

BANNER REGISTRATION & ERROR MESSAGES

How Students Register for Courses on Banner

1. From the Banner main menu, select "Student and Financial Aid".
2. Now Select "Registration".
3. Select "Add or Drop Classes" from the Registration menu.
4. Select the term, and enter your Registration Pin Number provided by your academic advisor.
5. Select "Class Search" to search for courses.
6. Choose the subject, course number, time of day, or other attributes about the course you wish to take.
7. Once you have entered the course information, select the "Class Search" link at the bottom of the page. This returns a list of all the courses that match the search you just entered.
8. Select the section you want by checking the box next to that section.
9. After checking the appropriate section, select the "Register" link at the bottom of the page.
10. You will be taken back to your schedule to view it with the new class added.
11. Repeat steps 5–9 to add additional classes.

How to Drop Courses on Banner

1. Go to your schedule page, under "Add or Drop Classes".
2. Pull down the drop down box beside the course you wish to drop and select "Web Dropped".
3. At the bottom of the page, select "Submit Changes" to remove the course from your schedule.

Common Banner Registration Error Messages

Class conflict - You have already registered for the course.

Co-requisite - You are trying to enroll in a course that requires you to enroll in an additional course during the same semester. For instance, many science courses require that you take the lecture and the lab during the same semester. You must register/submit both courses at the same time.

Grade level - Freshman can register for 1000 and 2000 level courses. Freshman will get this error message if they try to enroll in a 3000 or 4000 level course.

Major restriction - You are trying to enroll in a course that is restricted to students in that specific major.

Permission - You are trying to enroll in a course that has been restricted to specific populations. For instance, there are courses restricted for honor students, students in specific majors, etc. Some courses (including math and chemistry) require placement tests.

Pre-requisite and test score error - You are trying to register for a course in which a placement test is required and you must notify the department of the test results. This error message is often associated with the placement test for foreign language. Either you have not taken the placement test or you have failed to notify the foreign language department of the placement test results.

Prerequisite - You are trying to register for a course that requires completion of another course. For instance, you must complete ENGL 1100 prior to registering for ENGL 1200. (ENGL 1100 is the prerequisite for ENGL 1200.)

Repeat count greater than zero - You already took or transferred in the course that you are trying to register for.

Time conflict- You have already registered for another course that meets on the same day/time.