How to find your Advance Registration date in myBanner

1. Open an internet browser.

2. Go to the following address: www.gvsu.edu – the following page will display:

3. Click the Banner icon.

4. Type your User ID (i.e., G#) and PIN, then click the Login button. If you have logged in previously and changed your PIN but cannot remember it, click on Forgot PIN?
5. Click the **Student** tab.

6. Click **Registration**.

### Main Menu

**Personal Information**
Update addresses, contact information or marital status; review name or social security number change.

**Student**
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.

**Employee**
Paystubs, direct deposit allocations, W2, W4 data and ebilling.

**Finance**
Create or review financial documents, budget information, approvals.

**Parking/Permits**
Additional information available at www.grsu.edu/gvpd

### 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.

**myHousing**
Click here to go to MyHousing.

**myCatalog**
Click here to store catalog information.
7. Select the term

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

8. Choose the term for which you would like to check your registration status from the drop down menu, then click Submit. If you previously selected a term and want to choose a different one, follow steps 5-7 listed above.

Registration Term

Select a Term: Winter 2014

Submit
9. Click **Registration Status**.

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

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10. On the Registration Status screen, there is a message that shows the first date you are eligible to register. In the example below, this student’s date is March 17. Please note that the earliest time you may register is 7am on your assigned day. After the first day, you may register anytime that Banner is available.

**NOTE:** During advance registration, all students who have an assigned registration date will also see a message directly below the registration date that states “You have holds which will prevent registration.”

**Registration Status**

<table>
<thead>
<tr>
<th>You may register during the following times</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
</tr>
<tr>
<td>Mar 17, 2014 07:00 am</td>
</tr>
</tbody>
</table>

⚠️ You have Holds which will prevent registration.

- Your Academic Standing is Good Standing which permits registration.
- Your Student Status permits registration.
  Your Class for registration purposes is Masters.
11. To view holds on your record, click on View Holds at the bottom of the Registration Status screen.

Every student with an advanced registration time ticket will also have an Advance Registration Hold. This hold ends on the student's first date to register and will automatically be released on that date (March 17 in the example above). **If you have any other holds (financial, advisor approval required, etc) resolve them prior to your first date to register to ensure there are no barriers to registration at your assigned time.**

View Holds

Please note that some holds are sensitive and may not display.

**Administrative Holds**

<table>
<thead>
<tr>
<th>Hold Type</th>
<th>From Date</th>
<th>To Date</th>
<th>Amount Reason</th>
<th>Originator</th>
<th>Processes Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Registration Hold</td>
<td>Feb 27, 2014</td>
<td>Mar 17, 2014</td>
<td>Registration</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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