# SELF SERVICE BANNER REGISTRATION USER GUIDE



New Paltz
STATE UNIVERSITY OF NEW YORK

RECORDS AND REGISTRATION

WOOSTER HALL ROOM 115

845-257-3100

# Table of Contents (Click a topic to be taken directly to that section)


Introduction ..... 3

PLAN AHEAD ..... 3

Locating this Feature ..... 3

Summary of Create a Plan Layout ..... 4

Search for Classes ..... 5

Adding and Removing Classes from Plan ..... 6

Adding Notes to Courses in Your Plan ..... 7

Name and Save your Plan ..... 8

REGISTER FOR CLASSES ..... 8

Locating This Feature ..... 8

Summary of the Layout ..... 9

Search for Classes ..... 10

Adding Classes through the ***Find Classes*** Tab ..... 11

Adding Classes through the ***Enter CRN*** Tab ..... 11

Adding Classes through the ***Plans*** Tab ..... 12

Submitting to Register and Error Messages ..... 12

Dropping Classes ..... 13

View and Print Schedule ..... 14

# Self Service Banner Registration Guide

## INTRODUCTION

**Self Service Banner Registration** is the program used to plan your schedule, register for courses and change your schedule during registration periods. The important dates and deadlines for each part of term are found on the academic calendar here.

- Students can search for, register and drop classes in this program.
- Students can bypass searching for classes and can create a schedule by using a created plan or by CRN *(Course Registration Number).*
- Students can add courses by CRN to an existing schedule (Hint: Useful for adding courses with the same number but different sections).

*Tips*

*1. Chrome or Firefox are preferred browsers*

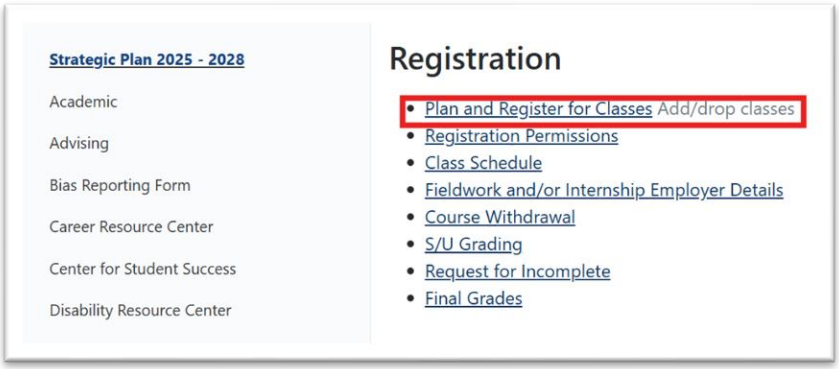
*2. If you have trouble, clear your browser history and relaunch before attempting to use Self Service Registration.*

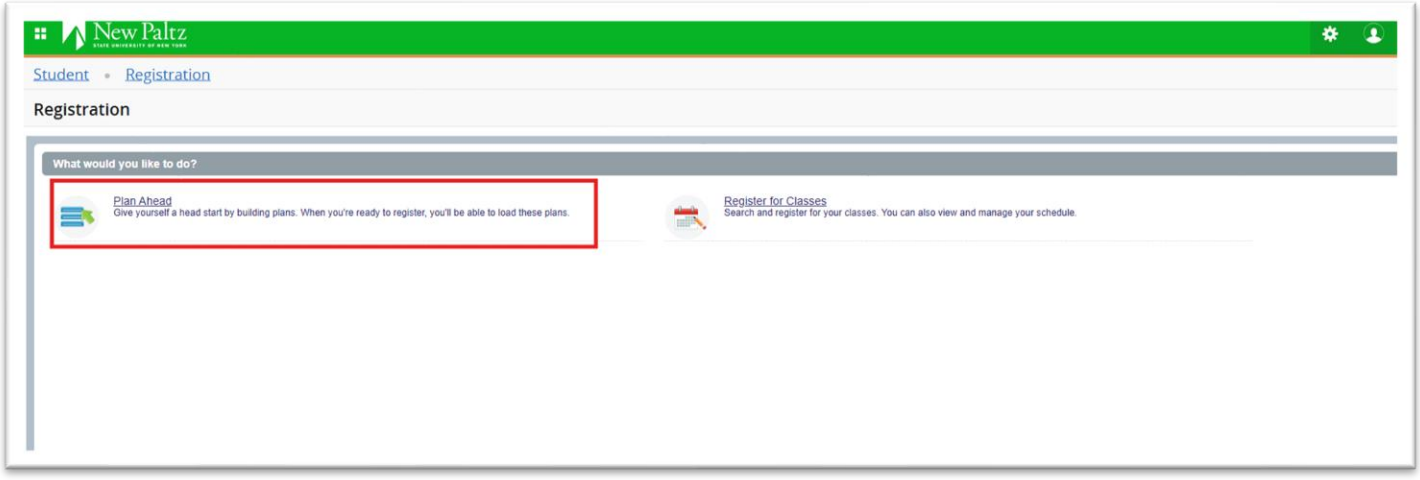
## PLAN AHEAD

### Locating this Feature

Login to your My New Paltz and select ***Registration.***

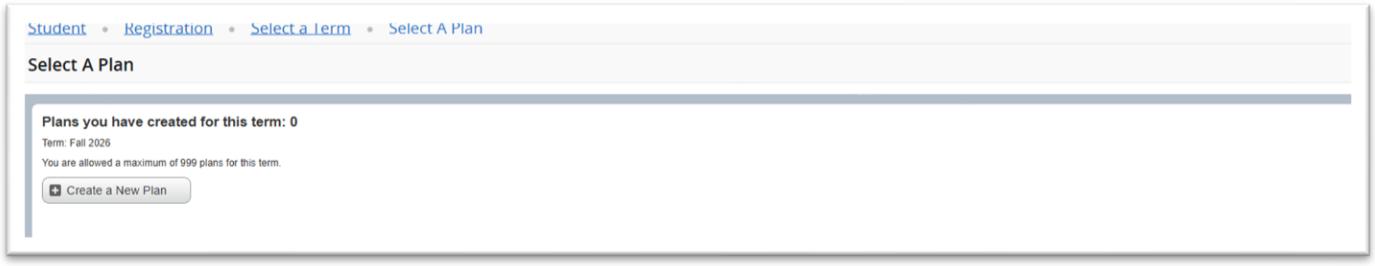
Next, click on ***Plan and Register for Classes*** which will bring you to the Self-Service Banner home page.



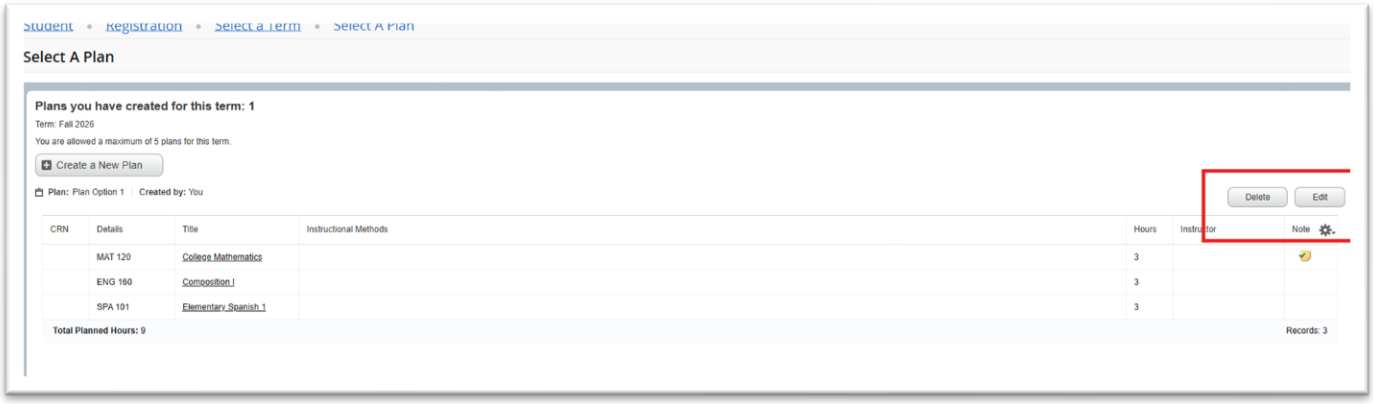



# Summary of Create a Plan Layout

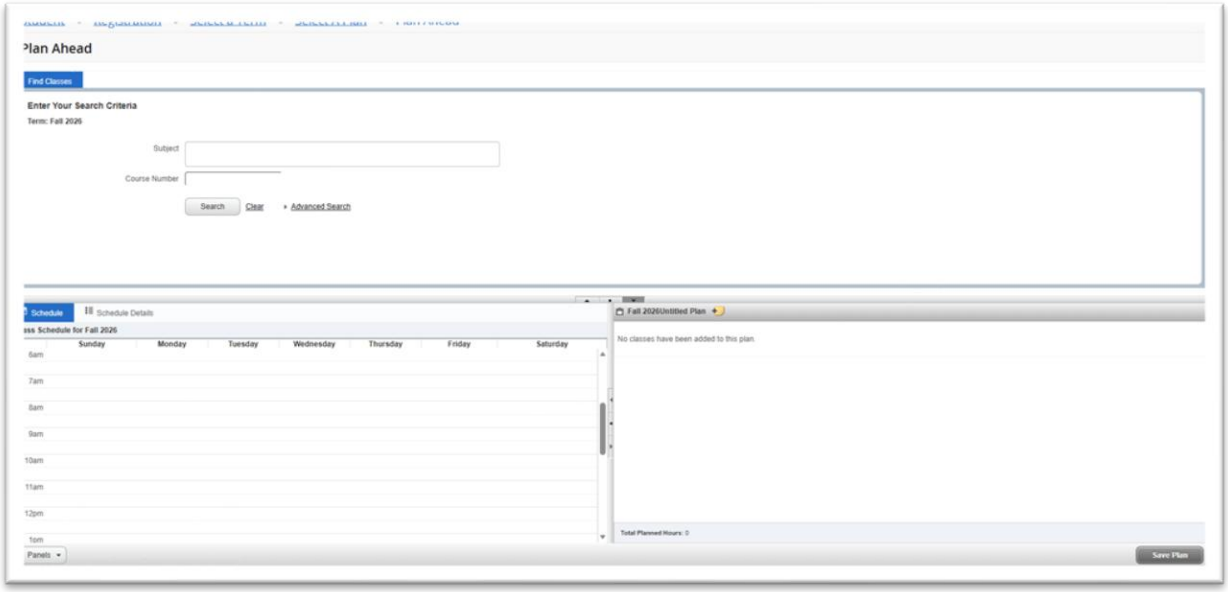
- Select the ***Create a New Plan*** button.




- If there is already an existing plan, you can select to edit or delete it through this page as well.

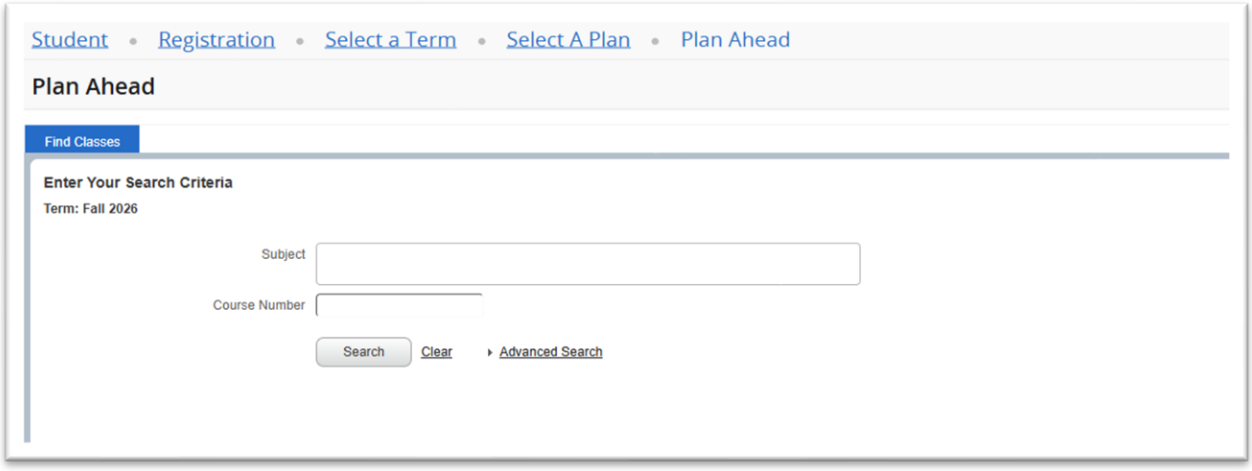



- The top area entitled Find Classes is where you can search for classes to add to your plan. Note that leaving the search fields empty will return all courses.
- The bottom right area displays your plan.
- The bottom left area displays your schedule. You can swap between a weekly calendar view or a detailed view.
- Drag and drop at the panel edges to increase or decrease the panel size.
- Click the arrow at the panel edges to hide the panel or return it to view.
- Selecting the Panels button at the bottom left will show and hide the bottom panels.

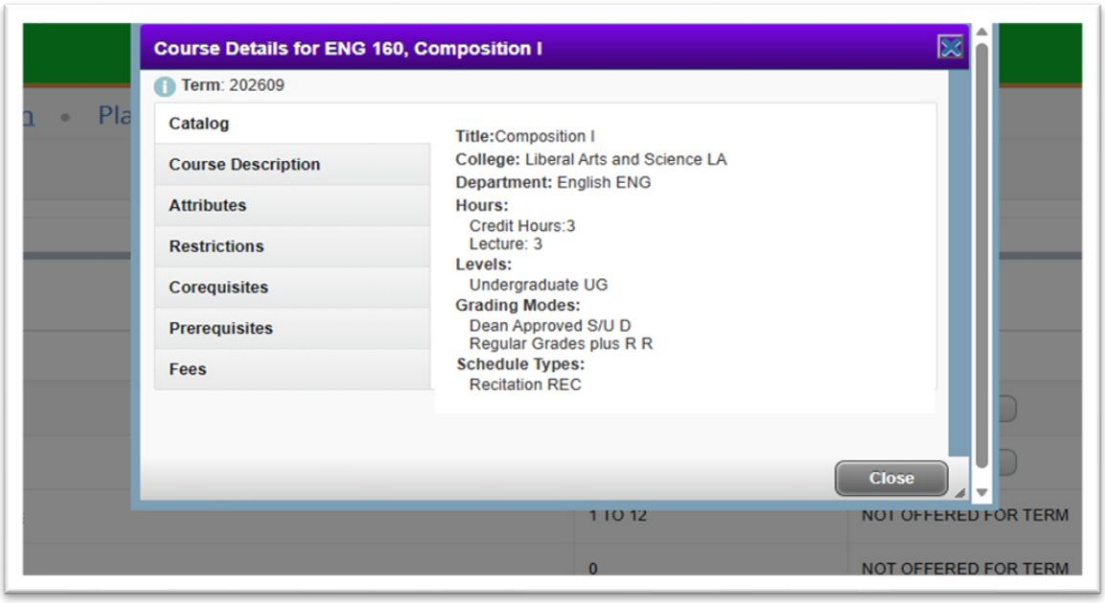


## Search for Classes

- Choose classes using the basic filters or narrow your search by using the ***Advanced Search*** filters.

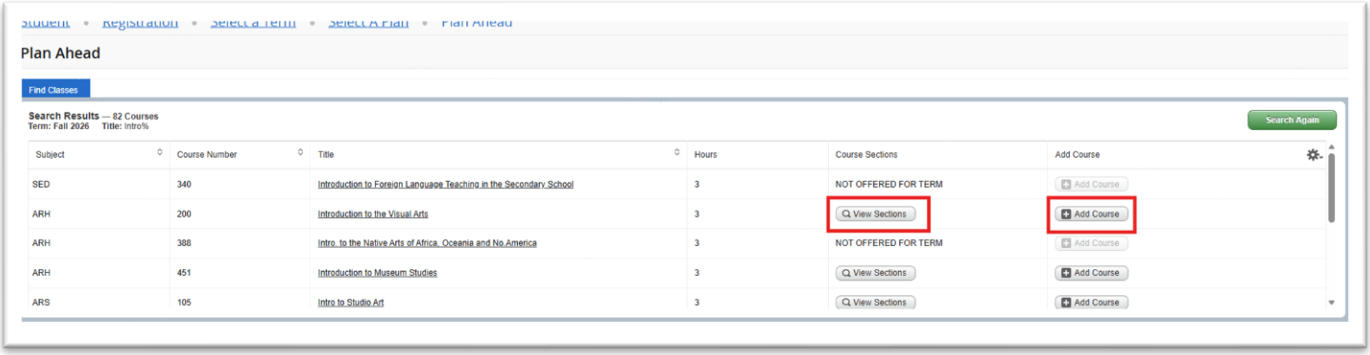



- Select a class title for more details or choose ***Search Again*** to begin a new search.

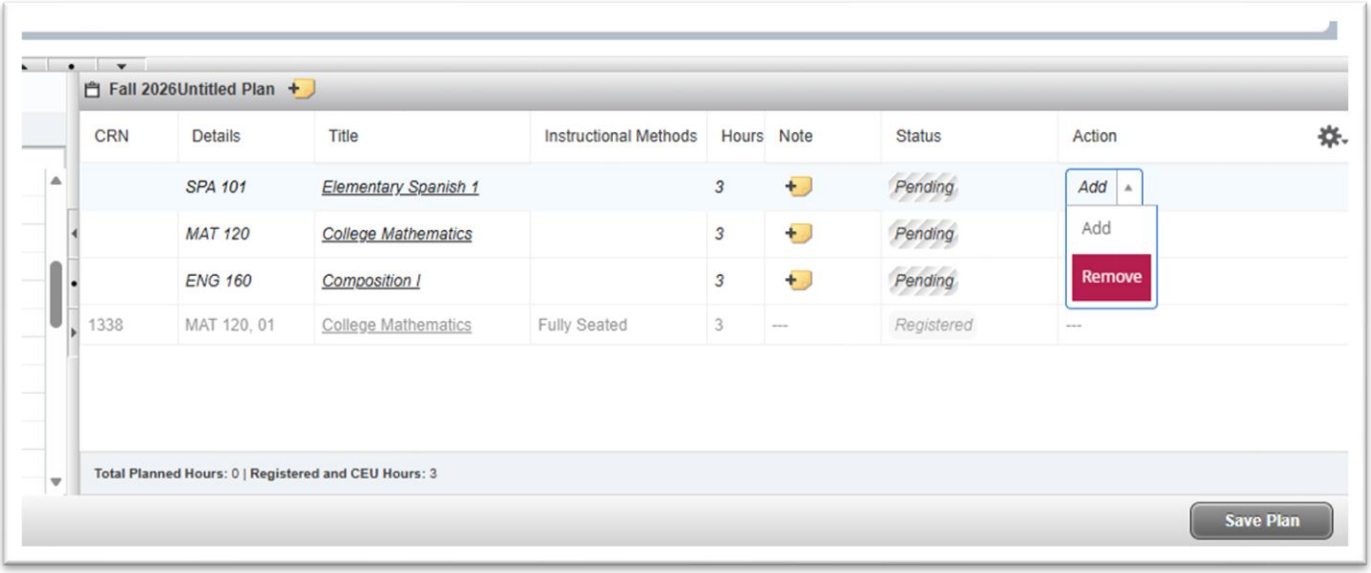


# Adding and Removing Classes from Plan

- Add just the course number to your plan or hit ***View Sections*** to add specific sections of a course to your plan. Note; this option may not be available for all terms.

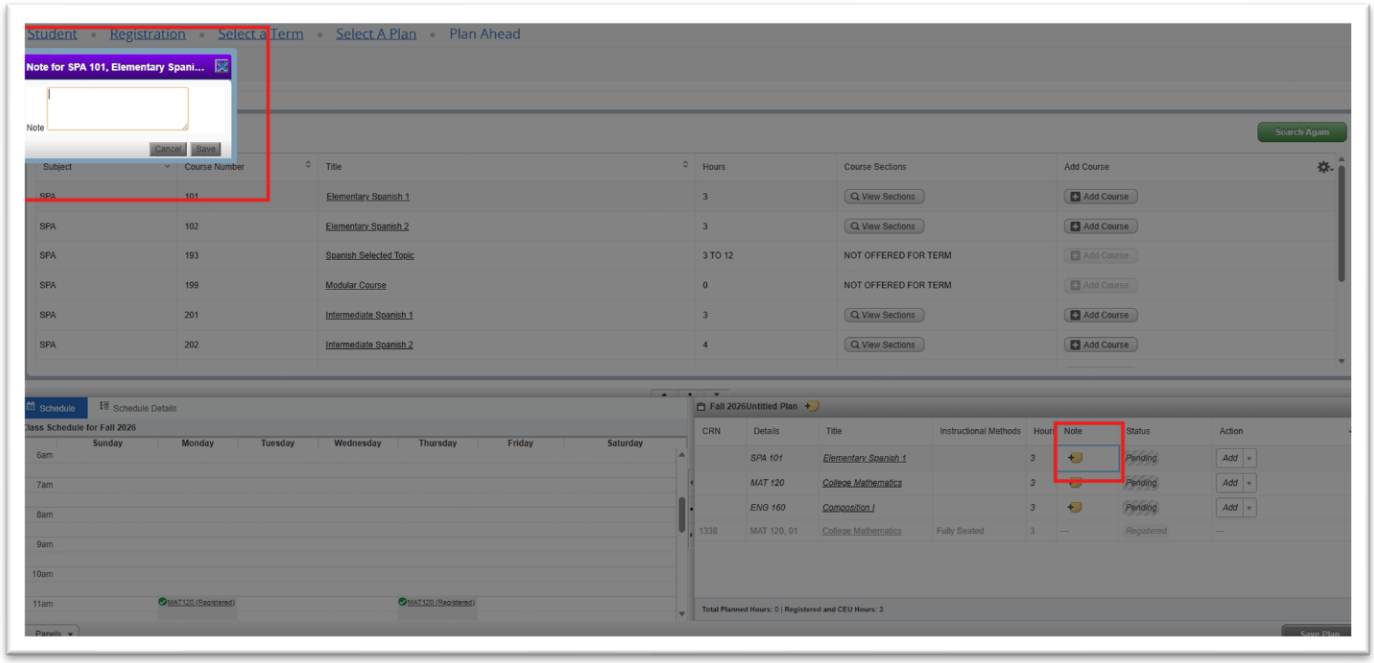



- Remove a course from your plan using the Action dropdown. If the course is still pending, select ***Remove***, and if the course is already a part of a saved plan that you are editing, select ***Delete***.

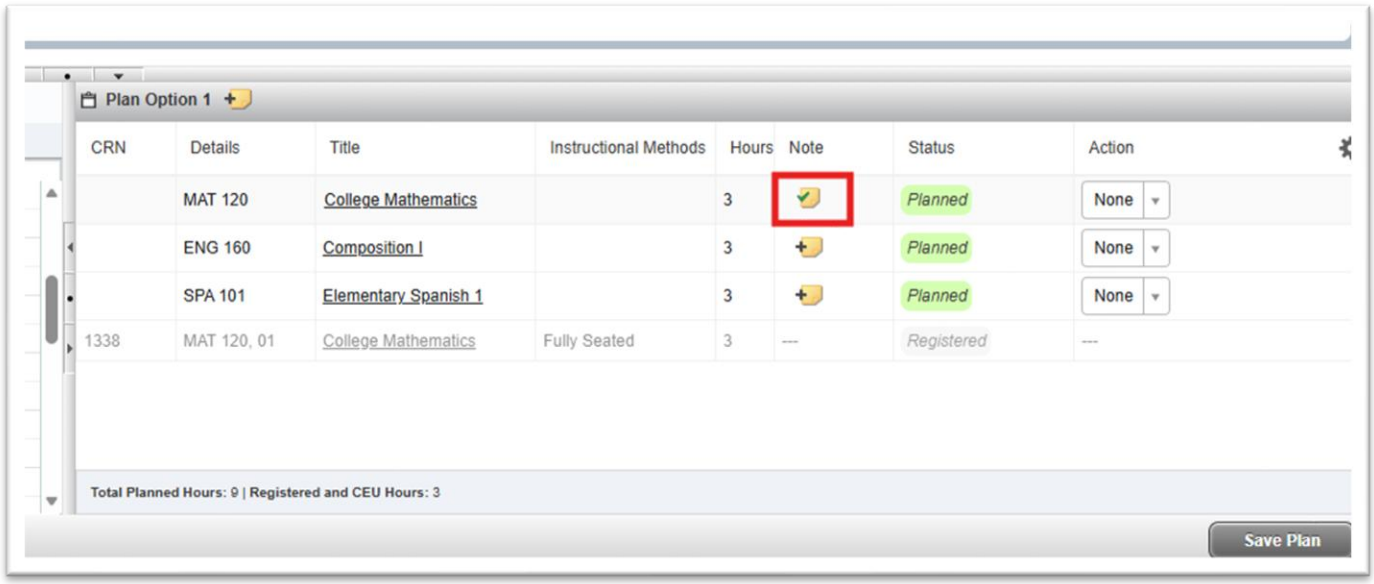


## Adding Notes to Courses in Your Plan

- Add notes to each course added to your plan by clicking on the icon in the ***Note*** column. A pop-up box will appear where you can add and save your note.

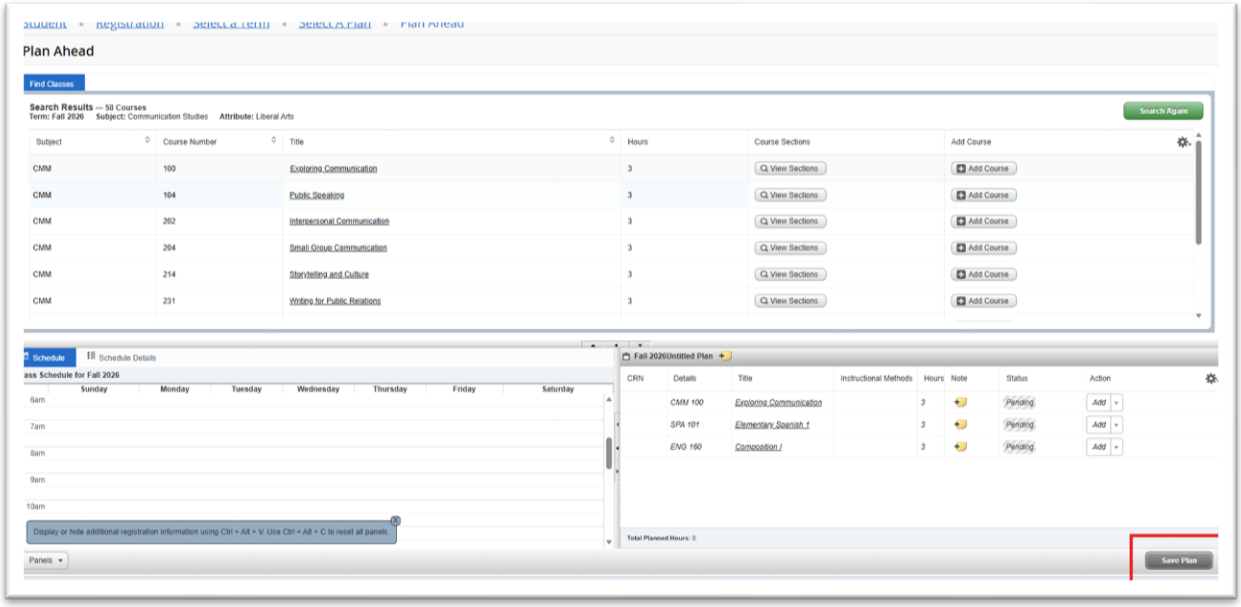



- A note is saved when the icon turns from a plus sign to a green check mark.



## Name and Save your Plan

- Once you have finished adding courses to your summary, click ***Save Plan*** in the bottom right corner and create a name for the plan.

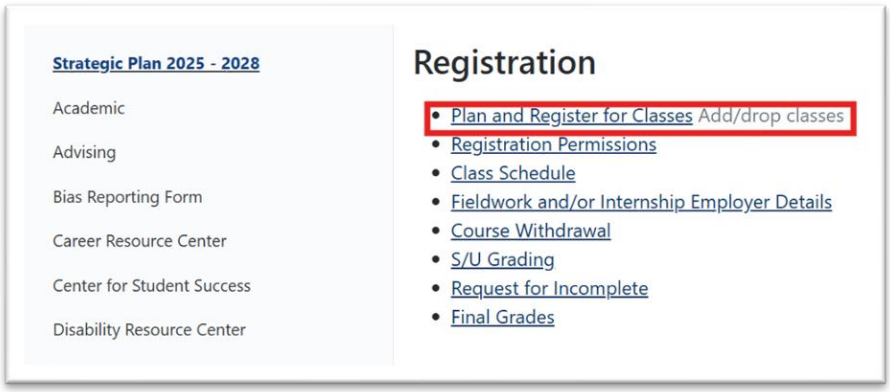



# REGISTER FOR CLASSES

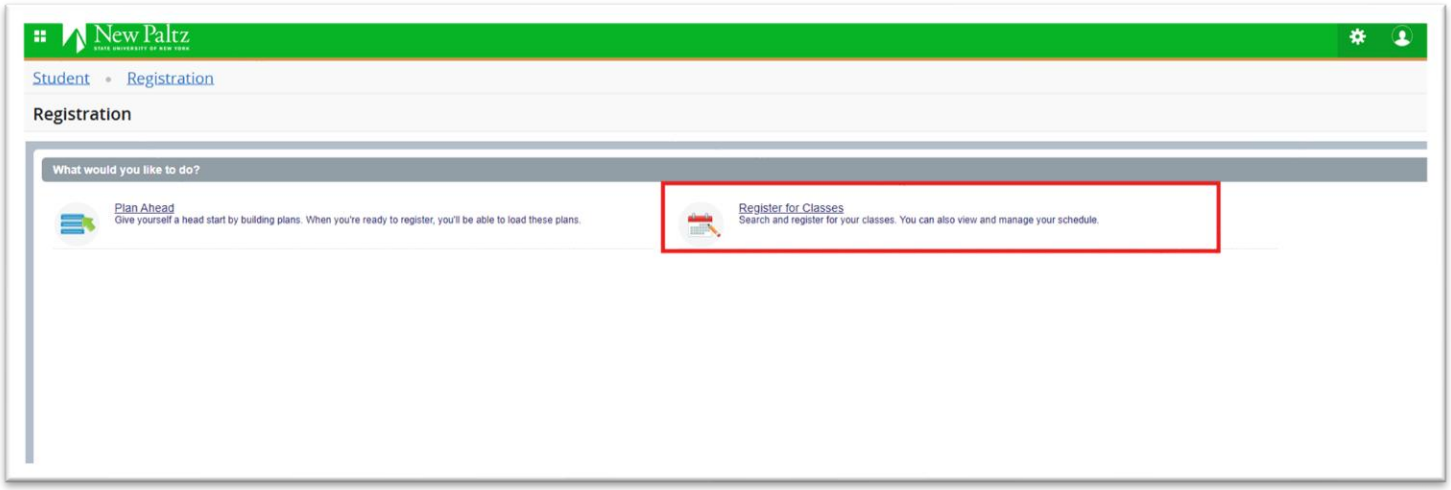
## Locating This Feature

Login to your My New Paltz and select ***Registration.***

Next, click on ***Plan and Register for Classes*** which will bring you to the Self-Service Banner home page.

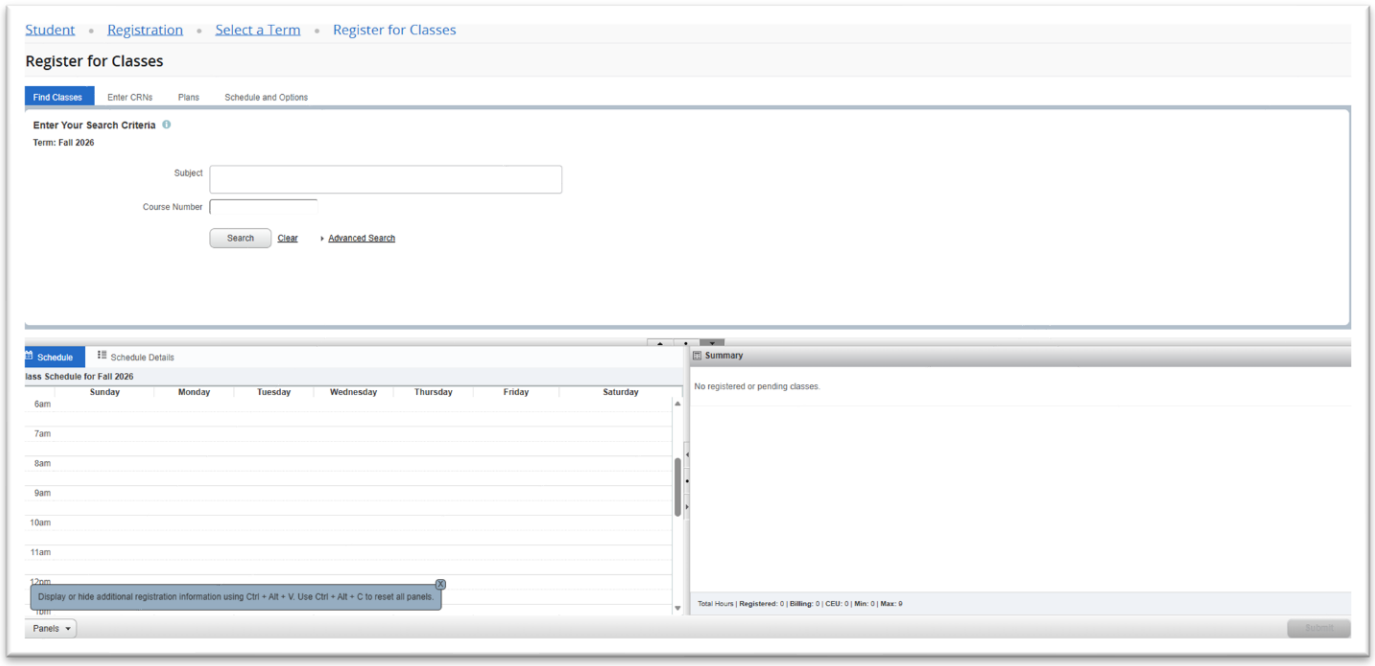


- Click ***Register for Classes*** and choose a term.



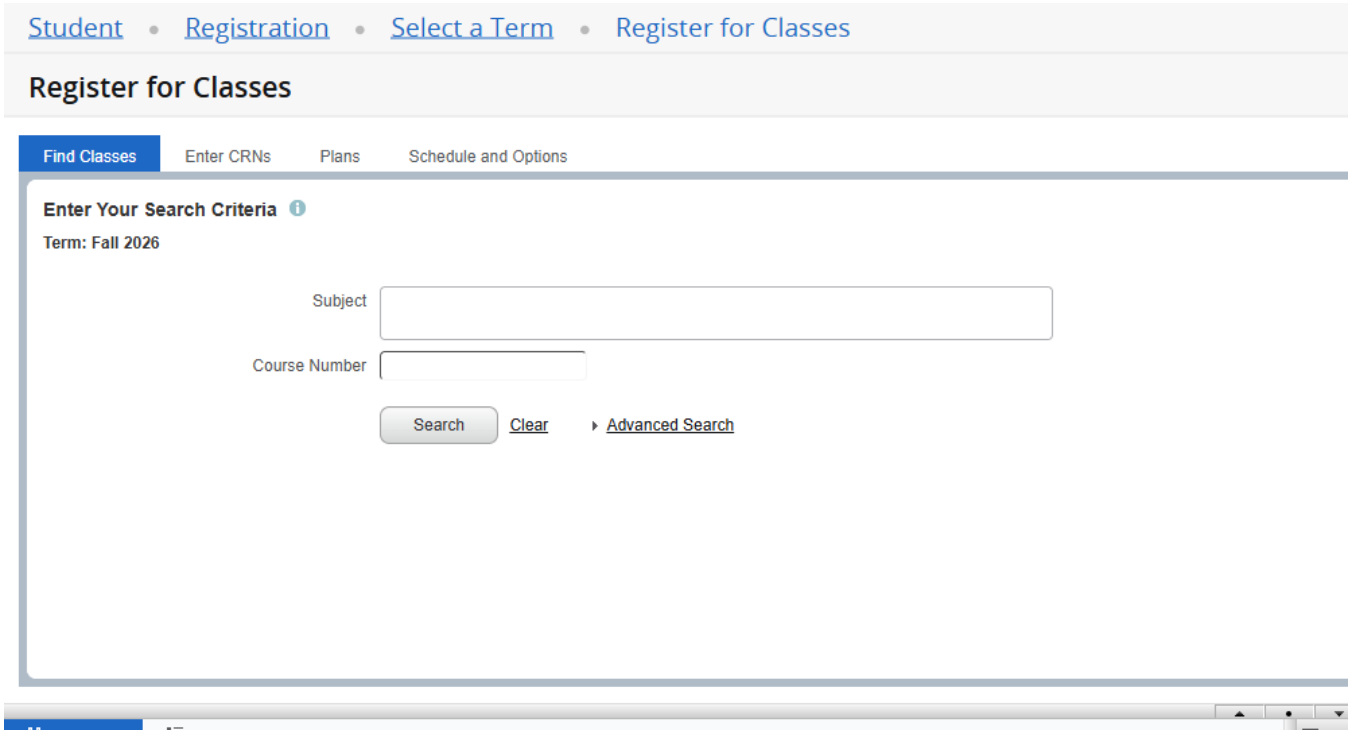

## Summary of the Layout

- The top area entitled Find Classes is where you are able to search for classes to add to your schedule. Note that leaving the search fields empty will return all courses.
- The bottom right area displays your selected courses.
- The bottom left area displays your schedule. You can swap between a weekly calendar view or a detailed view.
- Drag and drop at the panel edges to increase or decrease the panel size.
- Click the arrow at the panel edges to hide the panel or return it to view.
- Clicking the Panels button at the bottom left will show and hide the bottom panels.

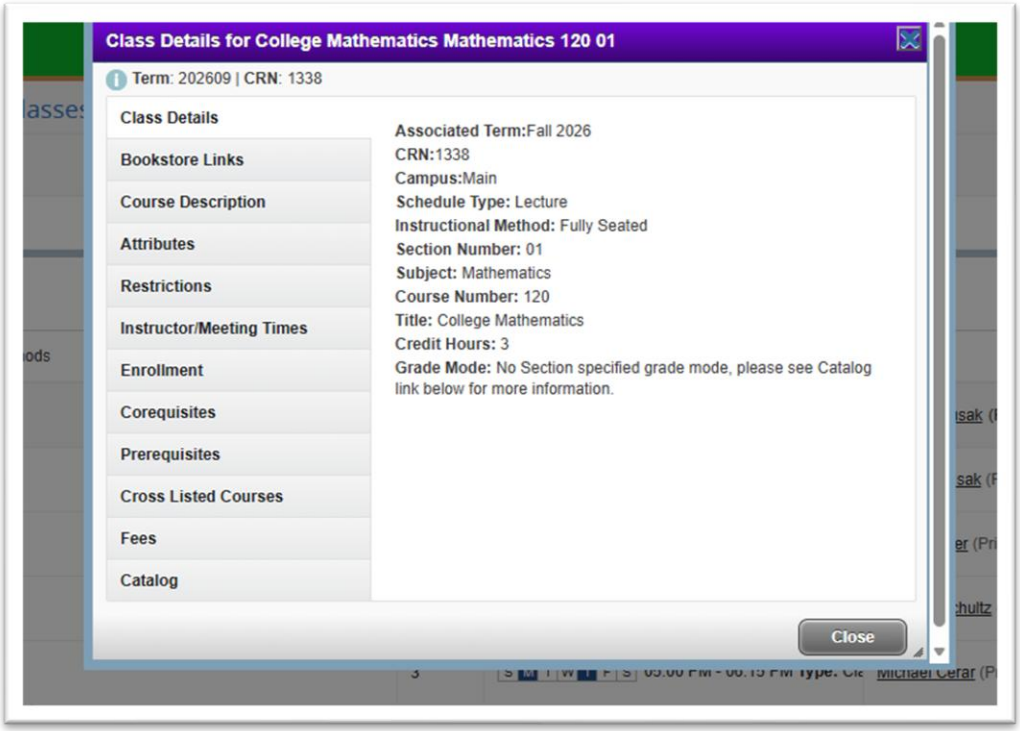


## Search for Classes

- Choose classes using the basic filters or narrow your search by using the ***Advanced Search*** filters.

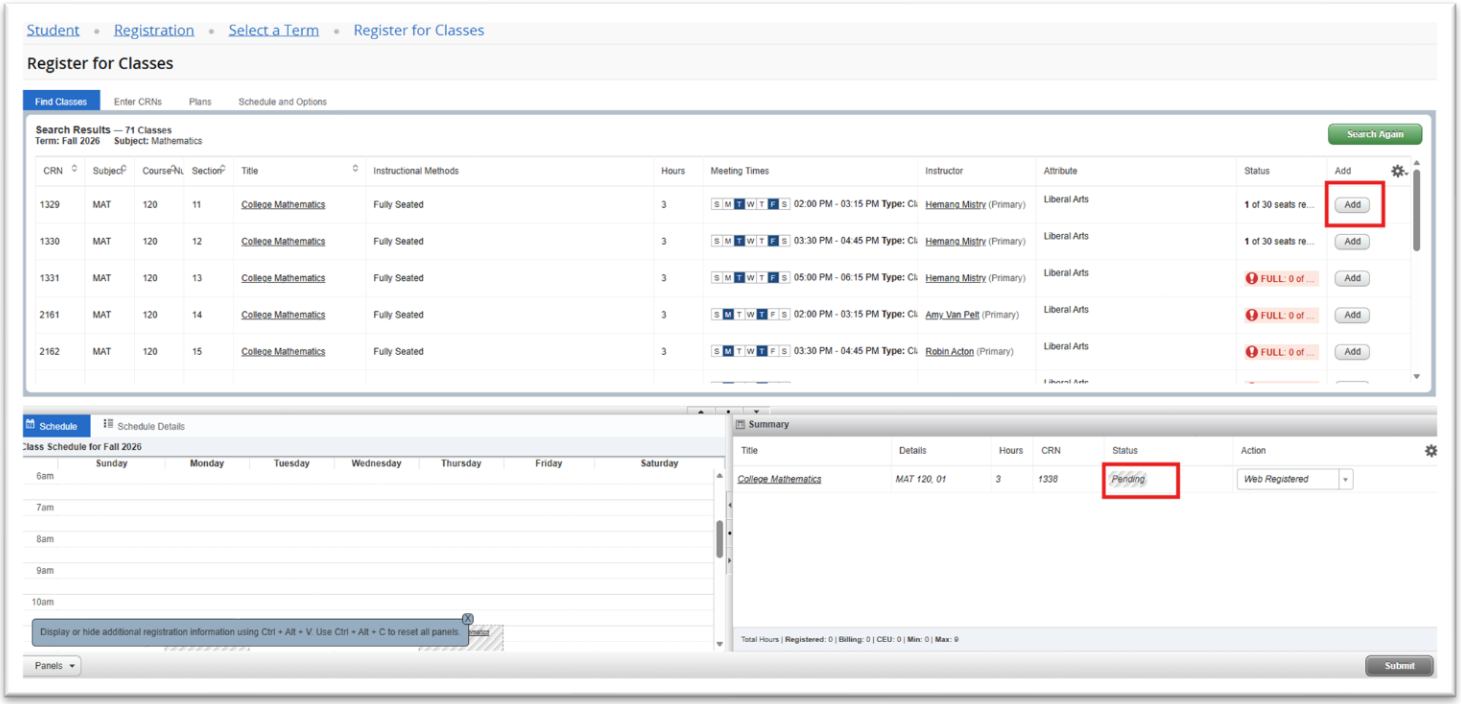



- Select a class title for more details or choose ***Search Again*** to begin a new search.



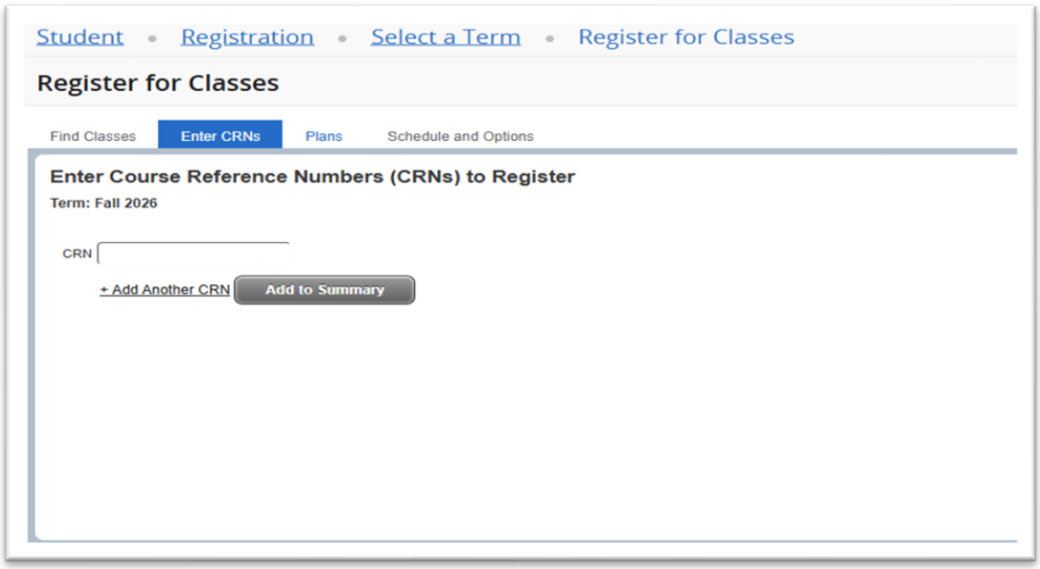
## Adding Classes through the ***Find Classes*** Tab

- Enter a subject, course number, or use the advanced filters, and select ***Search***. Courses that meet your criteria will appear.
- Select ***Add*** next to a course to send it to your summary. The course will stay ***Pending*** until you are officially registered. Important: you have not yet registered for courses with a pending status.
- Select ***Search Again*** to go back to the search page and change criteria to look for different classes.



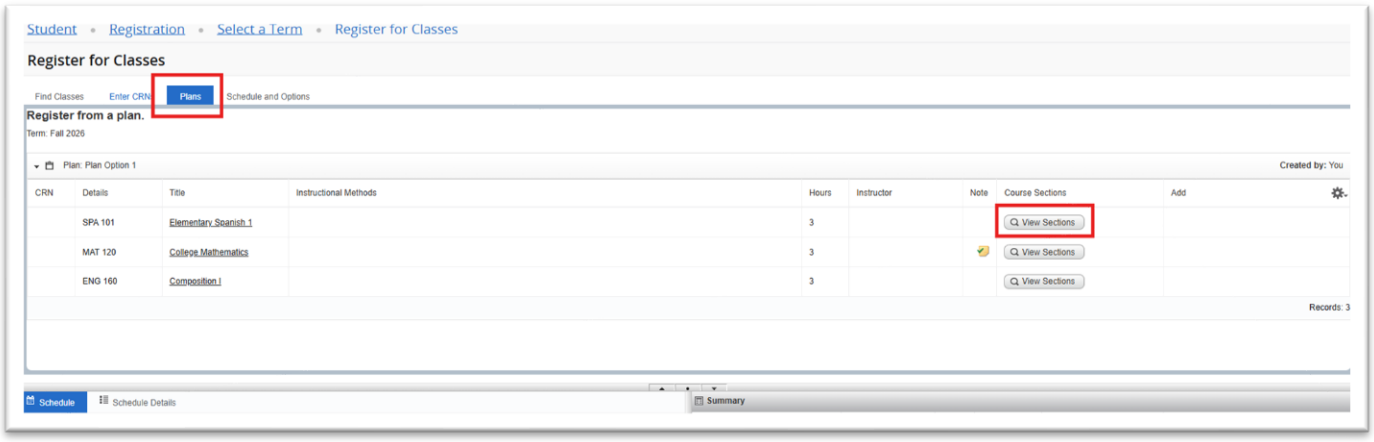

## Adding Classes through the ***Enter CRN*** Tab

- Add classes using the CRN in the ***Enter CRN*** tab if you have those available and want to bypass finding classes.
- Enter one CRN and hit Add to Summary, or you can select to add multiple at the same time.



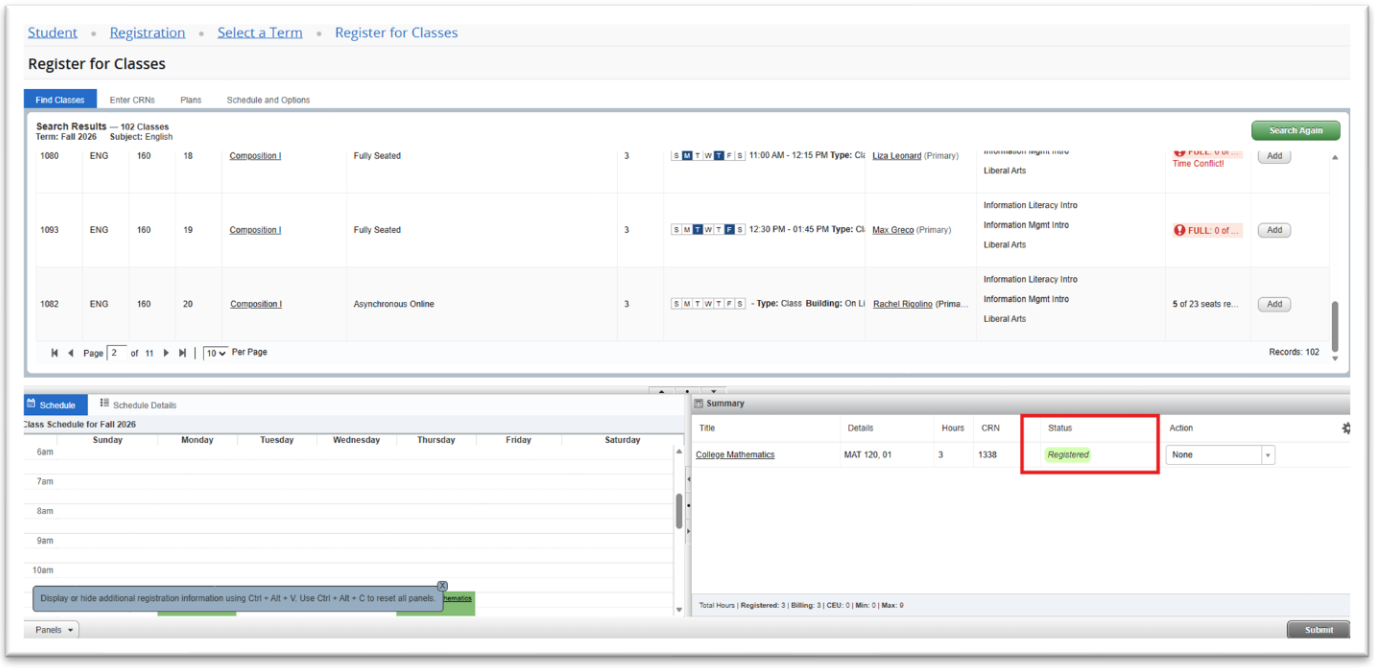
## Adding Classes through the *Plans* Tab

- If you have created a plan in the ***Plan Ahead*** section, you can view these classes the **Plans** tab. Select ***View Sections.***

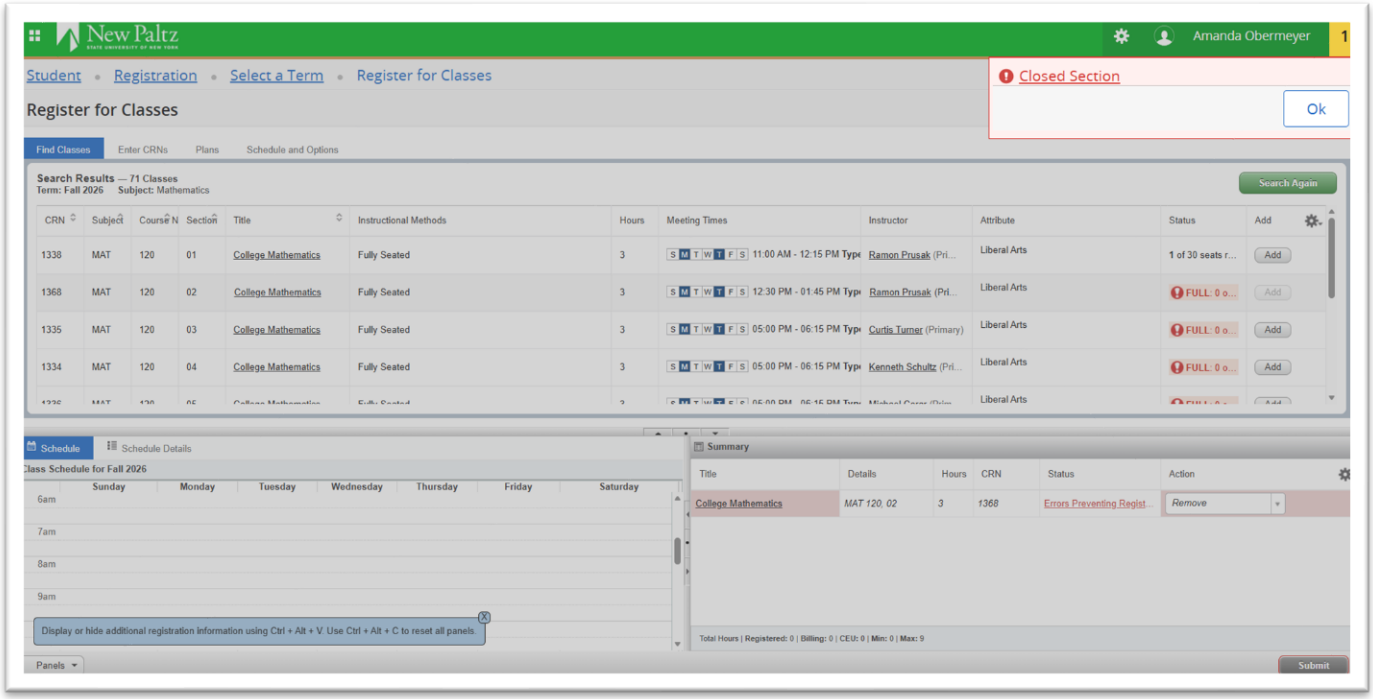



## Submitting to Register and Error Messages

- Once you have finished adding classes, make sure the ***Action*** dropdown next to each course says ***Web Registered*** if you wish to register for that course, or you can change it to ***Remove*** if you no longer want to keep that course.
- Hit ***Submit*** to officially register. *Note that if you do not hit **submit**, your changes are not automatically saved and will be lost.*
- The status will turn to ***Registered*** if successful.

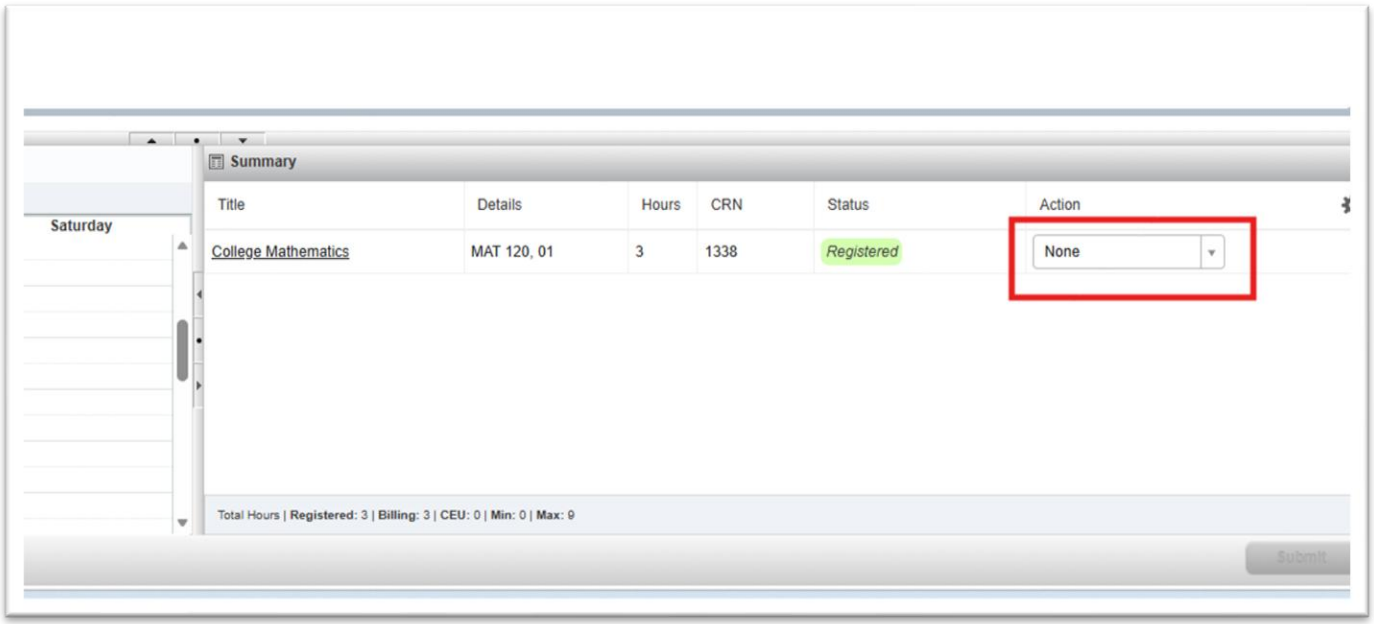


- If there are any restrictions blocking you from registering, they will be displayed at the top of the screen, and the ***Summary*** section will indicate which course(s) have errors. Here is a list of error messages and what they mean.
- Select ***Ok*** next to each error to continue.




## Dropping Classes

- Drop courses within the appropriate add/drop periods for each part of term by selecting the drop option in the ***Action*** dropdown menu.



# View and Print Schedule

- The ***Schedule and Options*** tab shows the courses you successfully registered for.
- To print, select the printer icon on the tab, and a pop-up with a formatted schedule will appear for printing.

