



REGISTRATION PROCEDURES

Priority Registration for Spring 2012 begins on October 28, 2011

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

- All currently attending undergraduate students will be assigned a priority registration date and time to register for spring 2012 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 BannerWeb Registration by going to www.jcu.edu/bannerweb.
- You will be taken to the John Carroll University Information System. A menu of Banner Web services will appear.

How to Register for Classes

Undergraduate Students

- Meet with your academic advisor and asked to be released electronically to allow you to register for your spring 2012 classes on the web.
- When your priority registration time arrives, login to John Carroll University BannerWeb.
- **Enter the Secure Area** with your Banner User ID and PIN.

Returning Graduate Students

- Access BannerWeb Registration at any time once registration begins.
- **Enter the Secure Area** with your Banner User ID and PIN.

New Graduate Students

- Meet with your academic advisor as directed in your acceptance letter.
- Ask your academic advisor for an APR (Academic Program Recommendation) form which will provide your spring '12 class information.
- Take the APR to the Student Service Center (room AD 37 on the Garden/Lower Level of the Administration Building, across from Einstein Bros. Bagels) to register for your spring '12 classes.

All Students

- Once you have logged in to BannerWeb, **Enter Secure Area**
- Enter your Banner User ID and PIN (be sure to enter the letter at the beginning of your User ID in upper case) and click on **Login**.
- Select **Registration & Academic Services**, then **Registration**, 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 Number) 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. Be sure to click on **Submit Changes** 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** with the date. **The Web Registered message is confirmation that you are registered for the course section.**
- Sections for which you were unable to register will appear as schedule errors. Examples of errors: closed sections, time conflicts, permission required, prerequisites, corequisites, or duplicate sections.
- **You cannot override these errors.** You will need to see the appropriate person to clear the error.
- Only the associate or assistant dean can override a closed section. If a section for which you wish to register is closed, see the associate or assistant dean to obtain an override. The dean will process the override for you.
- 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 corequisite error.

Please note: Obtain the overrides for prerequisites, corequisites 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 Student Service Center and one of the Enrollment Services Counselors there will enter them electronically so you will be able to register for the courses on BannerWeb.

- 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 wish to drop.

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 will not be processed without a signed APR form.