

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**.

The screenshot shows the Banner registration page. At the top, there are navigation tabs for 'Personal Information', 'Student', and 'Financial Aid'. Below the tabs is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Registration'. Underneath, there is a 'Select Term' section with several links: 'Add or Drop Classes' (circled in red), 'Search for Classes', 'Student Detail Schedule - printer friendly' (with a sub-note: 'Most of the information about your schedule you'll need in a compact view.'), 'Student Detail Schedule - standard view', 'Week at a Glance' (with a sub-note: 'Your class schedule for this week.'), 'Withdrawal Information', and 'Registration Status'. At the bottom left, it says 'RELEASE: 7.5.1' and at the bottom right, 'powered by SUNGARD HIGHER EDUCATION'.

- c. Select the term for which you want to register

The screenshot shows the Banner registration page for selecting a term. At the top, there are navigation tabs for 'Personal Information', 'Student', and 'Financial Aid'. Below the tabs is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Registration Term'. On the right side, it displays 'B00557797 Sandy M. Student' and 'Oct 22, 2009 12:02 pm'. Underneath, there is a 'Select a Term:' dropdown menu with 'Fall 2009' selected and a red circle around the dropdown arrow. Below the dropdown is a 'Submit' button circled in red. At the bottom left, it says 'RELEASE: 7.2' and at the bottom right, 'powered by SUNGARD HIGHER EDUCATION'.

- 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> .

Personal Information Student Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Add or Drop Classes

B00557797 Sandy M. Student
Fall 2009
Oct 22, 2009 12:03 pm

To **Add** a class, enter the Course Reference Number (CRN) in the Add Classes section below.
To **Drop** a class, use the options available in the Action pull-down list.

If you see a message in the **Status** field below **Registration Add Errors**, please [click here for instructions on how to address the message](#).

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Sep 25, 2009	None	4268	MUS	224	01	Undergraduate	3.000	Undergraduate Standard Letter	MUSIC AND POLITICAL ACTION
"Web" Course Withdrawal on Sep 25, 2009		1783	BUS	116	01	Undergraduate	3.000	Undergraduate Standard Letter	INTRODUCTION TO BUSINESS

Total Credit Hours: 16.000
Billing Hours: 16.000
Maximum Hours: 19.000
Date: Oct 22, 2009 12:03 pm

Add Classes Worksheet

Enter your CRN(s) and click on Submit Changes

CRNs

Submit Changes Class Search Reset

[View Holds]

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

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Sep 25, 2009	None	4268	MUS	224	01	Undergraduate	3.000	Undergraduate Standard Letter	MUSIC AND POLITICAL ACTION
"Web" Course Withdrawal on Sep 25, 2009	"Web" Course Withdrawal	1783	BUS	116	01	Undergraduate	3.000	Undergraduate Standard Letter	INTRODUCTION TO BUSINESS

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

Personal Information Student Financial Aid

Search

RETURN TO MENU SITE MAP HELP EXIT

Registration

Select Term

Add or Drop Classes

Search for Classes

Student Detail Schedule - printer friendly
Most of the information about your schedule you'll need in a compact view.

Student Detail Schedule - standard view

Week at a Glance
Your class schedule for this week.

Withdrawal Information

Registration Status

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- 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.

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Look Up Classes

R00557797 Sandy M. Student
Fall 2009
Oct 22, 2009 01:14 pm

 Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet. Click on the CRN to view section notes.

The SR indicator appearing in the Select column restricts registration for students whose time ticket does not yet allow them to register and those who have hold(s) on their record, have been academically dismissed, or have withdrawn from the college.

Note about class times: Any class with a start time of 12:00 and an end time of 12:01 means the class time is To Be Announced (TBA).

Sections Found

Biology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XI Cap	XI Act	XI Rem	Instructor	Date (MM/DD)	Location	Attrib
<input type="checkbox"/>	2382	BIO	189	01	M	1.000	BSCENERY XII		12:00 am- 12:01 am	24	0	24	0	0	0	Gregory J. Wadsworth (P)	08/31- 12/17	TBD TBD	
<input checked="" type="checkbox"/>	1079	BIO	210	01	M	3.000	MICROBIOLOGY	MF	10:00 am- 10:50 am	24	24	0	0	0	0	Gary W. Pettibone (P)	08/31- 12/17	SCIE 301	
								W	10:00 am- 11:50 am							Gary W. Pettibone (P)	08/31- 12/17	SCIE 301	

Closed (full) section

All results displayed: 45 courses total

[[Week at a Glance](#) | [Student Detail Schedule](#)]

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