BannerWeb Registration Instructions

Once you log into the Portal you need to click on the BannerWeb link (second link under “Useful Links”). Once there you will see this screen:

[Image of BannerWeb login screen]

Click on Student and Financial Aid Information.
Click on Student Registration Menu.
Click on Course Registration/Five College Requests

(!!!IMPORTANT!!! Do NOT click on *New Course Registration*. This will bring you to Banner 9 and you may have problems with registration using that format for this registration.)
Click on the term you wish to register in, then click “Submit”.

!! Important !! Once you register in one term, you must come back to this page and change into the next term.
Enter the CRN (not the course number but the CRN/s (course registration number) from the elective chart. You may enter them one at a time or multiple CRNs at once. “Click Submit Changes”. If BannerWeb shows your status as **Web Registered** you are enrolled in this course. You may also search for a course in this screen.
If you receive a message of Closed Section, this course is either not available yet (is a General elective during Content Specific registration) or the course is full.

!!! IMPORTANT!! The School for Social Work does NOT use waitlists in BannerWeb. Any instructions on BannerWeb for waitlists are there specifically for the undergraduate students’ registration, NOT the School for Social Work.

If you receive a message that “the CRN DOES NOT EXIST” this means you are trying to register for a course in the wrong term. You must go to the Term the course is offered in to attempt to register in that course.

Remember, once you click “Submit Changes” you MUST go back to the term setting and enter the next term in order to register for courses in a different term. Click on Return to Menu, then Select Term, then choose the new term you want to register into.