

My Banner

How to Register For Classes

1. Using web browser, Internet Explorer where possible, open the Grand Valley Website (www.gvsu.edu)
2. Under **Current Students** select “My Academic Records” Both SISWEB and MyBanner are options. Please choose MyBanner.
3. Login using your User ID (G-number) and six-digit PIN.

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

Login [Forgot PIN?](#)

RELEASE: 7.3

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4. From the Main Menu, select the Student and Financial Aid menu.

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UNIFIEDDIGITALCAMPUS

Personal Information **Student and Financial Aid**

Search [Go](#) [ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

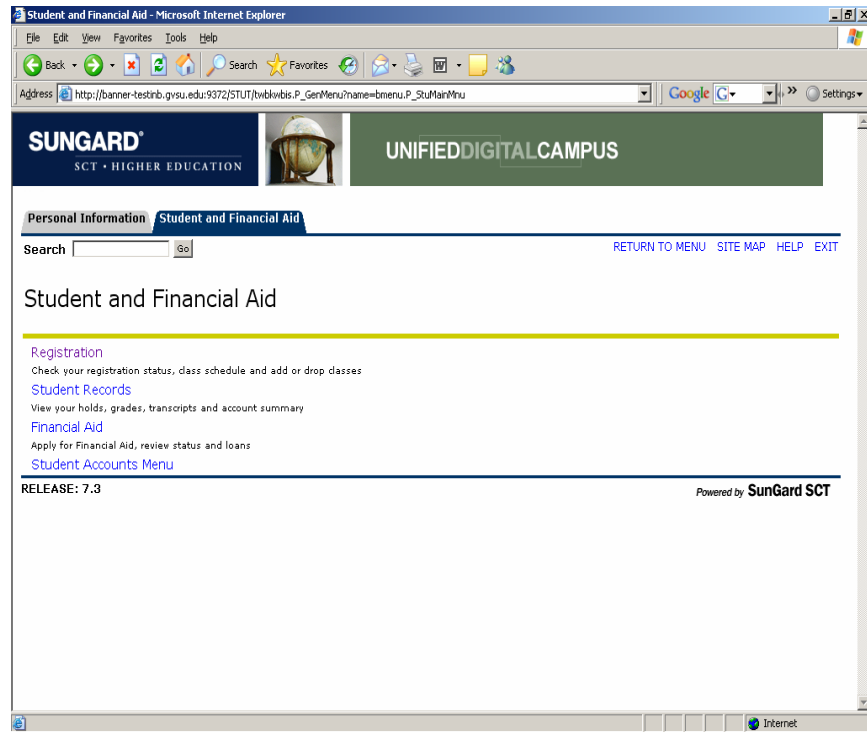
Welcome, Frosty B. Snowman, to the WWW Information System! Last web access on Feb 23, 2007 at 02:01 pm

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

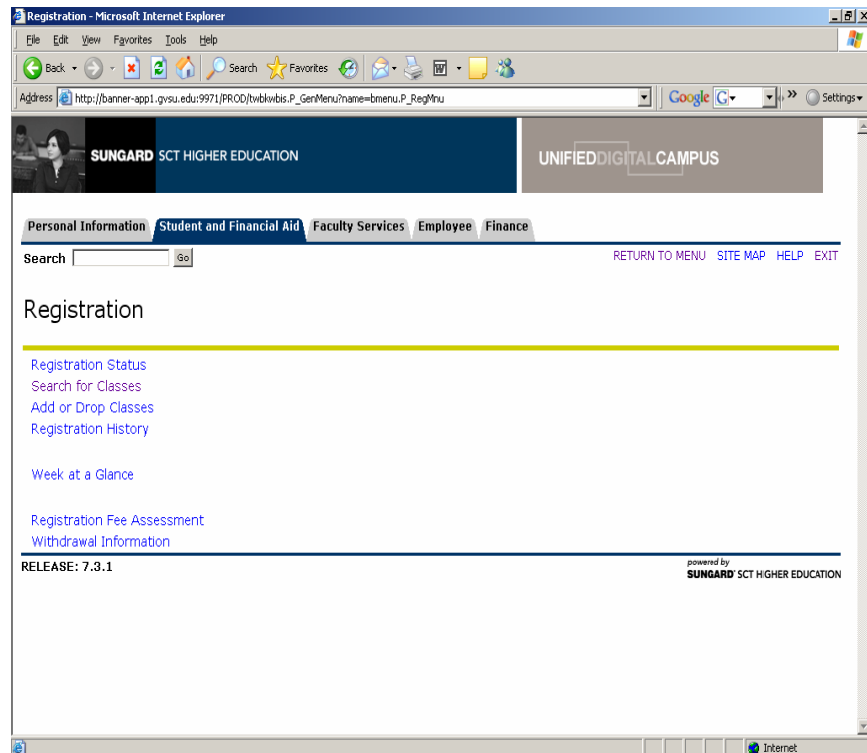
[Student & Financial Aid](#)
Apply for Admission, Register, View your academic records and Financial Aid

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5. In the next menu, select Registration.



6. From the Registration menu, select Search for Classes



7. Select the term you wish to register for, and then select the **Submit** button.

Select Term or Date Range - Microsoft Internet Explorer

Address: http://banner-testinb.gvsu.edu:9372/STUT/bwslfids_p_sel_crse_search

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Search Go

RETURN TO MENU SITE MAP HELP EXIT

Select Term or Date Range

Search by Term:

Fall 2007

Submit Reset

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8. Use selection options to search class schedule. You may choose any combination to narrow your search.

Look Up Classes - Microsoft Internet Explorer

Address: http://banner-testinb.gvsu.edu:9372/STUT/bwslfids_p_sel_term_date

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Personal Information Student and Financial Aid

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Look Up Classes

G00471796 Frosty B. Snowman
Fall 2007
Feb 26, 2007 02:36 pm

1 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 Stds

Course Number:

Title:

Schedule Type: All
Clinical Study
Discussion

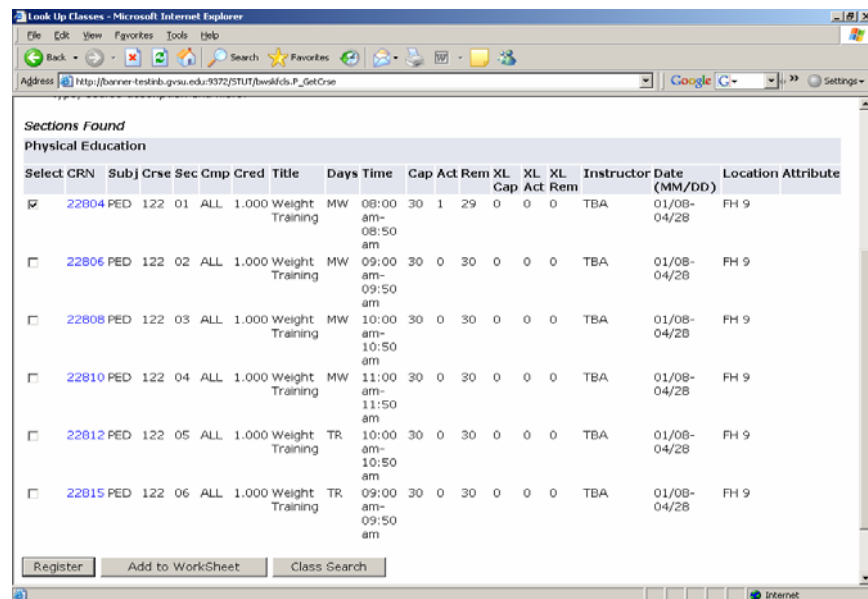
Instructional Method: All
Compressed Video
Online

Credit Range: hours to hours

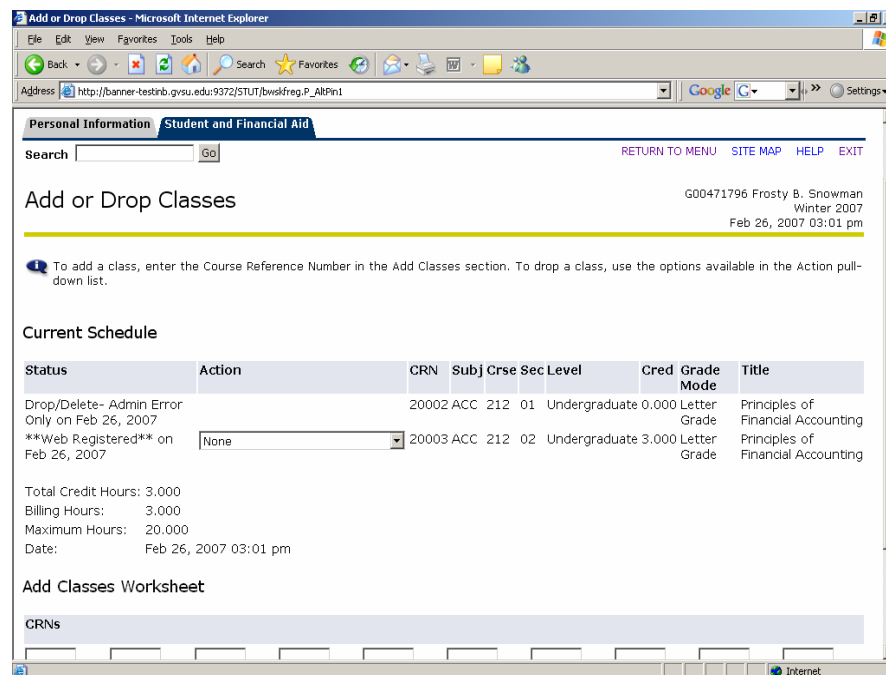
Campus: All
Allendale
Holland

Course Level: All
Graduate
Undergraduate

9. Select the classes by clicking on the box to the left of the course number, located on the left hand side of the screen. When you have found the class needed, click on Register located at the bottom of the screen.



10. Once you have registered successfully you will be able to search for more classes and drop classes from this page.



11. 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.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Feb 15, 2007	None	20002	ACC	212	01	Undergraduate	3.000	Letter Grade	Principles of Financial Accounting
Web Registered on Feb 15, 2007	None	20101	CAP	115	01	Undergraduate	3.000	Letter Grade	Research Basics for Advertising and PR

Total Credit Hours: 6.000
Billing Hours: 6.000
Maximum Hours: 20.000
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

Submit Changes Class Search Reset

12. At the bottom of the screen click on class search to continue adding your classes.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Drop/Delete- Admin Error Only on Feb 26, 2007		20002	ACC	212	01	Undergraduate	0.000	Letter Grade	Principles of Financial Accounting
Web Registered on Feb 26, 2007	None	20003	ACC	212	02	Undergraduate	3.000	Letter Grade	Principles of Financial Accounting

Total Credit Hours: 3.000
Billing Hours: 3.000
Maximum Hours: 20.000
Date: Feb 26, 2007 03:01 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[View Holds | Change Course Options | Registration Fee Assessment]

RELEASE: 7.3

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Repeat step 8 for each course section until you have registered for all classes.

13. The screen will display your confirmed registration, as well as any errors that prevented you from getting into a section.
 - a. Note any resulting registration errors will display below your schedule, and adjust your schedule as necessary.
 - b. If there is an error, your class will not be added to your schedule.
 - c. Make sure to add all necessary components of your class to your schedule (ex: discussion, labs, clinical etc...)
14. Drop classes by selecting “Web Drop” from the Action field and selecting **Submit Changes**.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Feb 15, 2007	None	20002	ACC	212	01	Undergraduate	3.000	Letter Grade	Principles of Financial Accounting
Web Registered on Feb 15, 2007	Web Drop Course="W" Grade	20101	CAP	115	01	Undergraduate	3.000	Letter Grade	Research Basics for Advertising and PR

Total Credit Hours: 6.000
 Billing Hours: 6.000
 Maximum Hours: 20.000
 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

15. When you are done with your schedule, click on Return to Menu in the upper right hand corner of your screen. Click on Week at a Glance to view your schedule.

Week at a Glance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail Wordpad

Address http://banner-testnb.gvsu.edu:9372/STUT/bwskfshd_P_CrseSchd Google G Settings

Week at a Glance

G00471796 Frosty B. Snowman
Feb 28, 2007 08:34 am

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): Submit

[Previous Week](#) **Week of Feb 26, 2007 (28 of 69)** [Next Week](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am	PED 122-01 22804 Class 8:00 am- 8:50 am FH 9	BUS 201-10 20709 Class 8:30 am-	PED 122-01 22804 Class 8:00 am-8:50 am FH 9	BUS 201-10 20709 Class 8:30 am-9:45			
9am	MUS 100-01 22907 Class 9:00 am- 9:50 am PAC 1200	9:45 am DEV 138E	MUS 100-01 22907 Class 9:00 am-9:50 am PAC 1200	am DEV 138E	MUS 100-01 22907 Class 9:00 am- 9:50 am PAC 1200		
10am		ACC 212-02 20003 Class 10:00 am- 11:15 am DEV 107D		ACC 212-02 20003 Class 10:00 am- 11:15 am DEV 107D			
11am	LIB 100-02 22396 Class 11:00 am-		LIB 100-02 22396 Class 11:00 am-		LIB 100-02 22396		

Done Internet