

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 Status

000002340 Daphne F. Davis
Fall 2007
Sep 17, 2007 12:40 pm

You may register during the following times

From	Begin Time To	End Time
Aug 24, 2007 08:00 am		Aug 31, 2007 11:59 pm

- You have no Holds which prevent registration.
- Your Academic Standing is Good Standing which permits registration.
- Your Student Status permits registration.

Your Class for registration purposes is First Year.

Registration Permits and Overrides

Permit/Override	CRN	Subject Course
Instructor Approval	8392 ENG	102 Written Communication II

Registration Steps:

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- 4) Click on [Enter Secure Area](#)
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- 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

Address: https://bannerweb.utica.edu/pls/PROD/bwckgens.P_RegsGetCrse

UTICA COLLEGE

Personal Information | **Student Services & Financial Aid** | Faculty Services | Employee

Search: Go RETURN TO MENU SITE MAP HELP EXIT

Look Up Classes 000002340 Daphne F. Davis
Spring 2007
Mar 08, 2007 01:48 pm

Sections Found

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Locati
<input type="checkbox"/>	1462	ACC	201	A	U	3.000	Financial Accounting	MWF	08:30 am-09:20 am	10	14	0	0	0	0	0	0	0	James B. Heian (P)	01/17-05/08	GANNE 361
<input checked="" type="checkbox"/>	1464	ACC	201	B	U	3.000	Financial Accounting	MWF	09:30 am-10:20 am	24	21	3	0	0	0	0	0	0	James B. Heian (P)	01/17-05/08	GANNE 361

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

The screenshot shows a web browser window titled "Add or Drop Classes - Microsoft Internet Explorer". The address bar shows the URL: https://bannerweb.utica.edu/pls/PROD/bwskfreg.P_CheckAltPin. The page header features the Utica College logo and navigation tabs for "Personal Information", "Student Services & Financial Aid", "Faculty Services", and "Employee". A search bar is present with a "Go" button. The main content area is titled "Add or Drop Classes" and includes a "Add Classes Worksheet" section. This section contains a row of input fields for CRNs, with the first two containing the values "1629" and "1228". Below the input fields are buttons for "Submit Changes", "Class Search", and "Reset". The page also displays user information: "000002340 Daphne F. Davis Spring 2007 Mar 08, 2007 01:47 pm". Navigation links include "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The page is powered by SUNGARD SCT HIGHER EDUCATION.

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

Add or Drop Classes

000002340 Daphne F. Davis
Spring 2007
Apr 03, 2007 09:37 am

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Apr 03, 2007	None	1420	PHY	152	A	Undergraduate	4.000	Standard	Letter	General Physics II
Web Registered on Apr 03, 2007	Drop Web	1423	PHY	152	L2	Undergraduate	0.000	Standard	Letter	General Physics II Lab

Total Credit Hours: 4.000
Billing Hours: 4.000
Maximum Hours: 17.000
Date: Apr 03, 2007 09:37 am

Add Classes Worksheet

CRNs

<input type="text" value="1424"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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12)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.

13)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.

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Add or Drop Classes 000002340 Daphne F. Davis
Spring 2007
Mar 08, 2007 01:31 pm

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Mar 08, 2007	<input type="button" value="Drop Web"/>	1629	ECN	141	B	Undergraduate	3.000	Standard	Letter	Principles of Macroeconomics
Web Registered on Mar 08, 2007	<input type="button" value="None"/>	1462	ACC	201	A	Undergraduate	3.000	Standard	Letter	Financial Accounting
Web Registered on Mar 08, 2007	<input type="button" value="None"/>	1092	PHI	101	B	Undergraduate	3.000	Standard	Letter	Critical Thinking

Total Credit Hours: 9.000
Billing Hours: 9.000
Maximum Hours: 12.000
Date: Mar 08, 2007 01:31 pm

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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8. Check your Current Schedule to make sure it is complete. Remaining successful registrations will be displayed as **** Web Registered ****.
9. Click [Exit](#)