

# Student Registration

## Before You Register

- Be sure you have paid your online account.
- Be sure you have checked that you do not have any holds that would bar registration.
- Be sure you are within the open times for registration for your classification (junior, senior, etc.) utilizing Self-Service Banner (Registration now open 24 hours per day).
- If you are registering for an online course for the first time, you must register for the Rowan Online Immersion course (ONL 00100) first, or you will get a prerequisite error. This course is a one-time, zero-credit, zero-cost online-learning tutorial required of any student registered for an online or hybrid course. It appears in CANVAS alongside your other online or hybrid course registrations, is approximately 1 hour long and can be completed at your own pace (you are not required to be online at a specific date or time). You must successfully complete a final quiz in order to receive a grade of "Successful" on your transcript for ONL 00100. If you have any question, contact Rowan Online: <http://www.rowanonline.com/portal>.
- Meet with your program advisor to select courses and review prerequisites, restrictions and other issues before registering.

## Log in to Self-Service Banner

1. Go to: [rowan.edu/selfservice](http://rowan.edu/selfservice).
2. Select Access Banner Services. (Banner is the student information system in which student/course records are held.)
3. Enter your Banner ID as User ID. (If you do not know your Banner ID, visit [id.rowan.edu](http://id.rowan.edu).)
4. Enter your PIN (If this is your FIRST TIME logging in to Self-Service Banner, your PIN will

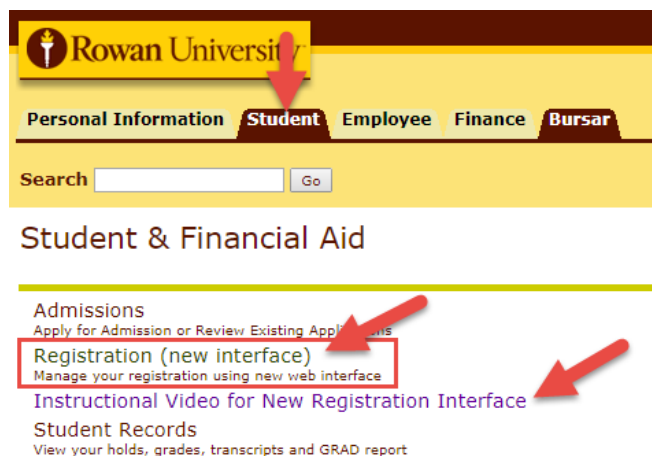
be your 6-digit birthday (MMDDYY). If you do not know your PIN, visit [id.rowan.edu](http://id.rowan.edu).)

5. Select Login. (First-time users will see a screen that says "Your PIN has expired." Follow the prompts to set a permanent PIN. First-time login users will be prompted to set a security question. To change PIN or security question, select Personal Information.)

**We do NOT recommend using a browser on your mobile phone.**

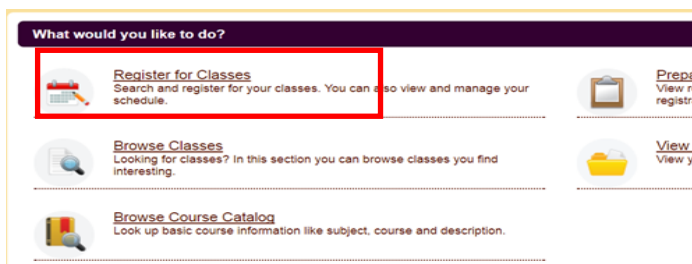
## Self-Service Banner - Registration

7. To register, select the Student tab.
8. Select Registration (new interface).

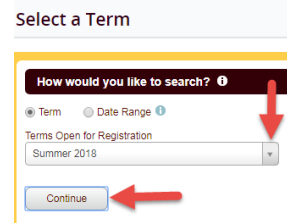


**NOTE: Access the instructional video via the link Instructional Video for New Registration Interface.**

9. Select Register for Classes. If you have not already logged in, you will be redirected to [login.rowan.edu](http://login.rowan.edu). Log in with your Rowan Network username and password.



10. Select the Term from the dropdown menu (i.e., Summer 2018).



11. Select Continue.

## Navigating Registration Pages

12. Search for classes by either the Find Classes tab or the Enter CRN tab. Select the Panels button at the bottom to expand the panel. Use the toggle buttons and scroll bars to navigate the screens.

The left screenshot shows the 'Register for Classes' page with the 'Find Classes' tab selected. Below the tab, there are search criteria fields: 'Subject', 'Course Number', and 'Keyword'. A 'Search' button is at the bottom. A red arrow points from the 'Panels' button at the bottom to the right screenshot. The right screenshot shows the expanded 'Panels' view with a table of search results. A red box highlights the 'Panels' button and the search results table.

## Search and Schedule

13. To search by the Find Classes tab, you can:

- Search by subject (can choose multiple).
- Search by course number.
- Search by keyword.
- Select the Search button.

The screenshot shows the 'Register for Classes' page with the 'Find Classes' tab selected. The search criteria fields are filled with 'ADV-Advertising' and 'ARHS-Art History'. The 'Search' button is highlighted with a red arrow.

14. A list of search results will display. You can select the course title and instructor names to see more details. Notice the days of the week of the classes are in blue - hover over for specifics. Select the Add button to add the class to your schedule. Select Search Again to continue to add courses to your schedule.

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 6 Classes  
Term: Summer 2018 Subject: ADV-Advertising, ARHS-Art History

Title	C	Subject Description	Course Number	Section	C	Hours	CRN	C	Term	C	Instructor	Meeting Times	Campus	Status	
Introduction To Advertising Lecture		ADV-Advertising	04330	1C		3	30046		Summer...				Online	30 of 30 seats remain.	Add
Advertising Copywriting Lecture		ADV-Advertising	04375	1C		3	30047		Summer...				Online	20 of 20 seats remain.	Add
Account Planning Lecture		ADV-Advertising	04421	1C		3	30048		Summer...				Online	30 of 30 seats remain.	Add
Art Appreciation Lecture		ARHS-Art History	03130	1		3	30273		Summer...			12:30 PM - 02:30 PM Building: Westby Hall Room	Main	34 of 35 seats remain.	Add
Art Appreciation Lecture		ARHS-Art History	03130	1C		3	30272		Summer...				Online	22 of 22 seats remain.	Add
History of American Art Lecture		ARHS-Art History	03310	1		3	30274		Summer...			12:45 PM - 04:10 PM Building: Westby Hall Room	Main	35 of 35 seats remain.	Add

Page 1 of 1 | 10 Per Page Records: 6

15. To search by the Enter CRNs tab, you can:

- Enter the CRN of a course.
- Tab to enter or select +Add Another CRN to add more.
- Once you have entered all of the CRNs, select the Add to Summary button.

The screenshot shows the 'Register for Classes' page with the 'Enter CRNs' tab selected. The 'Enter Course Reference Numbers (CRNs) to Register' section shows a list of CRNs and their corresponding course titles. The 'Add to Summary' button is highlighted with a red arrow.

# Complete Registration

16. When you are done adding classes to the Schedule and/or Summary, be sure to select the green Submit button. To remove a course, select Remove under the Action column, and then select the green Submit button.

Register for Classes

Find Classes

Enter CRNs

Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2018

CRN

+ Add Another CRN

Add to Summary

Schedule

Schedule Details

Class Schedule for Summer 2018

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							

Open and close bottom panels to display extra registration information.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Social Problems	SOC 08221, 1	3	30220	Lecture		**Web Registered**
Art Appreciation	ARTH 09130, 1	3	30273	Lecture		**Web Registered**
Introduction To Archaeology	ANTH 02203, 1	3	30217	Lecture		**Web Registered**

\*\*Web Registered\*\*

\*\*Web Registered\*\*

Remove

Submit