



# BANNER WEB REGISTRATION

**Priority Registration for fall 2009 begins on Friday, April 3, 2009**

Banner Web registration will be available 24 hours a day, 7 days a week. In person registration will take place in the Student Service Center during normal business hours.

## General Information

- You can access Banner Web Registration from on or off campus. For best results, we suggest that you use Internet Explorer. America on Line (AOL) users should login and then minimize the AOL window and launch Internet Explorer.
- Undergraduate students will be assigned a priority registration date and time to register for fall 2009 classes. Please do not attempt to register prior to that date and time. **Priority registration restrictions do not apply to graduate students.**

## How to Login

- Access Banner Web Registration from the link located on the JCU registrar homepage (<http://www.jcu.edu/>) or access it directly by entering the URL <https://web4.jcu.edu:4459>.
- You will be taken to the John Carroll University Banner Web Information System. A menu of Banner Web services will appear.

## How to Register for Classes

### Undergraduate Students

- Meet with your academic advisor and ask to be released electronically to allow you to register for classes on the web.
- When your priority registration time arrives, login to John Carroll University Banner Web.
- **Enter the Secure Area** with your Banner User ID and PIN.

### Returning Graduate Students

- Access John Carroll University Banner Web at any time once registration begins.
- **Enter the Secure Area** with your Banner User ID and PIN.

### New Graduate Students

- Meet with your advisor as directed in your acceptance letter.
- Ask your advisor for an APR form (Academic Program Recommendation) which will provide your fall '09 class information.
- Take the APR to the Student Service Center (room AD 37 on the Garden/Lower Level of the Administration Building) to register for your fall '09 classes.

## All Students

- Once you have logged in to Banner, click on **Enter Secure Area**.
- Enter your Banner User ID (be sure to enter the letter at the beginning of your User ID in upper case) and PIN and click on **Login**.
- Register for courses as advised. Select **Student**, then **Registration** and then choose the function you wish to use, e.g., **Look Up Classes to Add, Add/Drop Classes**, etc. **NOTE:** Choosing the **Add/Drop Classes** option and entering the 5 digit CRN's (Course Reference Numbers) for each of your classes in the boxes provided is the quickest way to register for your classes. You will find the CRN's to the left of the course section in the online schedule or in the PDF version of the class schedule. Be sure to click on the **Submit Changes** button to save your registration when you are finished.
- The sections you were able to register for will appear and will be listed as **Web Registered On** with the date. **NOTE: The Web Registered message is confirmation that you are registered for the course.**
- Sections for which you were unable to register will appear as schedule errors. **Examples of errors are closed sections, time conflicts, permission required, prerequisites, co-requisites, or duplicate sections.**
- **You cannot override these errors.** You will need to see the appropriate person for authorization to clear the error (see below). Bring the authorization to the Student Service Center and personnel there will assist you.
- If a section for which you wish to register is closed and there are no open seats available, see the department chairperson to obtain an override. The chairperson may give you a force card to use as an override.
- The appropriate person listed with the course can give you written permission (an override) to enter a section that requires permission.
- Department chairpersons can give you the override for the prerequisite or
- co-requisite error.

▶ **Please note: Obtain the overrides for closed sections, prerequisites, co-requisites and courses which require permission as soon as you have met with your advisor and before you register for classes. Bring the overrides to the registrar's office and the staff will enter them electronically so you will not have problems when you register.**

- The **Check Your Registration Status** menu option will list all of the overrides that have been processed for you.
- Once you have registered, click on the Menu button at the top of the page to return to the **Registration Menu**.
- Select **Student Schedule by Day and Time** (calendar format) or **Student Detail Schedule** to find printable versions of your schedule.
- To add or drop sections after you have registered, click on **Add/Drop Classes**. Your schedule will appear with a pull down list in front of each section. Select the Web Drop option for each section you want to drop.
- **The system will log you out after five minutes of inactivity. Be sure to ALWAYS EXIT THE SYSTEM by clicking on the exit icon at the top right corner of a page. Once you**

exit the system, please be sure to exit your browser to protect your privacy and the confidentiality of your John Carroll University records.

**Students who choose to register in person in the Student Service Center must first obtain an APR (Academic Program Recommendation) form signed by their academic advisor. Your registration cannot be processed without a signed APR form.**