



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/or registration hold, 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 left is the Samford University logo. To its right is a search bar labeled "Search Portal...". Further right is a "Sign Out" button. Below the search bar is a navigation menu with tabs for "Student", "Faculty", "Employee", "Calendars", and "Feedback". Underneath this menu is a row of icons for various services: Banner, Bulldog Mail, DegreeWorks, Canvas, Qualtrics, Office 365, Bulldog Central, Directory, and Alert Samford. Below the icons is a horizontal menu with tabs for "Covid-19 Reporting", "ConvoS", "One Stop", "Housing", "Registration and Schedules", and "Student Affairs". The "Registration and Schedules" tab is highlighted with a red box. Below this menu, the page is divided into three main sections. The left section is titled "Covid-19 Reporting" and contains links for "Check My Covid-19 Status", "Upload Covid-19 Test Results", "Report Exposure to Covid-19", "Covid-19 Vaccination Response", and "Samford Coronavirus Website". The middle section is titled "Registration" and contains a list of options: "Prepare for Registration", "Register for Classes", "Draft Schedules", "Browse Classes", "View Registration Information", and "Browse Course Catalog". Below this is a link for "How to Register for Classes". The right section is titled "Emergency Information" and contains links for "Update my RAVE Emergency Alert Information", "Test my RAVE Emergency Alert", "Emergency Contacts", "Alert Samford: Get the App", "Alert Samford: Crisis Preparation", and "Title IX Reporting".

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

Samford University

Student • [Registration](#)



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

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.

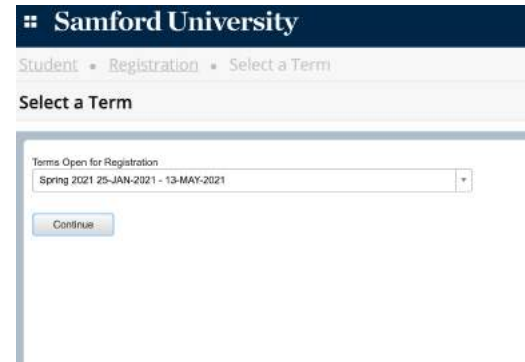


[Browse Course Catalog](#)

Look up basic course information like subject, course and description.

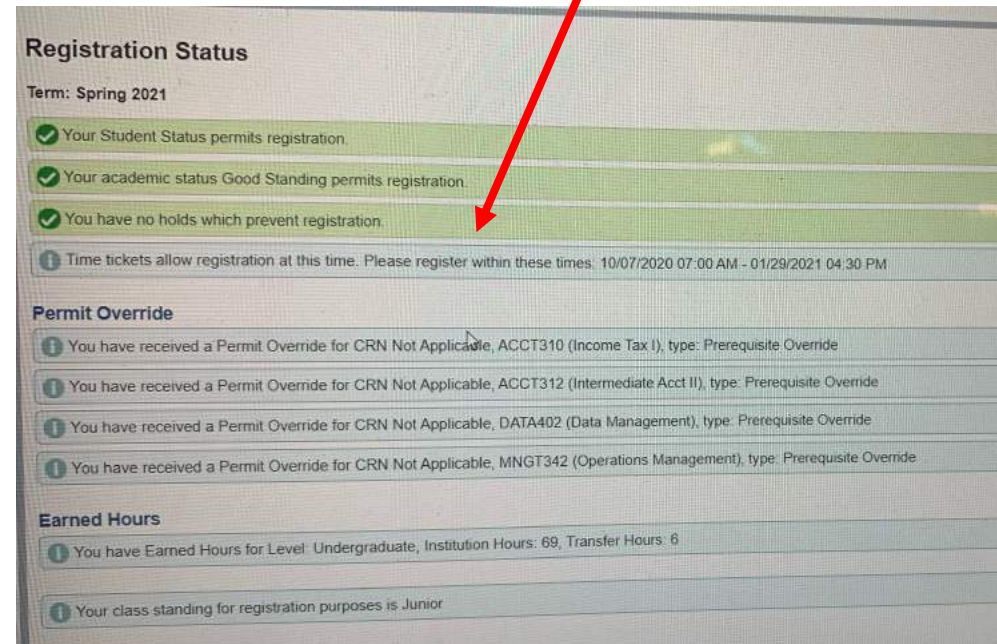
Step 1: Prepare for Registration

- 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 Samford University registration interface. At the top, there is a dark blue header with the university name. Below it, a breadcrumb trail reads 'Student > Registration > Select a Term'. The main heading is 'Select a Term'. Underneath, there is a section titled 'Terms Open for Registration' with a dropdown menu currently set to 'Spring 2021 25-JAN-2021 - 13-MAY-2021'. A 'Continue' button is located below the dropdown.

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 features several sections with status indicators:

- Registration Status:** Term: Spring 2021. Three green checkmarks indicate: 'Your Student Status permits registration.', 'Your academic status Good Standing permits registration.', and 'You have no holds which prevent registration.' A red arrow points to the third message.
- Time tickets:** A message with an information icon stating: 'Time tickets allow registration at this time. Please register within these times: 10/07/2020 07:00 AM - 01/29/2021 04:30 PM'.
- Permit Override:** A list of four messages with information icons, each stating: 'You have received a Permit Override for CRN Not Applicable, [Course Name], type: Prerequisite Override'.
- Earned Hours:** A message with an information icon stating: 'You have Earned Hours for Level Undergraduate, Institution Hours: 69, Transfer Hours: 6'.
- Class Standing:** A message with an information icon stating: '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.

Samford University

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

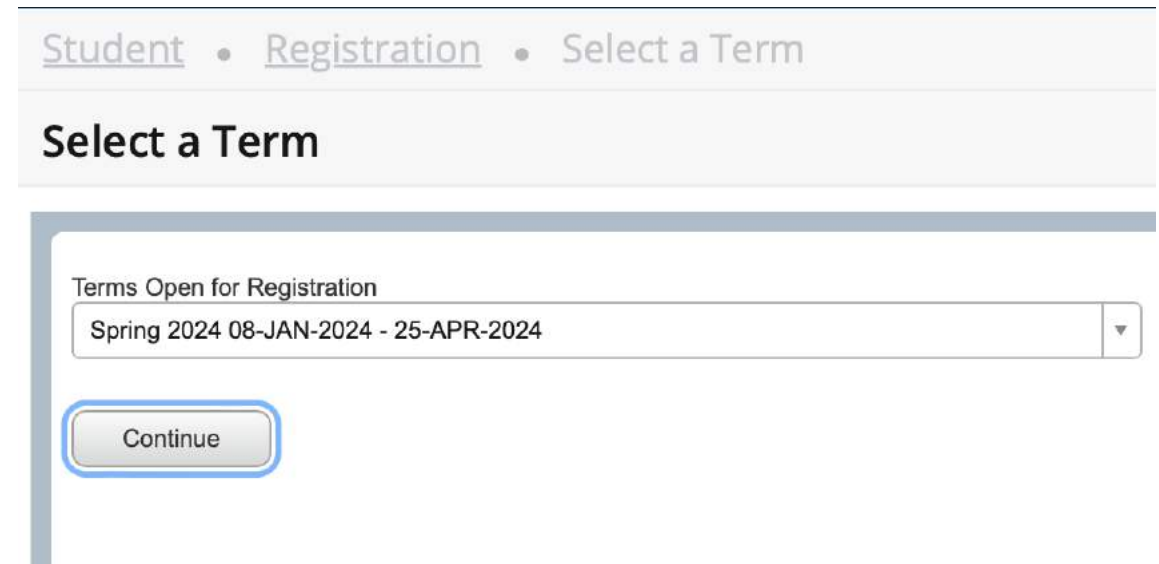
Browse Classes

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

Title	Subject Desc	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...	McClure, 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...	Epley, 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...	Epley, Steven (Pri...	S M T W T F S 10:30 AM - 11:35 AM T	Main	FULL: 0...

Step 3: Register for Classes: Select Term

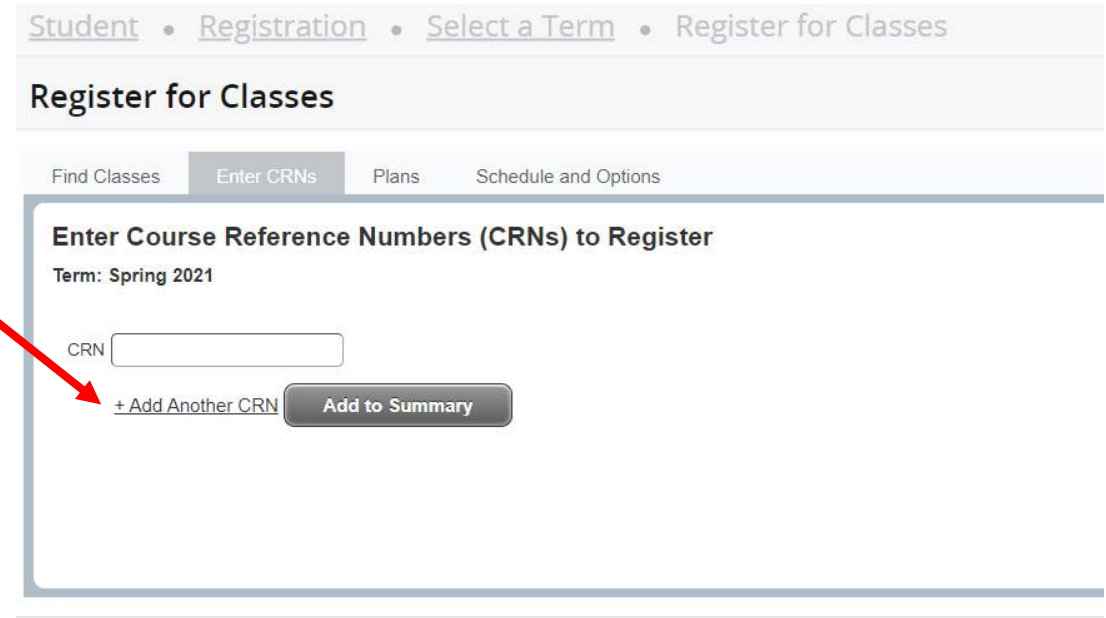
- Select the term you are registering for and hit “Continue.”
- Note: you will be able to navigate past this screen only once your registration window opens.
- Have a hold preventing you from registering? Contact your advisor.



The screenshot shows a web interface for selecting a registration term. At the top, there is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#). Below this is a header section titled "Select a Term". The main content area is titled "Terms Open for Registration" and contains a dropdown menu with the selected term "Spring 2024 08-JAN-2024 - 25-APR-2024". Below the dropdown is a "Continue" button.

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 Marketing Communications MARK 415, 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 Mgmt	Advanced Data Analytics	Intermediate Finance Mgmt	Advanced Data Analytics	Intermediate Finance Mgmt	
9am							
10am							
11am			Investments		Investments		

Summary

Class	CRN	Section	Days	CRN	Section	Status	Drop
Advanced Data Analytics	DATA 401, H01	3	22760	Lecture/...	Registered	None	
Intermediate Finance M.	FINC 429, H01	3	20749	Lecture	Registered	None	
Investments	FINC 424, H01	3	20746	Lecture	Registered	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

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!

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.

Title	Details	Hours	CRN	Schedule	Status	Action
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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