

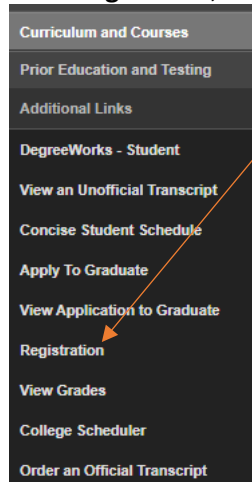
# Banner Web Student Class Registration and Schedule Changes

## 1. Log into Banner Web

Log into Banner Web and click on **Student Profile Page**. Next, click on **Registration**.

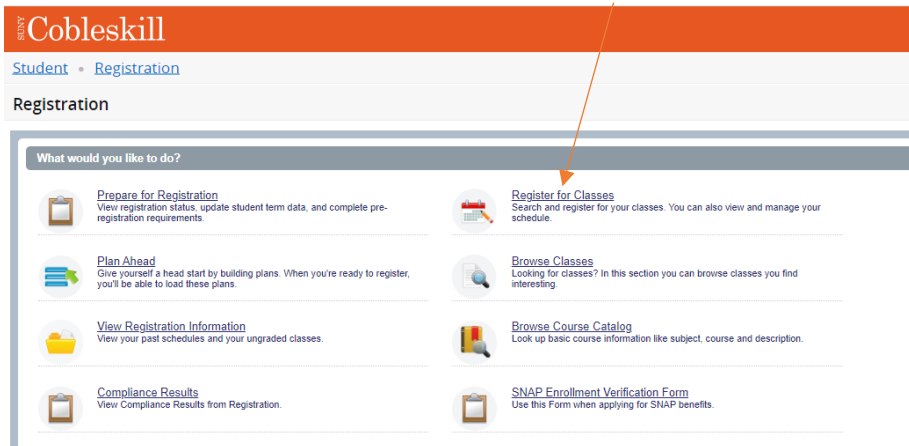
This is the entry page for Banner Student Self Service. You can return to this page at any time by clicking on the Cobleskill logo at the top of the page. Note: The first time clicking on each link may take a bit, but the second time you click on the link will be much faster.

- [Student Profile Page](#)
- [Order an Official Transcript](#)
- [Billing and Payments](#)
- [Admissions Deposits](#)
- [Wellness Center Patient Portal](#)
- [Student Conduct Code Affirmation](#)
- [Chosen Name, Pronoun, and Gender Change Request Form](#)
- [Financial Aid Information](#)
- [Remove Voluntary Fees](#)
- [Class Schedule](#)
- [College Scheduler](#)



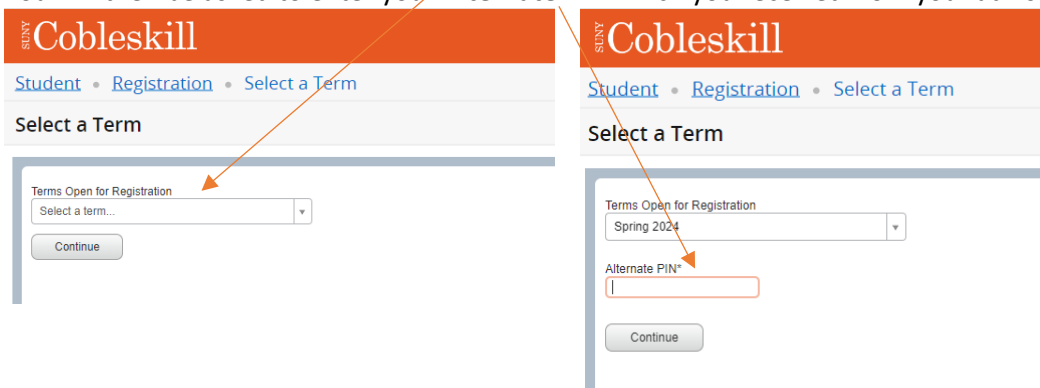
## 2. Click on Register for Classes

The Registration screen appears. Click on **Register for Classes** to add or drop/withdraw from a course.



## 3. Select a Term and Enter Alt PIN

The **Select a Term** screen appears. Select the term you are creating a schedule or making changes for. You will then be asked to enter your **Alternate PIN** which you received from your advisor for scheduling.



#### 4. Search for Classes

The next screen to appear, if there isn't already a created schedule, is the **Register for Classes** screen. Enter your search criteria and click on **Search**. Otherwise, the full registration screen will appear.

**Cobleskill**  
Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria  
Term: Spring 2024

Subject: \_\_\_\_\_  
Course Number: \_\_\_\_\_  
Keyword: \_\_\_\_\_

Open Sections Only

Search Clear Advanced Search

#### 5. Add Classes to your Schedule

The search results appear. For this example, we used AAMS 111. You will see the schedule details for the class. If you wish to register for the class, click on **Add**. Pay close attention to the **Status** column. It will indicate if the class has available seats or if it is full. If you decide that you don't want this class, you can click on **Search Again** to choose another.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 1 Classes  
Term: Spring 2024 Subject: African American Studies Course Number: 111

Title	Subject De	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
Intro African Amer... Lecture	African...	111	A	3	13...	S...	King, D. (Pri...	S M T W T F S 06:00 PM - 0 S M T W T F S 06:00 PM - 0	Main	19 of 37 ...	Gen Ed American History Liberal Arts/Sciences Elective Social Sciences US History & Civic Engage...		Add

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For this example, we used ACCT 101. The **Status** column indicates Section A has available seats and Section B is Full. This column will also let you know if there is a Time Conflict with other classes in your schedule.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 2 Classes  
Term: Spring 2024 Subject: Accounting Course Number: 101

Title	Subject De	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections
Financial Account... Lecture	Accou...	101	A	3	10...	S...	Scott, David (...)	S M T W T F S 09:00 AM - 1 S M T W T F S 09:00 AM - 1	Main	6 of 28 seats remain.	Entrepreneurship Applied Learning	
Financial Account... Lecture	Accou...	101	B	3	13...	S...	Scott, David (...)	S M T W T F S 06:00 PM - 0 S M T W T F S 06:00 PM - 0 - Type: On-l	Main	FULL: 0 of 28 seats remain. Time Conflict!	Entrepreneurship Applied Learning	

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After you click on **Add**, you will now see your **Class Schedule** and registration **Summary** below the search results. You will continue to add courses using the **Search Again** button.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

### Register for Classes

Find Classes | Enter CRNs | Schedule and Options

**Search Results** — 1 Classes  
Term: Spring 2024 | Subject: African American Studies | Course Number: 111

[Search Again](#)

Title	Subject De	Cours#	Secor	Hours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute	Linked Sections	Add
Intro African Ame... Lecture	African...	111	A	3	13...	S...	King, D. (Pri...	S M T W T F S 06:00 PM - 0 S M T W T F S 06:00 PM - 0	Main	19 of 37 ...	Gen Ed American History Liberal Arts/Sciences Elective Social Sciences US History & Civic Engage...		Add

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**Schedule** | Schedule Details | **Summary** | Tuition and Fees

Class Schedule for Spring 2024

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

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 19.5 | Compliance Results | Submit

### To Drop or Withdraw from a Class

If you need to drop or withdraw from a class go to the registration **Summary** for the list of your registered courses. In the **Action** column select the drop down for the class you wish to remove. If it is still within the drop period, **Web Drop** will appear. If it is within the withdrawal period, **Web Withdrawal** will appear. Click on the drop or withdrawal action. If neither option appears, it is outside of the drop and withdrawal periods and you will not be able to remove the class.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

### Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria  
Term: Wintersession 2025

Subject:

Course Number:

Keyword:

Open Sections Only:

[Search](#) [Clear](#) [Advanced Search](#)

**Schedule** | Schedule Details | **Summary** | Tuition and Fees

Class Schedule for Wintersession 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Title	Details	Hours	CRN	Schedule Ty	Fin Aid Status	Status	Action
Intro to Community Psycho...	PSYC 300, OLN	3	40098	Online		Registered	None
Managerial Accounting (C)	ACCT 103, OLN	3	40049	Online		Registered	None Web Drop Web Withdrawal

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 000.000.000 | Compliance Results | Submit

## 6. Click Submit to Process Registration and/or Drops/Withdrawals

Once you have added your classes and they appear in the Summary area, click on **Submit** to process your registration. After clicking **Submit**, you will see, in the Summary area, your updated Status for each class.

Student • Registration • Select a Term • Register for Classes

Save Successful

### Register for Classes

Find Classes Enter CRNs Schedule and Options

Search Results — 1 Classes  
Term: Spring 2024 Subject: African American Studies Course Number: 111

Title	Subject De	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute	Linked Sections	Add
Intro African Ame... Lecture	African...	111	A	3	13...	S...	King, D. (Pri...	S M T W T F S 06:00 PM - 0 S M T W T F S 06:00 PM - 0	Main	19 of 37 ...	Gen Ed American History Liberal Arts/Sciences Elective Social Sciences US History & Civic Engage...		Add

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Schedule Schedule Details

Class Schedule for Spring 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8pm							
9pm							
10pm							
11pm							

Tuition and Fees

Title	Details	Hour	CRN	Schedule Typ	Fin Aid Status	Status	Action
Intro African Amer S...	AAMS 111, A	3	13341	Lecture		Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 19.5

Compliance Results

Submit

## 7. Registration Status and Errors

If you successfully registered, you will see **Registered** in the **Status** column. If there was an error in registration, the **Status** column will indicate the error. For this example, we used BADM 449. The course has a prerequisite that hasn't been completed; therefore, you cannot register for the class.

Student • Registration • Select a Term • Register for Classes

BADM 449 CRN 15073: Prerequisite or Test Score error

### Register for Classes

Find Classes Enter CRNs Schedule and Options

Search Results — 2 Classes  
Term: Spring 2024 Subject: Business Administration Course Number: 449

Title	Subject De	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute	Linked Sections	Add
Management Pol... Lecture	Busine...	449	A	3	15...	S...	Tuan, Son (Pr...	S M T W T F S 02:00 PM - 0 S M T W T F S 02:00 PM - 0	Main	21 of 37 ...	Creative Works Applied Learning		Add
Management Pol... Online	Busine...	449	OLN	3	16...	S...	Braathe, Rob	S M T W T F S - Type: On-li	Main	11 of 25 ...	Creative Works Applied Learning		Add

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Schedule Schedule Details

Class Schedule for Spring 2024

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

Tuition and Fees

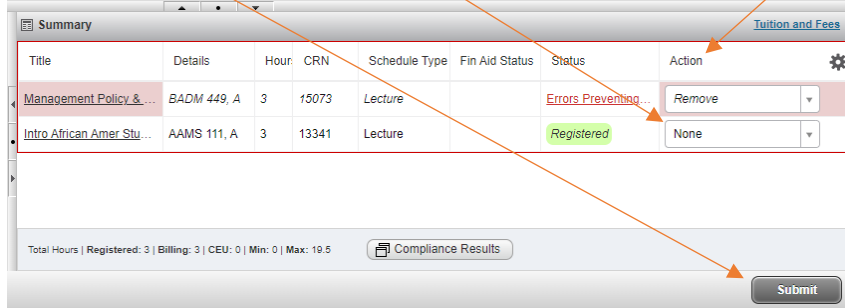
Title	Details	Hour	CRN	Schedule Typ	Fin Aid Status	Status	Action
Management Policy...	BADM 449...	3	15073	Lecture		Errors Prevented	Remove
Intro African Amer S...	AAMS 111, A	3	13341	Lecture		Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 19.5

Compliance Results

Submit

In the **Summary** area, you can click on the error message to get further details regarding the error. To remove the class from the **Summary**, **Remove** is pre-selected in the **Action** column so all you have to do is click on **Submit**. The **Summary** area is also where you would drop or withdraw from a class. Choose the appropriate **Action** in the drop-down box for the class and click on **Submit**.



## 8. View Class Schedule

**Class Schedule** gives you a block schedule view of your classes. Be aware that this view does not indicate the start date nor location for your classes. You can click on **Schedule Details** to view detailed information. Your official schedule with complete details is viewable on the **Student Profile Page** by clicking on **Concise Student Schedule**. You can click on **Panels** to enlarge the schedule as well as switch back to Registration view.

