

Register Online Using Banner Self-Service

1. Log in to Banner Self-Service.
NOTE: If you need help logging in to Banner Self-Service, see the [Login](#) instructions.
2. Select the **Student Services and Financial Aid** option from the menu.
3. Select the **Registration** option from the Student Services menu.
The Registration menu is displayed.

Registration

Registration for Credit Fall 2008 classes continues for classes which begin the week of October 20. To change registration for all other Fall classes, you must go to the campus registration office. Fall fees are due at the time of registration.

NOTE: Web withdrawal/drop is not available after a class begins to meet. You **MUST** go to the registration office before the withdrawal deadline to drop a class already in progress.
Credit Spring 2009 registration begins at 9:00 am on Wednesday, October 29, 2008.

! You cannot register to **audit** a course or pay **Senior fees** via the web. You may, however, register for credit and then request the manual adjustment in person or in writing within the first two weeks of the semester.
Admissions and Registration must approve all course audits.
Any **fee adjustments**, such as MOPIRG, must be done in person.
NOTE: Students receiving a **Title IV (PELL) grant** can register via the Web but **must see an advisor** before the start of the semester.

i If you do not have the proper prerequisites, you may not be able to register via the Web for certain courses. Please see your Campus Advising Office if you encounter a problem.
[Click link for information about the College-level Reading Proficiency requirement.](#)

Registration Status

- This will save you time if you check here first. You will know if there are Holds of any kind to prevent your registration. It will tell you if you have academic standing problems that would prevent you from using web registration. Much more is in this report.

Select Term

- Begin the registration process here by selecting the term in which you wish to enroll.
CREDIT = Credit Terms; CE = Continuing Education Non-Credit Terms


REGISTRATION or Add / Drop Classes

- Registration is not confirmed until you go to the Registration Fee Assessment link at the bottom of the Registration page.

Pay in Full

- Pay by Credit Card using your Visa, Mastercard, or Discover
- Pay Online Using Your Checking or Savings Account

e-Cashier Payment Plan

- Enroll in the e-Cashier Automatic Payment Plan 

Look-up Classes

Week At A Glance (Student Schedule)

Student Detail Schedule

Register for Classes

IMPORTANT NOTE:

Use the **Interactive Class Schedule** before beginning registration to find the **Course Reference Numbers (CRN)** for the courses that you need.

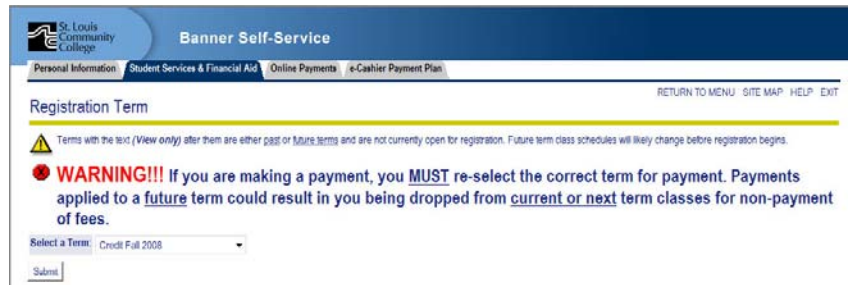
The **CRN** must be used in Banner Self-Service to register for classes. Please see the Interactive Class Schedule movie if you are unfamiliar with its use.

You should start by checking your **Registration Status** to check your current status, and for any problems that may prevent you from registering. If your status indicates that you cannot register, contact your Advising or Enrollment Services office.

If you have errors when you register, and need assistance with course selection or registration, call any of the offices listed on the page.
Errors during registration are not uncommon. Any number of problems can prevent you from selecting a course for your schedule. Work through an error to determine if you made the error and can correct it, or if you need assistance with your problem.

1. Click on the **Registration Term** link to choose the semester for which you are registering.
The Registration Term page is displayed.

- Click the down arrow on the **Select a Term** box to display a list of semesters, and select the school term for your registration.
- Then click on the **Submit** button.



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Registration Term

Terms with the text (View only) after them are either past or future terms and are not currently open for registration. Future term class schedules will likely change before registration begins.

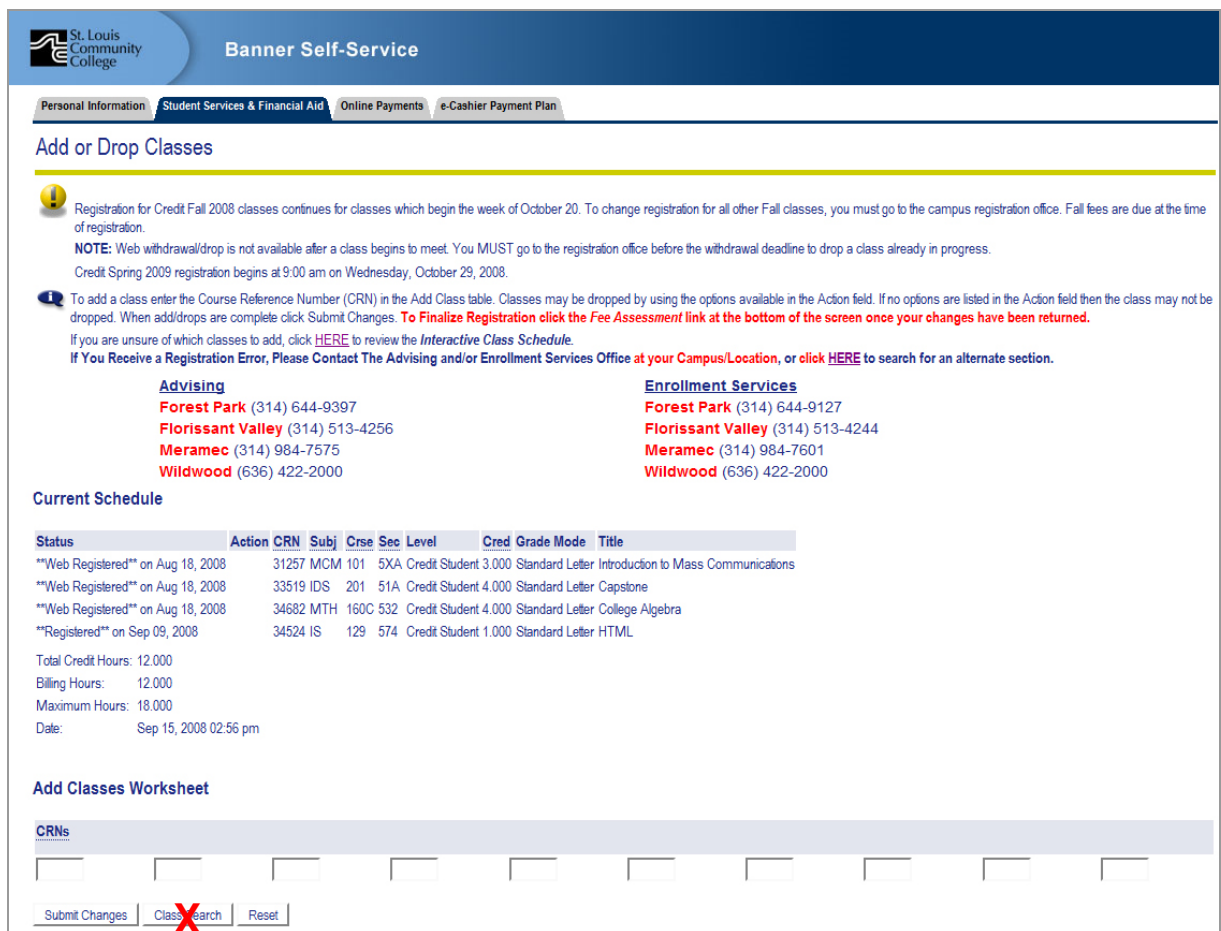
WARNING!!! If you are making a payment, you **MUST** re-select the correct term for payment. Payments applied to a **future** term could result in you being dropped from **current** or **next** term classes for non-payment of fees.

Select a Term: Credit Fall 2008

Submit

The **Add or Drop Classes** page is displayed. Review the information provided on the screen.

The **Add Classes Worksheet** section at the bottom of the page is used to enter the Course Registration Numbers (CRN) of your classes.



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Add or Drop Classes

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NOTE: Web withdrawal/drop is not available after a class begins to meet. You **MUST** go to the registration office before the withdrawal deadline to drop a class already in progress.

Credit Spring 2009 registration begins at 9:00 am on Wednesday, October 29, 2008.

To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes. **To Finalize Registration click the Fee Assessment link at the bottom of the screen once your changes have been returned.**

If you are unsure of which classes to add, click [HERE](#) to review the *Interactive Class Schedule*.

If You Receive a Registration Error, Please Contact The Advising and/or Enrollment Services Office at your Campus/Location, or click [HERE](#) to search for an alternate section.

Advising
Forest Park (314) 644-9397
Florissant Valley (314) 513-4256
Meramec (314) 984-7575
Wildwood (636) 422-2000

Enrollment Services
Forest Park (314) 644-9127
Florissant Valley (314) 513-4244
Meramec (314) 984-7601
Wildwood (636) 422-2000

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Aug 18, 2008		31257	MCM	101	5XA	Credit Student	3.000	Standard	Letter	Introduction to Mass Communications
Web Registered on Aug 18, 2008		33519	IDS	201	51A	Credit Student	4.000	Standard	Letter	Capstone
Web Registered on Aug 18, 2008		34682	MTH	160C	532	Credit Student	4.000	Standard	Letter	College Algebra
Registered on Sep 09, 2008		34524	IS	129	574	Credit Student	1.000	Standard	Letter	HTML

Total Credit Hours: 12.000
Billing Hours: 12.000
Maximum Hours: 18.000
Date: Sep 15, 2008 02:56 pm

Add Classes Worksheet

CRNs

Submit Changes | ~~Class Search~~ | Reset

NOTE: The **Class Search** button has been disabled. Use the **Interactive Class Schedule** before you begin to select classes for registration.

- Click in the first **CRN** field and enter the Course Reference Number for the first course that you need.
- Tab** to the **next** field and enter another CRN if needed.
- Click the **Submit Changes** button when you have entered all courses needed for registration. Classes that you have selected are displayed under the Current Schedule heading. The information shows how and when you registered.

Course information also includes the CRN, subject, course number, credit hours, title, etc. The fields display the total hours you have registered, the billable hours and the date and time when you completed the transaction.

7. If you need to add more course(s), scroll down and enter the Course Reference Number(s) in the CRN fields, or back page to the Interactive Class Schedule option selection page to find the CRN.
8. When you have selected all of the courses you need for the term, click on the **Registration Fee Assessment** link.

The purpose in reviewing this webpage is to check that you have selected the courses correctly, and that your fees have been assessed.

If the information is not on the Fee Assessment page, then your classes were not selected correctly.

Remember... if you have problems with online registration, call any of the numbers displayed in Banner Self-Service for help in registering for the classes that you need.