REGISTERING FOR CLASSES SELF-SERVICE/BANNER INSTRUCTIONS

BEFORE YOU REGISTER:

- Meet with your academic advisor to discuss course selection and review prerequisites and restrictions.
- Be sure that you have no holds that will prevent you from registering.
- Be aware of Self-Service/Banner availability (open 7am-11pm).
- If you are registering for an online course <u>for the first time</u>, you must first register for the ROWAN ONLINE IMMERSION (ONL 00100), or you will get a prerequisite error.
- Look up course availability on Section Tally: https://banner.rowan.edu/reports/reports.pl?task=Section_Tally

REGISTRATION ON SELF-SERVICE/BANNER:

- 1. Go to <u>www.rowan.edu/selfservice</u>.
- 2. Click "Access Banner Services."
- 3. Enter your Banner ID (916xxxxxx) and PIN.
- 4. Click "Student & Financial Aid."
- 5. Click "Registration."
- 6. Select "Register for classes."
- 7. Enter your network username and password.
- 8. Select the **term** you are registering for.
- 9. Once you have found classes using Section Tally, click the tab for "Enter CRNS."
- 10. Enter all 5-digit CRNS and click "Add to Summary." (Course status will say "Pending" until you complete the final step below.)
- 11. Review your selections and click "**Submit**" to register for the courses. (Course status will say "Registered" and turn green if there are no errors.)
- 12. To view schedule details, click "Schedule and Options" and select the email or print icon (right side).

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