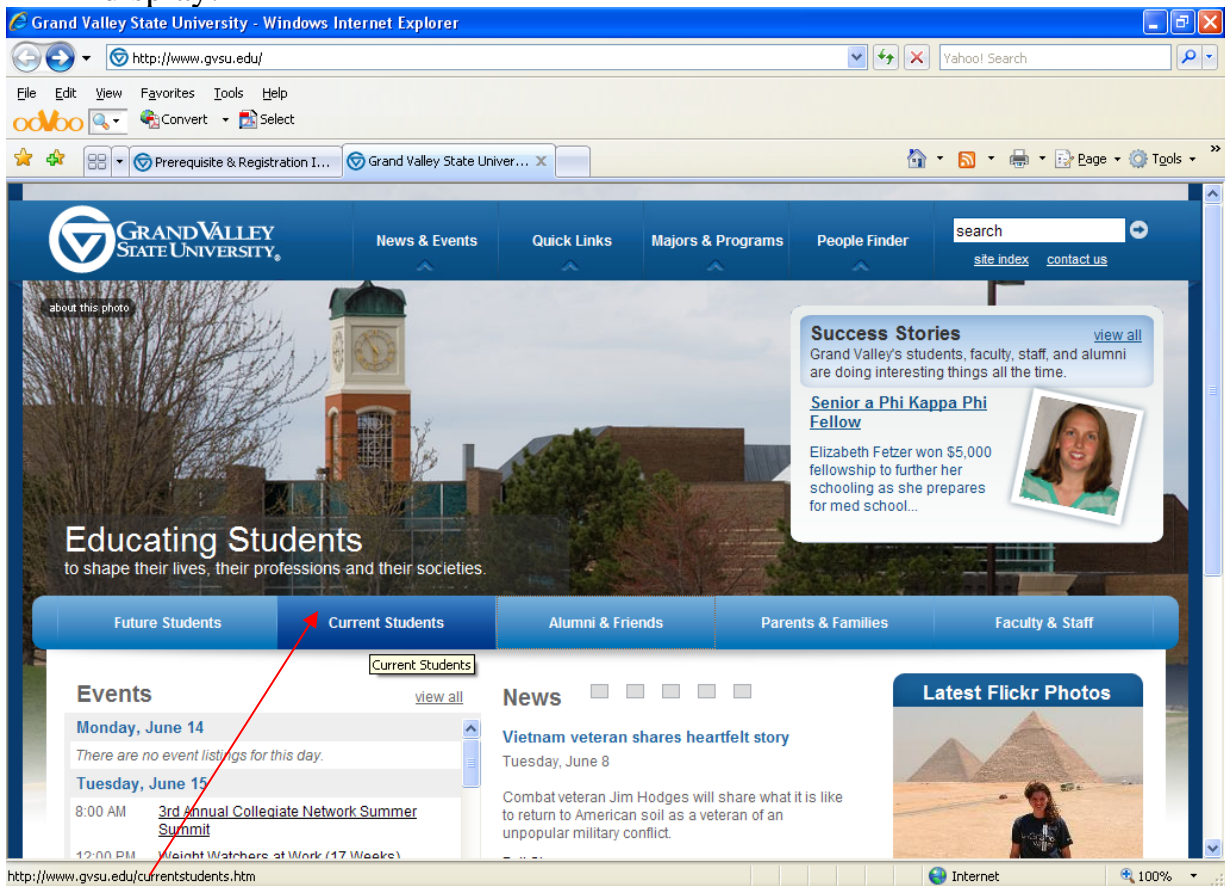


Student SSB – Registration Instructions

Follow these steps to register for classes in Student Self Service Banner (SSB):

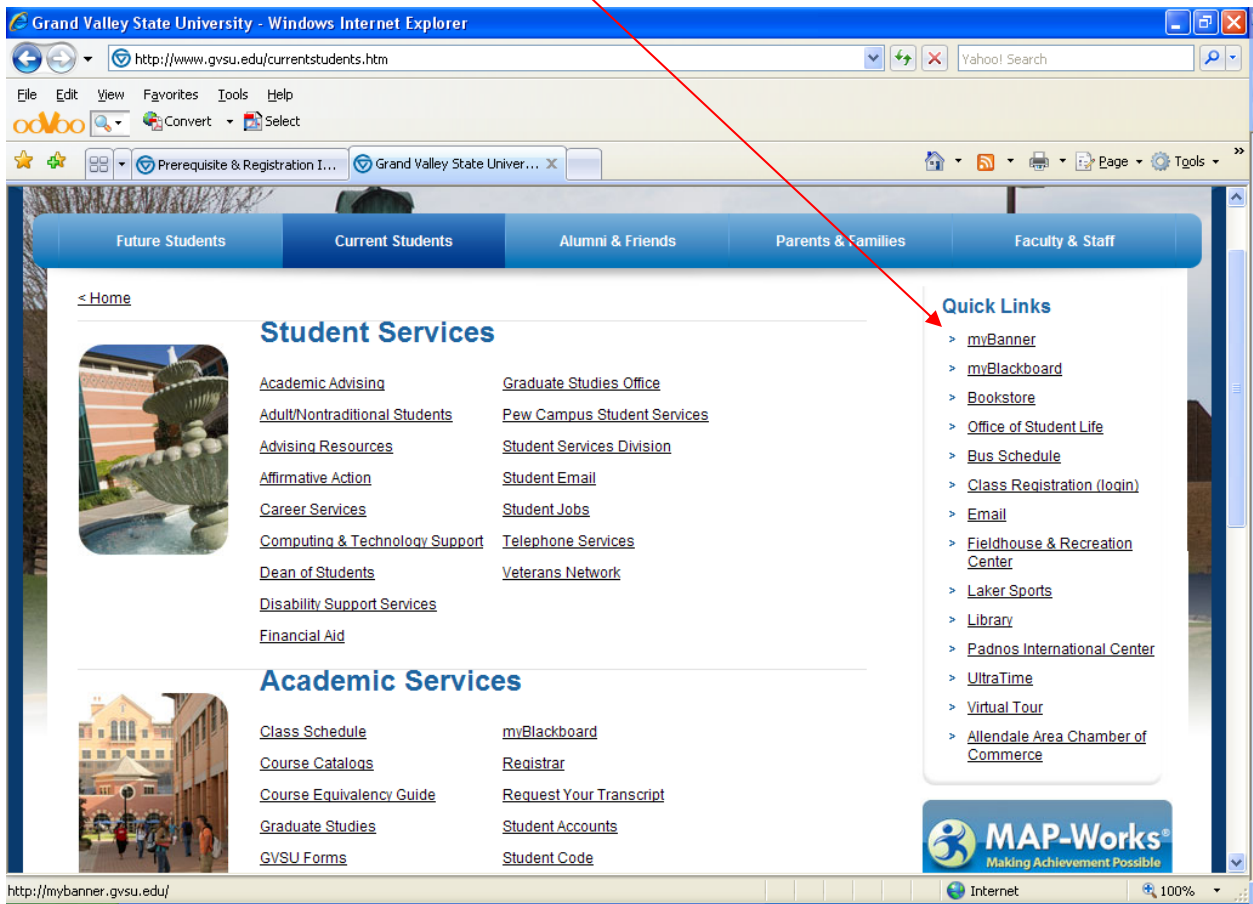
1. Open Internet Explorer.
2. If your home page does not default to the GVSU home page, Go to the following address: <http://www.gvsu.edu> – the following page will display:



3. Click on **Current Students**.

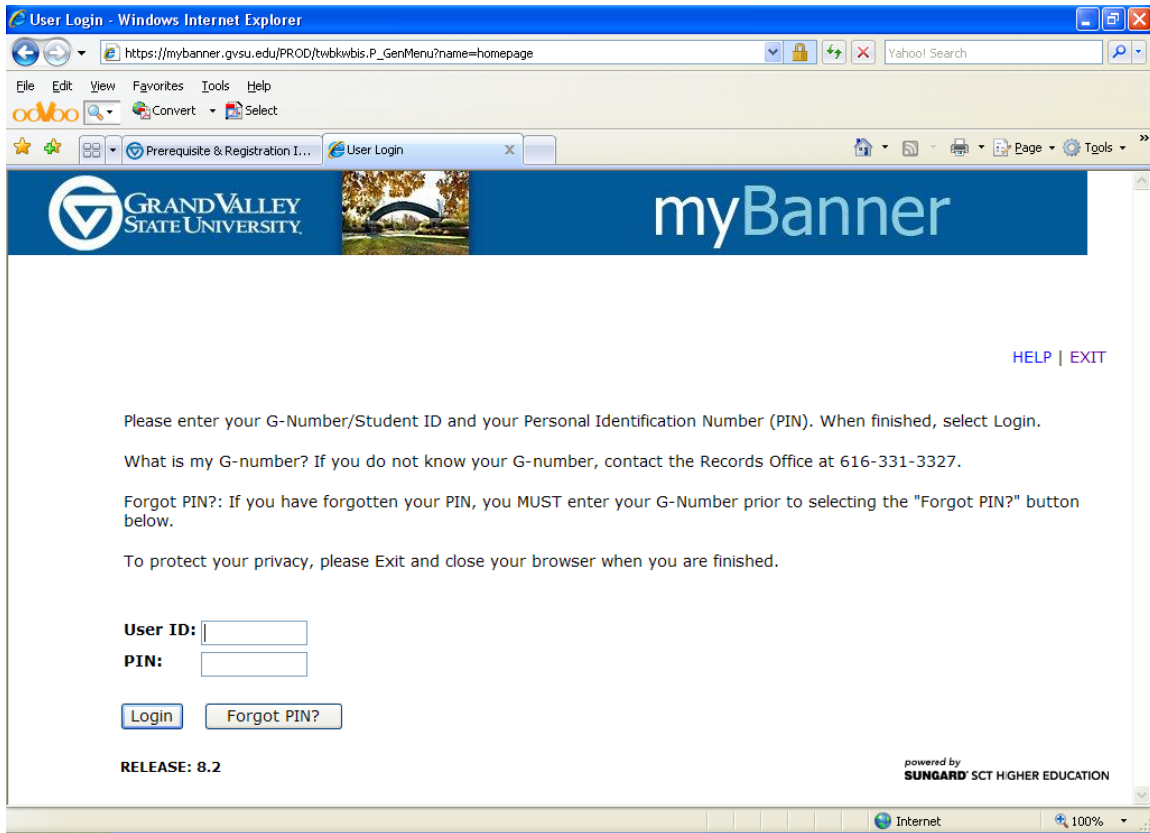
Student SSB – Registration Instructions

4. On the next screen, select **myBanner** under **Quick Links**.



The screenshot shows a Windows Internet Explorer browser window displaying the Grand Valley State University website. The address bar shows <http://www.gvsu.edu/currentstudents.htm>. The website has a blue navigation bar with tabs for 'Future Students', 'Current Students', 'Alumni & Friends', 'Parents & Families', and 'Faculty & Staff'. Below the navigation bar, there is a 'Student Services' section with a list of links including 'Academic Advising', 'Graduate Studies Office', 'Adult/Nontraditional Students', 'Pew Campus Student Services', 'Advising Resources', 'Student Services Division', 'Affirmative Action', 'Student Email', 'Career Services', 'Student Jobs', 'Computing & Technology Support', 'Telephone Services', 'Dean of Students', 'Veterans Network', 'Disability Support Services', and 'Financial Aid'. Below this is an 'Academic Services' section with links for 'Class Schedule', 'myBlackboard', 'Course Catalogs', 'Registrar', 'Course Equivalency Guide', 'Request Your Transcript', 'Graduate Studies', 'Student Accounts', 'GVSU Forms', and 'Student Code'. On the right side, there is a 'Quick Links' menu with a list of links: 'myBanner', 'myBlackboard', 'Bookstore', 'Office of Student Life', 'Bus Schedule', 'Class Registration (login)', 'Email', 'Fieldhouse & Recreation Center', 'Laker Sports', 'Library', 'Padnos International Center', 'UltraTime', 'Virtual Tour', and 'Allendale Area Chamber of Commerce'. A red arrow points from the text in the instruction above to the 'myBanner' link in the 'Quick Links' menu. At the bottom of the browser window, the address bar shows <http://mybanner.gvsu.edu/> and the status bar shows 'Internet' and '100%' zoom.

5. You will then be directed to the myBanner login screen.

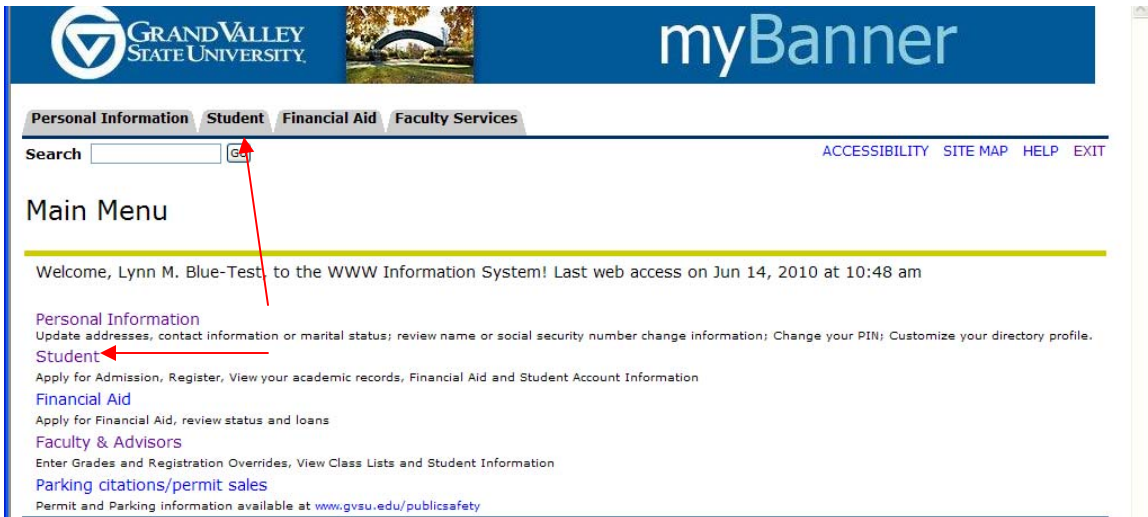


6. **Type** your User ID and PIN, and **Click** the **Login** button.

USER ID: G number, 9 digit number preceded by G for all persons on file in Banner.

PIN: the initial PIN is a 6 digit number; it must be changed by user when logging in for the first time. If you have logged in previously and changed your PIN but cannot remember it, click on **Forgot PIN?**

Student SSB – Registration Instructions



myBanner

Personal Information Student Financial Aid Faculty Services

Search

ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Welcome, Lynn M. Blue-Test, to the WWW Information System! Last web access on Jun 14, 2010 at 10:48 am

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

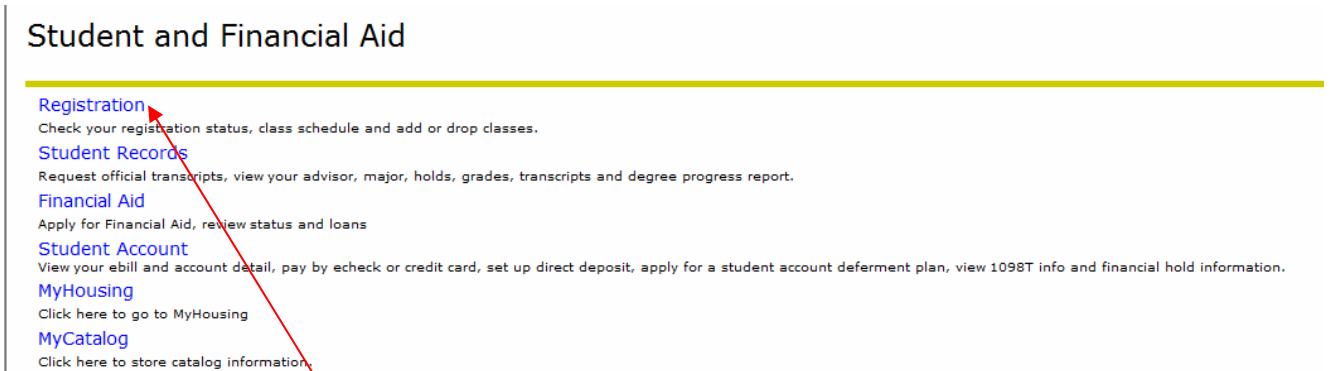
Student
Apply for Admission, Register, View your academic records, Financial Aid and Student Account Information

Financial Aid
Apply for Financial Aid, review status and loans

Faculty & Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

Parking citations/permit sales
Permit and Parking information available at www.gvsu.edu/publicsafety

7. Click on the **Student** tab (or the **Student** menu). They both bring you to the Student and Financial Aid menu.



Student and Financial Aid

Registration
Check your registration status, class schedule and add or drop classes.

Student Records
Request official transcripts, view your advisor, major, holds, grades, transcripts and degree progress report.

Financial Aid
Apply for Financial Aid, review status and loans

Student Account
View your ebill and account detail, pay by echeck or credit card, set up direct deposit, apply for a student account deferment plan, view 1098T info and financial hold information.

MyHousing
Click here to go to MyHousing

MyCatalog
Click here to store catalog information.

8. Click on **Registration**.



Registration

NOTICE: You may not be registered for the same course in multiple semesters.

Select Term

Registration Status - Before checking registration status, click on Select Term to choose appropriate term

Search for Classes
Add or Drop Classes
Registration History

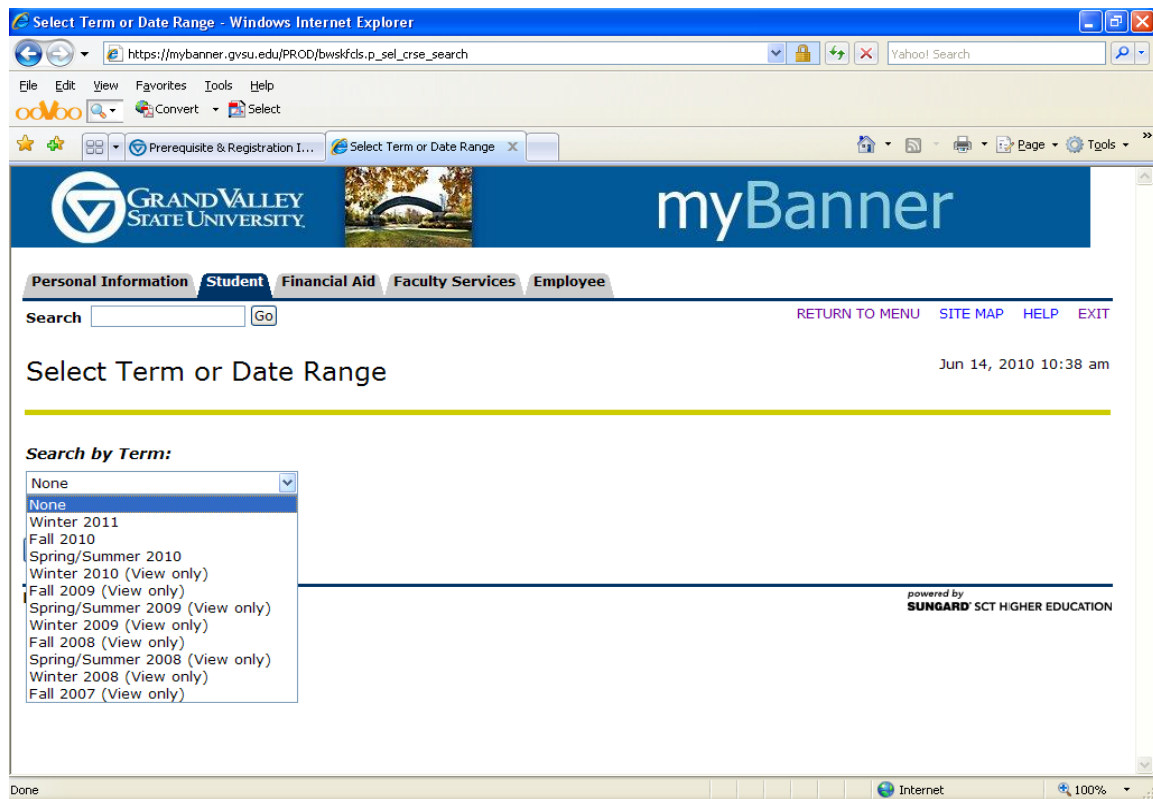
Student Schedule
Week at a Glance

Registration Fee Assessment
Withdrawal Information

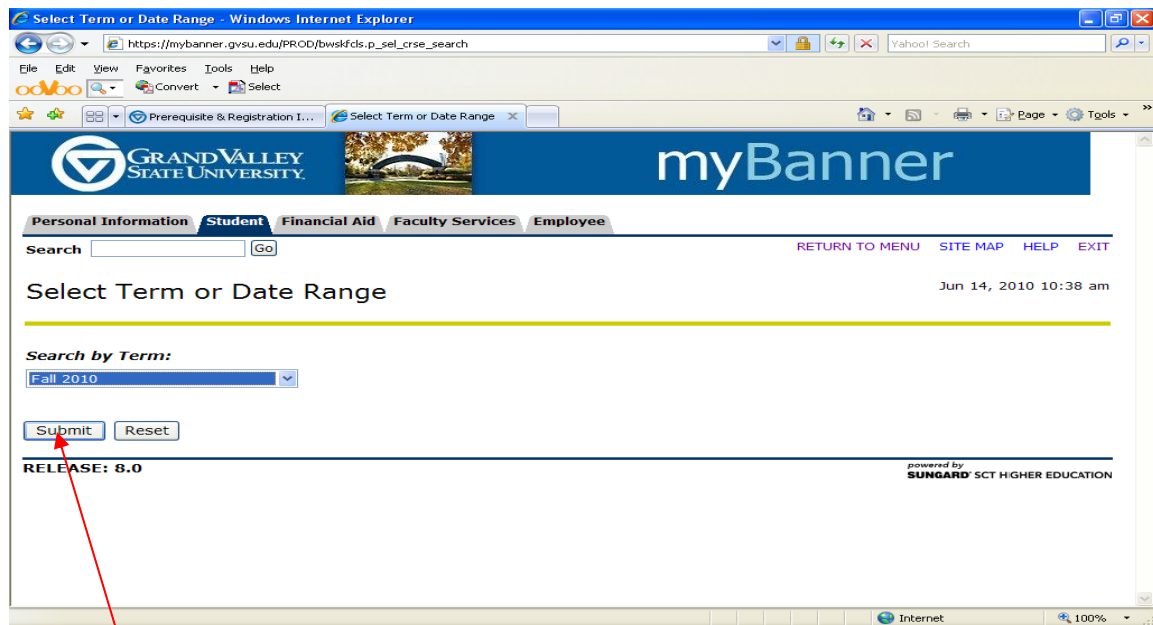
View Major and Advisor Information

9. Click on **Search for Classes**.

Student SSB – Registration Instructions



10. Search and select a term.



11. Click Submit.


Student SSB – Registration Instructions

[Personal Information](#) | **[Student](#)** | [Financial Aid](#) | [Employee](#)

Search

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

Look Up Classes
 Winter 2009
 Feb 10, 2009 04:19 pm

 Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete. To select more than one subject, hold down the control key while clicking on entries.

Subject:
 Anthropology
 Arabic

Course Number:

Title:

Schedule Type:
 Clinical Study
 Discussion

Instructional Method:
 Compressed Video
 Hybrid Online

Credit Range: hours to hours

Campus:
 Allendale
 Holland

Course Level:
 Masters
 Undergraduate

Part of Term:
 Non-date based courses only
 Full Term

Instructor:
 Abe, Sayaka
 Abood, Sheila Anne

Attribute Type:
 Structured Learning Assistance
 Supplemental Writing Skills

Start Time: Hour Minute am/pm

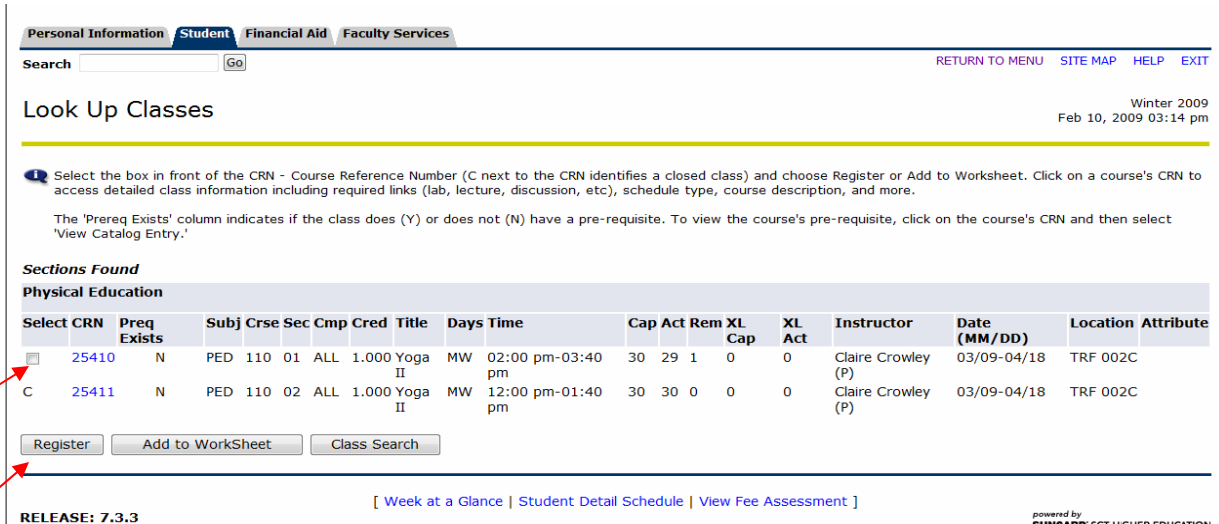
End Time: Hour Minute am/pm

Days:
 Mon
 Tue
 Wed
 Thur
 Fri
 Sat
 Sun

12. Select from drop down menus or **Type** search criteria in each field as applicable. For more specific queries, use more criteria; less for general queries. Users may choose any combination of fields to narrow the search, but a minimum of one subject must be selected.

Student SSB – Registration Instructions

For the example below, Physical Education was selected as the subject and course number 110 was entered. **Click the Class Search button to return results as follows:**



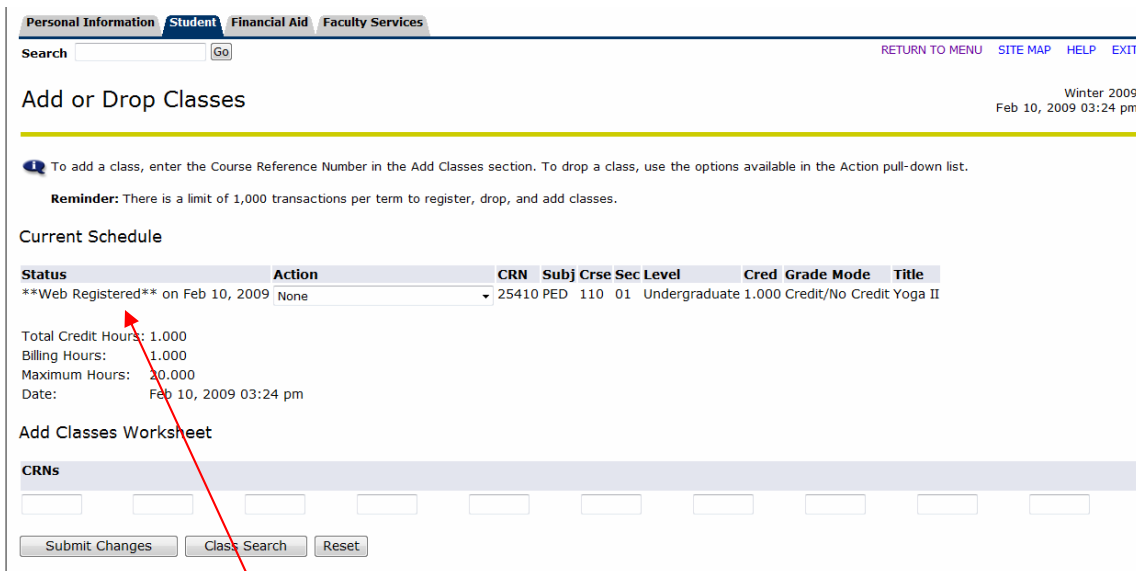
The screenshot shows the 'Look Up Classes' page. At the top, there are navigation tabs: Personal Information, Student, Financial Aid, and Faculty Services. Below the tabs is a search bar with a 'Go' button. The page title is 'Look Up Classes' and the date is 'Winter 2009 Feb 10, 2009 03:14 pm'. A message explains that selecting a box in front of the CRN identifies a closed class and that clicking on a course's CRN provides detailed information. Below this is a table of sections found for Physical Education.

Select	CRN	Prereq Exists	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	25410	N	PED	110	01	ALL	1.000	Yoga II	MW	02:00 pm-03:40 pm	30	29	1	0	0	Claire Crowley (P)	03/09-04/18	TRF 002C	
C	25411	N	PED	110	02	ALL	1.000	Yoga II	MW	12:00 pm-01:40 pm	30	30	0	0	0	Claire Crowley (P)	03/09-04/18	TRF 002C	

At the bottom of the table are three buttons: Register, Add to WorkSheet, and Class Search. A red arrow points to the 'Register' button. Another red arrow points to the 'Class Search' button. Below the table, there are links for 'Week at a Glance', 'Student Detail Schedule', and 'View Fee Assessment'. The page footer includes 'RELEASE: 7.3.3' and 'powered by'.

13. **Select** the check box in front of the CRN (Course Reference Number), and **click Register** at the bottom of the screen.
NOTE: C in front of the CRN identifies a closed class.

In the example above, CRN 25411 is closed. The only class available is CRN 25410. Checking the check box in front of the CRN allows the student to register for the class.



The screenshot shows the 'Add or Drop Classes' page. At the top, there are navigation tabs: Personal Information, Student, Financial Aid, and Faculty Services. Below the tabs is a search bar with a 'Go' button. The page title is 'Add or Drop Classes' and the date is 'Winter 2009 Feb 10, 2009 03:24 pm'. A message explains that to add a class, the user should enter the Course Reference Number in the Add Classes section. A reminder states: 'Reminder: There is a limit of 1,000 transactions per term to register, drop, and add classes.' Below this is a table showing the current schedule.

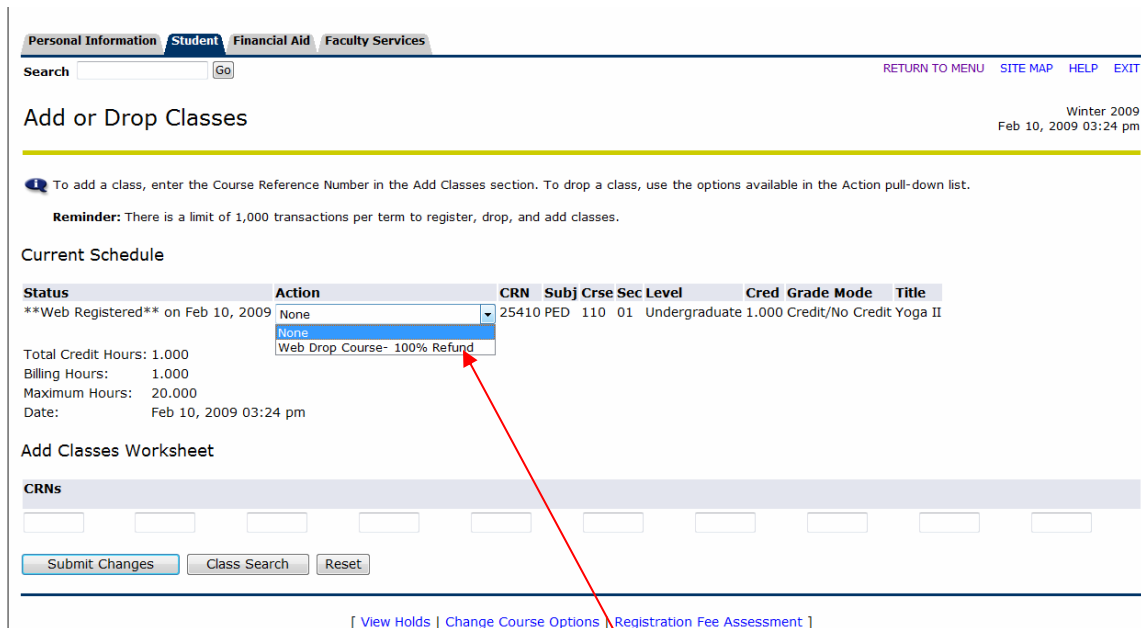
Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Feb 10, 2009	None	25410	PED	110	01	Undergraduate	1.000	Credit/No Credit		Yoga II

Below the table, there are statistics: Total Credit Hours: 1.000, Billing Hours: 1.000, Maximum Hours: 20.000, and Date: Feb 10, 2009 03:24 pm. At the bottom, there is an 'Add Classes Worksheet' section with a row of input fields for CRNs and three buttons: Submit Changes, Class Search, and Reset. A red arrow points to the 'Class Search' button.

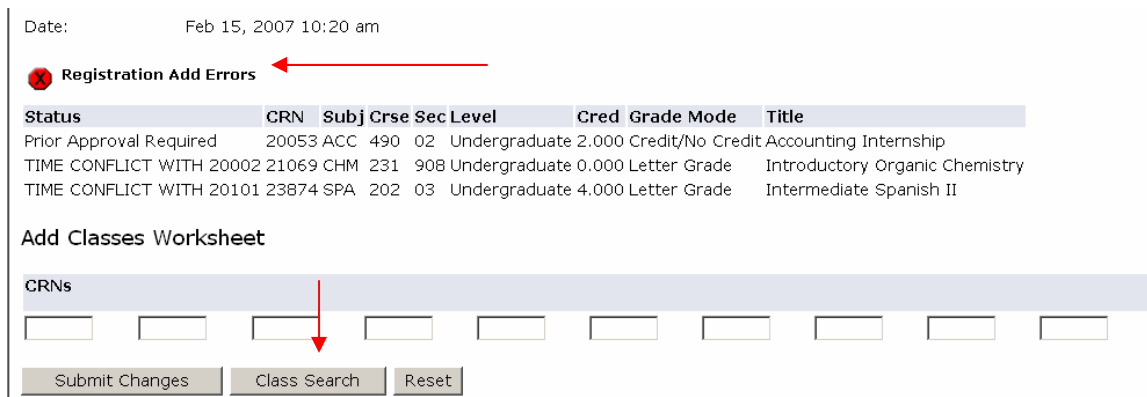
14. You have successfully registered for this class.

Student SSB – Registration Instructions

NOTE: If you know the CRN of the class for which you want to register, you may add them in the Add Classes Worksheet area and **Click Submit Changes**.



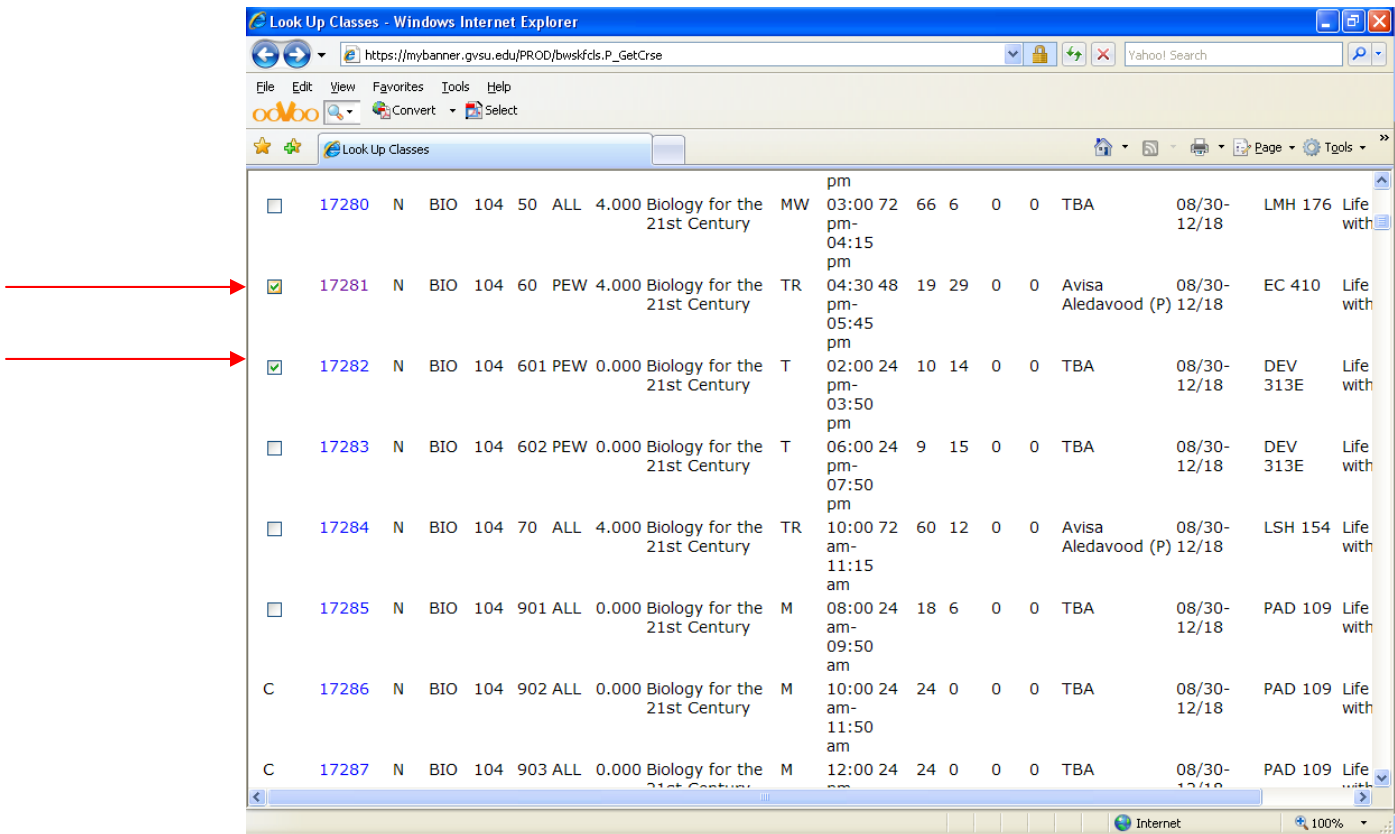
15. Classes can be dropped from this page by clicking on the drop down menu under **Action** field. Select “Web Drop Course” from the drop down to drop class.



This screen will assist with any registration errors. The red circle with an X will inform you that you have encountered a registration error, and you will need to search for a new class or get the appropriate registration overrides. See Appendix A for a list of Registration Error Messages.

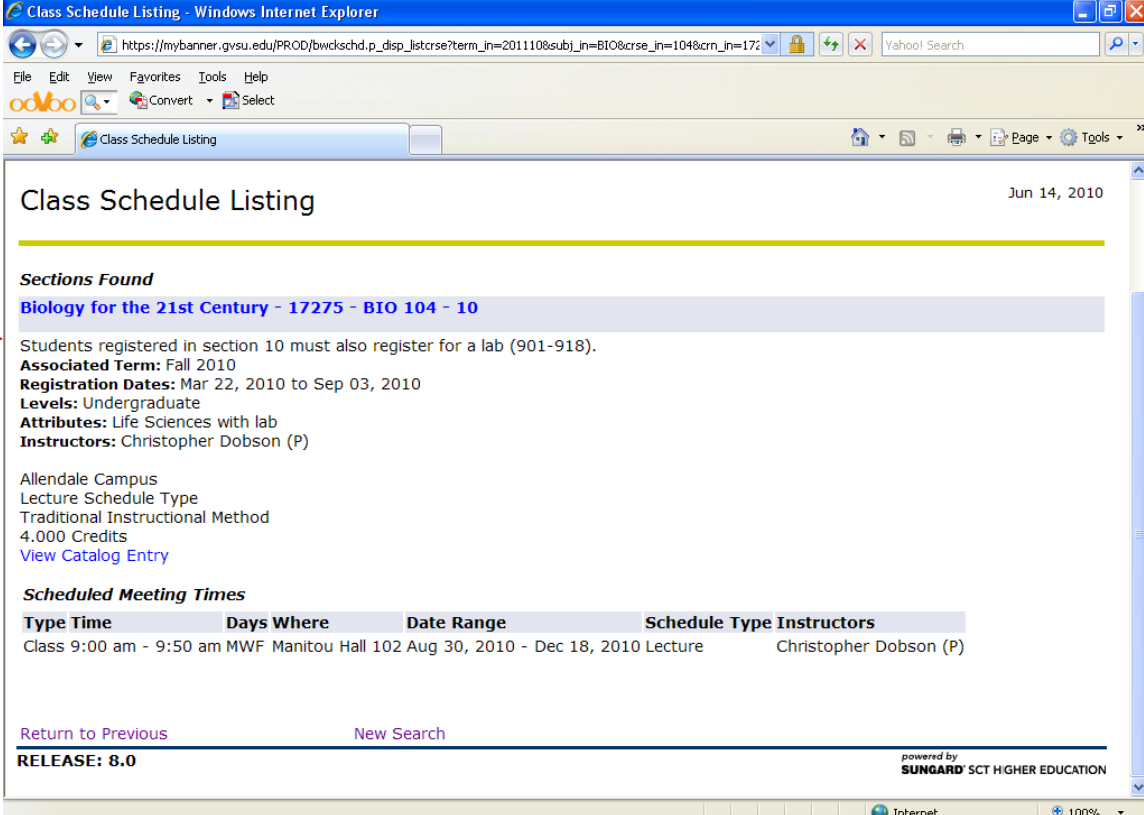
For linked classes that require more than one activity, you must select all required pieces before submitting your registration.

For example, if your course requires a lecture and lab, you must check the checkbox next to the lecture and lab before clicking the Submit button.



You can easily view the details of a course including if a class is linked by clicking on the course's CRN and viewing the course details.

After clicking on the CRN of a course, you are transferred to the Class Schedule Listing screen for the course. Details are listed below the course’s title. In the example displayed below, students in BIO 104 10 must also choose a lab from lab sections 901-918.



Class Schedule Listing - Windows Internet Explorer

https://mybanner.gvsu.edu/PROD/bwkschd.p_disp_listcrse?term_in=201110&sub_jn=BIO&crse_in=104&crn_in=17275

Class Schedule Listing Jun 14, 2010

Sections Found

Biology for the 21st Century - 17275 - BIO 104 - 10

Students registered in section 10 must also register for a lab (901-918).
Associated Term: Fall 2010
Registration Dates: Mar 22, 2010 to Sep 03, 2010
Levels: Undergraduate
Attributes: Life Sciences with lab
Instructors: Christopher Dobson (P)

Allendale Campus
 Lecture Schedule Type
 Traditional Instructional Method
 4.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:00 am - 9:50 am	MWF	Manitou Hall 102	Aug 30, 2010 - Dec 18, 2010	Lecture	Christopher Dobson (P)

[Return to Previous](#) [New Search](#)

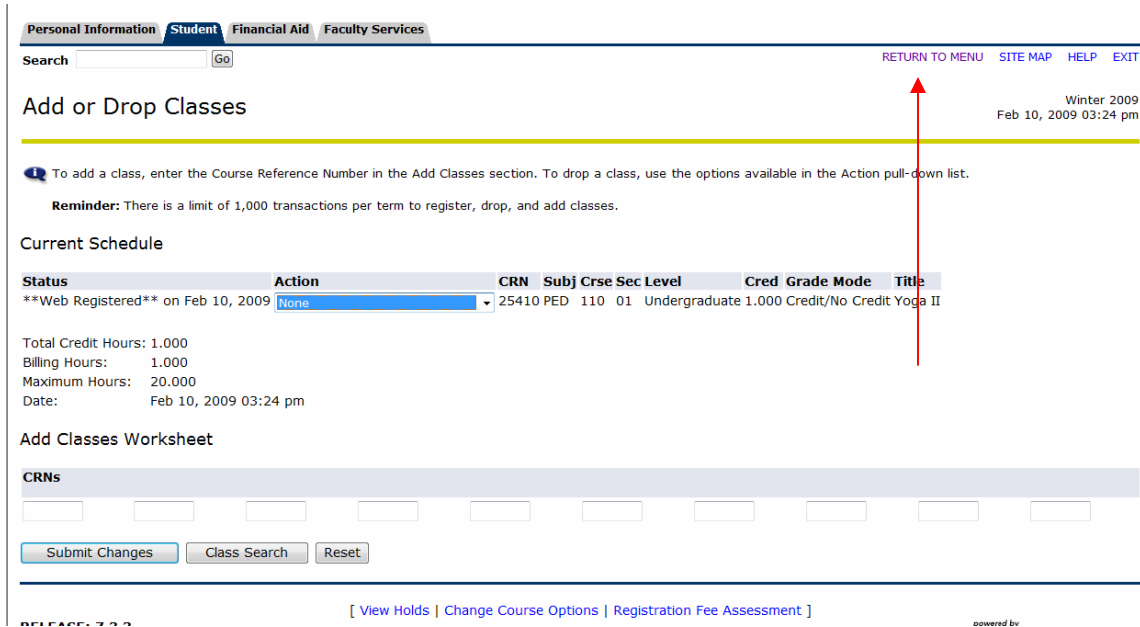
RELEASE: 8.0

powered by
SUNGARD SCT HIGHER EDUCATION

16. Click on **Return to Previous** to return to your previous search, or **New Search** to conduct a new course search. Repeat steps 12 and 13 until you have registered for all of your classes.

Student SSB – Registration Instructions

17. When you are done building your schedule, **click on Return to Menu** to view your schedule.



Personal Information **Student** Financial Aid Faculty Services

Search RETURN TO MENU SITE MAP HELP EXIT

Add or Drop Classes

Winter 2009
Feb 10, 2009 03:24 pm

i To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Reminder: There is a limit of 1,000 transactions per term to register, drop, and add classes.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Feb 10, 2009	None	25410	PED	110	01	Undergraduate	1.000	Credit/No Credit	Yoga II	

Total Credit Hours: 1.000
Billing Hours: 1.000
Maximum Hours: 20.000
Date: Feb 10, 2009 03:24 pm

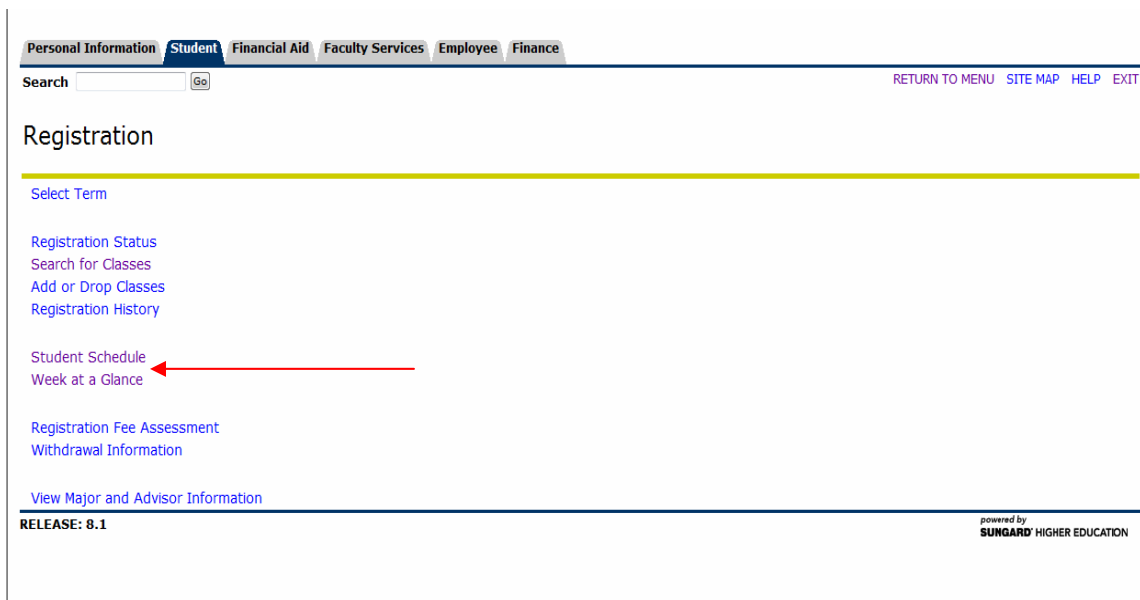
Add Classes Worksheet

CRNs

[[View Holds](#) | [Change Course Options](#) | [Registration Fee Assessment](#)]

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18. **Click on Student Schedule or Week at a Glance** to view a schedule for a specific semester. The Student Schedule is a concise view that can be easily printed. The Week at a Glance view allows you to view your schedule in a block format for a specific week in time.



Personal Information **Student** Financial Aid Faculty Services **Employee** Finance

Search RETURN TO MENU SITE MAP HELP EXIT

Registration

Select Term

Registration Status
Search for Classes
Add or Drop Classes
Registration History

Student Schedule ←
Week at a Glance

Registration Fee Assessment
Withdrawal Information

View Major and Advisor Information

RELEASE: 8.1 powered by
SUNGARD HIGHER EDUCATION

Appendix A: Registration Error Messages

CLASS RESTRICTION	The enrollment in this course is restricted by class (Freshman, Sophomore, etc.). You need to request a MAJ registration override from the department.
CLOSED SECTION	The class is full. You need to request a CAP registration override.
CO-REQUISITE NOT MET	Co-requisite courses must be taken at the same time. You need to register for both courses at the same time.
LINK ERROR: XX REQUIRED	Certain lectures, labs, and/or discussions are "linked" together. You must register for all required pieces.
MAJOR RESTRICTION	Only students in certain majors are allowed to register for this course. You need to request a MAJ registration override from the department.
MAXIMUM HOURS EXCEEDED	You are trying to take more credits hours than allowed. You must reduce the number of hours on your class schedule or get special approval to take more than the limit.
PRIOR APPROVAL	The enrollment in the course is restricted. You need to request an electronic override to register.
PRE-REQUISITE NOT MET	You do not have the pre-requisites for the course. You need to request a PRE registration override to register.
TIME CONFLICT WITH XXXXX	You are trying to take 2 courses that meet at the same time or overlap.