



Samford University

Academic Success

How To Register for
Classes or Make Schedule
Changes in Banner 9

How to Register for Classes and Make Schedule Changes

- This guide will walk you through the steps to register for classes in **Banner 9**, as well as make schedule changes.
- For more information on registration processes and schedules, visit the [Registrar website](#).
- For specific questions about your course selection and registration PIN, contact your advisor. Many advisors also store information in [DegreeWorks](#), so be sure to check there also.

First, you will need to log in to the [portal](#) with your Samford username and password, and then click on the links indicated below.

The screenshot shows the Samford University portal home page. At the top, there is a search bar and a 'Sign Out' button. Below the search bar is a navigation menu with tabs for 'Student', 'Faculty', 'Employee', 'Calendars', and 'Feedback'. The 'Student' tab is selected. Underneath the navigation menu is a row of icons for various services: Banner, Building Mail, DegreeWorks, Canvas, Qualtrics, Office 365, Bulldog Learning, Directory, and Alert Samford. Below this row is a horizontal menu with tabs for 'Covid-19 Reporting', 'Canvas', 'One Stop', 'Housing', 'Registration and Schedules', and 'Student Affairs'. The 'Registration and Schedules' tab is highlighted with a red box. A red arrow points from a text box on the right to this tab. Below the horizontal menu is a main content area with several sections. The 'Registration' section is highlighted with a red box, and a red arrow points from a text box at the bottom to it. To the right of the main content area is a sidebar with 'Emergency Information' and other links.

Click on the "Registration and Schedules" tab

Select "Registration"

This screen lets you access the three links you need to register in three steps:

- Step 1: Prepare for Registration
- Step 2: Browse for Classes
- Step 3: Register for Classes

The screenshot shows the Samford University registration interface. At the top, the university name is displayed in a dark blue header. Below it, a navigation bar contains the text "Student • Registration", with a red arrow pointing to it from a tip box. The main content area is titled "Registration" and features a search bar with the placeholder text "What would you like to do?". Below the search bar, there are six action cards arranged in two columns. Each card has an icon, a title, and a brief description. Red arrows point to the "Prepare for Registration" card on the left, the "Register for Classes" card on the right, and the "Browse Classes" card on the right.

Samford University

Student • Registration

Registration

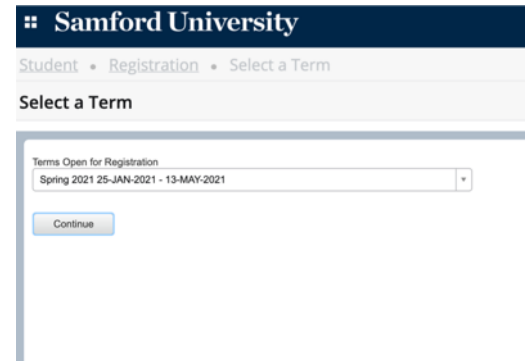
What would you like to do?

 Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.	 Register for Classes Search and register for your classes. You can also view and manage your schedule.
 Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	 Browse Classes Looking for classes? In this section you can browse classes you find interesting.
 View Registration Information View your past schedules and your ungraded classes.	 Browse Course Catalog Look up basic course information like subject, course and description.

Tip: Click "Registration" in the navigation bar anytime to return to this menu.

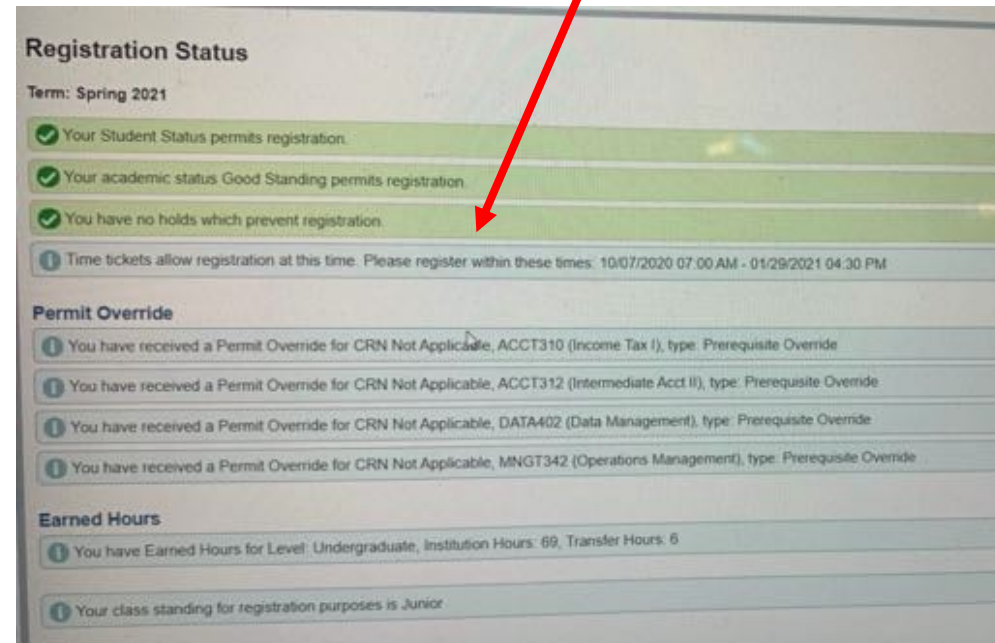
Step 1: Prepare for Registration

- Select the term you wish to register for.
- Review the Registration Status screen.
- Everything look good? You are all set to continue.
- Is there a hold or something you do not understand on this screen? Contact your advisor or email success@samford.edu with a screenshot of what you do not understand.



The screenshot shows the top navigation bar for Samford University with the path 'Student > Registration > Select a Term'. Below this is a 'Select a Term' section with a dropdown menu currently set to 'Spring 2021 25-JAN-2021 - 13-MAY-2021' and a 'Continue' button.

Tip: This screen lets you verify your registration start and end date and time. Make sure to check that closely to know when you can register.



The screenshot displays the 'Registration Status' page for the Spring 2021 term. It includes several sections: 'Your Student Status permits registration', 'Your academic status Good Standing permits registration', and 'You have no holds which prevent registration'. A red arrow points from the tip box to the third green checkmark. Below these are 'Time tickets allow registration at this time' with dates 10/07/2020 07:00 AM - 01/29/2021 04:30 PM. The 'Permit Override' section lists four overrides for CRN Not Applicable courses (ACCT310, ACCT312, DATA402, MNGT342). The 'Earned Hours' section shows 69 institution hours and 5 transfer hours. The final note states 'Your class standing for registration purposes is Junior'.

Step 2: Browse Classes

- To complete this step, you will need to know the classes recommended by your advisor or listed on your degree plan.
- Enter one or more classes that you want to look up in the subject field.
- Review your search results. You can see instructor, day/time class meets, and whether seats are available.
- Make a note of the “CRN” of the class/es you want to register for. This will let you quickly add them to your schedule later.

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[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

Browse Classes

Enter Your Search Criteria
Term: Spring 2021

Subject: You can add another

Course Number:

Keyword:

[Advanced Search](#)

Tip: Once your registration window opens, you can also add classes from this screen.

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[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

Browse Classes

Search Results — 71 Classes
Term: Spring 2021 Subject: Communication Arts-UCCA, Cultural Perspectives-UCCP

Title	Subject Disc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
Communication Arts I Lecture	Commun...	101	H01	4	22...	Sp...		S M T W T F S 01:00 PM - 02:50 PM T	Main	2 of 6 seats ...
Communication Arts II Lecture	Commun...	102	H02	4	24...	Sp...	McClus, Jennifer ...	S M T W T F S 08:00 AM - 09:05 AM T	Main	1 of 6 seats ...
Communication Arts II Lecture	Commun...	102	H04	4	24...	Sp...	Vaughn Cross, Ca...	S M T W T F S 09:15 AM - 10:20 AM T	Main	FULL: 0...
Communication Arts II Lecture	Commun...	102	H05	4	22...	Sp...	Eslery, Steven (Pri...	S M T W T F S 09:15 AM - 10:20 AM T	Main	FULL: 0...
Communication Arts II Lecture	Commun...	102	H06	4	22...	Sp...	Eslery, Steven (Pri...	S M T W T F S 10:30 AM - 11:35 AM T	Main	FULL: 0...

Step 3: Register for Classes: Enter PIN

- Select the term you are registering for and enter your “Alternate” Registration PIN provided by your advisor.
- Note: you will be able to navigate past this screen only once your registration window opens.
- Have a problem with your PIN? Contact your advisor.

Student • Registration • Select a Term

Select a Term

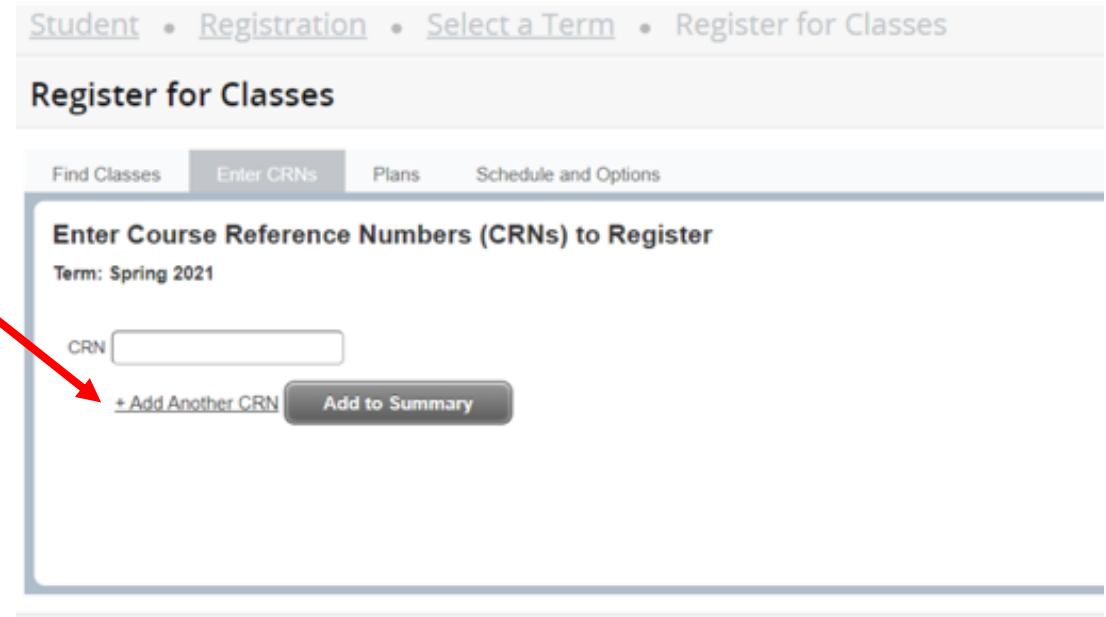
Terms Open for Registration
Spring 2021 25-JAN-2021 - 13-MAY-2021

Alternate PIN*

Continue

Register for Classes: Enter CRNs

- If you are registering for multiple classes, you can click “Add Another CRN” to add more boxes and enter CRNs for all your classes at the same time.
- Enter the CRNs for the classes you looked up earlier and click “Add to Summary.”



Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2021

CRN

[+ Add Another CRN](#)

Register for Classes: Review or Make Changes

Student > Registration > Select a Term > Register for Classes

Register for Classes

Find Classes | **Enter CRNs** | Plans | Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2021

CRN: 23440 Marketing Communications (MKTG 410, 01)

CRN:

CRN:

[Add Another CRN](#)

You can continue to make additions to your schedule from this screen if you have the CRN.

Schedule

Schedule Details

Class Schedule for Spring 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am		Intermediate Finance II	Advanced Data Analysis	Intermediate Finance II	Advanced Data Analysis	Intermediate Finance II	
9am							
10am							
11am			Investments		Investments		

Summary

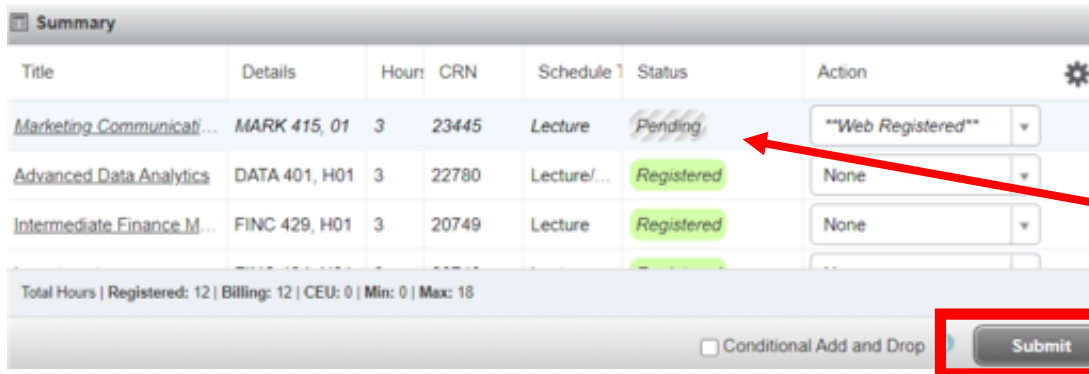
Course	Course ID	Credits	Section ID	Section Name	Status	Drop
Advanced Data Analytics	DATA 401, H01	3	22780	Lecture	Registered	None
Intermediate Finance II	FINC 426, H01	3	20749	Lecture	Registered	None
Investments	FINC 434, H01	3	20748	Lecture	Registered	None
Operations Management	MNGT 342, ...	3	20808	Lecture	Registered	None
Total Hours Registered: 12 Billing: 12 CES: 0 Min: 0 Max: 18						

Conditional Fee and Drop

Classes you have registered for will appear here in a "calendar" view.

The "summary" view lets you review a list of your classes. You can also select "Web Drop" from the menu here to remove a class from your schedule.

Register for Classes: Don't forget to submit!



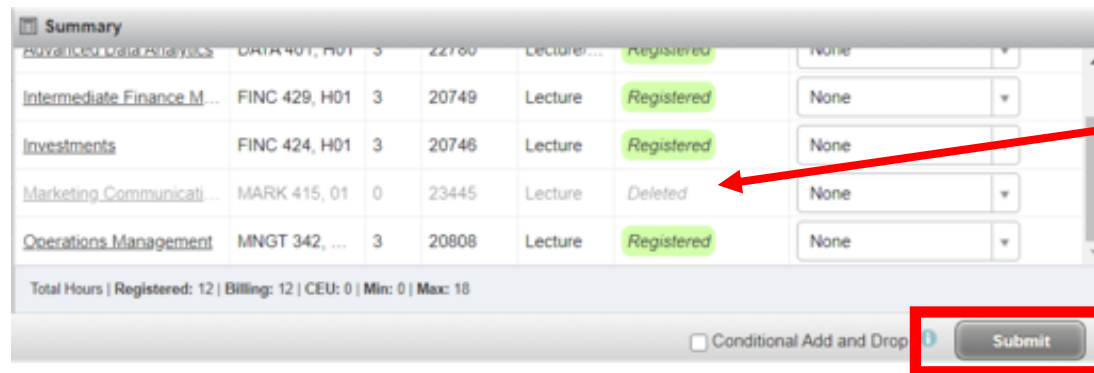
Summary

Title	Details	Hours	CRN	Schedule	Status	Action
Marketing Communicati...	MARK 415, 01	3	23445	Lecture	Pending	**Web Registered**
Advanced Data Analytics	DATA 401, H01	3	22780	Lecture/...	Registered	None
Intermediate Finance M...	FINC 429, H01	3	20749	Lecture	Registered	None

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop

When you make changes, be sure to hit the "Submit" button at the bottom so any "Pending" or "Deleted" classes are confirmed. Look for the green "Registered" status to be sure you have the class on your schedule.



Summary

Advanced Data Analytics	DATA 401, H01	3	22780	Lecture/...	Registered	None
Intermediate Finance M...	FINC 429, H01	3	20749	Lecture	Registered	None
Investments	FINC 424, H01	3	20746	Lecture	Registered	None
Marketing Communicati...	MARK 415, 01	0	23445	Lecture	Deleted	None
Operations Management	MNGT 342, ...	3	20808	Lecture	Registered	None

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop

Still have questions?

Email us at success@samford.edu or
complete an [Information Request Form](#) and
let us know how we can help!



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