How to Register for Classes Using Banner Self Service

1. **Log into OneStop** with your PirateID and Passphrase.

2. **Click the Banner Self Service link** from Tools Tab.

3. **Click the Student Tab** from the Main page.
4. Click on the Registration Link.

5. Click the Add or Drop Classes link.

6. Select Registration Term from the Select a Term pull down menu.

7. Enter your Registration PIN number from your advisor and click the Submit button.

- Graduate students do not need a Registration PIN number.
8. **Click the Class Search button** to search for courses.

9. **Search for courses.**
   - Search by **Subject** by clicking on the **Course Subject** and then clicking the Course Search button to see all courses available in that subject.
   - Search by **Advanced Search** for a more defined search using specific search criteria such as course number, instructional method, instructor, time and/or day, etc. A list of specific class and sections available will be listed.
   - **Click here** to view a tutorial on searching for classes.

10. **If you are using Course Search,** a list of specific courses under that subject will be listed. **Click View Sections** next to the course to view the course details and to register for a specific section.
11. Select the section you want by checking the box next to that section. (If a “C” appears, this section is closed.)

![Image of Look Up Classes](image1)

12. After checking the appropriate section, scroll to the bottom and click the Register or Add to Worksheet button.
   - Clicking the Register button you will register for the one course you have selected.
   - If you would like to register for multiple courses at once click the Add to Worksheet button.

13. You will be taken back to your schedule to view it with the new class added if you clicked the Register button.

![Image of Add or Drop Classes](image2)
If you clicked the Add to Worksheet button, click the **Submit Changes button to register** for all classes listed in your worksheet.

14. If there were any errors (pre-requisite, co-requisite, time conflicts, other restrictions), the error would display with your schedule and the course will not be added.

15. Repeat steps 8-12 to add additional classes.