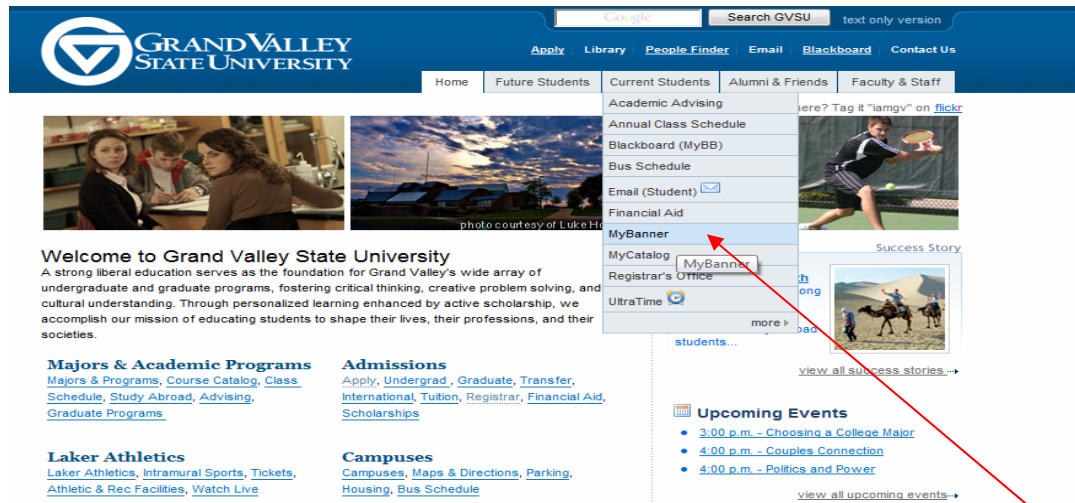


## Student SSB Job Aid - Registration Tips

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. Hover the mouse over Current Students and run the mouse down the menu, **Click** the **My Banner** option and the following screen is displayed:

**User ID:**

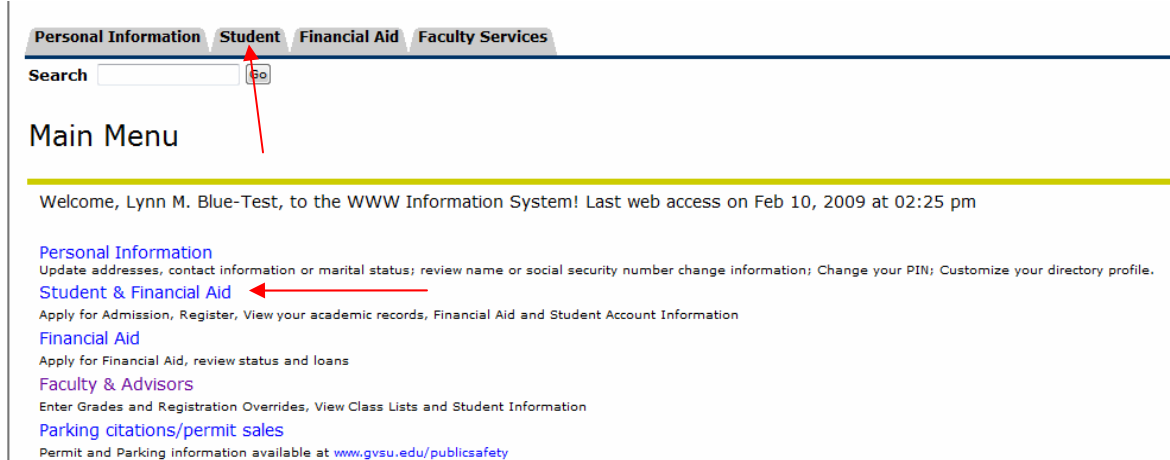
**PIN:**

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

User ID: 9 digit number preceded by G for all persons on file in Banner

PIN: 6 digit number; changed by user upon initial SSB systems access

## Student SSB – Registration Tips



The screenshot shows the Student SSB Main Menu. At the top, there are four tabs: Personal Information, Student, Financial Aid, and Faculty Services. The Student tab is highlighted with a red arrow. Below the tabs is a search bar with a 'Go' button. The main menu lists several options: Personal Information, Student & Financial Aid (highlighted with a red arrow), Financial Aid, Faculty & Advisors, and Parking citations/permit sales. Each option has a brief description of its functionality.

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

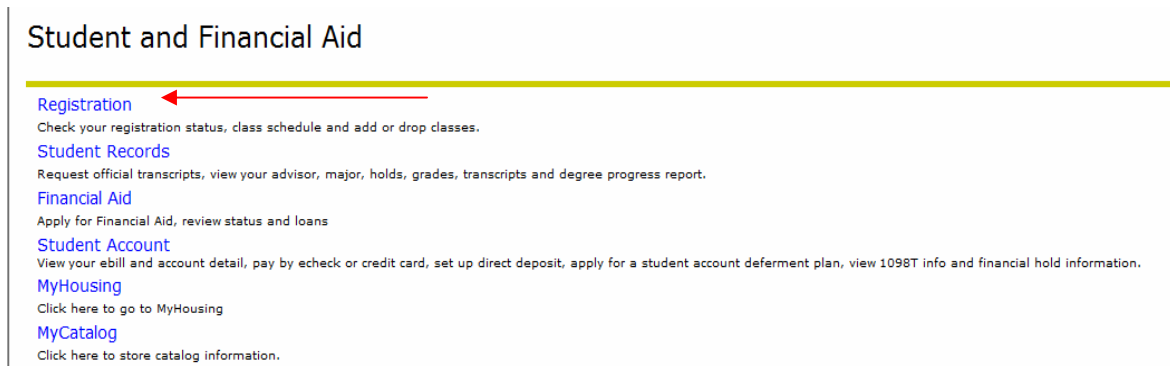
**Student & Financial Aid**  
Apply for Admission, Register, View your academic records, Financial Aid and Student Account Information

**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](http://www.gvsu.edu/publicsafety)

### 5. Click on the Student tab



The screenshot shows the Student and Financial Aid page. It lists several options: Registration (highlighted with a red arrow), Student Records, Financial Aid, Student Account, MyHousing, and MyCatalog. Each option has a brief description of its functionality.

**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.

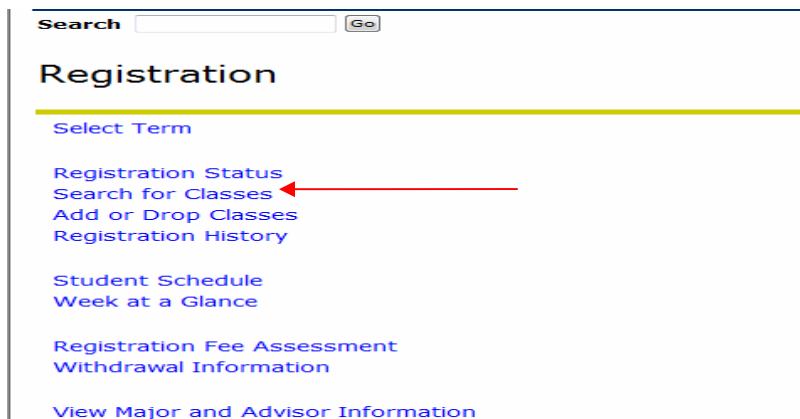
**Financial Aid**  
Apply for Financial Aid, review status and loans

**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.

### 6. Click on Registration



The screenshot shows the Registration page. It lists several options: Select Term, Registration Status, Search for Classes (highlighted with a red arrow), Add or Drop Classes, Registration History, Student Schedule, Week at a Glance, Registration Fee Assessment, Withdrawal Information, and View Major and Advisor Information.

**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**

### 7. Click on Search for Classes

## Student SSB – Registration Tips



Personal Information **Student** Financial Aid Faculty Services

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

Select Term or Date Range Feb 10, 2009 02:27 pm

---

**NOTICE:** The Registrar's office is currently in the process of scheduling courses for Spring/Summer 2009, Fall 2009, and Winter 2010. **The schedules for these terms will be changing and will not be accurate until March 1, 2009.** Registration for these terms will open on March 16, 2009.

**Search by Term:**

None

None  
Winter 2010 (View only)  
Fall 2009 (View only)  
Spring/Summer 2009 (View only)  
Winter 2009  
Fall 2008 (View only)  
Spring/Summer 2008 (View only)  
Winter 2008 (View only)  
Fall 2007 (View only)

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8. Search and select a specific term.

Grand Valley State University mybanner

Personal Information **Student** Financial Aid Faculty Services

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

Select Term or Date Range Feb 10, 2009 02:27 pm

---

**NOTICE:** The Registrar's office is currently in the process of scheduling courses for Spring/Summer 2009, Fall 2009, and Winter 2010. **The schedules for these terms will be changing and will not be accurate until March 1, 2009.** Registration for these terms will open on March 16, 2009.

**Search by Term:**

Winter 2009

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9. Click submit.

## Student SSB – Registration Tips

Personal Information **Student** Financial Aid Employee

Search  Go RETURN TO MENU SITE MAP HELP EXIT

Winter 2009  
Feb 10, 2009 04:19 pm

### Look Up Classes

**i** 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:** Accounting  
Advertising/Public Relations  
African/African American Studs

**Course Number:**

**Title:**

**Schedule Type:** All  
Clinical Study  
Discussion

**Instructional Method:** All  
Compressed Video  
Online

**Credit Range:**  hours to  hours

**Campus:** All  
Allendale  
Holland

**Course Level:** All  
Masters  
Undergraduate

**Part of Term:** Non-data based courses only  
Full Term

**Instructor:** All  
Abbas, Fawzi K  
Aboud, Sheila Anne

**Attribute Type:** All  
Structured Learning Assistance  
Supplemental Writing Skills

**Start Time:** Hour: 00 Minute: 00 am/pm am

**End Time:** Hour: 00 Minute: 00 am/pm am

**Days:** ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

[ Week at a Glance | Student Detail Schedule | View Holds ]

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Done Internet | Protected Mode: On 100%

10. 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 must select at least one **Subject**.

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

Personal Information **Student** Financial Aid Faculty Services

Search  Go RETURN TO MENU SITE MAP HELP EXIT

Winter 2009  
Feb 10, 2009 03:14 pm

### Look Up Classes

**i** Select the box in front of the CRN - Course Reference Number (C next to the CRN identifies a closed class) and choose Register or Add to Worksheet. Click on a course's CRN to access detailed class information including required links (lab, lecture, discussion, etc), schedule type, course description, and more.

The 'Prereq Exists' column indicates if the class does (Y) or does not (N) have a pre-requisite. To view the course's pre-requisite, click on the course's CRN and then select 'View Catalog Entry.'

**Sections Found**

**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	

[ Week at a Glance | Student Detail Schedule | View Fee Assessment ]

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## Student SSB – Registration Tips

Personal Information **Student** Financial Aid Faculty Services

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### Look Up Classes

Winter 2009  
Feb 10, 2009 03:14 pm

Select the box in front of the CRN - Course Reference Number (C next to the CRN identifies a closed class) and choose Register or Add to Worksheet. Click on a course's CRN to access detailed class information including required links (lab, lecture, discussion, etc), schedule type, course description, and more.

The 'Prereq Exists' column indicates if the class does (Y) or does not (N) have a pre-requisite. To view the course's pre-requisite, click on the course's CRN and then select 'View Catalog Entry.'

#### Sections Found

##### 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 checked="" 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 <input type="checkbox"/>	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	

Register Add to WorkSheet Class Search

[ Week at a Glance | Student Detail Schedule | View Fee Assessment ]

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12. Select the box in front of the CRN – Course Reference Number  
**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, check box is in front of the CRN allows the student to register for the class.

13. Click **Register** at the bottom of the screen.

Personal Information **Student** Financial Aid Faculty Services

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### Add or Drop Classes

Winter 2009  
Feb 10, 2009 03:24 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.

**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

Submit Changes Class Search Reset

14. You have **successfully** registered for this class.

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

Personal Information **Student** Financial Aid Faculty Services

Search  Go RETURN TO MENU SITE MAP HELP EXIT

---

Winter 2009  
Feb 10, 2009 03:24 pm

### Add or Drop Classes

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
	Web Drop Course- 100% Refund								

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](#) ]

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

Date: Feb 15, 2007 10:20 am

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Prior Approval Required	20053	ACC	490	02	Undergraduate	2.000	Credit/No Credit	Accounting Internship
TIME CONFLICT WITH 20002	21069	CHM	231	908	Undergraduate	0.000	Letter Grade	Introductory Organic Chemistry
TIME CONFLICT WITH 20101	23874	SPA	202	03	Undergraduate	4.000	Letter Grade	Intermediate Spanish II

**Add Classes Worksheet**

CRNs

16. This screen will assist with any registration errors. The red circle with an X will inform you that you have a registration error and you will need to search for a new class or get appropriate registration permits. Make sure to add all necessary components pertaining to the class to your schedule.  
 i.e. Discussions, labs, clinical, etc.

**NOTE:** If there is an error, the class will not be added to your schedule.  
 (See Appendix A for a list of Registration Error Messages)

17. At the bottom of the screen **Click** on **Class Search** to continue to adding your classes. **Repeat step 10 for each course until you have registered for all your classes.**

## Student SSB – Registration Tips



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

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	<input type="button" value="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

<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"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

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

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18. When you are done building your schedule, **Click on Return to Menu** to view your schedule.


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](#)

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19. **Click on Student Schedule** to view a schedule for a specific semester.

## Student SSB – Registration Tips



Personal Information **Student** Financial Aid Faculty Services

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

Feb 10, 2009 04:03 pm

### Registration Term

---

Select a Term: Winter 2010 (View only)

**Submit**

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- Winter 2010 (View only)
- Fall 2009 (View only)
- Spring/Summer 2009 (View only)
- Winter 2009
- Fall 2008 (View only)
- Spring/Summer 2008 (View only)
- Winter 2008 (View only)
- Fall 2007 (View only)

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20. Select the term of schedule to view and **Click Submit**.

Personal Information **Student** Financial Aid Faculty Services

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

Winter 2009  
Feb 10, 2009 03:58 pm

### Concise Student Schedule

---

This page lists the classes for which you are registered for the term. All of the detail information about the class is included.

**Name:** Lynn M. Blue-Test **Address:** 150 Student Services Bldg  
**Classification:** Senior asdfsadfa  
**Level:** Undergraduate Allendale, Michigan 49401  
**College:** Grand Valley State University  
**Major:** Degree Seeking Undergraduate

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
22707	MKT 350 12	Marketing Management	Holland	3.000	U	Jan 05, 2009	Apr 24, 2009	W	7:00 pm - 9:50 pm	Holland Meijer Campus 148	Lane
				<b>Total Credits: 3.000</b>							

[ [Student Detail Schedule](#) ]

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21. Concise Student Schedule (Concise view for the student when printed).



## Student SSB – Registration Tips

[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](#)

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22. Click on **Week at a Glance**, to view a weekly schedule.

Week at a Glance
Feb 10, 2009 04:10 pm

---

The following is your class schedule by day and time. Classes that do not have scheduled meeting times are listed at the bottom of the page. Click on hyperlinked courses for more detail.

Go to (MM/DD/YYYY):

[Previous Week](#)
Week of Feb 09, 2009 (77 of 87)
[Next Week](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am	<a href="#">BMS 309-101</a> 20533 Class 9:00 am-10:20 am PAD 219		<a href="#">BMS 309-101</a> 20533 Class 9:00 am-10:20 am PAD 219				
10am							
11am	<a href="#">ANT 204-03</a> 20070 Class 11:00 am-11:50 am ASH 1143		<a href="#">ANT 204-03</a> 20070 Class 11:00 am-11:50 am ASH 1143		<a href="#">ANT 204-03</a> 20070 Class 11:00 am-11:50 am ASH 1143		
12pm							
1pm	<a href="#">PSY 303-02</a> 23359 Class 1:00 pm-1:50 pm ASH 1116	<a href="#">MOV 300-04</a> 22782 Class 1:00 pm-2:15 pm FH 18	<a href="#">PSY 303-02</a> 23359 Class 1:00 pm-1:50 pm ASH 1116	<a href="#">MOV 300-04</a> 22782 Class 1:00 pm-2:15 pm FH 18	<a href="#">PSY 303-02</a> 23359 Class 1:00 pm-1:50 pm ASH 1116		
2pm							
3pm		<a href="#">PSY 360-04</a> 23477 Class 2:30 pm-3:45 pm ASH 1143		<a href="#">PSY 360-04</a> 23477 Class 2:30 pm-3:45 pm ASH 1143			

23. The weekly glance of your schedule can be used as an additional scheduling tool.

## Appendix A

### Registration Error Messages

CLASS RESTRICTION	The enrollment in this course is restricted by class (Freshman, Sophomore, etc.). You need to ask for a permit.
CLOSED SECTION	The class is full. You need to ask for a permit.
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 both the lecture, lab and/or discussion at the same time.
MAJOR RESTRICTION	Only students in certain majors are allowed to register for this course. You need to ask for a permit.
MAXIMUM HOURS EXCEEDED	You are trying to take more hours than allowed. You must reduce the number of hours on your schedule or get a permit.
PRIOR APPROVAL REQUIRED	The enrollment in the course is restricted. You need to ask for a permit.
PRE-REQUISITE NOT MET	You do not have the pre-requisites for the course. You will need to ask for a permit.
TIME CONFLICT WITH XXXXX	You are trying to take 2 courses that meet at the same time or have overlapping times.