

## **A Guide for Undergraduate Class Registration**







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*Click on page number in the list above to access that page/content*

- [Click here to register for courses.](#)
- Login to Self-Service Banner with your Messiah username and password.
- Access the **Student** tab and Click **Registration**.
- Click **Add or Drop Classes**.
- Click **Register for Classes**.

What would you like to do?

 <p><a href="#">Prepare for Registration</a> View registration status, update student term data, and complete pre-registration requirements.</p>	 <p><a href="#">Register for Classes</a> Search and register for your classes. You can also view and manage your schedule.</p>
 <p><a href="#">Plan Ahead</a> Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.</p>	 <p><a href="#">Browse Classes</a> Looking for classes? In this section you can browse classes you find interesting.</p>
 <p><a href="#">View Registration Information</a> View your past schedules and your ungraded classes.</p>	 <p><a href="#">Browse Course Catalog</a> Look up basic course information like subject, course and description.</p>

- You will be prompted to select a term. Select the appropriate term and click **Continue**.

Select a Term

Terms Open for Registration

Fall 2019

[Continue](#)

## Search for Courses

- On the **Find Classes** tab, type in the subject(s) you need to search.



Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

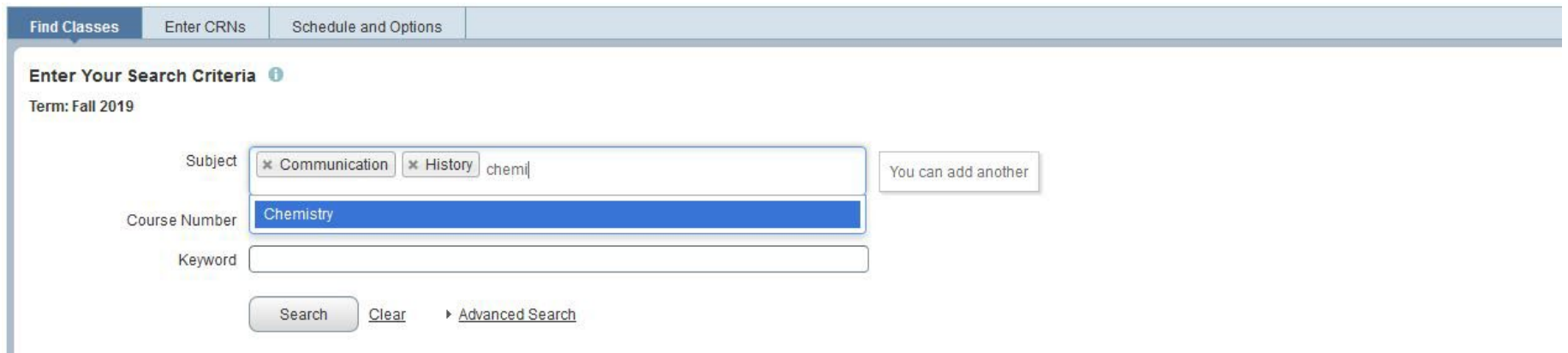
Term: Fall 2019

Subject:

Course Number:

Keyword:

[Advanced Search](#)



Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2019

Subject:

Course Number:

Keyword:

[Advanced Search](#)

- To advance your search, click **Advanced Search**. Using this feature, you can search by course number, meeting days/times, open sections only, etc.

Enter Your Search Criteria ⓘ

Term: Fall 2019

Meeting Days		
Sunday	<input type="checkbox"/>	
Monday	<input checked="" type="checkbox"/>	
Tuesday	<input type="checkbox"/>	
Wednesday	<input checked="" type="checkbox"/>	
Thursday	<input type="checkbox"/>	
Friday	<input checked="" type="checkbox"/>	
Saturday	<input type="checkbox"/>	
Start Time	09	00 AM
End Time	09	50 AM
Open Sections Only	<input checked="" type="checkbox"/>	

- Once you have entered your search criteria, click **Search**.

Enter Your Search Criteria ⓘ

Term: Fall 2019

Tuesday	<input type="checkbox"/>	
Wednesday	<input checked="" type="checkbox"/>	
Thursday	<input type="checkbox"/>	
Friday	<input checked="" type="checkbox"/>	
Saturday	<input type="checkbox"/>	
Start Time	09	00 AM
End Time	09	50 AM
Open Sections Only	<input checked="" type="checkbox"/>	

[Advanced Search](#)

### Add Courses to your Schedule

- Click the **ADD** button to add courses to your schedule.
  - IMPORTANT NOTE: If a course is closed or you have a time conflict, those error messages will display in red under the **Status** column. You will not be permitted to add those sections to your schedule.

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	
Problems in Philosophy General Education	Philosophy	101	01	3	1946	Fall 2...	Schoettle, Timothy (P...	S M T W T F S 11:00 AM - 11:50 AM Type: C	Grant...	15 of 37 seats ...	Add
Problems in Philosophy General Education	Philosophy	101	02	3	1945	Fall 2...	Schenk, David (Prim...	S M T W T F S 12:00 PM - 12:50 PM Type: C	Grant...	<b>FULL: 0 of ...</b>	Add
Problems in Philosophy General Education	Philosophy	101	03	3	1947	Fall 2...	Schoettle, Timothy (P...	S M T W T F S 01:00 PM - 01:50 PM Type: C	Grant...	30 of 37 seats ...	Add
Problems in Philosophy General Education	Philosophy	101	04	3	1949	Fall 2...	Schoettle, Timothy (P...	S M T W T F S 02:00 PM - 02:50 PM Type: C	Grant...	35 of 37 seats ...	Add

- The courses will display in your class summary (lower right) and class schedule (lower left) as a **Pending** status.

Class Schedule for Fall 2019								Summary						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Title	Details	Hours	CRN	Schedule	Status	Action
1pm								Problems in Philosophy	PHIL 101, 04	3	1949	Genera...	Pending	**Registered (by st...
2pm		Problems in Philosophy		Problems in Philosophy		Problems in Philosophy								
3pm														
4pm														

- To officially register for courses, click the **Submit** button. You are officially registered for courses when the status displays as a green **Registered** status. Your total registered/billing credits will display at the bottom of the class summary (lower right).

The screenshot shows a web interface for course registration. On the left is a 'Class Schedule for Fall 2019' grid with columns for days of the week and rows for time slots (12pm, 1pm, 2pm, 3pm). Courses are listed in colored boxes with checkmarks. On the right is a 'Summary' table with columns: Title, Details, Hours, CRN, Schedule T, Status, and Action. Two rows are visible: 'Fundamentals of Oral...' and 'Problems in Philosophy', both with a green 'Registered' status. At the bottom of the summary table, a summary line reads 'Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18'. A 'Submit' button is located at the bottom right of the interface.

- To add course(s) by CRN (Course Reference Number), access the **Enter CRNs** tab and enter the four-digit CRN's.
- Click **Add to Summary**. This will add the course(s) to your class summary (lower right) and class schedule (lower left) as a pending status. Click **Submit** to officially register for the course(s).

The screenshot shows the 'Enter CRNs' tab selected in the 'Find Classes' section. Below the tab, the text reads 'Enter Course Reference Numbers (CRNs) to Register' and 'Term: Fall 2019'. There is an input field for 'CRN' containing the value '1524', followed by a search bar showing 'Fundamentals of Spanish I SPAN 101, 03'. Below this is another empty 'CRN' input field and a '+ Add Another CRN' link. A grey 'Add to Summary' button is located at the bottom right of the form area.

**Drop Courses from your Schedule**

- In the Class Summary (lower right) choose **Drop (by Student)** in the Action drop-down menu.

The screenshot shows two panels: 'Class Schedule for Fall 2019' and 'Summary'. The schedule shows 'Fundamentals of Oral Communication' and 'Problems in Philosophy' on Monday, Wednesday, and Friday at 1pm and 2pm. The summary table lists these courses with their details, hours, CRNs, and status. The 'Problems in Philosophy' course (PHIL 101, 04) is highlighted in blue, and its 'Action' dropdown menu is open, showing 'Drop (by Student)' as an option.

Title	Details	Hours	CRN	Schedule T	Status	Action
Fundamentals of Oral...	COMM 105, 04	3	1736	Genera...	Registered	None
Problems in Philosophy	PHIL 101, 04	3	1949	Genera...	Registered	None Drop (by Student)

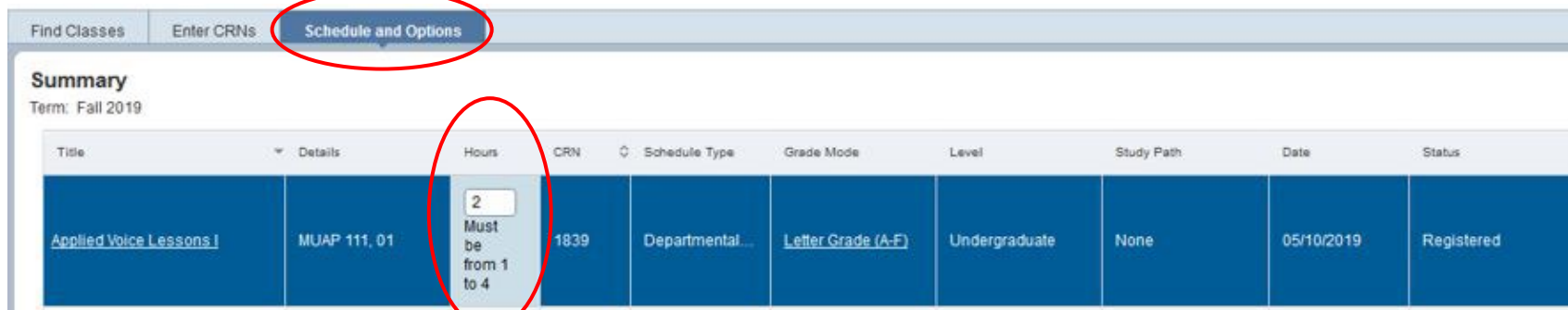
- Click the **Submit** button. The course is officially dropped from your schedule when it displays in your Class Summary (lower right) as a **Deleted** status and is removed from your Class Schedule (lower left).

The screenshot shows the same two panels. The 'Problems in Philosophy' course is now listed with a 'Deleted' status. The 'Submit' button is circled in red.

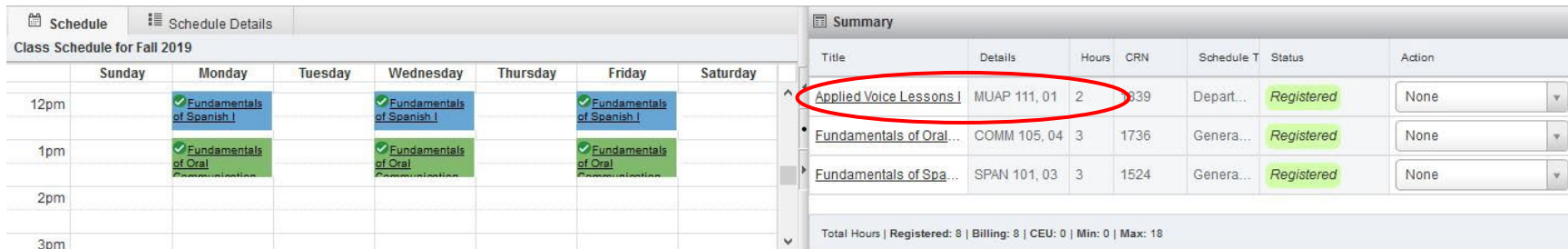
Title	Details	Hours	CRN	Schedule T	Status	Action
Fundamentals of Oral...	COMM 105, 04	3	1736	Genera...	Registered	None
Problems in Philosophy	PHIL 101, 04	0	1949	Genera...	Deleted	None

**Change Variable Course Credits**

- To change the amount of registered credits for a variable credit course (i.e. applied music lessons, music ensembles) access the **Schedule and Options** tab.
- Click on the variable credit amount under the **Hours** column. Enter the credit amount you plan to complete.
- Click the **Submit** button (lower right).



- Confirm that you are registered for the correct credit amount by accessing the **Find Classes** tab and reviewing your class summary (lower right).





**View/Print your Class Schedule**

- Access the **Schedule and Options** tab to view your class schedule.
- To email or print your schedule, you can select the email or printer icon (upper right).
  - Note: Email Schedule- your campus email will autofill (check “Myself”). If you want to email your schedule to a personal email account, enter the address in one of the Email fields. Click **Send** when you have entered the appropriate email addresses.

PRINT

The screenshot shows the Registrar system interface. At the top, there are three tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options', with the last one circled in red. Below the tabs is a 'Summary' section containing a table of class details. To the right, an 'EMAIL' pop-up window is open, showing options to email the schedule and download a calendar file. The 'Send' button in this window is also circled in red. A green arrow labeled 'PRINT' points to the printer icon in the top right corner of the interface.

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path
<a href="#">Applied Voice Lessons I</a>	MUAP 111, 01	3	4477	Departmental...	<a href="#">Letter Grade (A-F)</a>	Undergraduate	None
<a href="#">Fundamentals of Oral Comm...</a>	COMM 105, 07	3	4921	General Educ...	<a href="#">Letter Grade (A-F)</a>	Undergraduate	None
<a href="#">Fundamentals of Spanish I</a>	SPAN 101, 01	3	4722	General Educ...	<a href="#">Letter Grade (A-F)</a>	Undergraduate	None

**Conditionally Add/Drop a Course**

- This feature allows you to drop a course from your schedule on the ‘condition’ that you are able to add a new course to your schedule without error.
- Example: You would like to register for another section of SPAN 101. You are currently registered for a section of SPAN 101, MWF 12-12:50 p.m., and you would like to switch to another MWF section, 2-2:50 p.m.
- **ADD** the 2-2:50 p.m. section of SPAN 101 to your schedule (you will have two sections of SPAN 101 listed in your **Class Summary**; one as *Pending* and one as *Registered*).

Find Classes		Enter CRNs	Schedule and Options			
<b>Search Results — 17 Classes</b> Term: Fall 2019 Subject: Spanish						
Fundamentals of Spanish I General Education	Spanish	101	03	3	1524	Fall 2... Nieves, Neryamn (Pri... S M T W T F S 12:00 PM - 12:50 PM Type: C Grant... 15 of 27 seats ... Add
Fundamentals of Spanish I General Education	Spanish	101	04	3	1525	Fall 2... Nieves, Neryamn (Pri... S M T W T F S 01:00 PM - 01:50 PM Type: C Grant... 21 of 27 seats ... Time Conflict! Add
Fundamentals of Spanish I General Education	Spanish	101	05	3	1526	Fall 2... Ginck, Amy (Primary) S M T W T F S 02:00 PM - 02:50 PM Type: C Grant... 11 of 27 seats ... Add

Schedule								Summary						
Class Schedule for Fall 2019								Title	Details	Hours	CRN	Schedule T	Status	Action
6am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Fundamentals of Spa...	SPAN 101, 05	3	1526	Genera...	Pending	**Registered (by st...
7am								Fundamentals of Oral...	COMM 105, 04	3	1736	Genera...	Registered	None
8am								Fundamentals of Spa...	SPAN 101, 03	3	1524	Genera...	Registered	None
9am								Total Hours   Registered: 6   Billing: 6   CEU: 0   Min: 0   Max: 18						

- In the Action column, select **‘Drop (by Student)’** for the *Registered* section (CRN 1524).
- Check the **Conditional Add and Drop** check box next to the Submit button.
- Click **Submit**.

The screenshot shows the 'Class Schedule for Fall 2019' on the left and a 'Summary' table on the right. The summary table has columns: Title, Details, Hours, CRN, Schedule T, Status, and Action. The row for 'Fundamentals of Spa...' with CRN 1524 is highlighted in blue, and its 'Action' dropdown menu is open, showing 'Drop (by Student)' selected. Below the table, there is a 'Submit' button with a checked 'Conditional Add and Drop' checkbox next to it. Both the dropdown menu and the 'Submit' button are circled in red.

Title	Details	Hours	CRN	Schedule T	Status	Action
Fundamentals of Spa...	SPAN 101, 05	3	1526	Genera...	Pending	**Registered (by st...
Fundamentals of Spa...	SPAN 101, 03	3	1524	Genera...	Registered	Drop (by Student)
Fundamentals of Oral...	COMM 105, 04	3	1736	Genera...	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop **Submit**

- If conditions were met, you will be registered for the *Pending* section (CRN 1526) and dropped from the *Registered* section (1524). *Save Successful* will also display in upper-right corner of screen.

The screenshot shows the same interface after the drop action. The 'Fundamentals of Spa...' section with CRN 1526 is now 'Registered', and the section with CRN 1524 is 'Deleted'. The 'Action' dropdown for CRN 1526 is now 'None'. A red oval highlights the 'Registered' status for CRN 1526 and the 'Deleted' status for CRN 1524.

Title	Details	Hours	CRN	Schedule T	Status	Action
Fundamentals of Spa...	SPAN 101, 05	3	1526	Genera...	Registered	None
Fundamentals of Spa...	SPAN 101, 03	0	1524	Genera...	Deleted	None
Fundamentals of Oral...	COMM 105, 04	3	1736	Genera...	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

**Register for Course Pass/Fail or Audit****Pass/Fail**

Students may take a maximum of four courses during their university career using the pass/fail option under the following conditions:

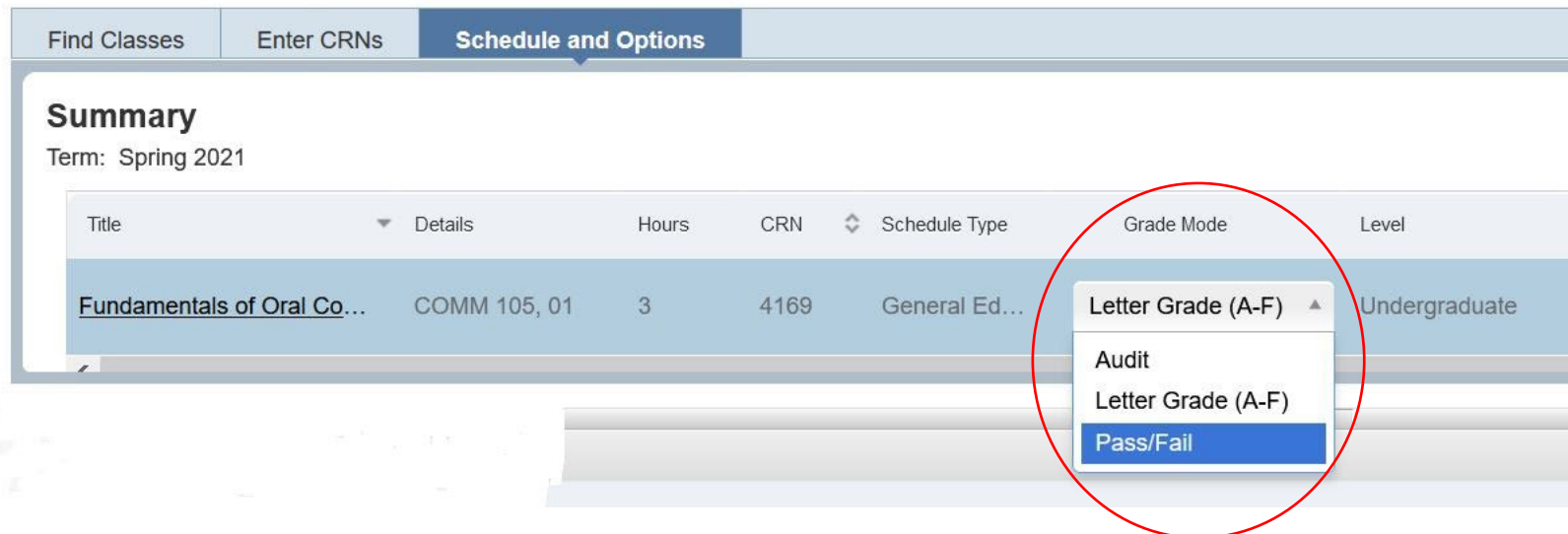
- The course cannot be used by that student to meet a major, minor or General Education requirement. The course must be a free elective.
- The cutoff for pass shall be a C-.

Students must declare their intention to take a course under the pass/fail option when they register for classes and/or no later than the first five class days at the beginning of the term.

**Audit**

Students who wish to attend a course but not receive university credit or a grade for their work may audit a course. This option assumes students will attend the class on a regular basis but are not required to do any of the course work or take any tests in the course.

- To declare the pass/fail or audit option, access the **Schedule and Options** tab.
- Click on **Letter Grade (A-F)** under the **Grade Mode** column.
- Select the appropriate option (Audit or Pass/Fail)
- Click the **Submit** button (lower right).
- Your request will be submitted to the Registrar's Office for review. You will receive an email with the decision.



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

### Summary

Term: Spring 2021

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level
<a href="#">Fundamentals of Oral Co...</a>	COMM 105, 01	3	4169	General Ed...	Letter Grade (A-F) ▾ Audit Letter Grade (A-F) Pass/Fail	Undergraduate