PREPARING TO REGISTER FOR CLASSES

STEP 1: USE YOUR DEGREE EVALUATION TO SEE WHAT CLASSES YOU NEED TO GRADUATE

Q. What is a degree evaluation?
- A document showing you what classes you need to satisfy your degree.

Q. How do I access my degree evaluation?
- Log into Banner (Under “Campus Life” on the school homepage)
- Click “Enter Secure Area”
- Click on “Student” → “Student Records”
- Click on “Degree Evaluation”
- Select “Program Degree Major” and “Generate Request”
- *Select “Detail Requirements” and submit

Q. How do I read my degree evaluation?
- Category areas that have been fulfilled are indicated with a YES on left hand side
- Category areas that still need 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

STEP 2: PULL UP THE COLLEGE CATALOG TO FIND OUT MORE ABOUT THE COURSES ON YOUR DEGREE EVALUATION

Q. What is the college catalog?
- Tells you the name of each course
- Provides you with a description of each course
- How many credits
- If there are any prerequisites/co-requisites

Q. How do I access the course catalog
- www.rbc.edu → Info for Current Statesman → College Catalog
- The description of courses starts on page 57

STEP 3: USE BANNER TO LOOK UP THE DAYS/TIMES/AVAILABILITY OF COURSES

- Log into Banner (Under my RBC on the school homepage)
- Click “Enter Secure Area”
- Click on “Student”
- Click on “Registration”
- Click on “Look up classes”

Important features when looking up classes:
CRN – Course Registration Number
- This is the number you need when registering for courses
CAP – This number is the capacity of the class, how many students can register
ACT – This number is the actual number of students who are already registered
REM – This number is the amount of spots available in the course

STEP 4: COMPLETE YOUR PRE-REGISTRATION WORKSHEET & MEET WITH YOUR LEARNER MENTOR

- This will allow you to plan out next semester in an organized way
- COME PREPARED when you meet with your Learner Mentor: Use your degree evaluation to determine what courses you need, use your course catalog to choose which courses you are interested in, and use banner to identify the days/times of your courses
- Meet with your Learner Mentor to confirm the courses you have planned for will keep you on track
- Your Learner Mentor will provide you with your Registration PIN which is needed to register

STEP 5: REGISTER FOR COURSES

- Log into Banner (Under my RBC on the school homepage)
- Click “Enter Secure Area”
- Click on “Student”
- Click on “Registration”
- Click on “Drop/add classes”

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