

Coursera Post Pathway Student Self-Service Registration

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

Disclaimer

-This guide is only intended for Coursera Post Pathway students who are registering for 2 or 3 credit hour Coursera courses.

-For all Coursera students who register through the portal, it is important to note when registering for courses in Term A and Term B, these differentiations will be shown beside the section number, i.e. A01, B02.

If you are a current student, and completed the Pathway courses, please use Banner Self-Service to register by using this guide to navigate.

Do not use this registration guide if you are registering for 1 credit hour pathway course. If you are a new student, or if you need to complete the Pathway courses, please register via Target X using the link below:

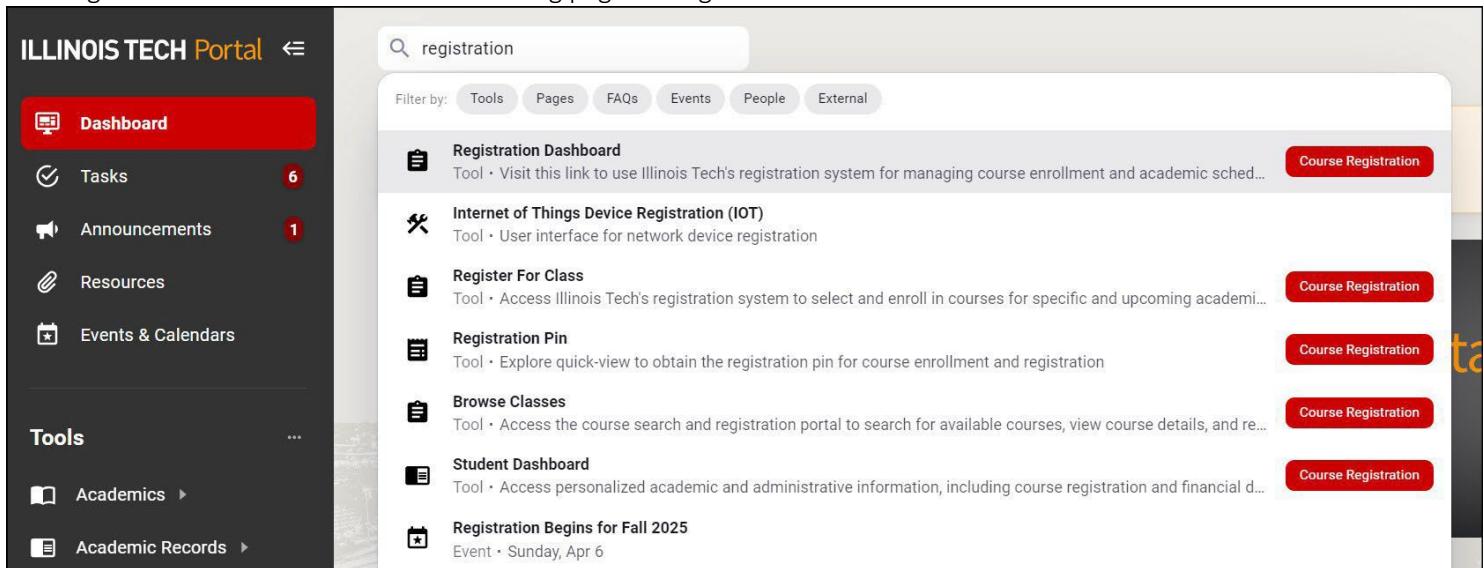
https://illinoistech.my.site.com/coursera/TX_SiteLogin?startURL=%2Fcoursera%2FTargetX_Portal_PB

Table of Contents (*click links to go to section*)

- o [Prepare for Registration](#)
- o [Register for Classes](#)
- o [Payment Instructions](#)
- o [Drop/Withdraw from Classes](#)
- o [View Registration Information/Plan Ahead](#)
- o [Samples of Course Detail Pop Up Box](#)

BANNER 9 SELF-SERVICE NAVIGATION

You can access the Registration Dashboard through your Illinois Tech Portal. Search for Registration Dashboard. The Registration Dashboard is the main landing page for registration access.



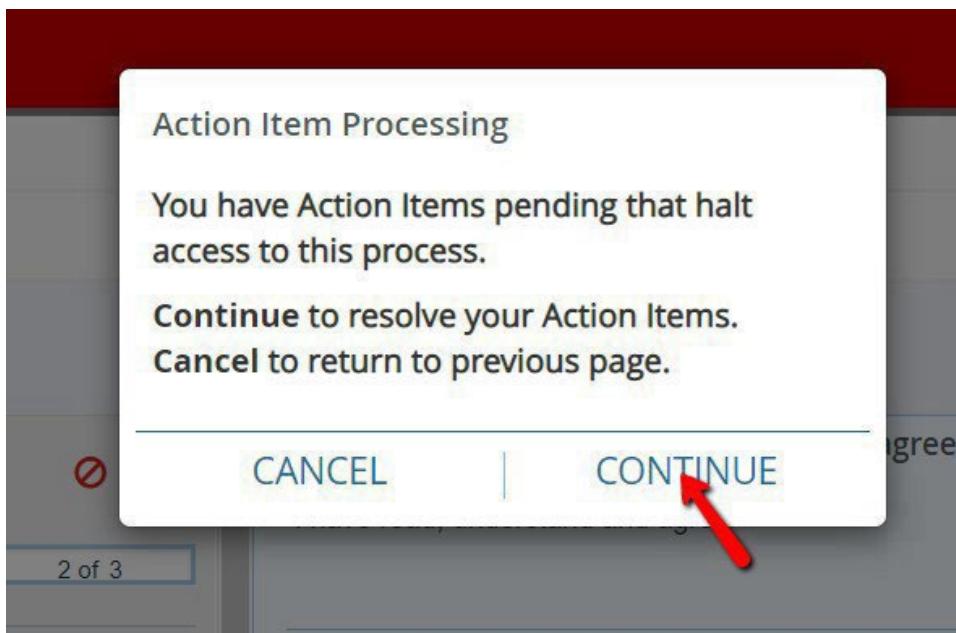
The screenshot shows the Illinois Tech Portal's search results for 'registration'. The search bar at the top contains 'registration'. Below it, a 'Filter by' dropdown is set to 'Tools'. The results list several items:

- Registration Dashboard** (Tool): Visit this link to use Illinois Tech's registration system for managing course enrollment and academic sched... [Course Registration](#)
- Internet of Things Device Registration (IOT)** (Tool): User interface for network device registration
- Register For Class** (Tool): Access Illinois Tech's registration system to select and enroll in courses for specific and upcoming academi... [Course Registration](#)
- Registration Pin** (Tool): Explore quick-view to obtain the registration pin for course enrollment and registration
- Browse Classes** (Tool): Access the course search and registration portal to search for available courses, view course details, and re... [Course Registration](#)
- Student Dashboard** (Tool): Access personalized academic and administrative information, including course registration and financial d... [Course Registration](#)
- Registration Begins for Fall 2025** (Event): Sunday, Apr 6 [Course Registration](#)

Student Action Items for Required Financial Responsibility Statement

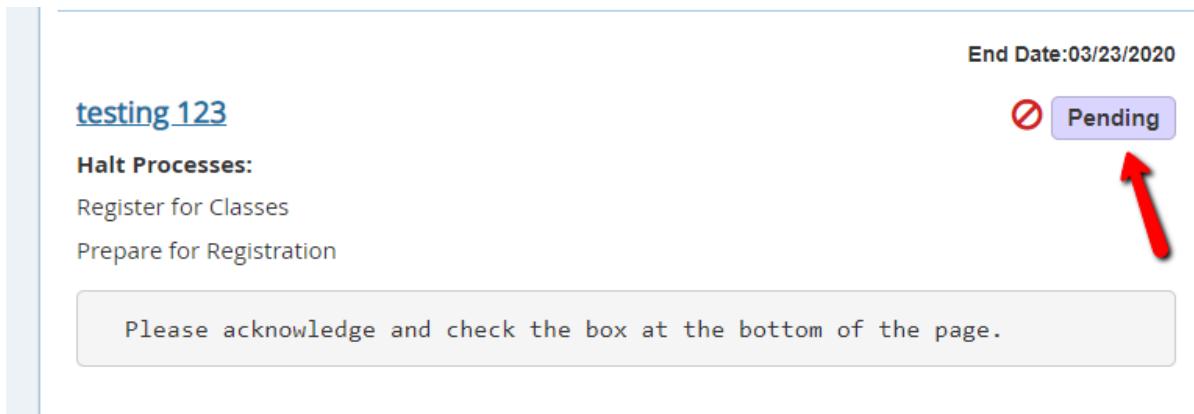
Each term you will need to acknowledge a Statement of Financial Responsibility before you can register or prepare to register.

When you select either link you will receive a notification.



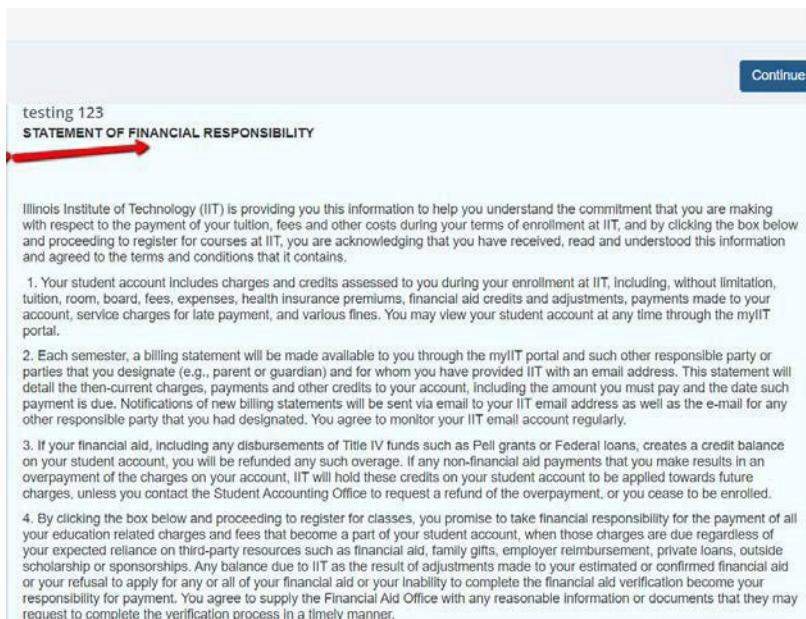
The notification that requires acknowledgement will have a pending indicator.

Select the action item to display the information.



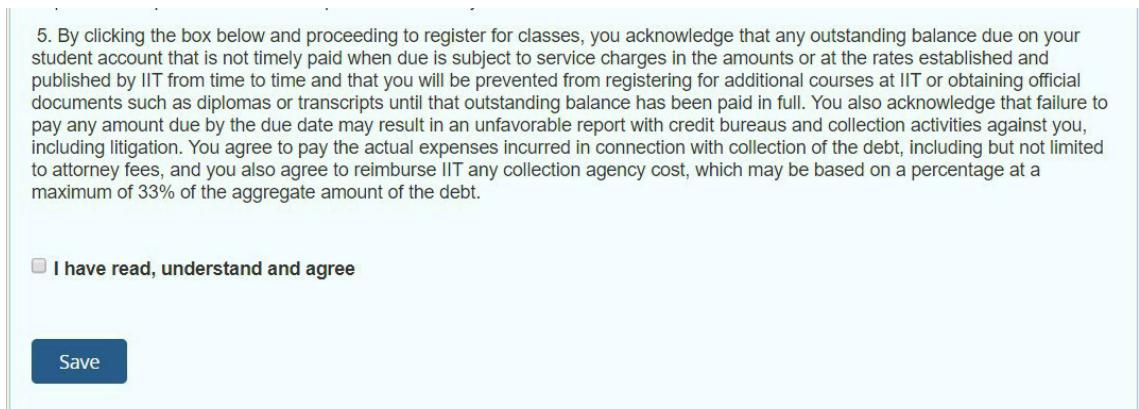
The screenshot shows a software interface with a light blue header bar. In the top right corner, there is a status indicator with a red circle containing a white slash and the word "Pending" in a purple box. A red arrow points upwards towards this status indicator. The main content area has a white background. At the top, it says "End Date: 03/23/2020". Below that, the text "testing 123" is underlined. Under "testing 123", there is a section titled "Halt Processes:" with two items: "Register for Classes" and "Prepare for Registration". At the bottom of the main content area, there is a light gray box containing the text "Please acknowledge and check the box at the bottom of the page.".

The message will populate on the right



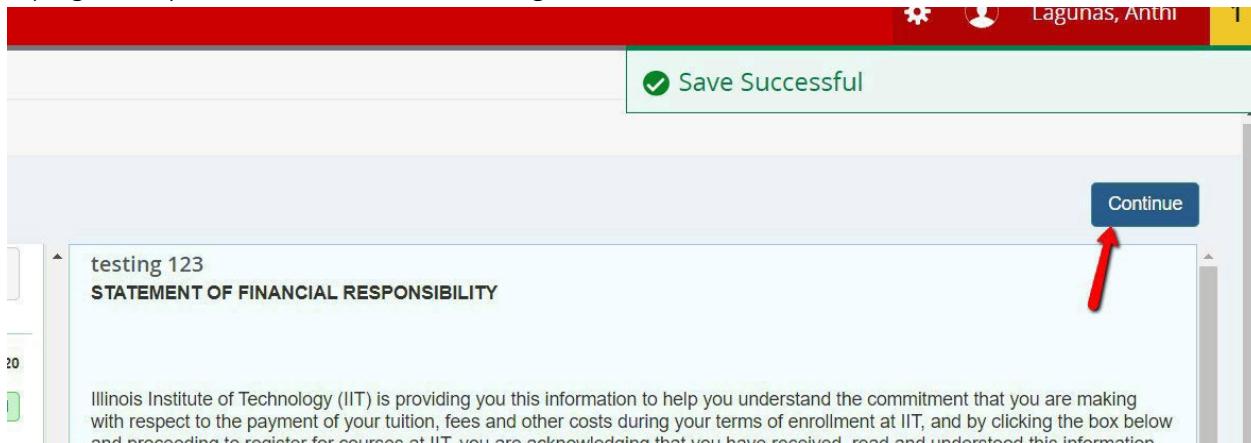
The screenshot shows a "STATEMENT OF FINANCIAL RESPONSIBILITY" page. At the top, it says "testing 123" and "STATEMENT OF FINANCIAL RESPONSIBILITY". A red arrow points to the "STATEMENT OF FINANCIAL RESPONSIBILITY" title. Below the title, there is a paragraph of text about the statement of financial responsibility. Underneath that, there is a numbered list of 4 points. The list discusses student accounts, billing statements, financial aid, and financial responsibility. At the bottom of the page, there is a section for acknowledging the statement, which includes a checkbox labeled "I have read, understand and agree" and a "Save" button.

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



The screenshot shows the "STATEMENT OF FINANCIAL RESPONSIBILITY" page again. At the top, it says "testing 123" and "STATEMENT OF FINANCIAL RESPONSIBILITY". Below the title, there is a paragraph of text about the statement of financial responsibility. Underneath that, there is a numbered list of 4 points. The list discusses student accounts, billing statements, financial aid, and financial responsibility. At the bottom of the page, there is a section for acknowledging the statement, which includes a checkbox labeled "I have read, understand and agree" and a "Save" button.

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.



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

Registration

A screenshot of the Registration Dashboard. At the top, a grey bar asks "What would you like to do?". Below it, there are four main options: "Prepare for Registration", "Register for Classes", "Plan Ahead", and "View Registration Information". A red arrow points to the "Register for Classes" option, which is described as "Search and register for your classes. You can also view and manage your schedule".

- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- View Registration Information**
View your past schedules and your ungraded classes.

PREPARE FOR REGISTRATION

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Registration

Summer 2020

Continue

Select a term for registration using the drop down.

REGISTER FOR CLASSES

Terms Open for Registration

Summer 2020

Alternate PIN*

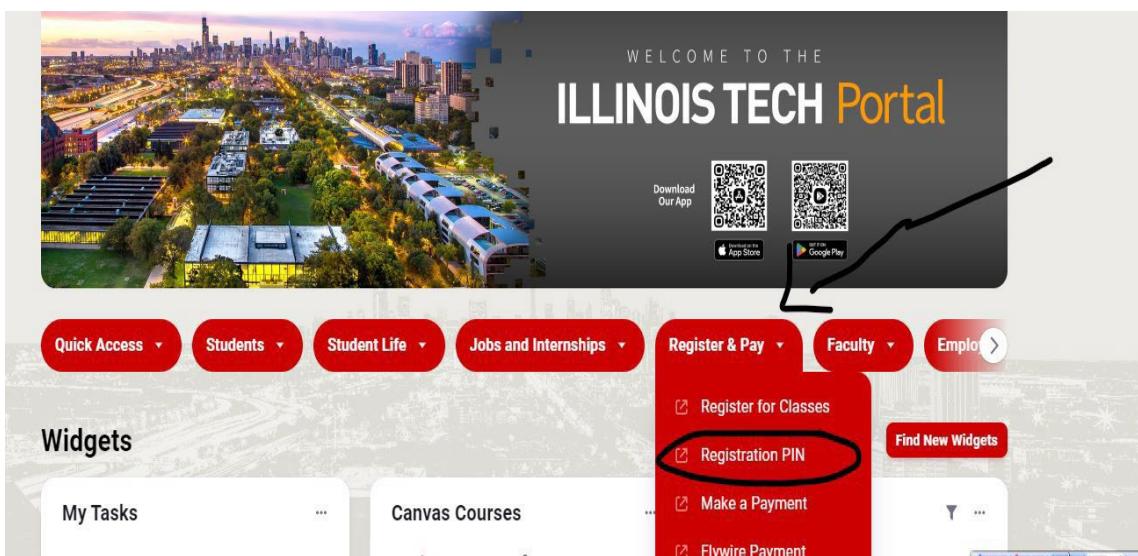
.....

Continue

Select a term for registration using the drop down.

Enter your PIN

If you do not know your pin, you can view under the Register & Pay drop down



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.

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Your Search Criteria i

Term: Summer 2020

Subject: [Red arrow pointing to this field]

Course Number:

Keyword:

Enter Subject: MBA
Enter Course Number: 701

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

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 8 Classes
Term: Summer 2020 Subject: ITM Development

Title	Subject	Subject Description	Course N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Add
Open Source Programming Lecture	ITMD	ITM Develop...	413	01	3	33631	Sum...	James Papademas (Pri...	S M T W T F S 06:25 PM - 08:50 PM	Type: Clas Mies	6 of 10 seats re... ▼ 99 of 99 wa...	<input type="button" value="Add"/>
Open Source Programming Lecture	ITMD	ITM Develop...	413	02	3	33632	Sum...	James Papademas (Pri...	S M T W T F S	Type: Internet Building: None Internet	9 of 10 seats re... ▼ 99 of 99 wa...	<input type="button" value="Add"/>
Open Source Programming Lecture	ITMD	ITM Develop...	513	01	3	33637	Sum...	James Papademas (Pri...	S M T W T F S 06:25 PM - 08:50 PM	Type: Clas Mies	8 of 10 seats re... ▼ 99 of 99 wa...	<input type="button" value="Add"/>

[Red arrow pointing to the 'Add' button in the first row]

[Red arrow pointing to the 'Add' button in the second row]

[Red arrow pointing to the 'Add' button in the third row]

Schedule Schedule Details

Class Schedule for Summer 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

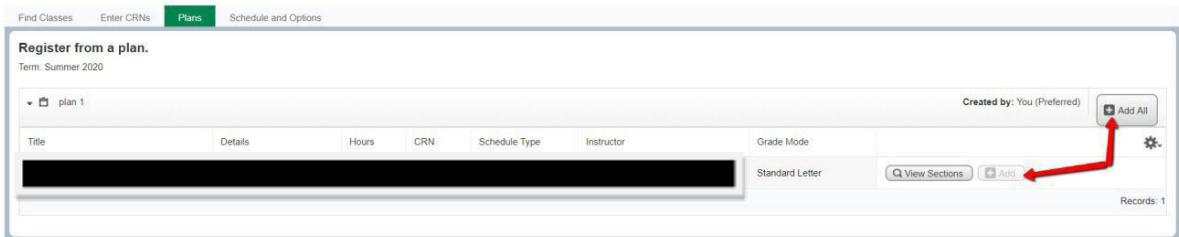
Summary

Title	Details	Hours	CRN	Schedule	Status	Action
Open Source Program...	ITMD 413, 02	3	33632	Lecture	Pending	<input type="button" value="Student Registered"/>
Introduction to Compute...	CS 104, 01	2	34267	Lecture	Pending	<input type="button" value="Student Registered"/>

Total Hours: Registered: 0 | Billing: 0 | CEU: 0 | Mies: 0 | Max: 0

Submit

Plans



Find Classes Enter CRNs **Plans** Schedule and Options

Register from a plan.

Term: Summer 2020

plan 1

Created by: You (Preferred) **Add All**

Title Details Hours CRN Schedule Type Instructor Grade Mode Standard Letter View Sections Add Records: 1

Schedule Details

Class Schedule for Summer 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Summary

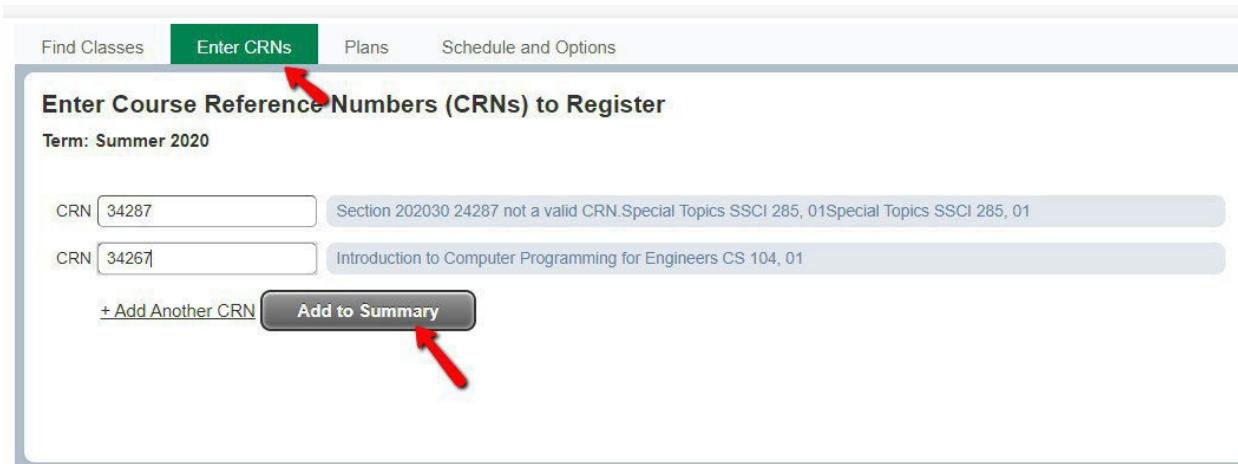
Title	Details	Hours	CRN	Schedule 1	Status	Action
[REDACTED]						Student Registered

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 9

Submit

Panels

Enter CRNs



Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

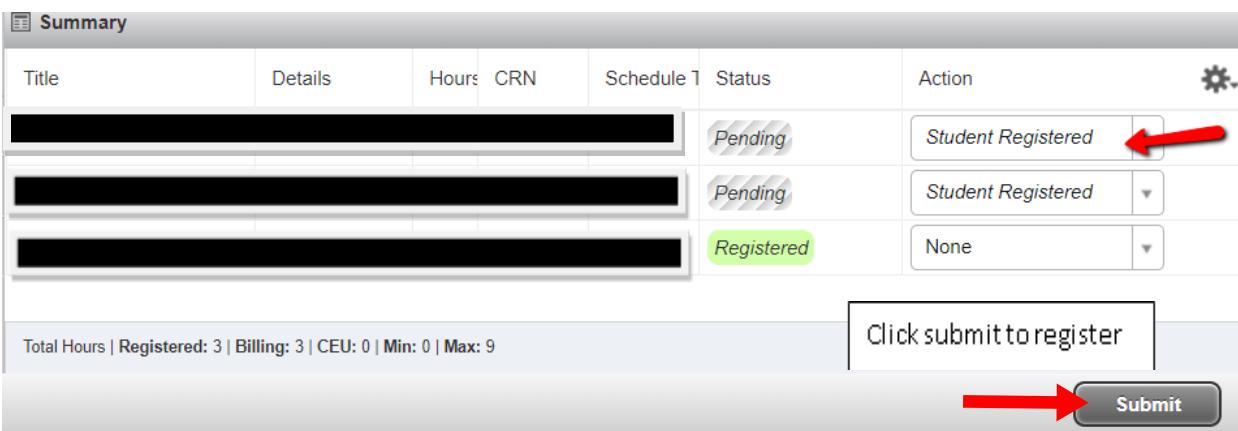
Term: Summer 2020

CRN 34287 Section 202030 24287 not a valid CRN.Special Topics SSCI 285, 01Special Topics SSCI 285, 01

CRN 34267 Introduction to Computer Programming for Engineers CS 104, 01

+ Add Another CRN **Add to Summary**

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



Summary

Title	Details	Hours	CRN	Schedule 1	Status	Action
[REDACTED]					Pending	Student Registered
[REDACTED]					Pending	Student Registered
[REDACTED]					Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 9

Click submit to register

Submit

Once registered, you will need to pay for the courses immediately. Follow the instructions below to complete your payment.

These are payment instructions for post pathway students that will be registering via the Banner portal.

Illinois Institute of Technology/Online Payment Guide

Access the online system through the IIT portal. Log in to the portal, and click the **Register & Pay** tab – Make a Payment. This will open the secure online system in a new window.

Click on the **Make Payment** Tab from the top menu

My Account Make Payment Payment Plans Deposits Refunds Help

Announcement

To students receiving an emergency relief grant as authorized under the CARES act: Your aid will first be disbursed to your student account where it may briefly appear to reduce any existing account balances. However, it will be released to you in full to provide direct assistance.

The due date for summer 2020 tuition & fees is **June 8, 2020**.

The deadline for submitting Third Party Sponsor Financial Guarantee letters is **June 8, 2020**.

Payments can be made online by electronic check using your bank routing and account number, or by credit card.

Please note that our processor charges a nonrefundable credit card transaction fee of **2.85%**.

To avoid paying credit card transaction fees you can make payment by electronic check using your checking or savings account information.

International payments including wire transfers

Housing/Meal Plan Charge

For questions about your housing/meal plan charges, contact Resident and Greek Life housing@iit.edu or [312-567-3474](tel:312-567-3474)

Student Account ID: xxxx6321

Balance: \$3,492.48

View Activity **Make Payment**

Statements

Your latest eBill Statement
(5/1/17) Statement: \$3,492.48

View Statements

My Profile Setup

Authorized Users Personal Profile Payment Profile Security Settings Consents and Agreements Electronic Refunds

Term Balances

Click [Continue](#)

My Account Make Payment Payment Plans Deposits Refunds Help My Profile

Account Payment

Amount Method Confirmation Receipt

Payment Date: 7/9/20

Additional items only

Current account balance \$3,492.48

Amount due \$3,492.48

Pay by term \$3,492.48

Spring 2017 \$3,492.48

The items listed on this page can be added to your payment as purchases. If an item allows you to choose "Pay Later", its charges will be added to your account.

Additional Items

UMII Scholarship Fee	Payment due now	\$4.50	-	0	+	\$0.00
----------------------	-----------------	--------	---	---	---	--------

The United Minds Inspiring Innovation (UMII) scholarship fee supports an application-based scholarship for undergraduate undocumented students who are ineligible for federal financial aid (FAFSA). This opt-in scholarship fee was passed through an SGA referendum proposed to undergraduate students in the spring 2016 elections. If you wish to donate more to this initiative, please visit the UMII Scholarship donation website at: <https://alumni.it.edu/umi-scholarship>. All donations are tax-deductible.

Additional Item Total: \$0.00
Payment Total: \$0.00

Personal Note:

[Continue](#)

© 2010 TouchNet® A Global Payment Company. All rights reserved. [Privacy Statement](#)

TouchNet

Enter Payment Amount or Pay by Term, enter payment date, and then click [Continue](#).

My Account Make Payment Payment Plans Deposits Refunds Help My Profile

Account Payment

Amount Method Confirmation Receipt

Payment Date: 7/9/20

Additional items only

Current account balance \$3,492.48

Amount due \$3,492.48

Pay by term \$3,492.48

Spring 2017 \$3,492.48

The items listed on this page can be added to your payment as purchases. If an item allows you to choose "Pay Later", its charges will be added to your account.

Additional Items

UMII Scholarship Fee	Payment due now	\$4.50	-	0	+	\$0.00
----------------------	-----------------	--------	---	---	---	--------

The United Minds Inspiring Innovation (UMII) scholarship fee supports an application-based scholarship for undergraduate undocumented students who are ineligible for federal financial aid (FAFSA). This opt-in scholarship fee was passed through an SGA referendum proposed to undergraduate students in the spring 2016 elections. If you wish to donate more to this initiative, please visit the UMII Scholarship donation website at: <https://alumni.it.edu/umi-scholarship>. All donations are tax-deductible.

Additional Item Total: \$0.00
Payment Total: \$0.00

Personal Note:

[Continue](#)

© 2010 TouchNet® A Global Payment Company. All rights reserved. [Privacy Statement](#)

TouchNet

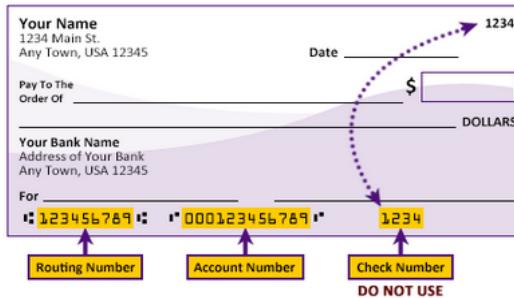
Select a Payment Method

Payments can be made by credit card or checking account. A 2.95% convenience fee applies to all credit card transaction. There is no fee for payments made with a checking account. After method selection, complete all required fields and then click Select.

Please note: You will not be charged until you have reached the payment confirmation screen and submitted your payment.

If you selected: New Electronic Check (checking account):

Enter all required fields – use Routing Number Example to enter account information!



Please enter your banking information as shown in the example above.

- **Routing number** - always comes first and is exactly 9 digits.
- **Account number** - varies in length. May appear before or after the check number. Include any leading zeros, but omit spaces and non-numeric characters.
- **Check number** - is not needed. Do not include the check number.

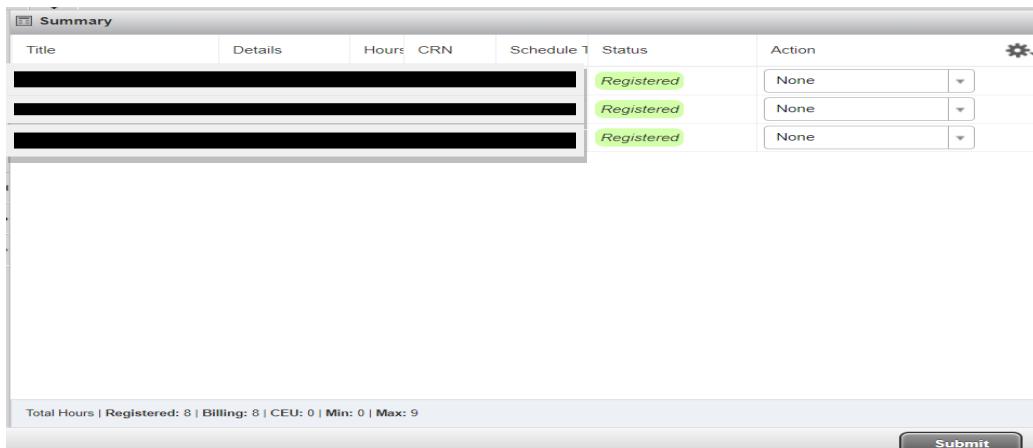
It is important to enter your banking account information accurately, or your payment cannot be successfully completed. If you have questions, please contact your bank.

DO NOT enter your debit card number.

Once registered you can drop or withdraw from the course. Please refer to the [Academic Calendar](#) for important term dates.

A screenshot of a web-based course summary page. The page has a header with a 'Summary' button. Below the header is a table with columns: Title, Details, Hours, CRN, Schedule 1, Status, and Action. There are two rows in the table. The first row has a 'Title' field with a blacked-out value, a 'Status' field showing 'Registered', and an 'Action' field with a dropdown menu containing 'Drop Course'. The second row has a 'Title' field with a blacked-out value, a 'Status' field showing 'Registered', and an 'Action' field with a dropdown menu showing 'None'. A red arrow points to the 'Drop Course' button in the first row. At the bottom of the page, there is a summary of total hours: 'Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 9'. At the very bottom right is a 'Submit' button.

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

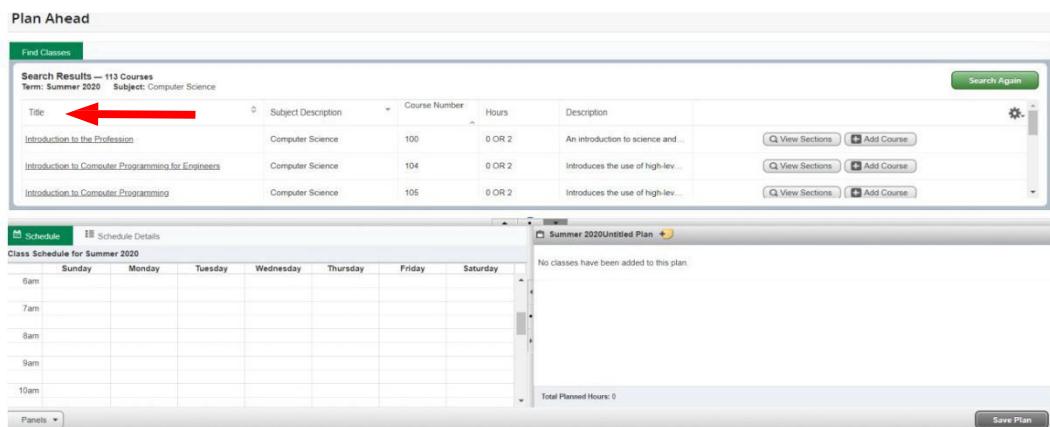


Summary		Details	Hours	CRN	Schedule	T	Status	Action	gear
							Registered	None	
							Registered	None	
							Registered	None	

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 9

Submit

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



Plan Ahead

Find Classes

Search Results — 113 Courses
Term: Summer 2020 Subject: Computer Science

Title	Subject Description	Course Number	Hours	Description	View Sections	Add Course
Introduction to the Profession	Computer Science	100	0 OR 2	An introduction to science and	<input type="button" value="View Sections"/>	<input type="button" value="Add Course"/>
Introduction to Computer Programming for Engineers	Computer Science	104	0 OR 2	Introduces the use of high-lev.	<input type="button" value="View Sections"/>	<input type="button" value="Add Course"/>
Introduction to Computer Programming	Computer Science	105	0 OR 2	Introduces the use of high-lev.	<input type="button" value="View Sections"/>	<input type="button" value="Add Course"/>

Search Again

Schedule

Class Schedule for Summer 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am						
7am						
8am						
9am						
10am						

Summer 2020Untitled Plan

No classes have been added to this plan.

Total Planned Hours: 0

Save Plan

Panels

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

Selecting the title (the arrow in the above image) will give you the class details (click the title of the class to see the below details)

Note: You can also view this information when browsing for classes by clicking the title.

Class Details for Competitive Strategy MBA Business 701 01

Term: 202420 | CRN: 53405

Class Details	Associated Term: Spring 2024
Course Description	CRN: 53405
Restrictions	Campus: Internet
Instructor/Meeting Times	Schedule Type: Lecture
Enrollment/Waitlist	Instructional Method: Online
Corequisites	Section Number: 01
Prerequisites	Subject: MBA Business
Mutual Exclusion	Course Number: 701
Cross Listed Courses	Title: Competitive Strategy
Linked Sections	Credit Hours: 1
Fees	Grade Mode: No Section specified grade mode, please see Catalog link below for more information.
Catalog	
Attributes	

Close

Sample MBA Details

Class Details for Introduction to Contemporary Operating Systems and Hardware 1a In...

Term: 202420 | CRN: 53416

Class Details	Associated Term: Spring 2024
Course Description	CRN: 53416
Restrictions	Campus: Internet
Instructor/Meeting Times	Schedule Type: Lecture
Enrollment/Waitlist	Instructional Method: Online
Corequisites	Section Number: 01
Prerequisites	Subject: Information Tech and Mgmt
Mutual Exclusion	Course Number: 701
Cross Listed Courses	Title: Introduction to Contemporary Operating Systems and Hardware 1a
Linked Sections	Credit Hours: 1
Fees	Grade Mode: No Section specified grade mode, please see Catalog link below for more information.
Catalog	
Attributes	

Close

Sample ITM Details

Class Details for Linear Regression Mathematics 764 01

Term: 202420 | CRN: 53429

Class Details	Associated Term: Spring 2024
Course Description	CRN: 53429
Restrictions	Campus: Internet
Instructor/Meeting Times	Schedule Type: Lecture
Enrollment/Waitlist	Instructional Method: Online
Corequisites	Section Number: 01
Prerequisites	Subject: Mathematics
Mutual Exclusion	Course Number: 764
Cross Listed Courses	Title: Linear Regression
Linked Sections	Credit Hours: 1
Fees	Grade Mode: No Section specified grade mode, please see Catalog link below for more information.
Catalog	
Attributes	

Close

Sample Math Details

Class Details for Intro Relational Databases Computer Science 725 01

Term: 202410 | CRN: 15952

Class Details	Associated Term: Fall 2023
Course Description	CRN: 15952
Restrictions	Campus: Internet
Instructor/Meeting Times	Schedule Type: Accelerated Course
Enrollment/Waitlist	Instructional Method: Online
Corequisites	Section Number: 01
Prerequisites	Subject: Computer Science
Mutual Exclusion	Course Number: 725
Cross Listed Courses	Title: Intro Relational Databases
Linked Sections	Credit Hours: 1
Fees	Grade Mode: No Section specified grade mode, please see Catalog link below for more information.
Catalog	
Attributes	

Close

Sample Computer Science Details