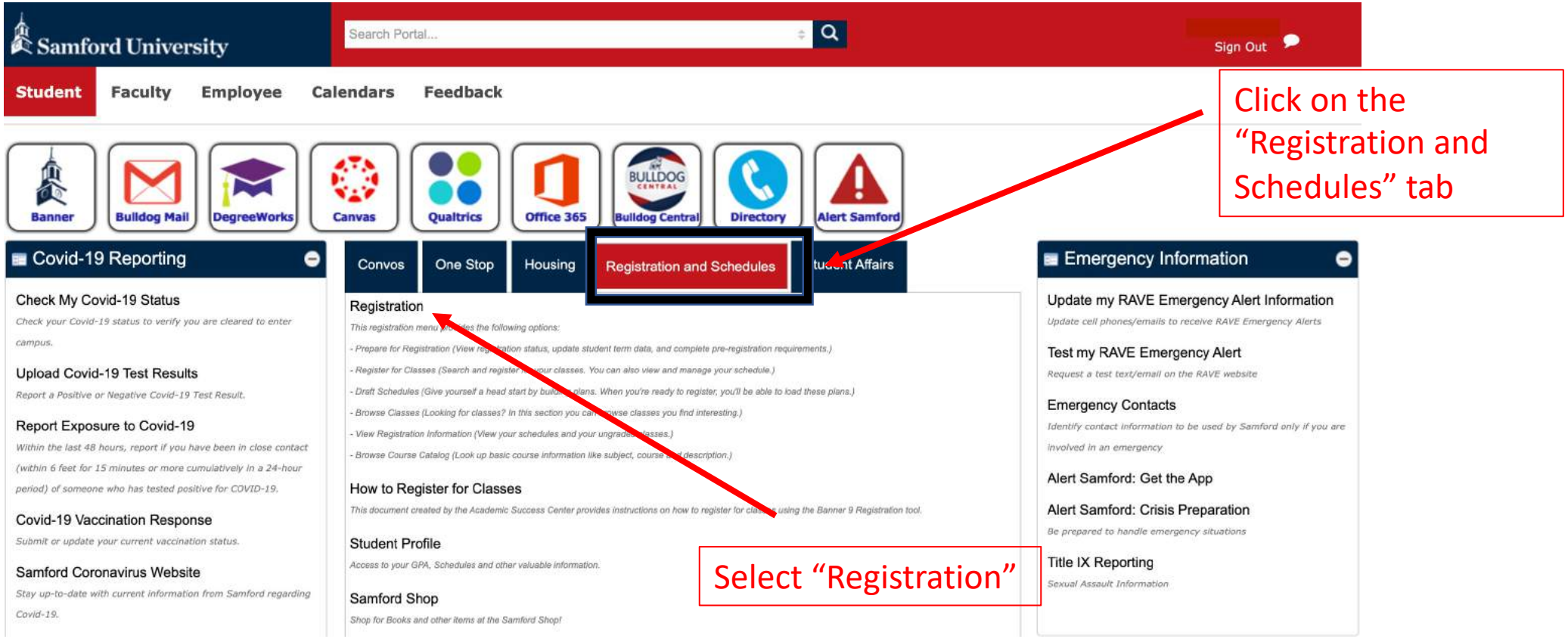
Samford University
Academic Success

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.

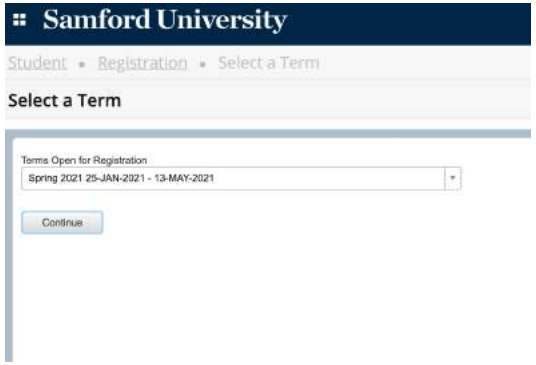


This screen lets you access the three links you need to register in three steps:

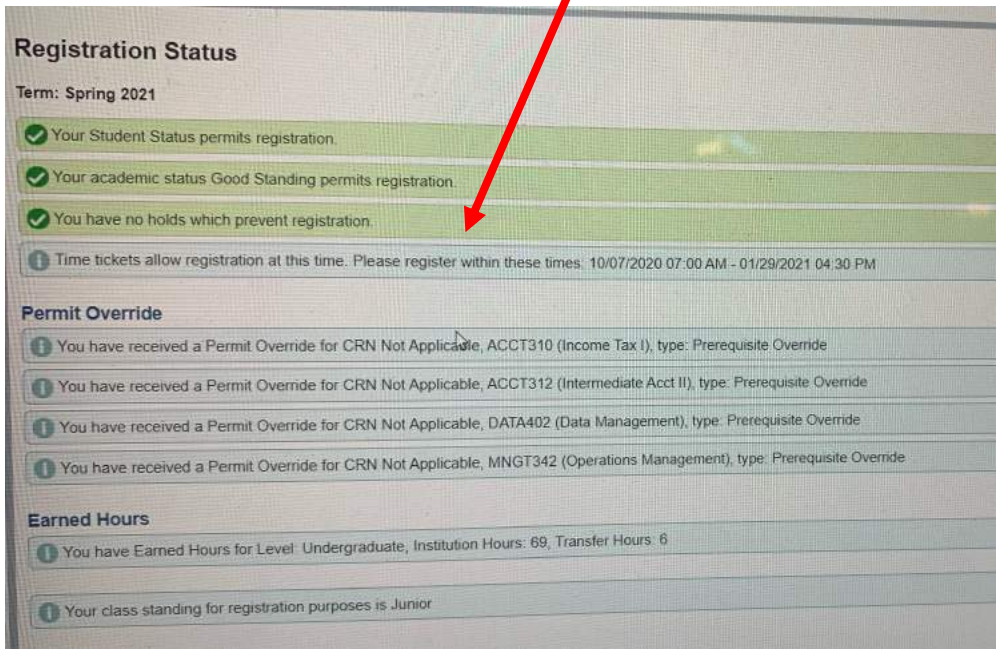
- Step 1: Prepare for Registration
- Step 2: Browse for Classes
- Step 3: Register for Classes

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.

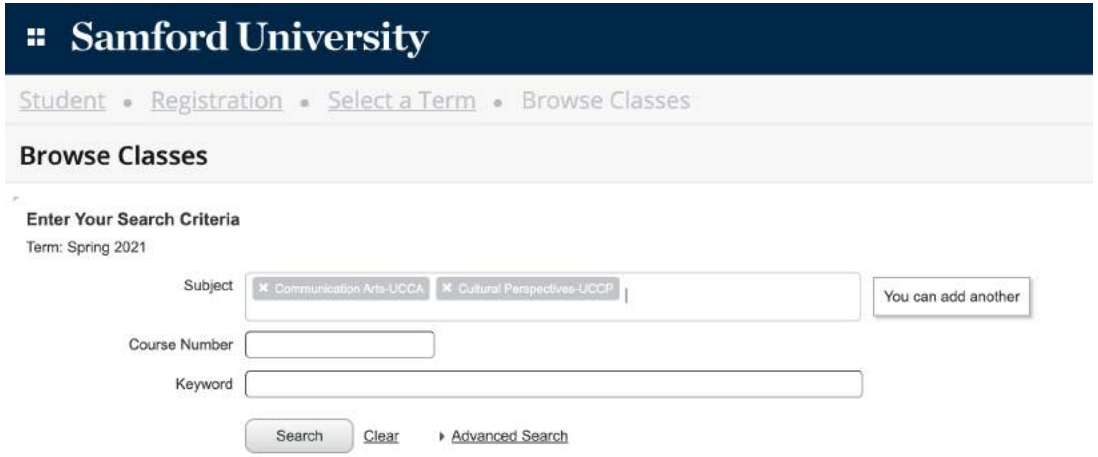


Tip: This screen lets you verify your registration start and end date and time. Make sure to check that closely to know when you can register.

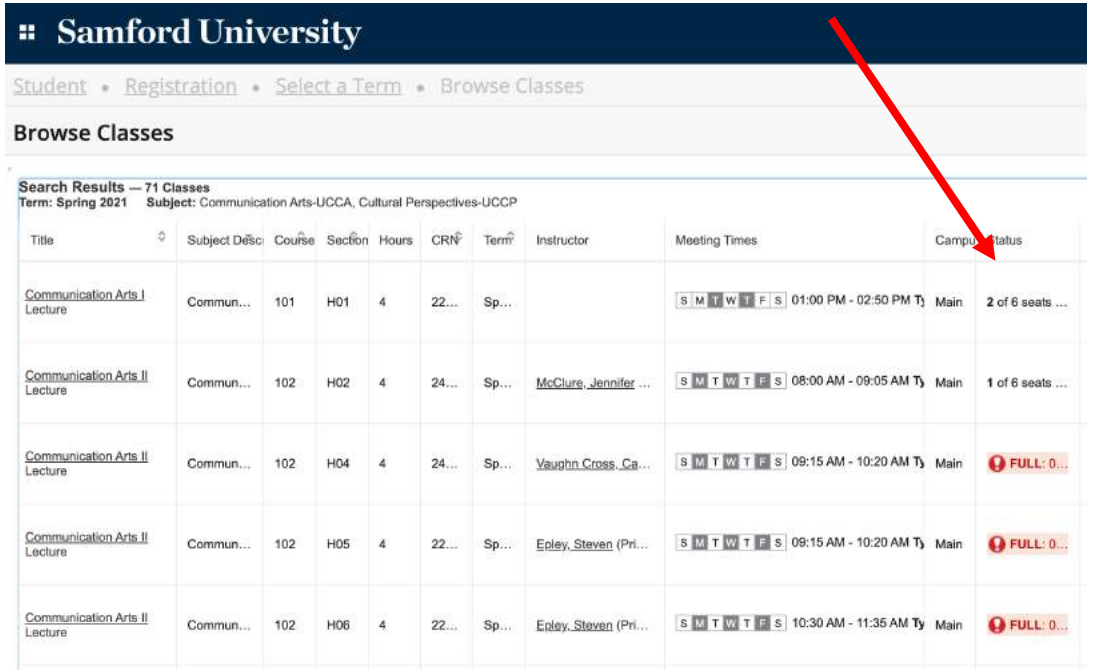


Step 2: Browse Classes

- 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.

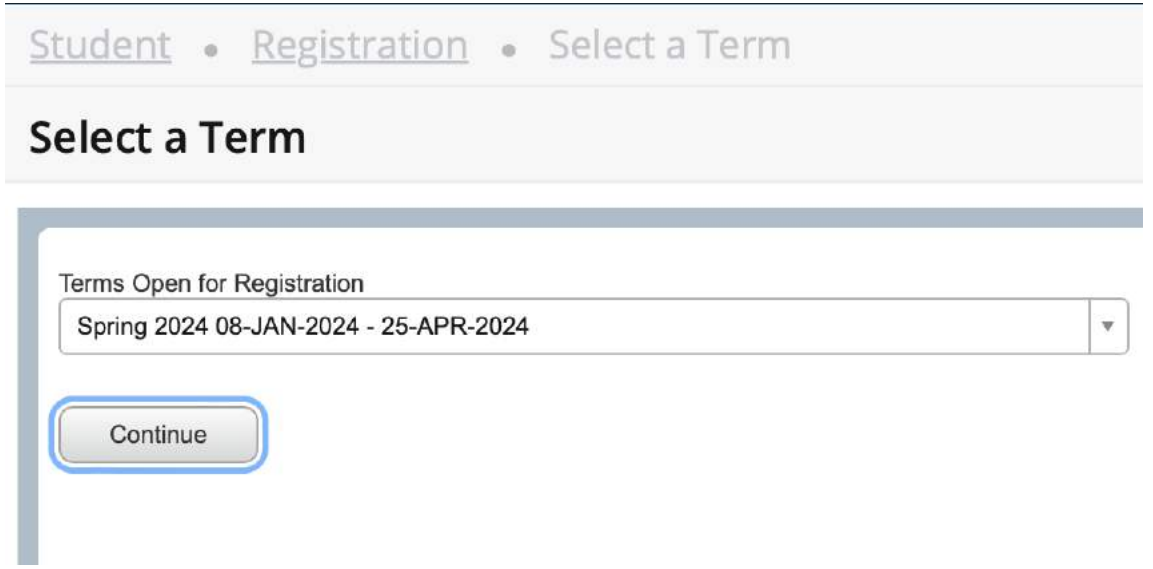


Tip: Once your registration window opens, you can also add classes from this screen.



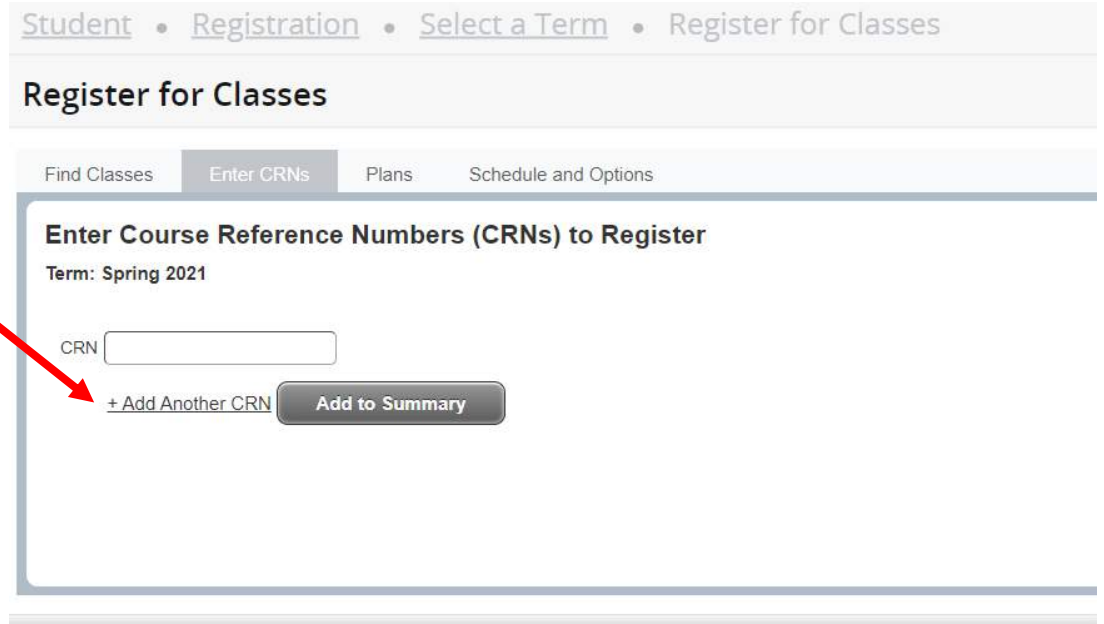
Step 3: Register for Classes: Select Term

- 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.

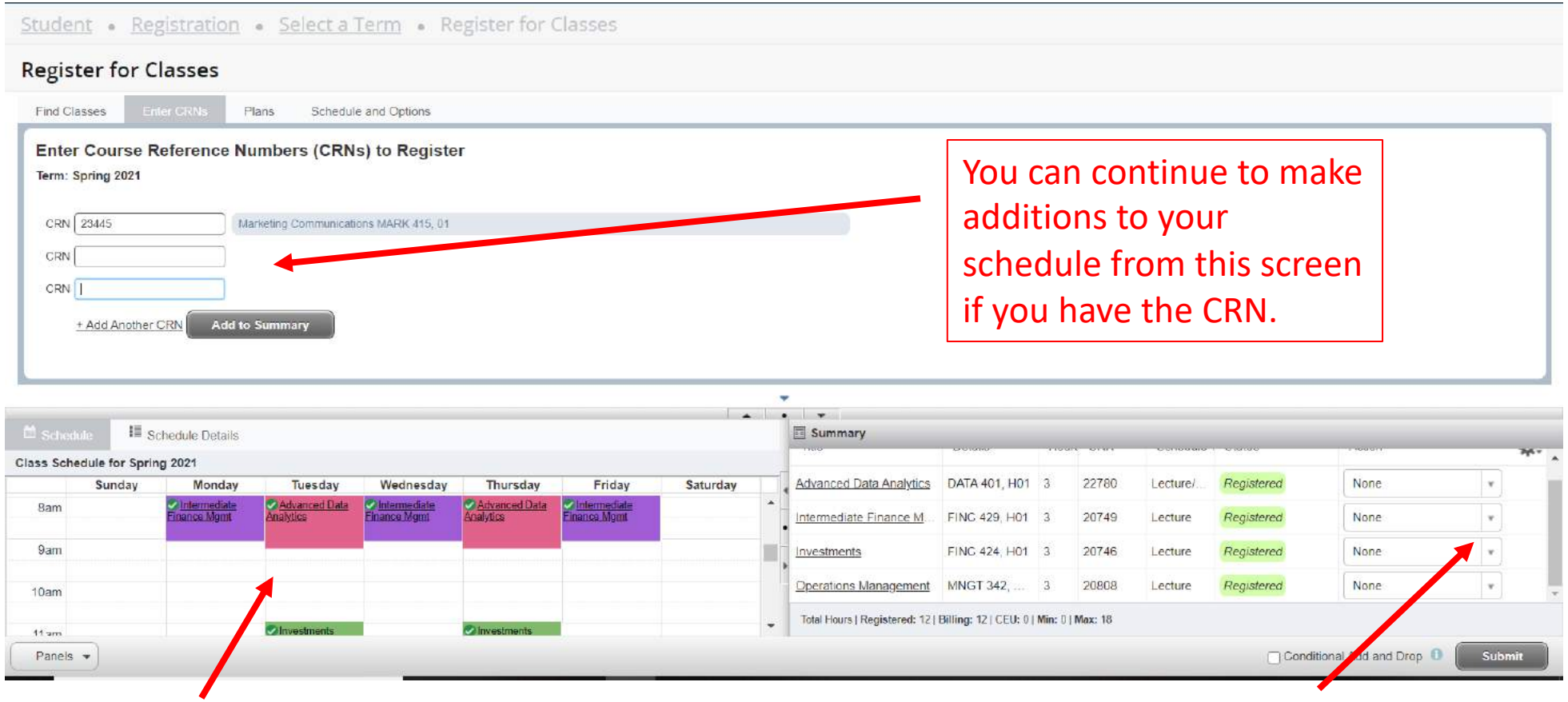


Register for Classes: Enter CRNs

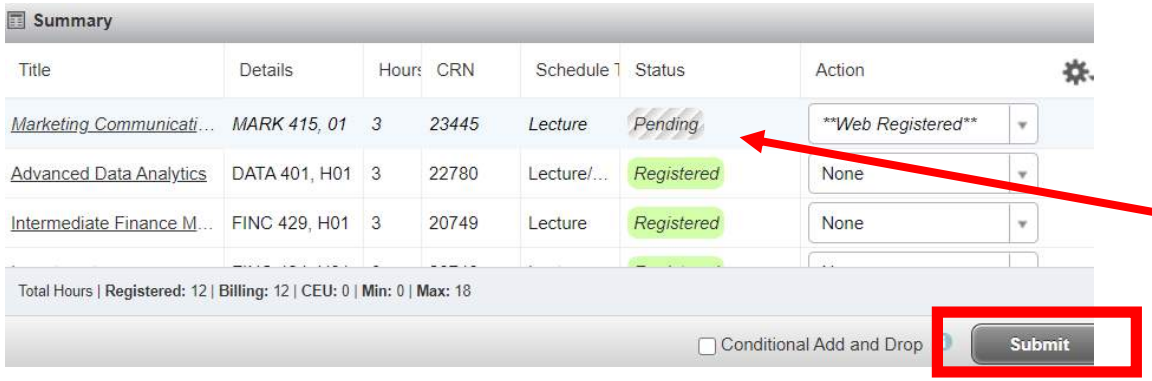
- If you are registering for multiple classes, you can click “Add Another CRN” to add more boxes and enter CRNs for all your classes at the same time.
- Enter the CRNs for the classes you looked up earlier and click “Add to Summary.”

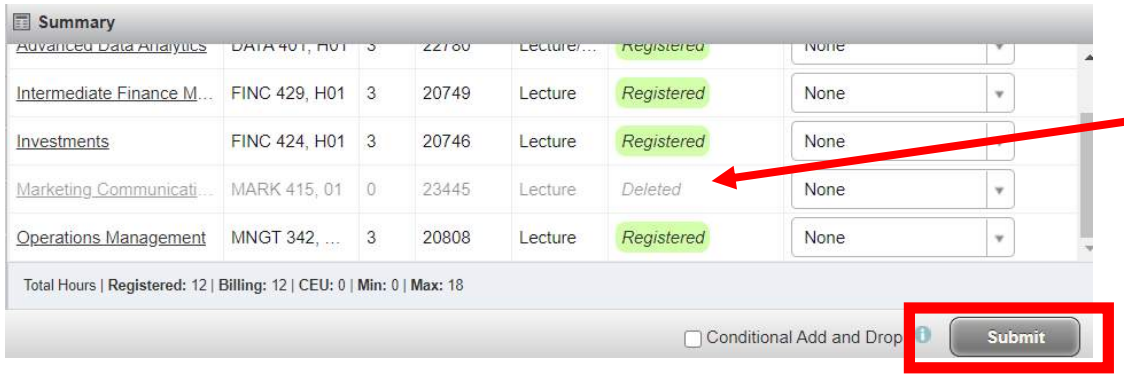


Register for Classes: Review or Make Changes



Register for Classes: Don’t forget to submit!





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.

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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