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.