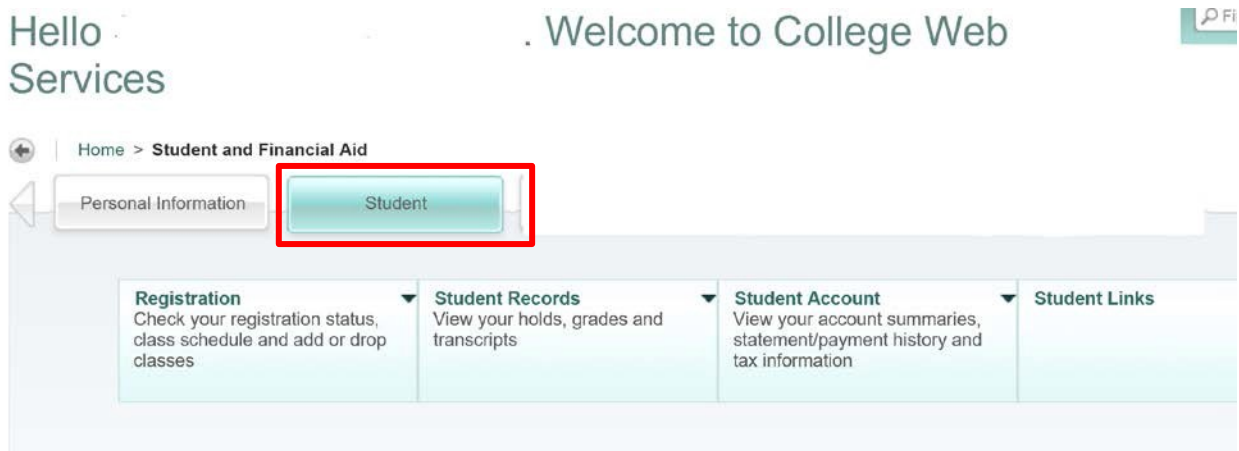


How to Use Add Codes to Register for a Class

Add codes are not valid until the first day of the term. You cannot add into an add code until the term has started.

Log into Banner College Web Service and select the Student button



Click on the Registration block



Select *Add or Drop Classes*



Enter add code into *Registration Add Auth Code* field and click on *Validate* button

Registration Term

Home > Student and Financial Aid > Registration > Select Term

Select a Term:

Enter the 5 digit CRN (Section number) of the class you want to add and click *Submit Changes*

Add or Drop Classes

Home > Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the op...

If you are having problems registering for classes due to technical issues, we apologize for the inconvenience. If you have not met the appropriate prerequisites via course, assessment or prerequisite challenge, you may receive additional questions visit the Counseling Office or Admissions & Records.

Add Classes Worksheet

CRNs

<input type="text" value="71257"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Registration Add Authorization Code

Home > Registration Add Authorization Code

The section(s) below listed in "Incomplete" status (with the Reason as noted) cannot be registered without a Registration Add Authorization code. If you don't have a valid authorization code, please contact the instructor or registration office for more information.

If you have a Registration Add Authorization code for a specific CRN, please enter the code and press the Validation button, only CRN with Ap; press the Cancel button to return to the Add or Drop Classes form

Status	Registration Add Auth Code	CRN	Subj	Crse	Sec	Cred	Title	Reason
INCOMPLETE	<input type="text" value="4028"/>	71257	BUSN	062	001		Business Mathematics	Authorization Code Required

Enter add code into *Registration Add Auth Code* field and click on *Validate* button

If the code is valid and not previously used, you will see the screen below that says 'Approved'. You are still NOT in the class. To complete the transaction, press the '**Submit Changes**' button to complete registration.

The section(s) below listed in "Incomplete" status (with the Reason as noted) cannot be registered without a Registration Add Authorization code that was provided by the instructor. If you don't have a valid authorization code, please contact the instructor or registration office for more information.

If you have a Registration Add Authorization code for a specific CRN, please enter the code and press the Validation button, only CRN with Approved status will be registered, otherwise press the Cancel button to return to the Add or Drop Classes form

Status	Registration Add Auth Code	CRN	Subj	Crse	Sec	Cred	Title	Reason
APPROVED 0874		50356	ART	031A	01		Drawing	APPROVED-ID Validated

Banner will now conduct registration error checking (check if you have met the prerequisites, check to see if you have time conflicts with other classes...). If you pass the edits, you will be registered in the class and you will see confirmation of your registration on the Student Schedule page.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Jun 05, 2017	None	50356	ART	031A	01	Credit	3.000	Standard Letter	Drawing

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 12.000
Date: Jun 05, 2017 12:02 pm

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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*Remember to pay for your fees at the time of enrollment. You can set up a payment plan via [Nelnet](#), or to get help with enrollment fees [apply for financial aid](#)