Steps for Adding and Dropping Lab Courses in Banner
Note: This only applies prior to the 100% tuition refund deadline.

1. Log into myBanner using your G# and PIN, and then click on “Login.”

2. Select the “Student” tab at the top of the page

3. Select “Registration”
4. Select “Add or Drop Classes”

5. Select appropriate term, i.e. Fall 2015, and click “Submit.”
6. Student should then see a full list of their currently enrolled courses. Scroll to the bottom of that screen and select “Class Search.”

7. Select the subject area of the course for which you want to change your lab. Select “Course Search.”
8. Find the appropriate course and click on “View Sections.”

9. Find the alternate lab time that works with the current schedule and click in the open box to select it.

10. Scroll to the bottom of the screen and click on “Add to Worksheet” (most important step!!)
11. Student is then returned to the Add or Drop Classes screen with full list of current classes, and the CRN of the new lab is now listed in the Add Classes Worksheet at the bottom of the screen.

12. Next to the lab that the student wants to change (in the “Action” column), click on the arrow for the drop down box and select “Web drop.” Then, scroll to bottom of the page and click on “Submit Changes.”

Banner will then drop the unwanted lab and add the new section without requiring the lecture to be dropped at the same time.