On-Line Registration

Preliminary Steps:
1) Meet with your advisor to discuss your Academic Goals and to obtain your Alternate Personal Identification Number (PIN).
2) Review your Registration Status. This will tell you when you can register and whether there are any holds that will prevent you from registering. If you have any holds, you need to work with the relevant offices to resolve them before you register. In order to review your registration status you need to:

1. Access Utica College’s homepage at www.utica.edu
2. Access BannerWeb by clicking the BannerWeb /Mail Logins link on the left hand side of the page
3. Click on BannerWeb login

4. Click on Enter Secure Area
5. Login to BannerWeb by entering your username and password
6. Click on Student and Financial Aid
7. Click on Registration
8. Click on Select a Term – choose a term from the drop down list – submit
9. Click on Registration Status – to determine if you have any holds on your account which may prohibit registration and to determine when the dates and times you are authorized to register.
Registration Steps:

1) Access Utica College’s homepage at www.utica.edu
2) Access BannerWeb by clicking the BannerWeb /Mail Logins link on the left hand side of the page
3) Click on BannerWeb login
4) Click on Enter Secure Area
5) Login to BannerWeb by entering your username and password
6) Click on Student and Financial Aid
7) Click on Registration
8) Click on Select a Term – choose a term from the drop down list – submit
9) Click on Add or Drop Classes
   If you receive a message that you have a blocked registration because of a hold, you will need to contact the relevant office before you can proceed.
10) Enter your Alternate PIN – Note: You must contact your advisor to find out what your alternate PIN is. Your alternate PIN is unique to you, it cannot be used by anyone else, and must not be shared with anyone else.
11) You are now ready to register. There are two ways to register. Option 1 – Class Search Method allows you to look up the Course Reference Number (CRN) during the registration process. **Option 2 – CRN Registration** is best if you already know the Course Reference Number (CRN) of the courses for which you wish to register. CRNs can be found in the Schedule of Courses which is available as a PDF file on the Web. Go to http://www.utica.edu/academic/ and look at the links on the left side of the page.

**Class Search Method**

a) Click on the Class Search button
b) Select at least one subject and any combination of other information
c) Click on the Class Search button
d) Using your mouse click on the Select box to choose the section(s)
   Note: Closed sections will have a C in the select column
e) To immediately register for the section Click the Register button, then repeat steps a – e for additional classes. To save the section and continue searching for more classes click on Add To Worksheet. If you choose Add To Worksheet, click the Submit button when you are done.

**CRN Method**

a) If you know the CRNs you want to register for enter one CRN per block in the Add Classes Worksheet

b) Click on the Submit Changes button

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**Error Messages**

Carefully read any Registration Add Error messages and take appropriate actions. These messages normally mean that the registration was not completely successful. The more common error messages are:

- **PREREQ and TEST SCORE ERROR** – You have not taken the required prerequisites for this class

- **PROGRAM RESTRICTION** – The sections is restricted to students in specific curriculums. You are not qualified to register for the section. (Could also be MAJOR or CLASS restriction)

- **DUPLICATE CRN** – You have already registered for this section

- **TIME CONFLICT** – You are trying to register for two sections meeting during the same time

- **CLOSED SECTION** – The section is full

- **RESERVE CLOSED** – The seats reserved for your class (freshman, sophomore etc) are full.
**LINK ERROR** – Some courses require that you register for both a lecture and a lab section. You are missing one of the sections. You must register for both lecture and lab in one submit transaction. **Helpful Hint**: A common scenario is that a student will successfully register for a lecture and a lab and later decide to change to a different lab section while keeping the same lecture section. The best way to accomplish this to ensure that you do not lose your seat in the lecture section is as follows:

- Locate the CRN you wish to drop in your Current Schedule. In the Action field, select **Drop Web** from the drop-down list box.
- Using either the CRN Method or the Class Search Method in step 12, add the CRN of the new lab section to the **Add Classes Worksheet**
- Click the **Submit Changes** button

As you register for courses, successful registrations will be displayed as **Web Registered** under the heading of Current Schedule at the top of the page.

Click **Exit**
To Drop a Course

1. Login to BannerWeb by entering your username and password
2. Click on Student and Financial Aid
3. Click on Registration
4. Click on Select a Term – choose a term from the drop down list – submit
5. Click on Add or Drop Classes
6. Locate the CRN you wish to drop in your Current Schedule. In the Action field, select Drop Web from the drop-down list box.
7. Click the Submit Changes button.
8. Check your Current Schedule to make sure it is complete. Remaining successful registrations will be displayed as ** Web Registered **.
9. Click Exit