



HOW TO FIND YOUR ADVISOR, LOOK UP HOLDS, REGISTER FOR CLASSES, USE BANNER, & OTHER HELPFUL TIDBITS

To register for classes or change your schedule, you will need:

- Your username
- Your password
- Your registration PIN (*this changes each term, and can only be acquired by meeting with your advisor!*)

Finding your advisor, your earliest registration date and viewing holds:

- Go to www.wcsu.edu and click on the "Essentials" tab at the top right; then click "My Banner"
- Enter your username and password, and you will be on the Banner Home Page
- To view your earliest registration date and/or to see who your advisor is, click "My Registration Status"
 - Undeclared/Exploratory Majors will meet with an advisor from the Academic Advisement Center
- To see if you have any "holds" (you cannot register if you have a "hold"), click on "My Holds"
 - If you have a financial hold, go to the Cashier and/or Financial Aid office (first floor of Old Main) to discuss how to lift your hold
 - If you have a health hold, go to Health Services (Litchfield Hall) to discuss how to lift your hold

Getting to the Registration Screen

- Go to www.wcsu.edu and click on the "Essentials" tab at the top right; click "My Banner"
- Enter your username and password, and you will be on the Banner Home Page
- To register, you can click "More..." or click "Student" tab; then click "Registration Add/Drop Classes"
- Select a term and click "Submit"
- You will be prompted for your PIN and once you enter your PIN, you will be linked to the "Add/Drop Classes" page

Once you are on the "Add/Drop Classes" page:

- Scroll down and click the "Class Search" tab
 - This will take you to the "Look Up Classes" page
- Select a subject and click "Course Search"
 - You will be taken to a page where all course for that subject are listed
- Click "View Sections" next to the specific course

- o This will take you to a page where all different times/days that specific course is being offered
- Click the check box next to your desired course section and then click "Register" or "Add to Worksheet" if you are registering for more classes
- Once you have selected all your courses, click "Submit Changes"

How can you prepare for registration?

- Look up your earliest registration date and see who your advisor is
 - o As registration approaches you will receive an email with this information, but be sure to double check it for accuracy
- Make an appointment to see your advisor EARLY
 - o Don't make phone calls and hang up; then, tell your advisor you've been trying to contact them - leave a message
 - o Try email
 - o Office hours are often posted on the advisor's door
 - o When all else fails, contact the department secretary
- Come to your appointment prepared
 - o Bring your program sheet
 - o Bring a list of classes you intend to take (you can see the list of classes without a PIN on Open/Close)
 - o Bring a list of questions

A few caveats about course scheduling:

- Check course locations, and be careful not to schedule yourself for classes on Midtown and on Westside, back-to-back. *You should allow at least 45 minutes to an hour between campuses.*
- Pay attention to the abbreviations for days of the week-in particular, "R" stands for Thursday; "TR" stands for Tuesday *and* Thursday.

Need assistance using Banner?

- Visit:
 - o Midtown - Student Center 225 or Haas Library 1st Floor Cyber Cafe
 - o Westside - Campus Center or Westside Classroom Building 117