

10 steps to Banner Registration

Step 1: Log into OneStop with PirateID and Passphrase and select the *Banner Self Service* link from Tools page.

Step 2: Select *Student and Financial Aid menu* and then select *Registration*.

Step 3: Select the *Add or Drop Classes*. Enter your Registration PIN from your advisor and select *correct term* and at the bottom, then select *Class Search* for courses. (Graduate students do not require a registration pin number)

Step 4: Search for courses. You can choose to enter a course number, choose instructional method, instructor, time and/or day.

Step 5: Once you have entered your information, select the *Class Search* link at the bottom. This returns a list of all courses meeting the criterion you entered. Select the section you want by checking the box next to that section. (If a “C” appears, this section is closed.)

Step 6: After checking the appropriate section, scroll to the bottom and select *Register* or *Worksheet*.

Step 7: You will be taken back to your schedule to view it with the new class added. If there were any errors (pre-requisite, co-requisite, other restrictions), the error would display with your schedule and the course will not be added.

Step 8: Repeat steps 4-7 to add additional classes.

Step 9: To Drop classes, from your schedule page pull the drop down menu beside the course you wish to drop and select ***Web Dropped***.

Step 10: At the bottom, select the *Submit Changes* link and the course will be removed from your schedule.