

## 10 steps to Banner Registration

- Step 1:** Log into OneStop with PirateID and Passphrase and select the *Banner* link from Tools page.
- Step 2:** Select the *Student and Financial Aid* link then Select the *Registration* link.
- Step 3:** Select the *Add or Drop Classes* link. Enter your Registration PIN from your advisor and select *correct term* and at the bottom, select the *Class Search* link for courses. (Graduate Students have no Registration Pin Number) (For Undergraduate Students: Add a "0" in front of your 5 digit summer registration code for your Banner Registration Pin)
- Step 4:** Choose the subject for which you are looking. 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.
- Step 6:** After checking the appropriate section, scroll to the bottom and select the *Register* link.
- 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 3-7 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.

Need Help? Check out [Thisisbanner.com](http://Thisisbanner.com) for registration assistance.