

My Banner

De-Mystifying Registration @ RBC

Your R#: _____
Your Pin #: _____
Your Alternate Pin #: _____

✓ First Things First:

1. Click on: Access Banner Web
2. Click on: Enter Secure Area
3. Enter your User ID ... (which is your R number :)
4. Enter your pin number (your password ... usually 6 or more digits)
5. Click on: Student
6. Click on: Registration
7. Click on: Add or Drop Classes (To Register or Change Classes)
8. Enter your Alternate Pin (Just 11111 if Ann Cherry is your advisor)

✓ To Build Your Schedule ... Adding Your Classes

- 1) Click on "Class Search" at the bottom of the page... (this is a nifty trick...)
- 2) Select your subject from the drop-down menu
You may also enter the course number (such as 101 or 102), but this is not necessary
- 3) Click on "Class Search" again at the bottom of the page
- 4) Select your course:
*Hint:
.....If there is a "C" to the left of the course, this indicates that the course is closed

.....If there is blank box □, this means the course is available :)
- 5) Scroll to the bottom of the page and click on "Register." You're now registered for this course (u-hoo!!)
- 6) Playing with your schedule: Definitely allowed and encouraged!
*Hint: Use the "Add to Worksheet" option at bottom of Class Schedule to save the courses you are trying to fit into your schedule

✓ To Look at your Weekly Course Schedule

- 1) At the top of course selection page, click on "Return to Menu"
- 2) Select and click on "Week at a Glance" from the menu options
- 3) You are now looking at your weekly schedule (Yes!)

✓ Other stuff to know:

-If the section of your class is a night class, you will see a "99" next to the course number, i.e. Hist 101-99.
-If the section of your class is an on-line course, you will see a "50" next to the course number, i.e. Hist 101-50.
- ..."M" = Monday, etc. but "R" = Thursday
- ...Crn = Course Number , i.e. Art 10002 (Basic Design)
- ...Num = Number of the course, i.e. 102
- ...Sec = Section of the course, i.e. 01 ... Art 102-01
- ...Cr Hrs = Credit Hours

✓ Other, Really important Stuff to Know

1. Psy 201 or Psy 210and.... Psy 202 or Psy 210
You're good to go if you sign-up for one or the other but not both
....Stay away from adding Psy 201 or Psy 202 if you've already taken Psy 210

2. Bio 110 and Bio 101
You're good to go if you sign-up for one or the other but not both

3. Chem 110 and Chem 101
You're good to go if you sign-up for one or the other, but not both @ RBC

✓ To Drop:

- 1) Change the drop-down menu beside the course you wish to drop marked "none" and switch it to "web drop/delete".
- 2) Click on "Submit Changes" at the bottom of the page.

Your Action Plan:

	This Semester	Next Semester	Next, Next, Semester
1.			
2.			
3.			
4.			
5.			
6.			
Total Credits:	_____	_____	_____