

How to self-register for classes in Banner

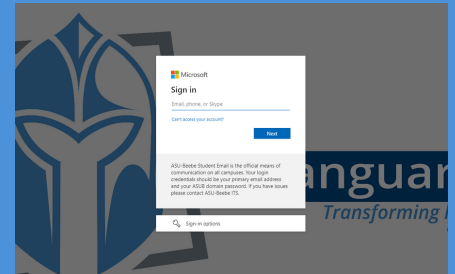
STUDENTS ARE ADVISED TO SET UP THEIR MY.ASUB.EDU ACCOUNT AND ENROLL IN DUO MULTI-FACTOR AUTHENTICATION BEFORE ATTEMPTING THIS PROCESS.



Scan QR to connect to a video tutorial and other Banner Self-Service how-to guides

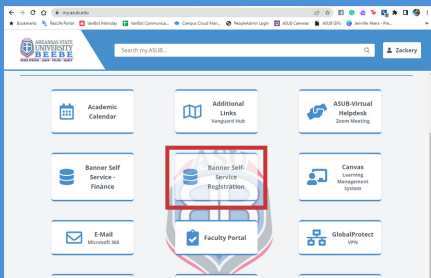


STEP 1: CONTACT YOUR ACADEMIC ADVISOR TO REVIEW YOUR DEGREE PLAN AND DETERMINE WHAT CLASSES YOU NEED TO TAKE.
*You can review who your academic advisor is from the Student Profile page in Banner Self-Service.

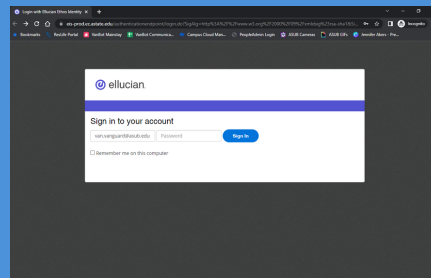


STEP 2: LOG INTO YOUR MY.ASUB.EDU HUB.

*Use your ASUB.edu email address & password.

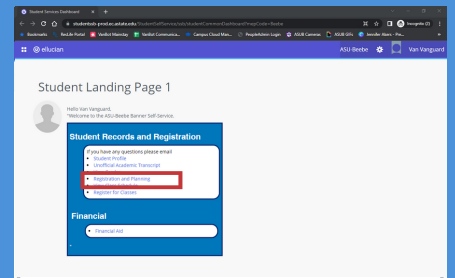


STEP 3: IN YOUR MY.ASUB.EDU HUB, SELECT THE "BANNER SELF-SERVICE" TILE.

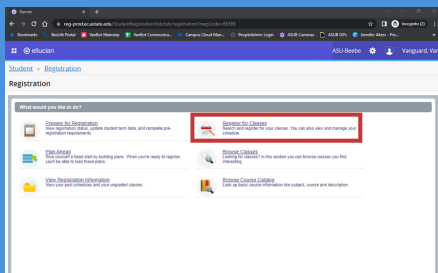


STEP 4: LOG INTO BANNER SELF-SERVICE.

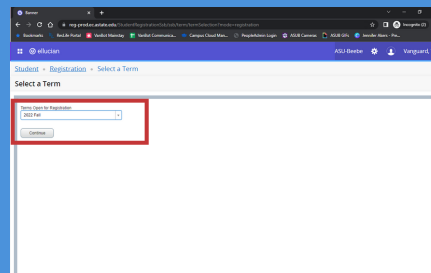
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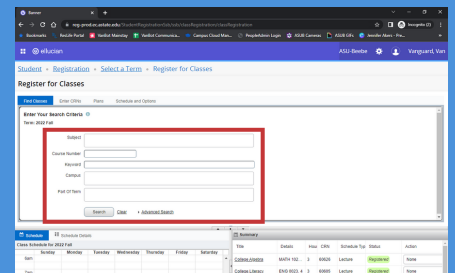
STEP 5: FROM YOUR BANNER STUDENT LANDING PAGE, SELECT "REGISTRATION AND PLANNING."



STEP 6: ONCE ON THE REGISTRATION SCREEN, SELECT "REGISTER FOR CLASSES."



STEP 7: FROM THE SELECT A TERM SCREEN, SELECT THE TERM OPEN FOR REGISTRATION DROP-DOWN BOX. THEN SELECT THE "CONTINUE" BUTTON.



STEP 8: FROM THE FIND CLASSES SCREEN, YOU CAN SEARCH FOR CLASSES BASED ON SUBJECT, COURSE NUMBER, KEYWORD, CAMPUS, OR TERM.

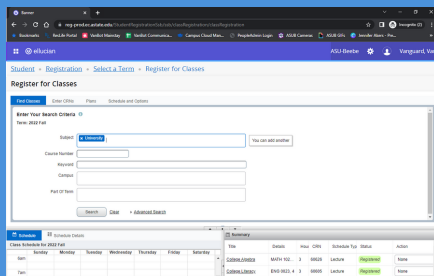


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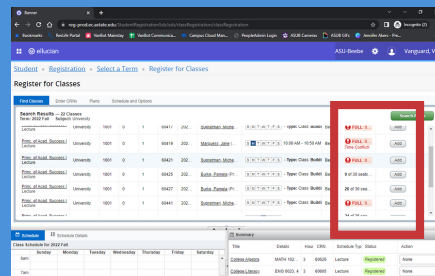


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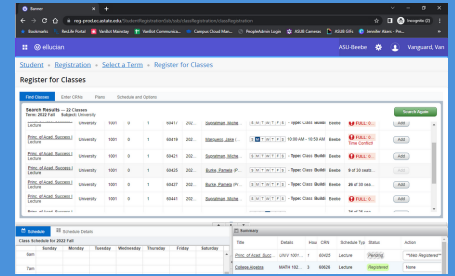
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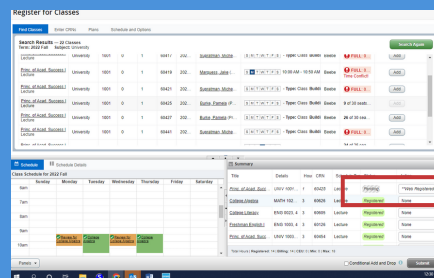
STEP 9: ONCE YOU HAVE ENTERED YOUR SEARCH TERMS, SELECT THE "SEARCH" BUTTON.



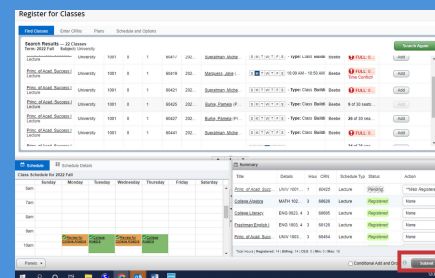
STEP 10: IF THE COURSE YOU SEARCHED FOR HAS AVAILABLE SEATS, SELECT THE "ADD" BUTTON TO THE RIGHT OF THE COURSE LISTING.



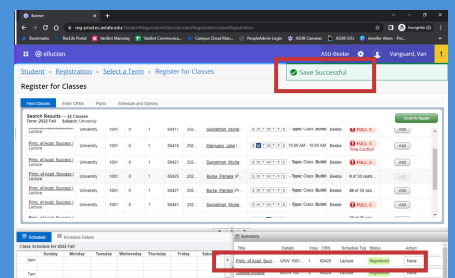
STEP 11: ONCE SELECTED, THE COURSE SHOULD APPEAR IN THE "SUMMARY" WINDOW WITH A "PENDING" STATUS.



STEP 12: TO REMOVE A PENDING COURSE FROM YOUR SCHEDULE, SELECT THE DROP-DOWN BOX UNDER THE "ACTION" COLUMN FOR THE COURSE, AND SELECT "REMOVE."



STEP 13: TO SAVE YOUR ADDED COURSES AND REGISTER FOR THEM, SELECT THE "SUBMIT" BUTTON.



STEP 14: ONCE SAVED, YOU SHOULD RECEIVE A GREEN POP-UP BOX THAT READS: "SAVE SUCCESSFUL." ADDITIONALLY, COURSES SHOULD MOVE FROM PENDING TO REGISTERED IN THE SUMMARY WINDOW.



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