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 list identifying the classes you need to complete your degree.

Q. How do I access my degree evaluation?
- Step 1: Log in to Banner found by clicking "Info For" at rbc.edu
- Step 2: Click "Enter Secure Area"
- Step 3: User ID = R# and PIN = 6 digits of your birthday: MM/DD/ YY (unless you previously changed your PIN. If so, please contact your Learner Mentor to reset your PIN)
- Step 4: Click on "Student"
- Step 5: Click on "Student Records"
- Step 6: Click on "Degree Evaluation"
- Step 7: Select the semester for which want to register and "Submit"
- Step 8: Click "Generate Evaluation"
- Step 9: Click "Associate of Science" or "Associate of Arts". This will depend on what degree track you're currently enrolled in
- Step 10: Click "Generate Request"
- Step 11: Click "Detail Requirements" (DO NOT click General Requirements)
- Step 12: Click "Submit"

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

· Category areas that still need be completed are indicated with a NO on the left 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. Why should I access the college catalog?
· Learn the course names (e.g., Phil 121 = Intro to Critical Thinking)
· Provides you with a description of each course
· Determine how many credits each course is worth
· Identify if there are any prerequisites/co-requisites

Q. How do I access the course catalog
· www.rbc.edu >>> Info for >>> College Catalog
· You can click Programs by Degree Type on the right side
(http://rbc.catalog.acalog.com/content.php?catoid=4&navoid=137)
OR
· Course Descriptions on the right side
(http://rbc.catalog.acalog.com/content.php?catoid=4&navoid=136)

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

- Log in to Banner found by clicking "Info for" at rbc.edu
- Click "Enter Secure Area"
- Click on "Student"
- Click on "Registration"
- Click on "Look up

classes" OR

Go to this link to view all current class offerings:
http://success.rbc.edu/courselist/

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.

NOTES

STEP 4: COMPLETE THE PRE-REGISTRATION FORM & SEND TO YOUR LEARNER MENTOR

· This will allow you to plan out next semester in an organized way.

· **If you meet with your Learner Mentor, COME PREPARED! Use your degree evaluation to determine what courses you need, use your course catalog to choose which courses interest you, and use Banner to identify the days/times of your courses.**

· Receive confirmation from your Learner Mentor that the courses you have planned will fulfill your graduation and transfer requirements

· Your Learner Mentor will provide you the Alternate PIN needed to register.

STEP 5: REGISTER, ADD, OR DROP COURSES

- Log in to Banner found by clicking "Info for" at rbc.edu
- Click "Enter Secure Area"
- Click on "Student"
- Click on "Registration"
- Click on "Drop/add classes"
- Enter your Alternate PIN
- If you are dropping a course, this will be done under the action button

After You Register
- Email any changes made to your Learner Mentor.
- Double check your transcripts to make sure you are not retaking any courses you have already received a C or better in.
- Double check your Degree Evaluation to make sure you are on track to graduate.

Richard Bland College
of WILLIAM & MARY