

STUDENT SELF SERVICE INSTRUCTIONS

<http://www.rowan.edu/selfservice>

1. Meet with your program advisor to select courses and review prerequisites before registering.
2. Click "**Access Banner Services.**"
3. Enter your Rowan ID as User ID. (If you don't know your Rowan ID, go to <http://www.rowan.edu/mybanner>.)
4. Enter your PIN. **If this is your FIRST TIME logging in to the Self Service system, your PIN will be your 6-digit birthday, in the format MMDDYY.** (If you don't know your PIN, go to <http://www.rowan.edu/mybanner>.)
5. Click "Login."
6. For first time login, you will be prompted to set a security question.
7. To change PIN or security question, select "Personal Information."
8. To register, select "Student & Financial Aid."
9. Click "Registration."
10. Click "Add or Drop Classes."
11. Select the semester (term) you are registering for, and click "Submit."
12. Enter the **five-digit course reference number (CRN)** of the courses you want and click the "submit changes" button or click "Class Search" to look up course sections.
13. Classes that were accepted will be listed first, closed classes or ones which for which you are not eligible to register will be displayed second with a message stating what the registration error is, and additional blank boxes will be displayed at the bottom for adding more courses.

When you are finished, be sure to click "Exit" at the top right of any screen. This will prevent others from accessing your personal information.

PLEASE NOTE:

As a recipient of Federal funds, Rowan University is mandated to report the ethnic and racial data of its students and employees. Effective 2009 the ethnic and racial reporting categories have changed. Starting immediately, when you login to Banner Self-Service, you will be presented with a confidential survey that reflects the new categories. The information collected will be used solely to update the required databases. Your participation is voluntary but your assistance and support would be greatly appreciated.