

Student Self-Service Registration

The Student Self-Service application in Banner 9 allows students to view registration information in one location.

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- Browse Course Catalog

BANNER 9 SELF-SERVICE NAVIGATION

You can access the Registration Dashboard through your myIIT portal on the Welcome tab.



The Registration Dashboard is the main landing page for registration access.



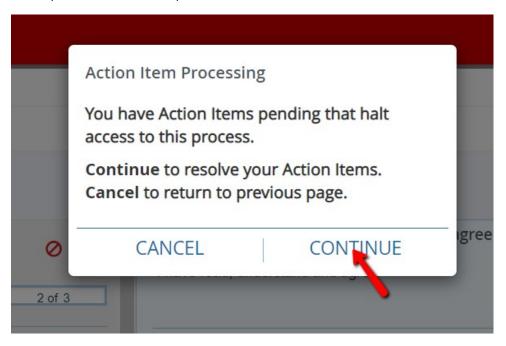




Student Action Items for Required Financial Responsibility Statement

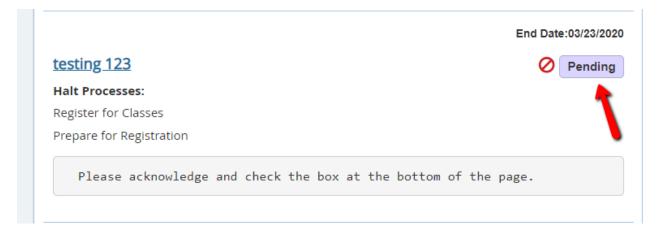
Each term you will need to acknowledge a Statement of Financial Responsibility before you can register of prepare to register.

When you select either link you will receive a notification.



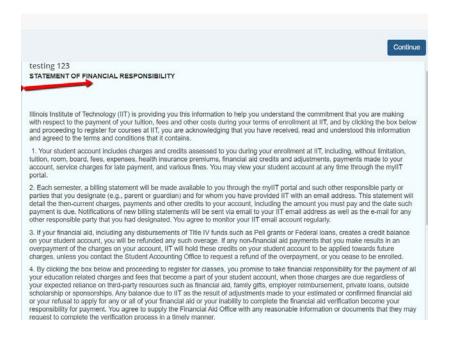
The notification that requires acknowledgement will hand a pending indicator.

Select the action item to display the information.





The message will populate on the right



Read the message, and scroll to the bottom to acknowledge.

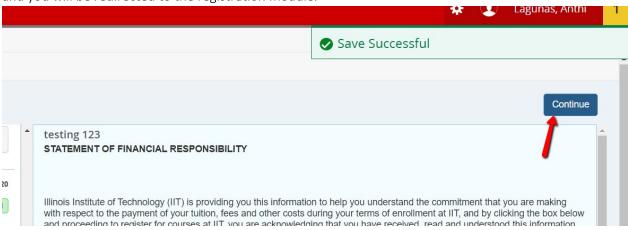
5. By clicking the box below and proceeding to register for classes, you acknowledge that any outstanding balance due on your student account that is not timely paid when due is subject to service charges in the amounts or at the rates established and published by IIT from time to time and that you will be prevented from registering for additional courses at IIT or obtaining official documents such as diplomas or transcripts until that outstanding balance has been paid in full. You also acknowledge that failure to pay any amount due by the due date may result in an unfavorable report with credit bureaus and collection activities against you, including litigation. You agree to pay the actual expenses incurred in connection with collection of the debt, including but not limited to attorney fees, and you also agree to reimburse IIT any collection agency cost, which may be based on a percentage at a maximum of 33% of the aggregate amount of the debt.

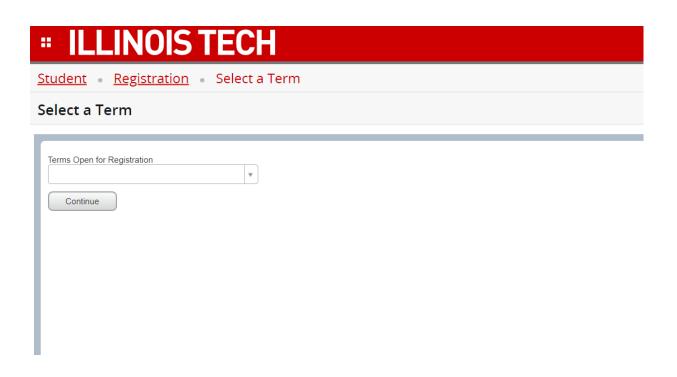
I have read, understand and agree





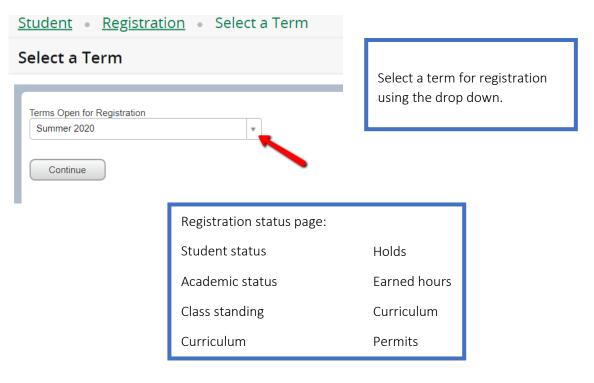
You will receive a message indicating the save was successful. Select the continue button in the top right and you will be redirected to the registration module.







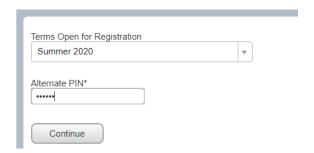
PREPARE FOR REGISTRATION



Prepare for Registration Primary Curriculum **Registration Status** Level: Undergraduate College: College of Science Term: Summer 2020 Degree: Bachelor of Science Program: Bachelor of Science Catalog Term: Fall 2018 Your academic status is Graduate Eval Term 1. Your progress evaluation is Graduate Review. Your academic Admit Term: Fall 2018 You have holds which prevent registration Admit Type: Change of Major Major: Computer Science Department; Computer Science Major Concentration: Co-Terminal Degree Program Immunization Hold Originator: Student Health & Wellness Ctr Processes Affected: Registration Holds that prevent registration are in red Secondary Curriculum Holds that prevent registration are in blue Secondary Curriculum Level: Graduate College: College of Science Degree: Master of Science Program: Master of Science Campus: Catalog Term: Spring 2020 Major: Computer Science Describes to Computer Science Describes to Computer Science Department: Computer Science Major Concentration: Co-Terminal Degree Program 1 You have received a Permit Override for CRN 34267, CS104 (Introduction to Computer Programming for Engineers), type: Instructor Permit You have received a Permit Override for CRN 33632, ITMD413 (Open Source Programming), type: Department Permit 1 You have Earned Hours for Level: Graduate Business, Institution Hours: 3, Transfer Hours: 0 1 You have Earned Hours for Level: Graduate, Institution Hours: 10, Transfer Hours: 70 Nou have Earned Hours for Level: Undergraduate, Institution Hours: 36, Transfer Hours: 33 1 Your class standing for registration purposes is Third Year Undergraduate



REGISTER FOR CLASSES



Select a term for registration using the drop down.
Enter your PIN

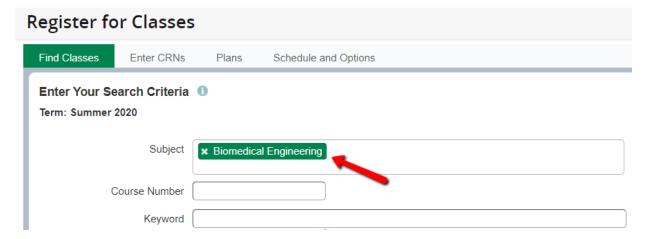
The Search Results page has three panels. The panels can be minimized or maximized by selecting the toggle arrows or reset back to default by selecting the reset button.



- Search Results: Allows you to search for classes for the selected term.
- Schedule: Provides a visual list of registered sections for the term. Sections will be identified by color, which will allow the student to view schedule conflicts.
- Summary: Lists selected sections. Students will then choose registration or remove.

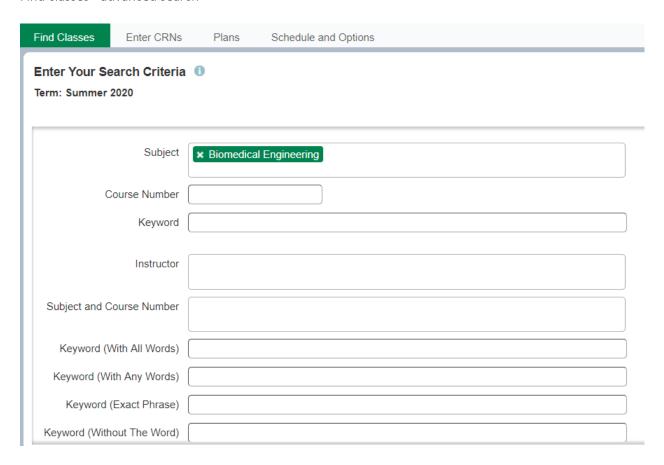
To register for classes you can select from three options – find classes, enter CRNs, and Plans.

Find classes - basic search.

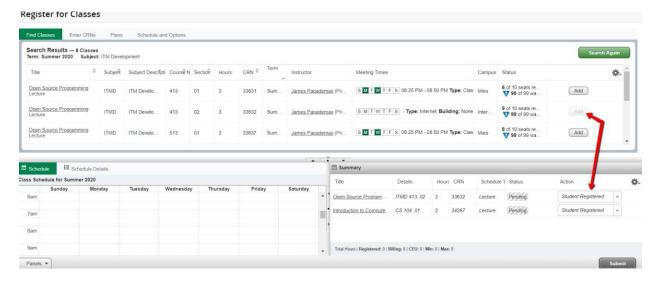




Find classes - advanced search

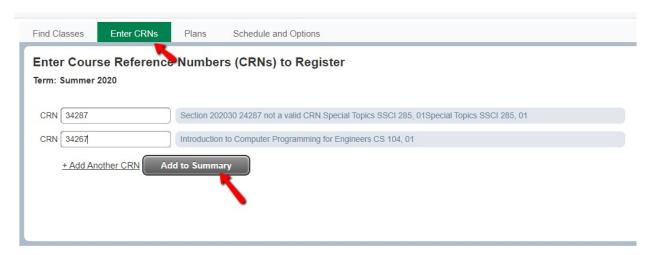


Once you locate the course you can add it to your summary on the bottom right.

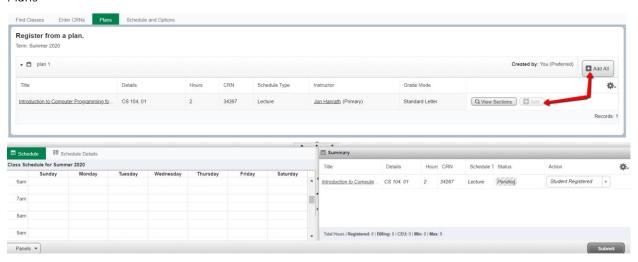




Enter CRNs

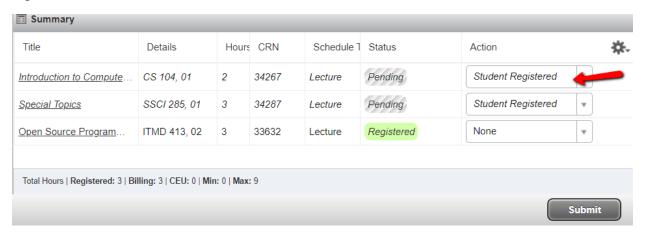


Plans

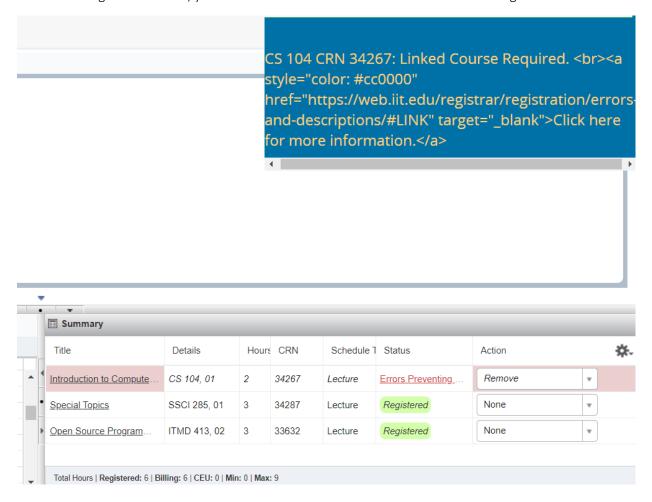




When you have located and added the courses to your summary you can chose an action – student registered or remove.



If there is a registration error, you will receive a notification and the action will change to remove.

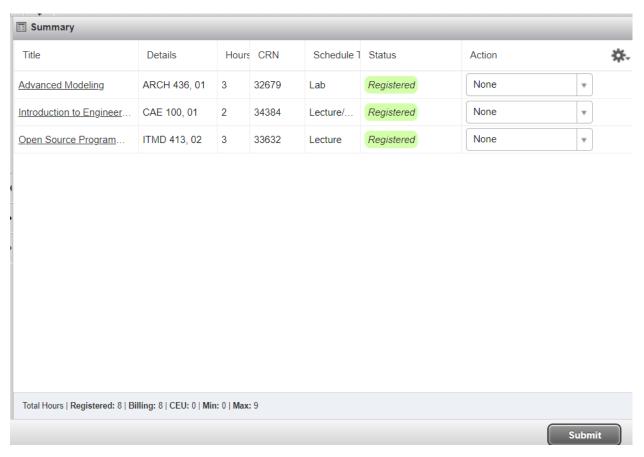




Once registered you can drop or withdraw from the course. Please refer to the <u>Academic Calendar</u> for important term dates.

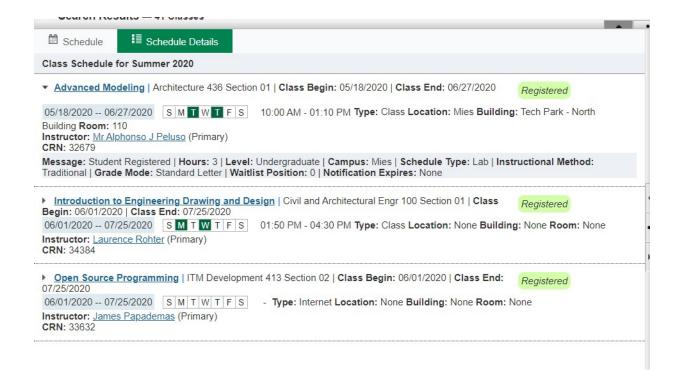


Now you can view your registration summary, weekly schedule, and schedule details.





	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am				,			
0am			Advanced Modeling		Advanced Modeling		
l1am					-		
2pm							
1pm							
2pm		✓ Introduction to Engineering Drawing and Design		Introduction to Engineering Drawing and Design	,		
3pm							
4pm							

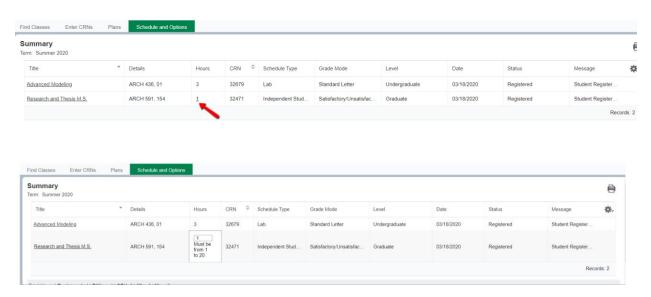




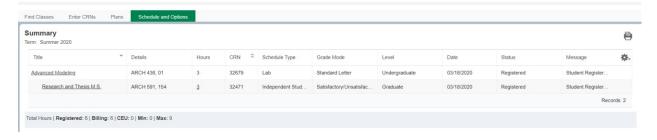
Change variable credit hours

When you register for a variable credit hour course the system will select the lowest credit hour option.

To change it go to Schedule and Options and select the underlined credit hour.



Enter the number of credit hours you need and press submit, new hours will be reflected.





Waitlisting

How to waitlist an individual course

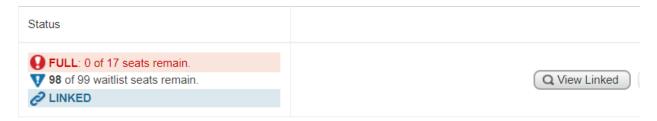
Identify whether the section is full and if there is a waitlist.

Status PULL: 0 of 17 seats remain. 98 of 99 waitlist seats remain.

Select Add and the course will be entered into the summary section, with a waitlist option in the drop down.

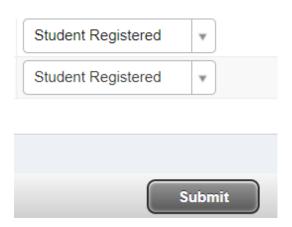
How to waitlist a linked course

Linked courses have a waitlist on the section with the lower capacity. Add the course to the summary section and select waitlist.



How to register after receiving a waitlist notification

After you have received the waitlist notification you will need to select the Student Registered option in the Action drop down.



If you are waitlisted for a linked course you must add the course to your summary and select the Student Registered option for both sections at the same time.



PLAN AHEAD

Plans you have created for this term: 0 Term: Summer 2020 You are allowed a maximum of 3 plans for this term. Create a New Plan

You can have up to 3 plans per semester.

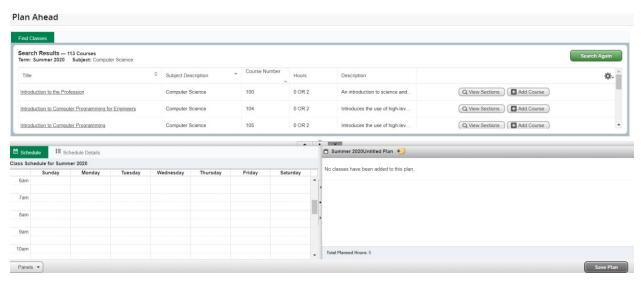
That can include a plan from your advisor.

Search for your courses using a basic or advanced search.

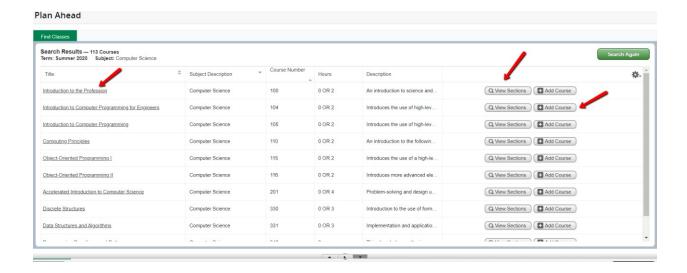
Plan Ahead									
nd Classes									
nter Your Search Criteria erm: Summer 2020									
Subject									
Course Number									
Keyword									
Search Clear ▶ Advanced Search									



The plan page shows the search tool, schedule, and summary.

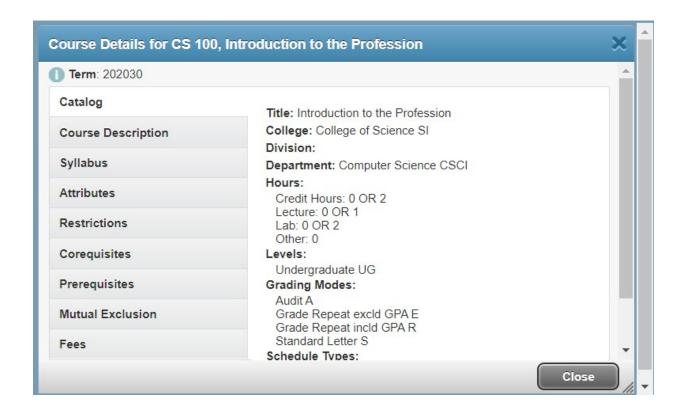


The results allow you to navigate the sections, course details, and add courses to your plan.





Selecting the title will give you the course details.



View section information:

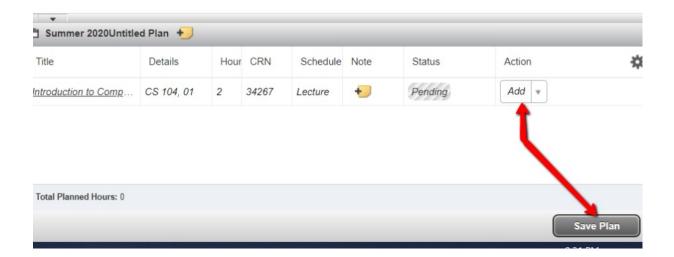




Once you find the course you want to register for you can add it to your summary in the bottom right.

Then save and name your plan.

You can also make notes on each course selection.



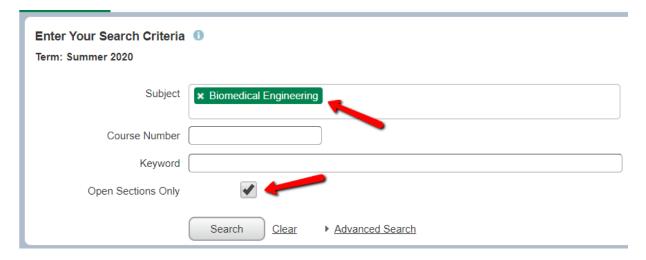




BROWSE CLASSES

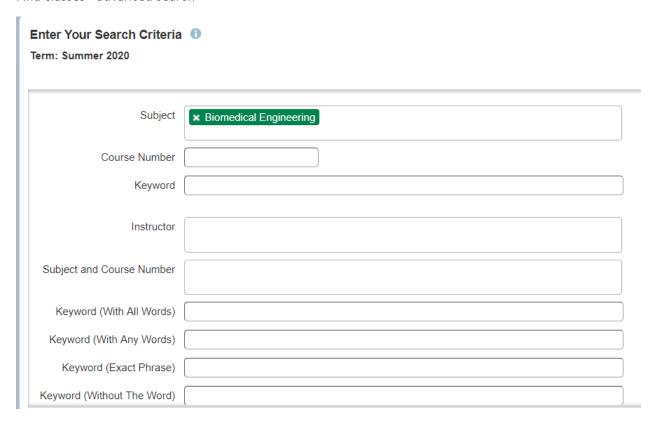


Find classes - basic search.

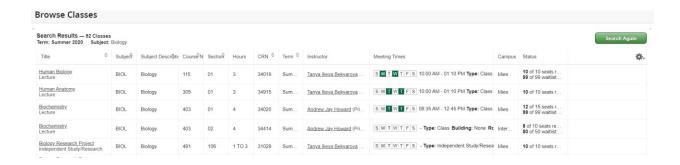




Find classes - advanced search

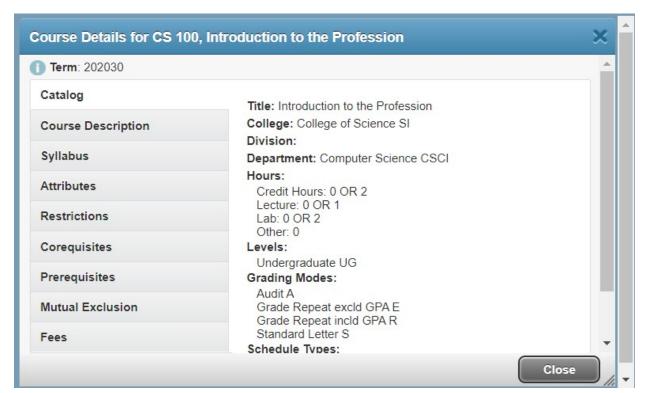


Here you can view information for course offerings by term.





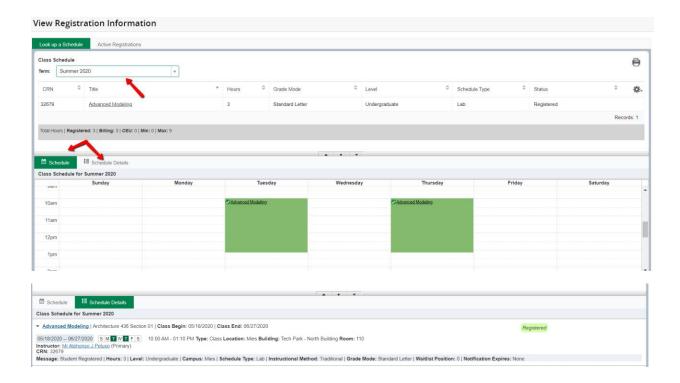
Selecting the title will give you the course details.



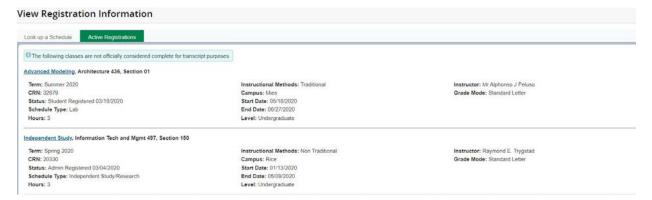


VIEW REGISTRATION INFORMATION

You can view your past registration, weekly schedule, and schedule details.



You can also view your active registration.





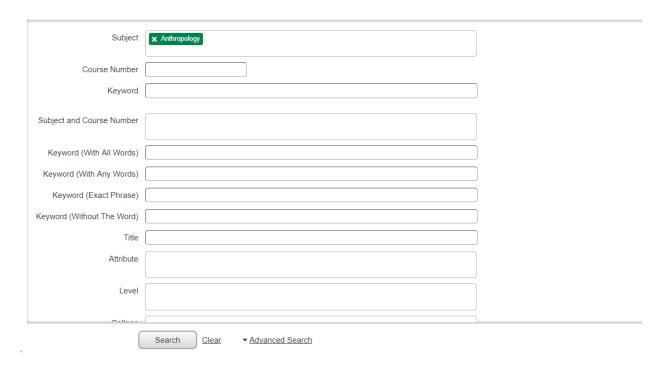
BROWSE COURSE CATALOG

Basic search

Advanced search

Enter Your Search Criteria

Term: Summer 2020

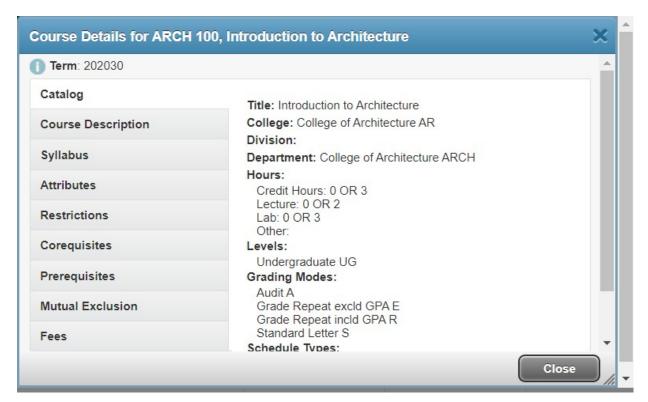




You can view course information by selecting the title and section information by selecting the view section button on the right.



Course details:





View sections

Catalog Search Results		Search Results — 8 Classes Term: Summer 2020 Subject and Course Number: ARCH497 Architecture									
Title 0	Subject	Subject Description	CourseN	Section	Hours	CRN □	Term ○	Instructor	Meeting Times	Campus	Status
Architecture of Publications Lecture	ARCH	Architecture	497	01	3	34822	Sum	Joseph A. Altshuler (Pri	S M T W T F S 09 00 AM - 12 10 PM Type: Class	Mies	13 of 15 seats r 99 of 99 waitlist
ipecial Projects ecture	ARCH	Architecture	497	02	3	32966	Sum	Mr Brett Balogh (Primary)	S M T W T F S 09:00 AM - 12:10 PM Type: Class	Mies	16 of 15 seats r 99 of 99 waitlist
ipecial Projects studio	ARCH	Architecture	497	03	6	32738	Sum	Frank C Flury (Primary)	S M T W T F S - Type: Class Building: None Ro	Inter	16 of 15 seats r
Sth Yr Stu Sharing Architectur Studio	ARCH	Architecture	497	04	6	34828	Sum	Lap Chi J. Kwong (Prim	S M T W T F S 12:10 PM - 06:40 PM Type: Class	Mies	9 of 15 seats re 99 of 99 waitlist