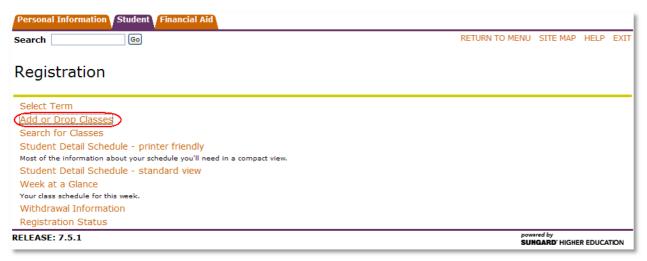
Register for Classes in Banner

There are two ways to register for classes in Banner:

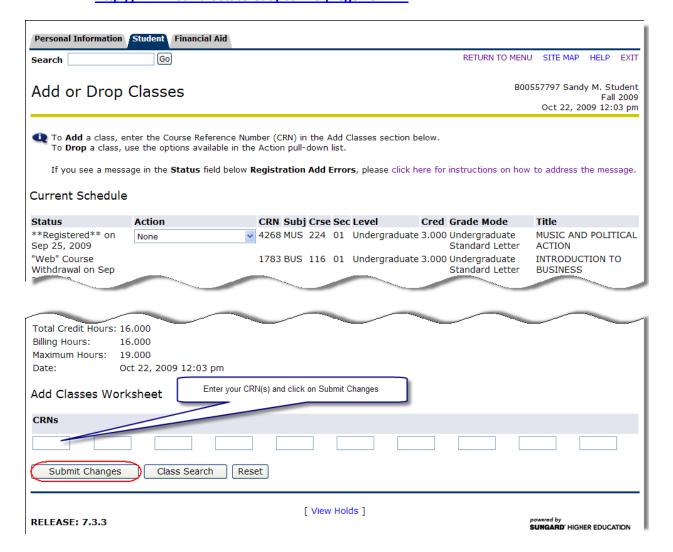
- Use the registration worksheet (**Add or Drop Classes**). If you already know the course reference number(s) (CRN) for which you want to register, using the **Add Classes** worksheet is the fastest way to complete your term registration.
 - Important Note: If you are trying to register for a closed (full class) section AND you have a registration override (Capacity) from an instructor, you have to use the Add Classes worksheet.
- Register via the **Search for Classes** page. You should use this option if you still need to look for available classes.
- 1. How to register using the Add Classes worksheet
 - a. Login to Banner
 - b. Click on **Student** and then select **Add or Drop Classes**.



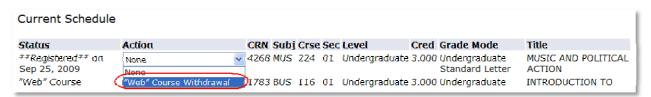
c. Select the term for which you want to register



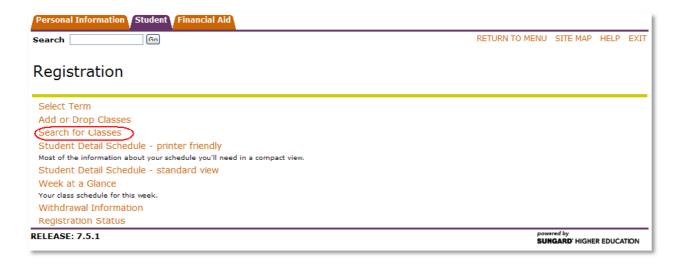
d. On the Add or Drop Classes page, scroll down to the Add Classes worksheet. Enter your CRN(s) and click on Submit Changes. If the registration request has been successful, you should see the newly added courses in the Current Schedule section. To learn more about Banner registration errors, please visit http://www.buffalostate.edu/banner/regerror.xml.



Note: To drop a class, simply select "Web" Course Withdrawal under Action and click on Submit Changes.



- 2. How to register via the Search for Classes page
 - a. Login to Banner
 - b. Click on **Student** and then select **Search for Classes**.



- c. Select the term for which you want to register
- d. On the Look Up Classes page, enter your search parameters and click on Class Search. Note: If you need more information about the Class Search function, please refer to the How to Search for Classes tutorial posted on the Banner page http://www.buffalostate.edu/banner.
- e. The following page should display a list of found sections based on your search parameters (see image on the next page).
 To register for a section, put a check mark next to it and click on **Register** at the bottom of the page. If the letter "C" is displayed next to the section, it means that the section is closed (full). If you see "SR" in the **Select** column, you should check your **Registration Status** (under **Student**) for possible holds and time ticket information.
- f. If the registration request has been successful, you should see the newly added courses on the **Add or Drop Classes** page.

