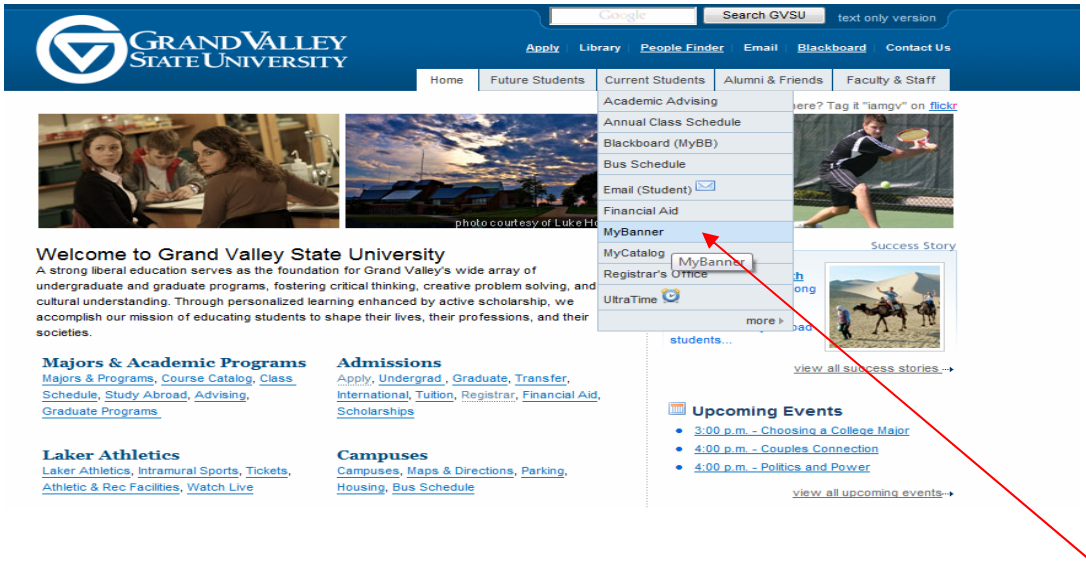
Student SSB Job Aid - Registration Tips

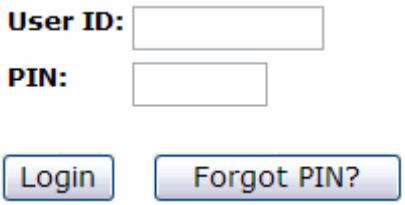
Follow these steps to register for classes in Student Self Service Banner (SSB):

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:



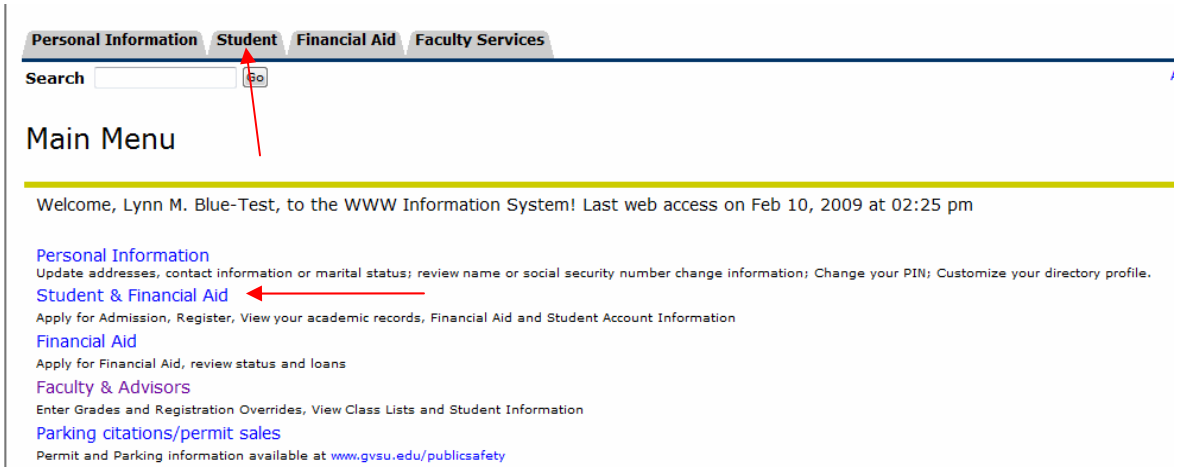
3. Hover the mouse over Current Students and run the mouse down the menu, **Click** the **My Banner** option and the following screen is displayed:



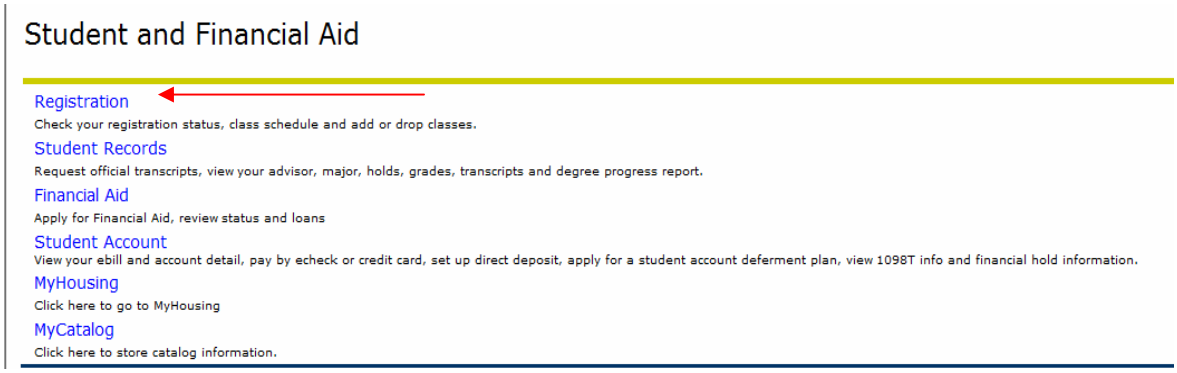
4. **Type** your User ID and PIN and **Click** the **Login** button

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

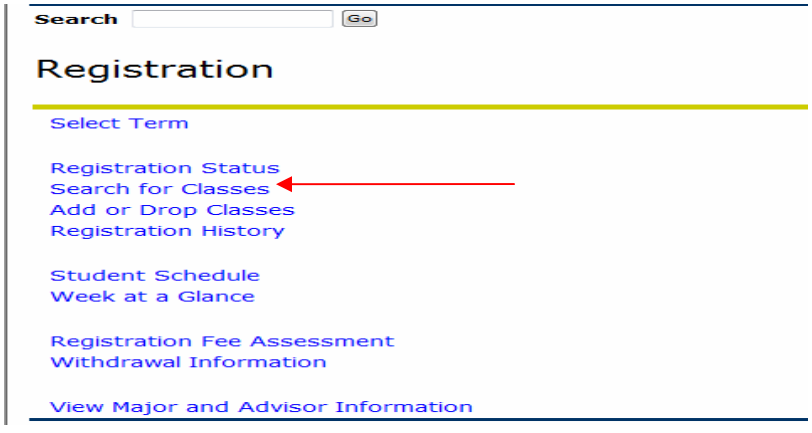
   PIN: 6 digit number; changed by user upon initial SSB systems access



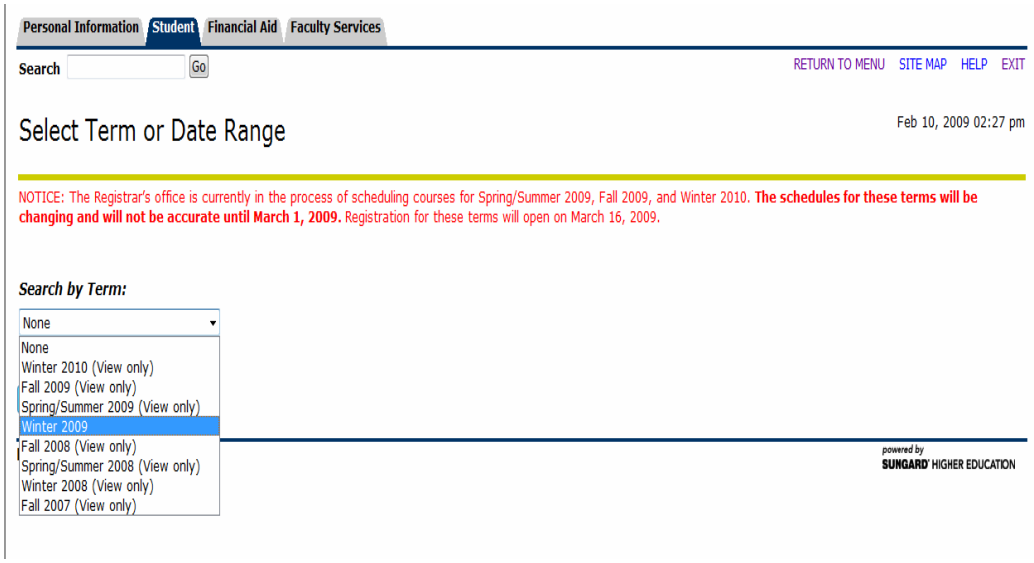
5. **Click** on the **Student** tab



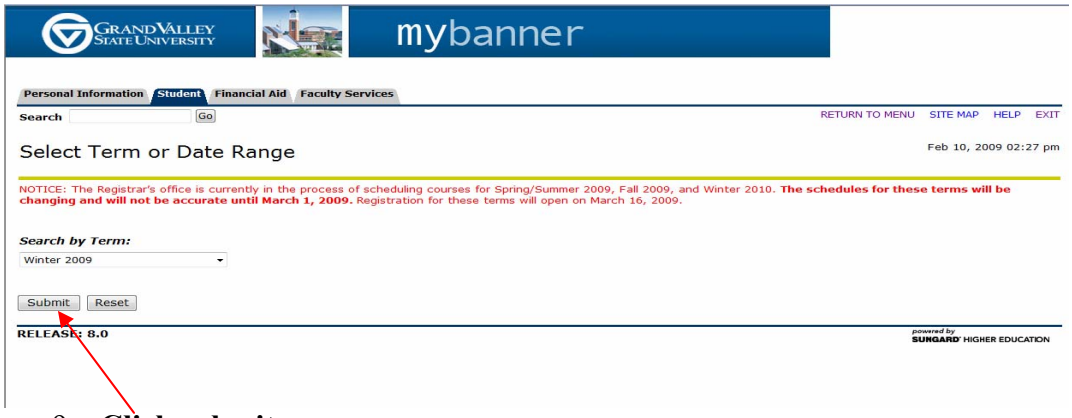
6. **Click** on **Registration**



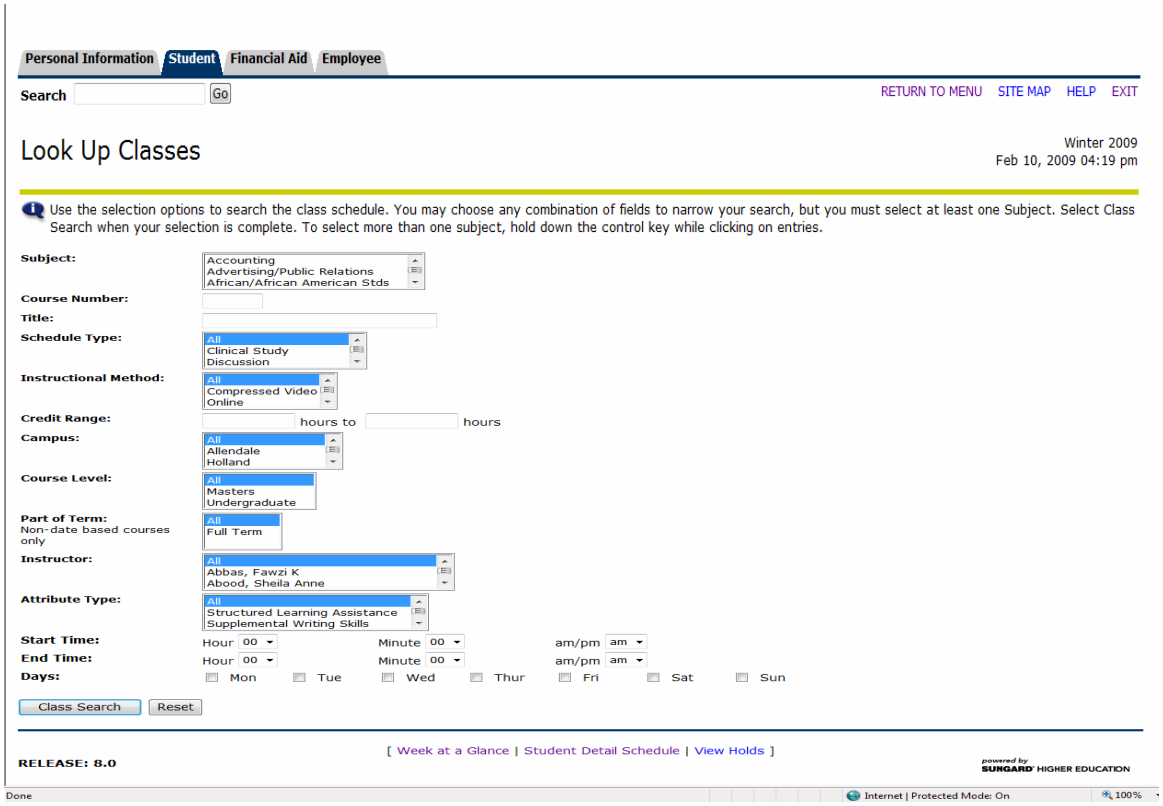
7. **Click** on **Search for Classes**



8. Search and select a specific term.

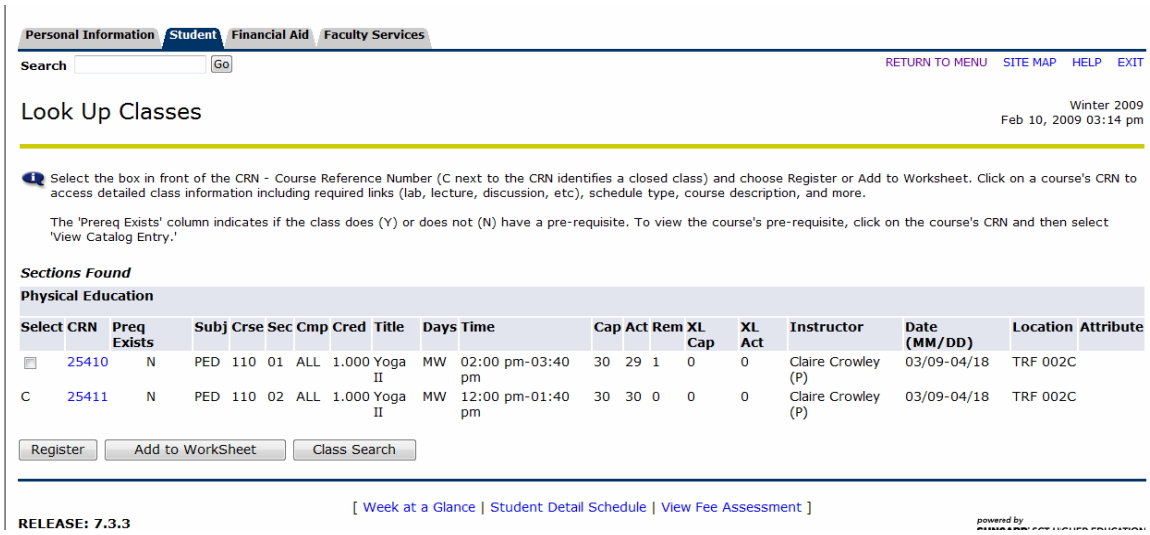


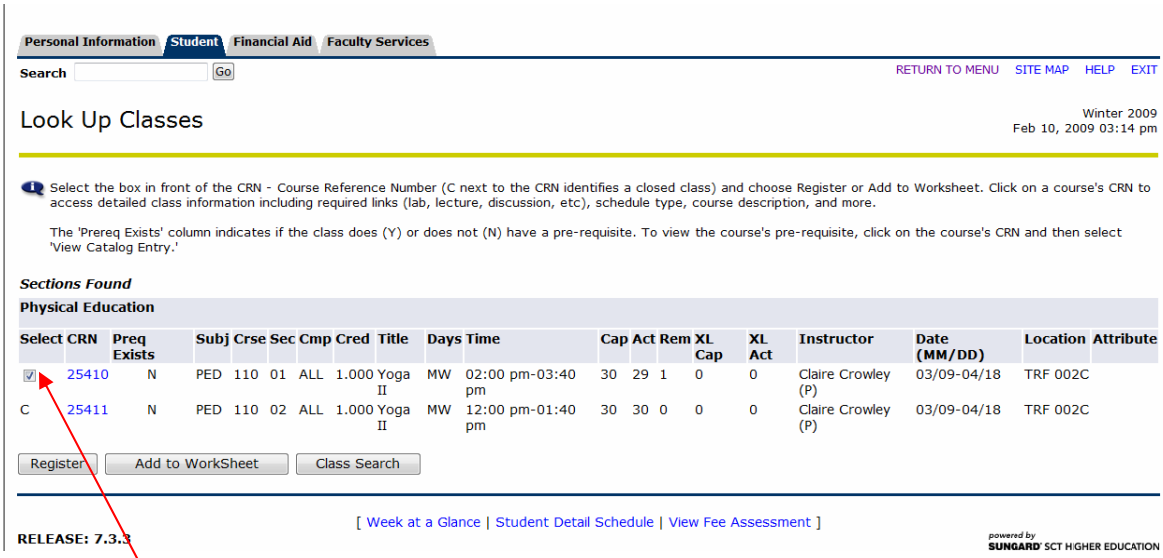
9. **Click submit**.



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:

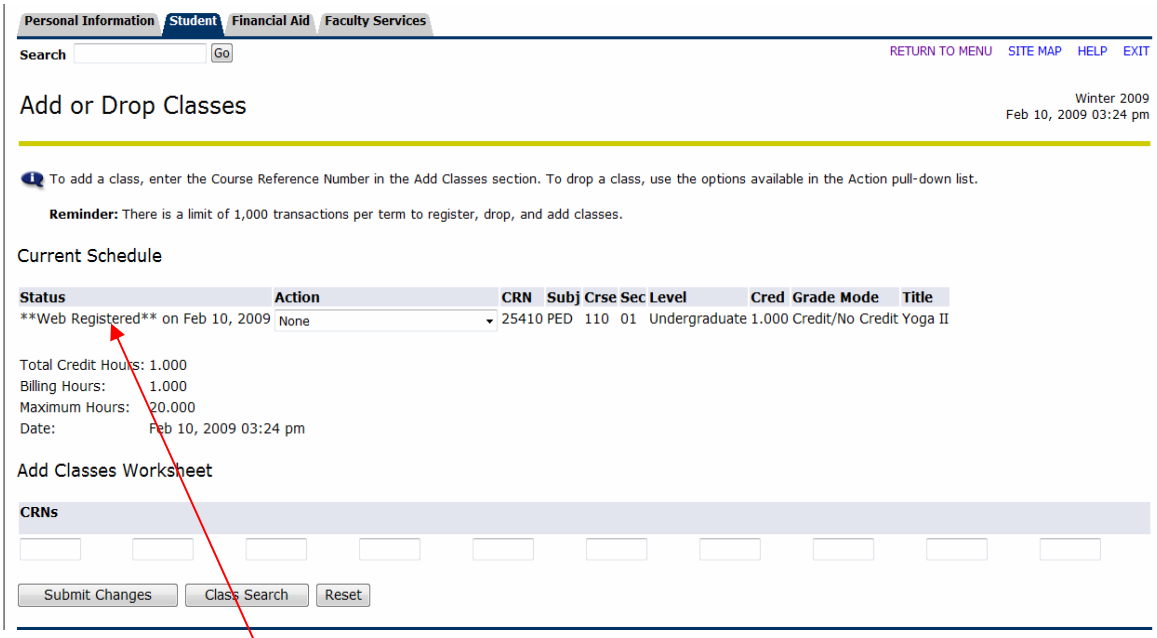




12. **Select** the box in front of the CRN – Course Reference Number
    NOTE: (C in front of the CRN identifies a closed class)

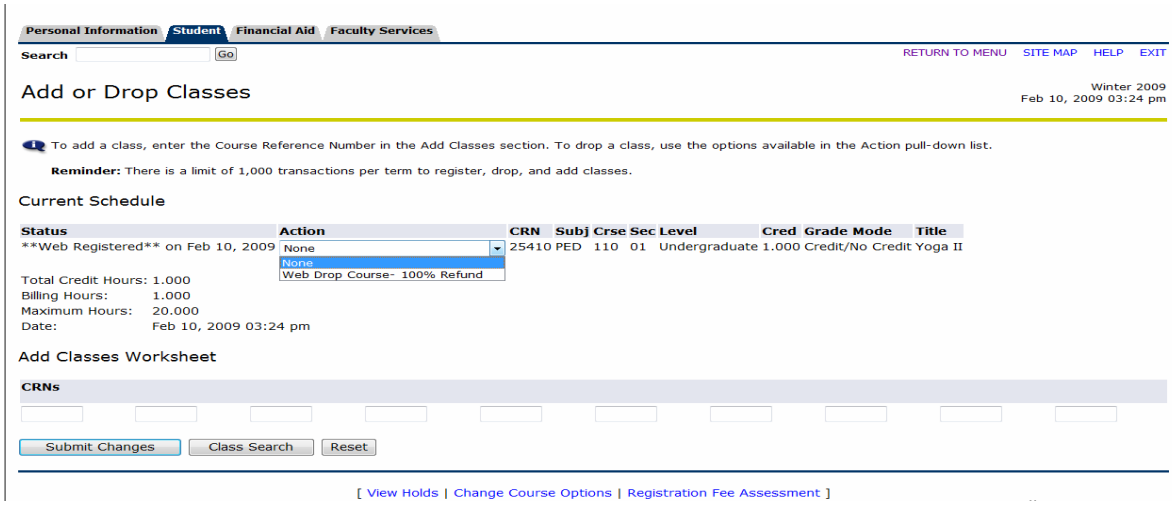
    In the example above, CRN 25411 is closed. The only class available is CRN 25410, check box is in front of the CRN allows the student to register for the class.

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

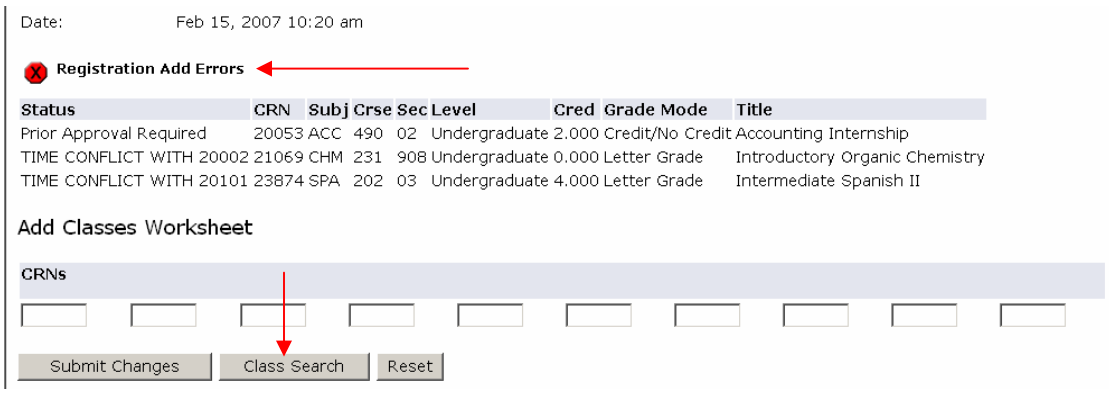


14. You have **successfully** registered for this class.

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.



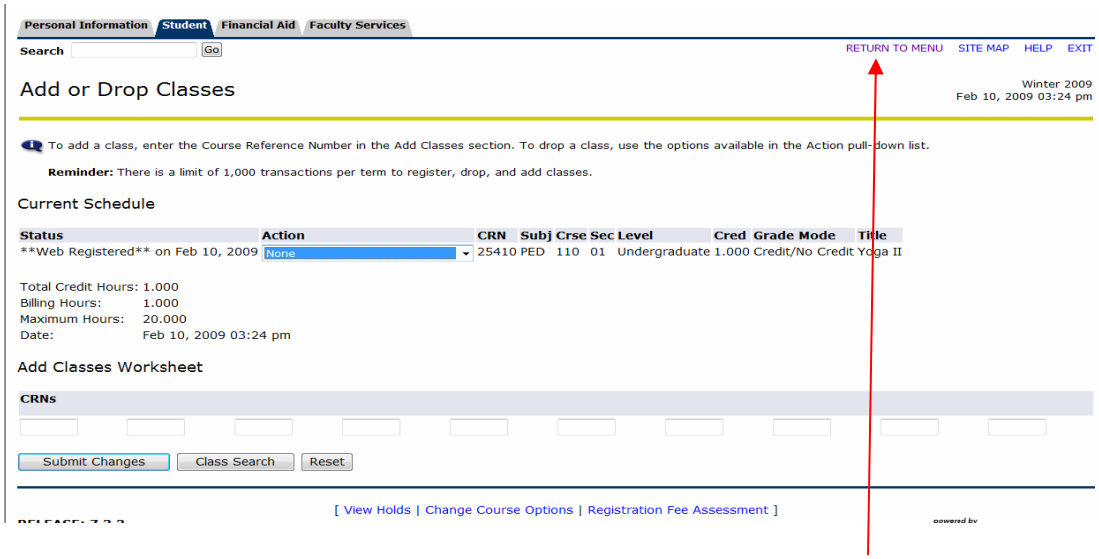
15. Classes can be dropped from this page by clicking on the drop down menu under **Action** field**.** Select Web Drop Course, to drop a class.



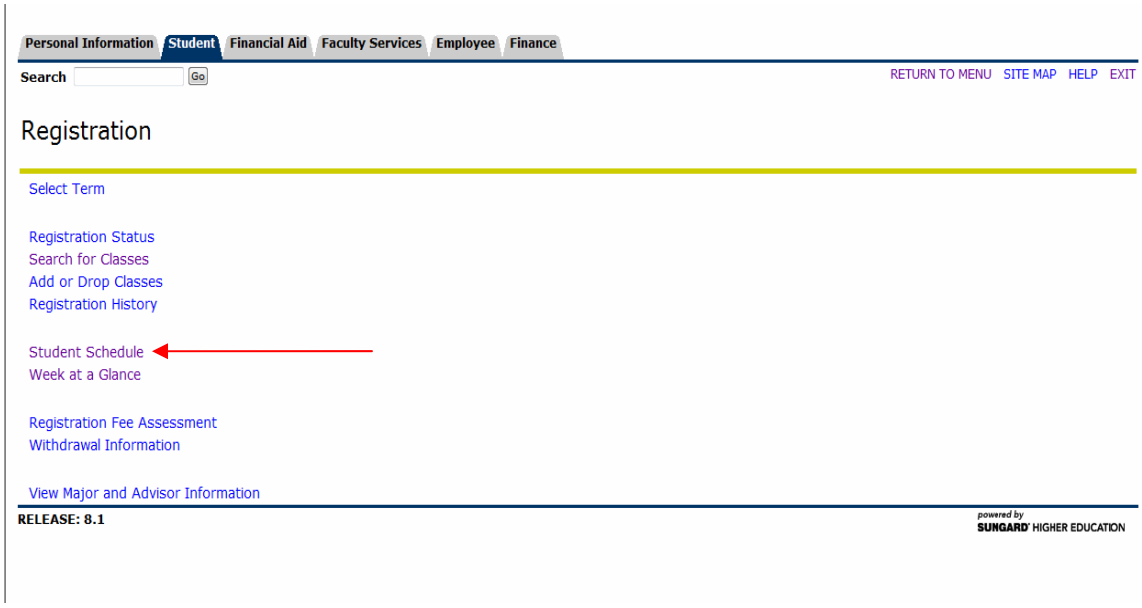
16. This screen will assist with any registration errors. The red circle with an X will inform you that you have a registration error and you will need to search for a new class or get appropriate registration permits. Make sure to add all necessary components pertaining to the class to your schedule.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

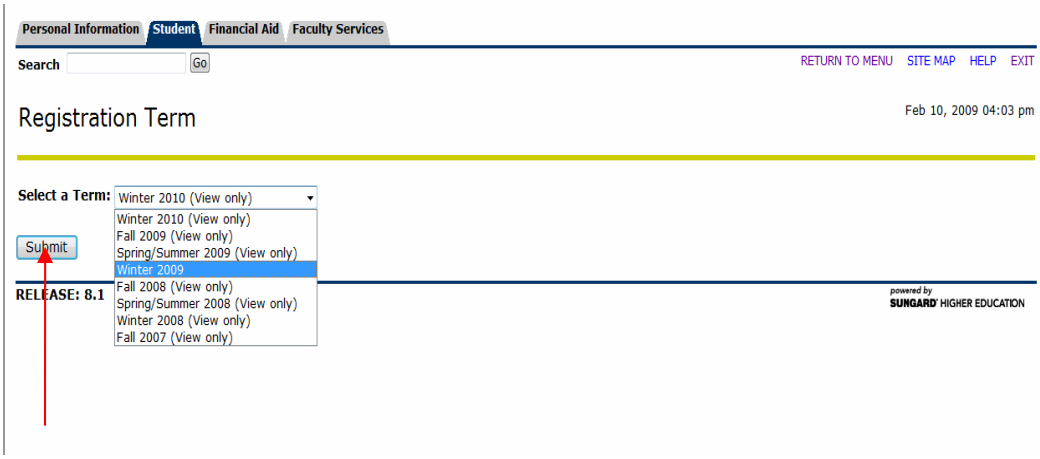
17. At the bottom of the screen **Click** on **Class Search** to continue to adding your classes. **Repeat step 10 for each course until you have registered for all your classes.**



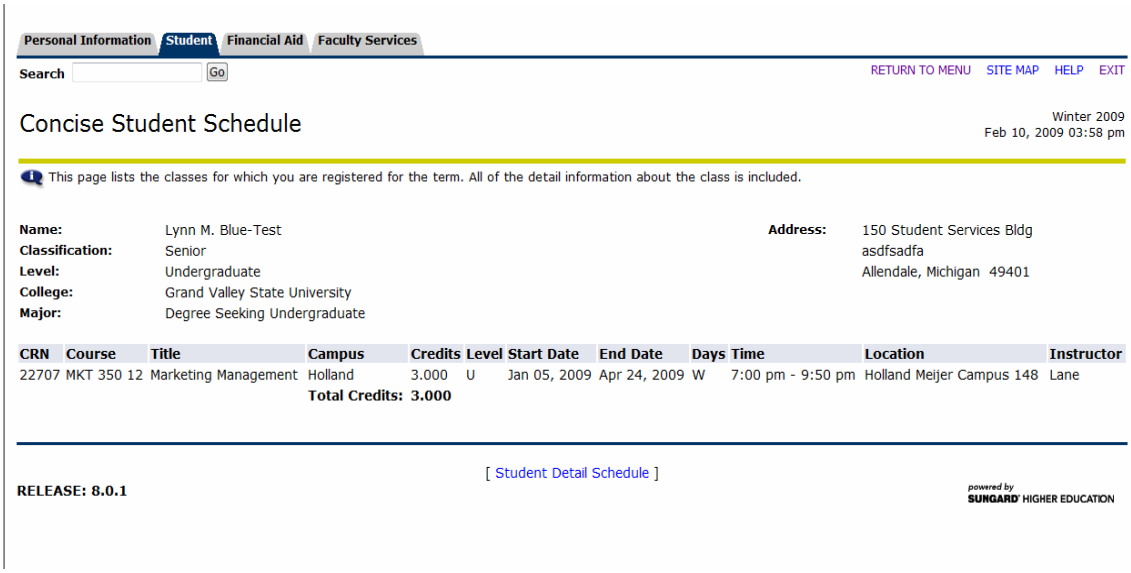
18. When you are done building your schedule, **Click** on **Return to Menu** to view your schedule.



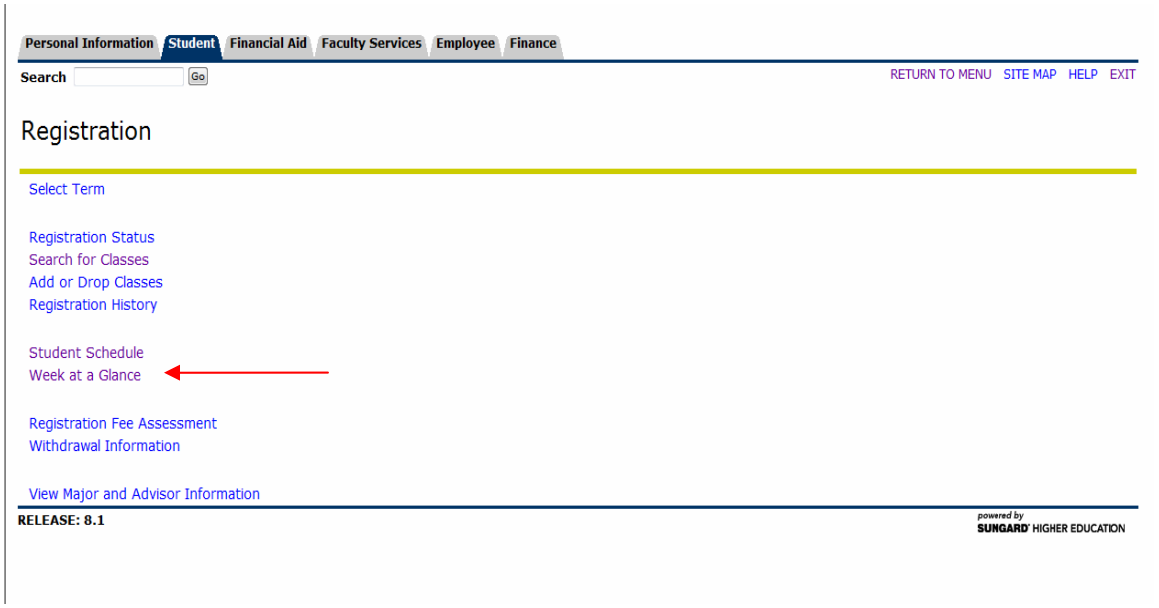
19. **Click** on **Student Schedule** to view a schedule for a specific semester.



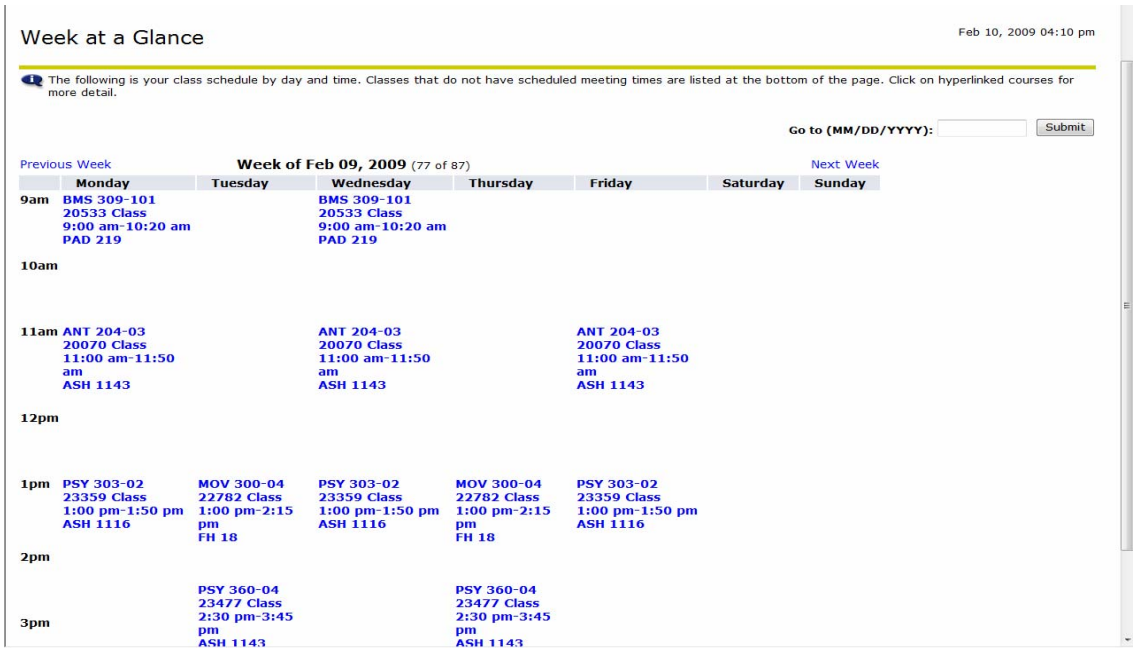
20. **Select** the term of schedule to view and **Click Submit**.



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



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



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.