

Online Registration FAQs:

What is the Alternate PIN?

The Alternate PIN is a 4-digit number that students obtain from their academic advisers to be used for registration. While the regular sign-on ID/PIN will allow students to look at a variety of personal information online (grades, transcripts, account status, etc.), only the Alternate PIN will allow them to register for classes or add/drop classes within our BannerWeb online registration period.

Why do we require an Alternate PIN?

Alternate PINs are assigned in order to encourage students to meet with their adviser to discuss academic progress and plans. As an adviser, you will receive a list of your advisees and their assigned Alternate PINs just prior to the Advising Period. (Alternate PINs for advisees are also posted online for advisers via BannerWeb for the registration term.) Your advisees will come see you during the Advising Period to discuss their academic plans and to receive their Alternate PIN. Entering this Alternate PIN, if assigned, is the **ONLY** way the student can access the on-line registration page within BannerWeb for Students. Students enter BannerWeb as usual, and only need the Alternate PIN, if one is assigned to them, to connect to the "Register Add/Drop Classes" link on their menu!

Will all students be assigned the Alternate PIN?

No, only students with earned or in-progress courses totaling less than 21 credits* are assigned an Alternate PIN for registration. Also, students who have earned or in progress credits equal to 21 or more who have not declared a major, are also assigned an Alternate PIN. Alternate PINs must be obtained from their adviser once the official Advising Period begins and will be required in order to be able to register online. While Juniors and Seniors who have declared a major will *not* be assigned an Alternate PIN, they are still encouraged to see their adviser if on campus.

**Testing credits, such as those from AP and IB exams, are not included in the credit-based calculation. Also, during registration for Spring students are always granted one credit for the assumed completion of the previous Winter Term.*

How will the Registration Windows work?

Registration Windows will be issued by credit-based class standing, based on seniority. Banner is "real-time" so it will be first-come, first-served based on the registration windows noted on the table below. **Credit-based Class categories** are calculated from the total number of Middlebury undergraduate credits already earned, including summer language school, in progress credits, and any transfer credits earned and approved. Credits earned through testing such as AP or IB are not included in this calculation.

Each new registration window will open at 7 a.m. Eastern Time and be in effect for 24 hours. Once a registration window has opened, it remains open for the duration of the registration period and, depending on availability and course requirements, students can add and drop courses freely on-line during this time.

Spring / Fall Term Registration Windows (open daily at 7 a.m. Eastern Time)

Monday	Tuesday	Monday	Tuesday	Wednesday	Thursday	Friday
31-36 credits						
	27-30.99 credits					
		21- 26.99 credits				
			17-20.99 credits			
				13-16.99 credits		
					8-12.99 credits	
						3 – 7.99 credits

How will students know what their registration window is?

When students log on to their BannerWeb menu they should select the, "**Check your Registration Status**" page for the specific registration term. They will see a sentence that reads, e.g., "**Your Class for registration purposes is 21-26.99 Credits**". This page will also outline the dates the student may register for the term they have selected.

Additionally, at the launch of Round One: Check your Registration Status, the Registrar's Office sends a student-specific email notifying students of their credit-based class category and the related dates they can register online. (This communication also indicates whether or not they have been assigned an Alternate PIN to access registration.)

Students who miss the opening of their registration window can still register during the registration period through 7 a.m. on the final day when registration closes. The only drawback is that they may have missed out on some courses because other students who registered early during the window of opportunity registered for the course first.

How will Drop / Add work in Banner?

Students will be able to drop a course via the web any time during the registration process through the end of the Add period. After online registration, adding courses will require an Add card and the signature of the course instructor. In addition, **dropping courses in the final 3 weeks of the Drop Period will require a Drop card and the signature of both the instructor and the student's adviser.**

Who do I contact with questions?

For registration help contact the **Registrar's Office** at 443-5770, or send an email to: registrar@middlebury.edu, or refer to the Registrar's Office web pages for other reference information:

- <http://www.middlebury.edu/administration/records/>
- http://www.middlebury.edu/administration/records/banner_reg_info/contacts.htm

For technical assistance or help with your PIN, contact the LIS Helpdesk at x2200 or send an email to:

Helpdesk@middlebury.edu