FREQUENTLY ASKED ADVISING QUESTIONS

I need to register, what is the process?
As a continuing-returning student, you are able to register for your courses through Banner. The registration period begins in April for fall courses and in October for spring courses. For specific directions on how to register see the resource: Preparing To Register For Classes on the website.

What is a PIN number?
A registration PIN is a six digit access number that you will need in order to register. This pin will allow to register through Banner once registration is open. You must meet with your Learner Mentor to review your schedule prior to receiving your PIN number. At the conclusion of your advising meeting, you will receive your registration PIN number, which changes each semester.

Do I have to see a Learner Mentor in order to register?
You are required to meet with your Learner Mentor before every registration period in order to get your registration PIN number. If you have circumstances that do not allow you to meet with your Learner Mentor, communicate with them for an alternative plan to get your schedule approved prior to registering. When meeting with your Learner Mentor you should bring a rough draft schedule of classes you are interested in taking for the upcoming semester.

When should I make a registration appointment with my Learner Mentor and what should I bring with me?
Look on the academic calendar to see when registration opens. You should contact your Learner Mentor prior to this date so you will be prepared to register early. You should bring a copy of your Degree Evaluation as well as a rough draft schedule of classes you are interested in taking for the upcoming semester.

When and how do I register for winter or summer courses?
When registration opens for these sessions you can register the same way as you register for your fall/summer classes. You will need to meet with your Learner Mentor for approval.

**How do I know what classes I need for my degree?**
You can look at your Degree Evaluation, which is a document showing what classes you need to satisfy your degree. You access your Degree Evaluation through Banner (Log into Banner > Enter Secure Area > Click “Student” then “Student Records” > “Degree Evaluation”).

**How do I read my Degree Evaluation?**
Category areas that have been fulfilled are indicated with a YES on the left hand side. Category areas that still need to be completed are indicated with a NO on the left hand side. These are the courses you will need to take in order to graduate. Note: Electives will always say “yes” but they are only complete if your total credits = 60 and your other requirements are met. Be sure to review it every semester, before you enroll in classes, so you can see what classes you still need to take. Have any concerns? Make an appointment with your Learner Mentor!

**I need to be full time. What does “full time” mean?**
Full time undergraduate status at Richard Bland College is considered to be 12 credit hours or higher. You should check with financial aid to see how going under the required amount of credits will affect your financial aid award.

**How do I drop a class?**
You have to complete the “Class Drop Form” found on the Registrar’s website. You have to meet with your Learner Mentor to get their signature. Forms are returned to the Registrar’s Office.

**How to I find out if I have a hold on my account?**
If there is a hold on your account, this means that you need to take action. If you have a hold on your account you are unable to register for classes until it is cleared up. To find out if you have a hold on your account you can log into Banner > Click “Student” > “Student Records” > “View Holds”.


I am considering taking summer classes at another school. How do I find out if they will transfer to Richard Bland College?
You need to complete the “Request for Permission to Take Course for Transfer Credit” found on the Registrar’s website.

Can one course satisfy more than one requirement?
No, classes can only count once toward your degree requirements.

How do I obtain a copy of my transcript?
Currently enrolled students can access their unofficial transcripts through Banner (Log in and click “Student” > “Student Records” > “Academic Transcripts”). If you want your official transcripts, visit the Registrar’s website for more information.