

Registering for Classes in Self-Service Banner

A Time Ticket is required in order to register for classes in Self-Service Banner. Log on to DORI using your Multipass Account, and select Self-Service Banner in the top left of the portal page. Navigate to **Student Information > Registration > Registration Status to check your Time Ticket for registration start- and end-dates and times.**

To Register for Classes

1. To facilitate the registration process, select your preferred classes in advance. Use the **Look Up Classes** option in Self-Service Banner to search for classes. Make note of the **CRN**, or Course Reference Number, as this will expedite the registration process.
2. From the **Main Menu**, select **Student Information > Registration > Add or Drop Classes**. Select the **Term** from the drop-down list and SUBMIT.
3. Below the **Add Classes Worksheet** are a number of blocks. Enter the **CRNs** for the classes you'd like to register for in each of the blocks and SUBMIT CHANGES.
4. You can select **Class Search** to search for classes, or **Reset** to start over.
5. A successful enrollment will result in a **Status** of **Web Registered** for the class.

To Drop a Class

1. From the **Main Menu**, select **Student Information > Registration > Add or Drop Classes**. Select the **Term** from the drop-down list and SUBMIT.
2. Under **Current Schedule**, select **Web Drop** using the arrow under **Action**, and SUBMIT CHANGES. The class will be dropped and removed from your schedule.

To Be Added to a Waitlist

1. If a section is full and has a waitlist, you will see a **Closed** message with a number of students currently **Waitlisted**. Select **Waitlist** from the **Action** drop-down and select SUBMIT CHANGES to put yourself on the waitlist.
2. If/when a seat becomes available, you will receive an email message and will have a limited amount of time to add the class before the next person on the waitlist is offered the available seat.