

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.”

[Return to GVSU Homepage](#)

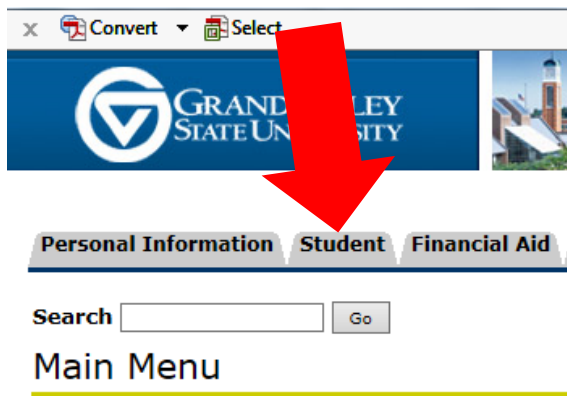
User ID:

PIN:



RELEASE: 8.7

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



3. Select “Registration”

Search

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

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, apply to graduate 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 info

[myHousing](#)

Click here to go to MyHousing

[myCatalog](#)

Click here to store catalog information.

RELEASE: 8.7

4. Select "Add or Drop Classes"

Search

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

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](#)

5. Select appropriate term, i.e. Fall 2015, and click "Submit."

[Personal Information](#) [Student](#) [Financial Aid](#)

Search

Registration Term

Select a Term:



RELEASE: 8.7.1

- Student should then see a full list of their currently enrolled courses. Scroll to the bottom of that screen and select "Class Search."

Add or Drop Classes

Fall 2015
Aug 21, 2015 02:57 pm

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.

By registering for classes at Grand Valley State University, I acknowledge and agree that:

- I am financially responsible for all charges related to my registration and attendance
- If any portion of my account remains unpaid after the due date, I am responsible for any related late fees (12% annually).
- I will be responsible to pay the fees of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorney's fees we incur in such collection efforts.
- If my financial aid is cancelled I am responsible for all remaining charges on my account.
- If I decide not to attend courses(s) it is my responsibility to drop the course(s).

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
Registered on Aug 21, 2015	None	22083	CHM	115	01	Undergraduate	4.000	Letter Grade		Principles of Chemistry I
Registered on Aug 21, 2015	None	11097	CHM	115	908	Undergraduate	0.000	Letter Grade		Principles of Chemistry I

Total Credit Hours: 4.000
 Billing Hours: 4.000
 Minimum Hours: 0.000
 Maximum Hours: 17.000
 Date: Aug 21, 2015 02:57 pm

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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- Select the subject area of the course for which you want to change your lab. Select "Course Search."

Look Up Classes

Use the selection options to search the class schedule. You may select more than one subject when your selection is complete. To select more than one subject

ONLINE designated courses will have no on-campus meetings; delivery online; all students should anticipate that their courses

Subject:

- Biology
- Biomedical Sciences
- Broadcasting
- Business
- Cell And Molecular Biology
- Chemistry
- Chinese
- Classics
- Communications
- Computer Information Systems

8. Find the appropriate course and click on "View Sections."

Look Up Classes

Fall 2015

Chemistry

102	Chemistry and Society	View Sections
109	Introductory Chemistry	View Sections
111	Intro to Green Chemistry	View Sections
115	Principles of Chemistry I	View Sections



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

C	11070	Y	CHM 115 902 ALL	0.000	Principles of Chemistry I	M	12:00 pm-02:50 pm	19	20	-1
C	11072	Y	CHM 115 903 ALL	0.000	Principles of Chemistry I	M	03:00 pm-05:50 pm	19	19	0
<input checked="" type="checkbox"/>	11076	Y	CHM 115 904 ALL	0.000	Principles of Chemistry I	M	06:00 pm-08:50 pm	19	17	2
C	11077	Y	CHM 115 905 ALL	0.000	Principles of Chemistry I	T	08:00 am-10:50 am	19	19	0



10. Scroll to the bottom of the screen and click on "Add to Worksheet" (most important step!!)

<input type="checkbox"/>	23013	Y	CHM 115 942 ALL	0.000	Principles Chemistry
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[Add to WorkSheet](#) [New Search](#)

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.

Add or Drop Classes

Fall 2015
Aug 21, 2015 03:16 pm

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.

By registering for classes at Grand Valley State University, I acknowledge and agree that:

- I am financially responsible for all charges related to my registration and attendance
- If any portion of my account remains unpaid after the due date, I am responsible for any related late fees (12% annually).
- I will be responsible to pay the fees of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorney's fees we incur in such collection efforts.
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Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Aug 21, 2015	None	22083	CHM	115	01	Undergraduate	4.000	Letter	Grade	Principles of Chemistry I
Registered on Aug 21, 2015	None	11097	CHM	115	908	Undergraduate	0.000	Letter	Grade	Principles of Chemistry I

Total Credit Hours: 4.000
 Billing Hours: 4.000
 Minimum Hours: 0.000
 Maximum Hours: 17.000
 Date: Aug 21, 2015 03:16 pm

Add Classes Worksheet

CRNs

11076

Submit Changes Class Search Reset

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."

Current Schedule

Status	Action	CRN	Subj	Crs
Registered on Aug 21, 2015	None	22083	CHM	115
Registered on Aug 21, 2015	Web Drop Course- 100% Refund			

Total Credit Hours: 4.000
 Billing Hours: 4.000
 Minimum Hours: 0.000
 Maximum Hours: 17.000
 Date: Aug 21, 2015 03:16 pm

Add Classes Worksheet

CRNs

11076

Submit Changes Class Search Reset

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