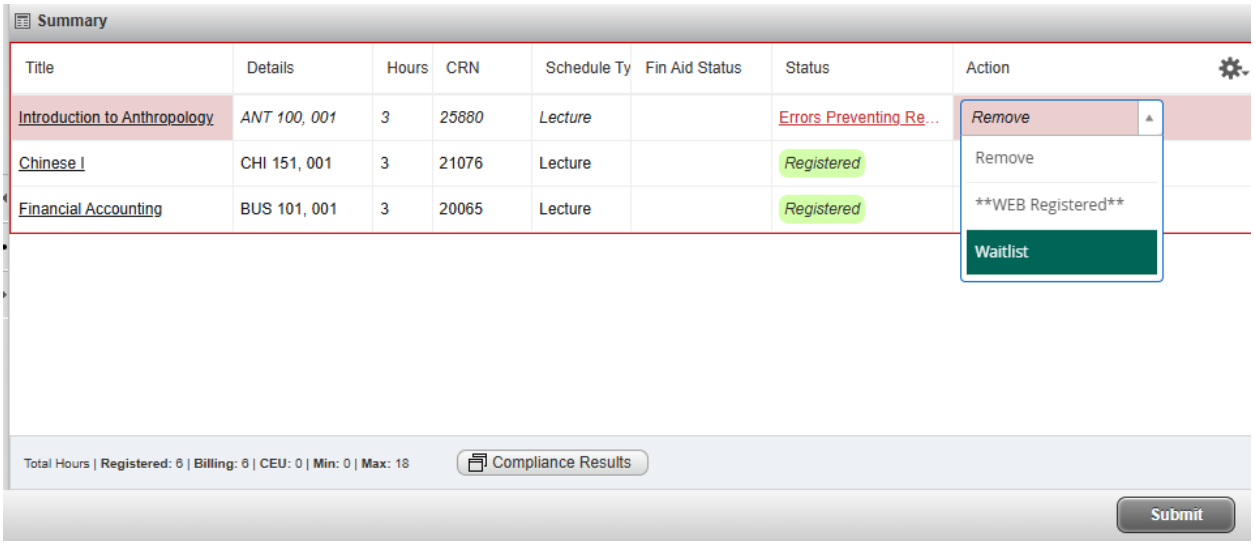
For more information on Waitlist and Deadlines, Click here

How to add yourself to a Waitlist

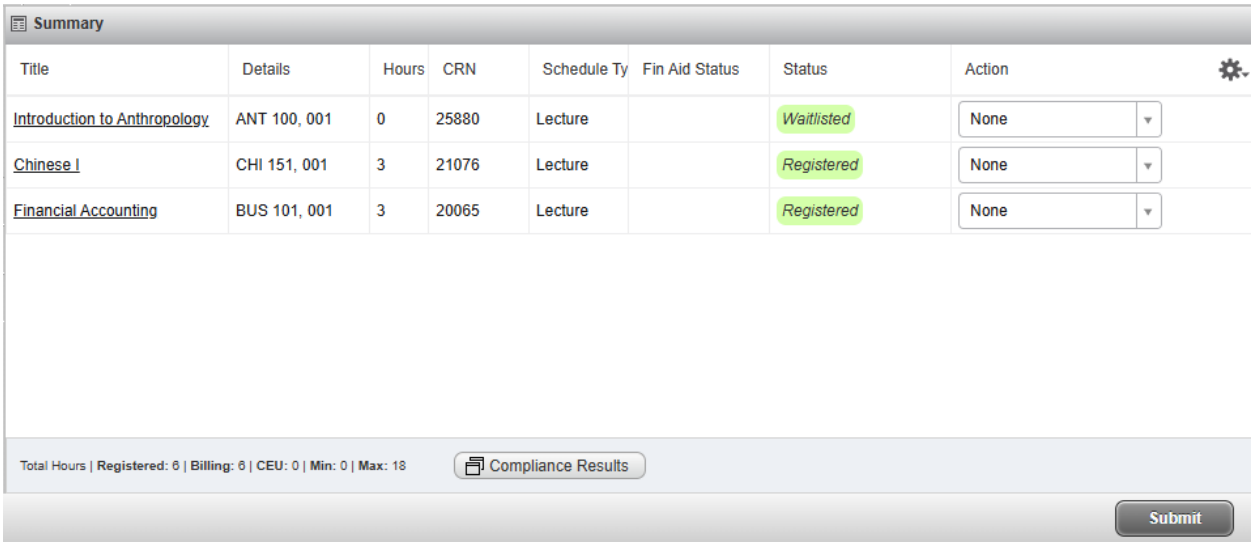
If you attempt to register for a full class, you'll see an error message stating that the section is closed, along with the number of students currently on the waitlist.



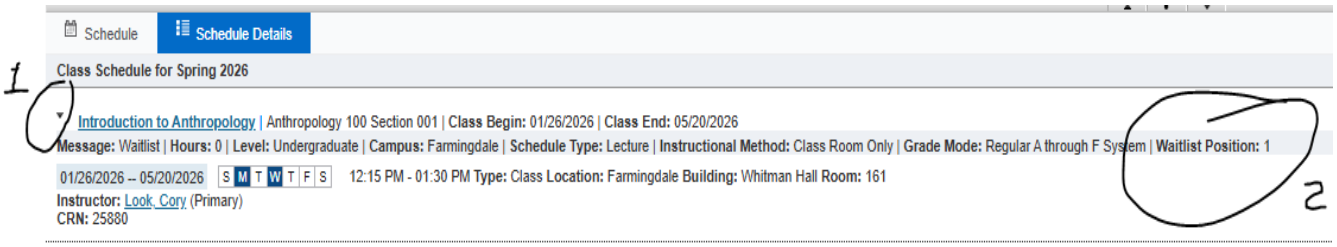
To add yourself to the waitlist, select "Waitlist" in the action box drop-down and click "Submit"



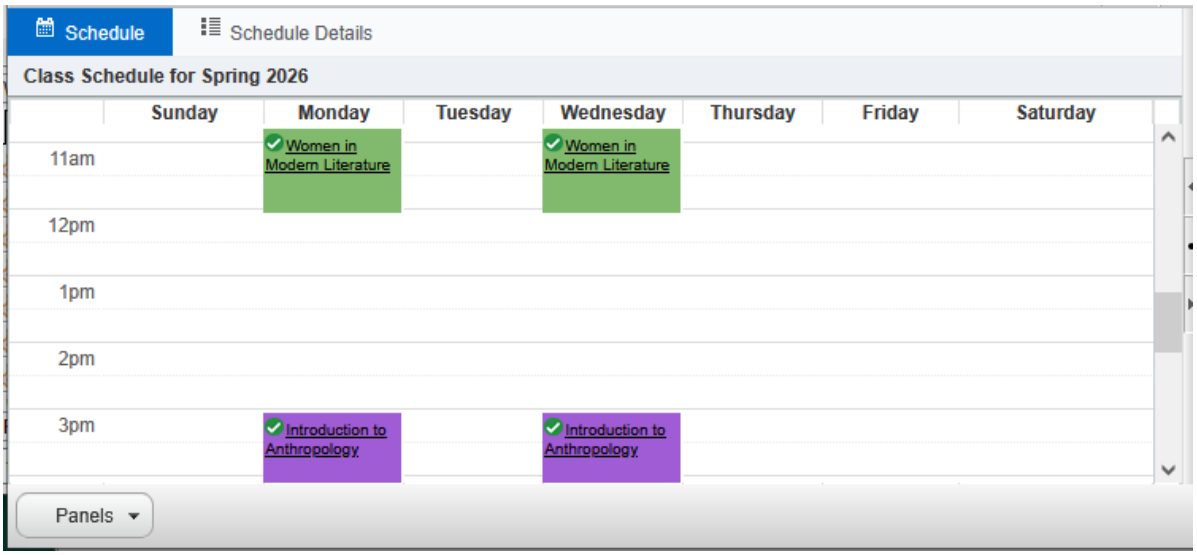
Once submitted, the status will indicate that you have been Waitlisted for the section.

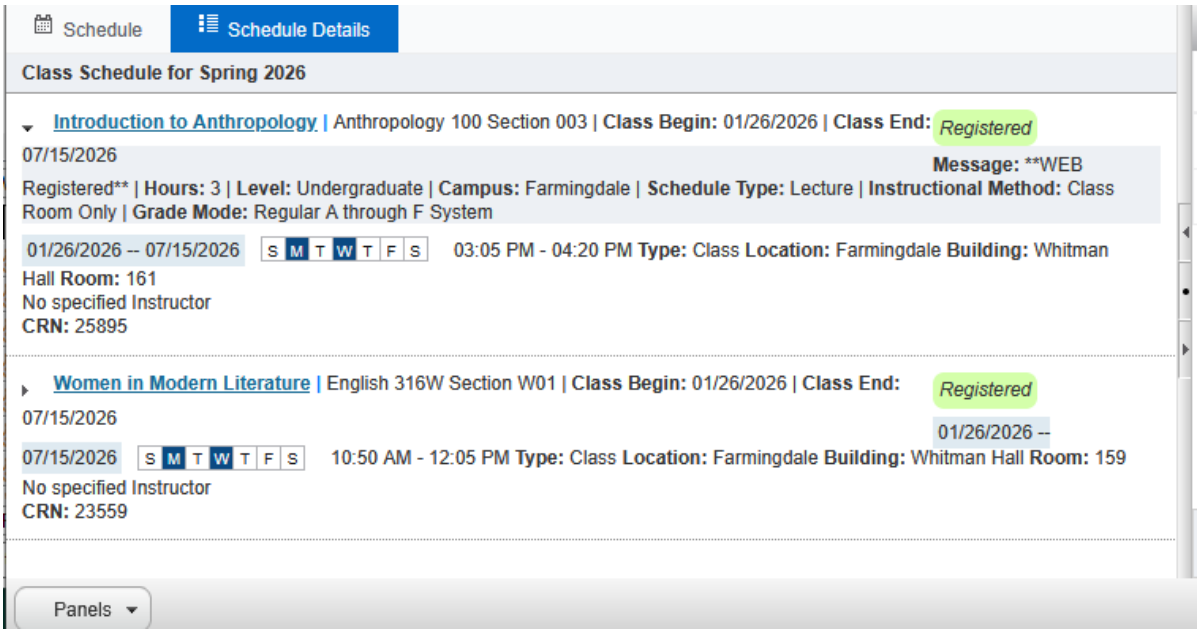


You can see your position on the waitlist in the "**Schedule Details**" tab, by clicking the drop-down arrow (1) and finding "Waitlist Position" (2)



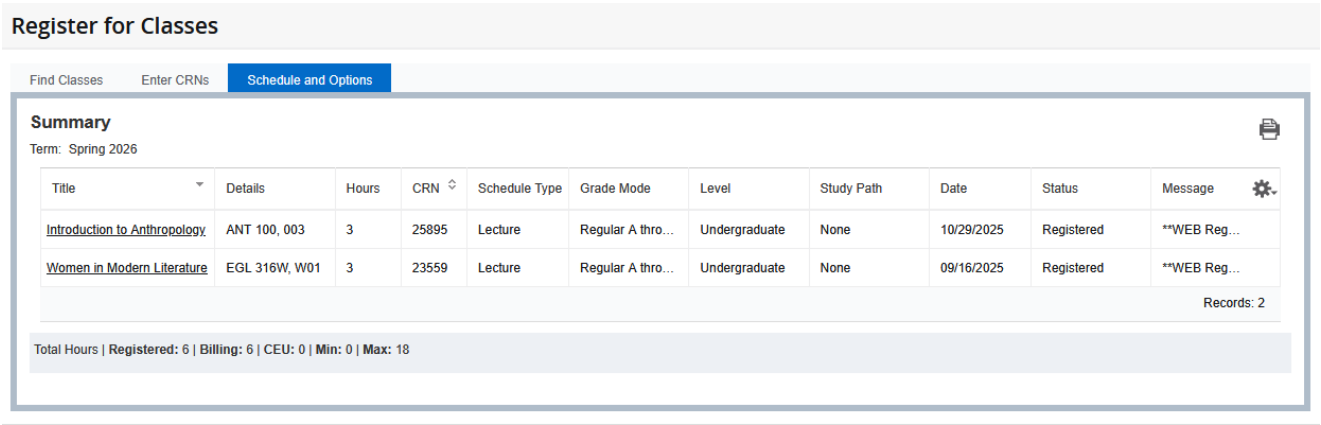
Schedule and Schedule Details





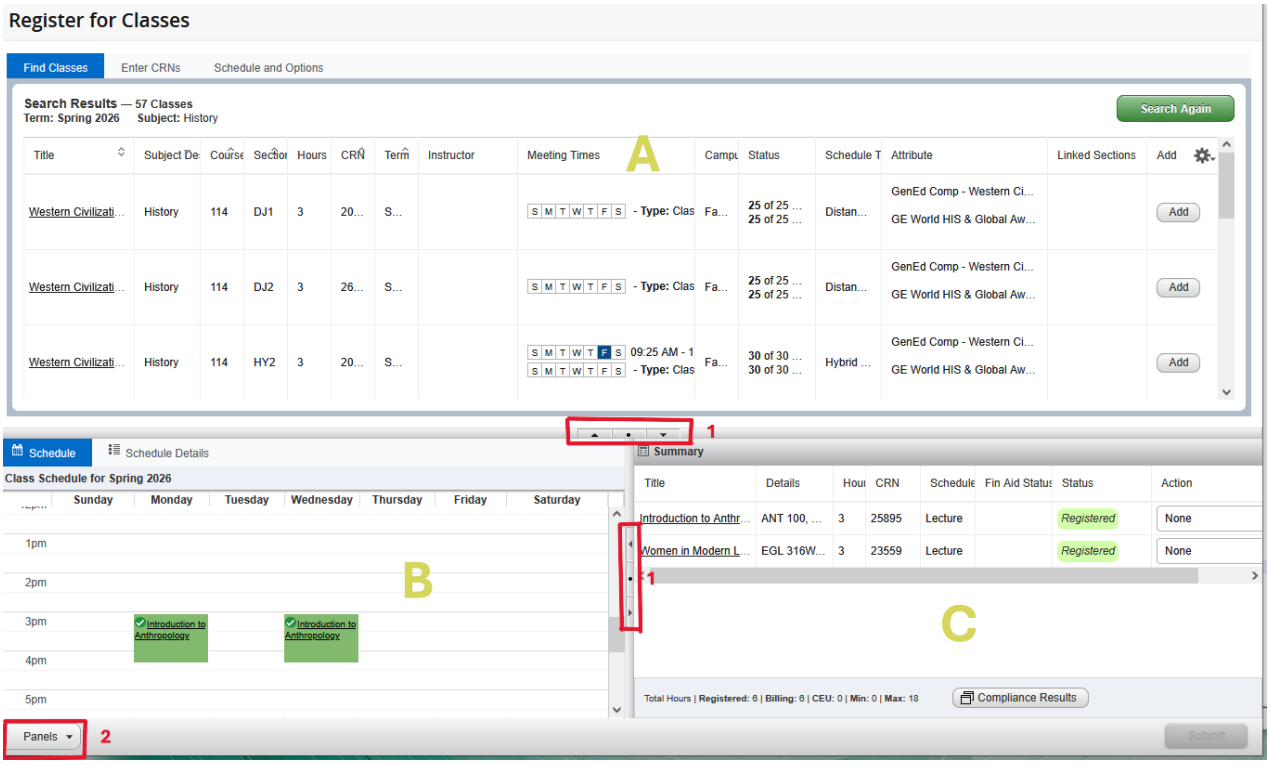
As you add classes, they will appear in the "**Schedule**" tab at the bottom of your screen. You can also check the "**Schedule Details**" tab for more information on those classes.

Schedule and Options



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

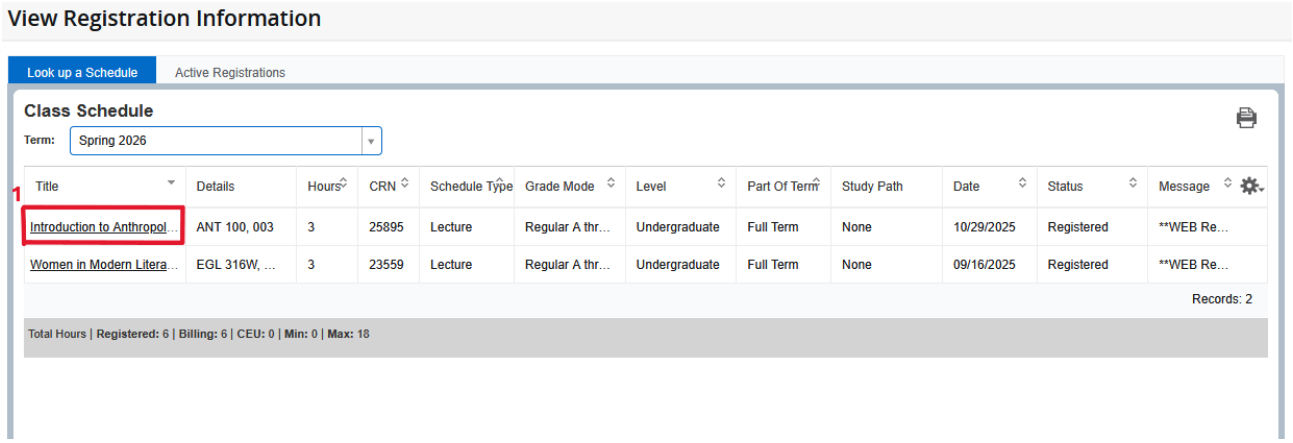


The **Register for Classes** page is comprised of three panels as seen labeled in the image above [**A**, **B**, and **C**]. The page gives you the ability to collapse or expand the different panels three different ways:

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".



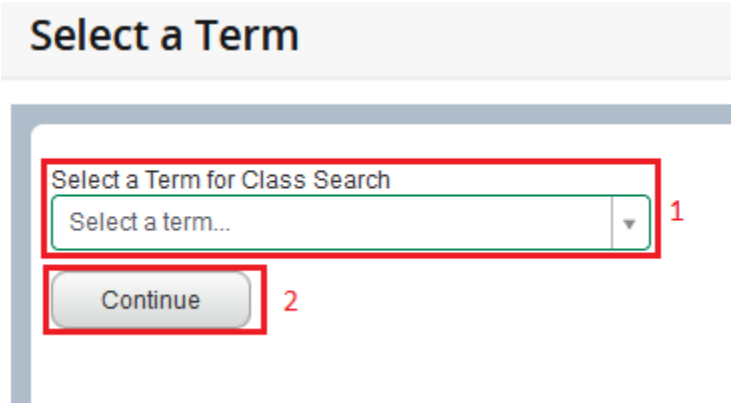
You can click on the course Title [1] to get more information about that specific class.

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

Browse 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].



Clicking in the **Subject** field [3] will open a drop-down 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.

