BannerWeb for Students -- Your registration and academic connection

What is “BannerWeb for Students”?
BannerWeb is accessed by staff, faculty, and students but each for different purposes. Students use BannerWeb to register for classes, to see their class schedule, to access their academic transcript, etc.

How do I access BannerWeb for Students?
From Middlebury College’s Home Page: www.middlebury.edu, select BannerWeb from the “Quick Links” in the bottom menu bar or enter the URL go.middlebury.edu/bw.

To Access the BannerWeb system you will need to enter:

a. Your 8-digit College ID# which is your User ID. See your Middlebury student identification number on the label on the front of your arrival packet (summer students), or on your registration instruction sheet for First-Year Undergraduates, or your College ID card.

b. Your Banner 6-digit PIN. Initially this is your date of birth as your BannerWeb PIN (mmddyy). Once you have entered the secure area the first time, you will be prompted immediately to change this to a unique number of your choosing.

User Login

Please use Internet Explorer when accessing BannerWeb. We cannot guarantee reliability with any other browser.

Please note: Regular system maintenance is scheduled for 9:00 to 10:00 AM EST each Sunday and periodically includes BannerWeb. BannerWeb may be unstable on your PC if you are using Internet Explorer version 6 and have not applied the required Microsoft patches. If you are experiencing problems, read your cache.

If you forget your PIN, or incorrectly enter your User ID/PIN 5 times or more (which locks your account), please contact the Helpdesk at your institution. (Middlebury Helpdesk: 020-443-2230 MID Helpdesk: 031-647-6656)

When you log in for the first time, use your birth date as your PIN (MMDDYY); you will be prompted to select a unique 6-digit PIN.

Enter your 8-digit Identification Number (ID) and your 6-digit BannerWeb Personal Identification Number (PIN). When finished, click Login. Your ID number appears on your ID card. If less than 8-digits, add leading zeros i.e. 00123456. To protect your privacy, always exit and close your browser after each use.

Enter College ID and BannerWeb PIN here
You will be prompted to select a unique PIN once you have logged in:

Login Verification Change PIN

- If you are a new BannerWeb user, or your Personal Identification Number (PIN) has expired, you must change your PIN for security purposes.

Your new Personal Identification Number (PIN) must be numeric and 6 digits long. For verification, please re-enter your new PIN, then click Login.

NOTE: If you believe the last web access date shown below does not accurately reflect the last time you accessed your account, please contact the Helpdesk at x1200.

- Your PIN has expired. Please change it now.

Re-enter Old PIN: 

New PIN: 

Re-enter new PIN: 

Login

You will also be asked to create a reminder question and answer to be used in the future should you forget your PIN. This way, you can reset your PIN yourself if you forget.

Login Verification Security Question and Answer

- If you ever forget your PIN, you can reset it yourself, without calling for assistance.

Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, keep it short, limit spaces, and do not use special characters. Your answer is limited to 30 characters.

Enter Question: What's your favorite ice cream flavor

Answer: Strawberry

Submit

If you incorrectly enter your User ID/PIN 5 times, you will be locked out, but the Helpdesk can reset your account for you. If you need PIN-related assistance, please contact the Helpdesk at (802) 443-2200.

Once you click “Submit”, you will enter the secured area where you will have access to your Student information as well as your Personal information. You will want to keep your User ID and PIN confidential!

To Register, or to prepare or practice for registration during Round One, you will want to select the, “Student Records and Registration” link to see all of the registration-related options for Round One – “Check your Registration Status” and actual Registration.
Look-up Classes to Add: Enables students to search for courses that fit specified criteria:

Look-Up Classes to Add: Spring 2004

Example: This Class Search will look for any Classics Course that carries the College Writing (CW) attribute.
Class Search results will be returned with scheduling, seating, and attribute details:

### Sections Found

<table>
<thead>
<tr>
<th>Class</th>
<th>Select CRN</th>
<th>Subj</th>
<th>Course</th>
<th>Cmp</th>
<th>Credit</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act Rem</th>
<th>XL Cap</th>
<th>XL Act</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
<th>Location</th>
<th>Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>21077</td>
<td>CLAS 0141 B M 1.00</td>
<td>Masterpieces of Roman Lit</td>
<td>MVW</td>
<td>10:10 am - 11:00 am</td>
<td>8</td>
<td>0</td>
<td>8</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>Randall T. Gibson</td>
<td>02/09/09</td>
<td>CW and EUR and HS and LIT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21915</td>
<td>CLAS 0162 B M 1.00</td>
<td>Greek Tragedy</td>
<td>MVW</td>
<td>02:35 pm - 03:50 pm</td>
<td>10</td>
<td>0</td>
<td>10</td>
<td>75</td>
<td>0</td>
<td>75</td>
<td>Marc S. Wilkin</td>
<td>02/09/09</td>
<td>CW and EUR and LIT and PHL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>F 12:30 pm - 01:20 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Marc S. Wilkin</td>
<td>02/09/09</td>
<td>CW and EUR and LIT and PHL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21931</td>
<td>CLAS 0180 B M 1.00</td>
<td>Greek and Roman Comedy</td>
<td>TR</td>
<td>01:30 pm - 02:40 pm</td>
<td>8</td>
<td>0</td>
<td>8</td>
<td>40</td>
<td>0</td>
<td>40</td>
<td>William Levitan</td>
<td>02/09/09</td>
<td>CW and EUR and LIT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>W 07:30 pm - 10:38 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>William Levitan</td>
<td>02/09/09</td>
<td>AUD CW and EUR and LIT</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You can also look up classes by course number:

You can search the class schedule for any of these criteria to the left. You must highlight at least one Subject area.

To select multiple options within a set of criteria, hold down the Control key while selecting the options of interest.

This search will return all Am Civ courses offered at the 0300-level. Note, all undergraduate courses begin with a zero except most Winter Term courses that begin with a 1.

Class Search
Check Your Registration Status:

You will want to check your registration status to determine your eligibility and timing of registration. Select this option from the Registration menu for EACH term for which you will register!

BannerWeb: Self-Service Access to Banner

Check Your Registration Status:

Displayed below are various items which may affect your registration. Your Registration Window, Academic Standing, Student Status, Class, and Curriculum may prevent registration or restrict the courses you will be permitted to select.

Alternate PINs:
Students who have earned less than 21 credits through the end of Winter Term 2006, and students who have not declared a major but will have earned 21 or more credits by the end of Winter Term 2006, have been assigned an Alternate PIN required to register on-line for Spring registration.

Credit calculation does not include credits earned through testing, such as AP, etc.

Alternate PINs have not been assigned to students who are not currently on campus or who will not be on campus in the Spring.

Alternate PINs need to be obtained from your advisor in order to register.

To see any additional majors, minors or concentrations you may have, click the Degree link in your summary curriculum information.

You may register during the following times:
From Sep 23, 2005 05:00 pm To Sep 24, 2005 05:00 pm

- Your Academic Standing permits registration.
- Your Student Status permits registration.

Your Class for registration purposes is 0-3.99 Credits.

Registration Permits and Overrides

<table>
<thead>
<tr>
<th>Permit/Override</th>
<th>CRN</th>
<th>Subject Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waive Major Restriction</td>
<td>90609 PSYC</td>
<td>0301 Physiological Psychology</td>
</tr>
<tr>
<td>Waive Prereq, Major and Class</td>
<td>PSYC</td>
<td>0216 Adolescence</td>
</tr>
</tbody>
</table>

Earned Credit

<table>
<thead>
<tr>
<th>Level</th>
<th>Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate</td>
<td>Institutional 1.000</td>
<td>0.000</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>Institutional 4.000</td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>Transfer</td>
<td></td>
</tr>
</tbody>
</table>

Curriculum Information

Level: Undergraduate
College: Undergraduate
Degree: Bachelor of Arts
Major: Sociology/Anthropology

Please note who has been assigned an Alternate PIN, i.e., who will need to enter an Alternate PIN to access the Registration link on BannerWeb in order to register during “real-time” registration.

Waivers of Restrictions and Approvals will show on your Registration Status Information page. Remember to register for the course and submit changes once you see that the override/waiver or approval has been granted!

If you request an exception to a course restriction such as major, class, or prerequisite requirements (an override/waiver or approval) from the instructor, watch for the notice of the granted override on this BannerWeb Status page. Once granted, remember to register for the course and submit changes!
**Register or Add/Drop Classes:**

**Alternate PINs:** If you have earned and in-progress credits totaling less than 21 credits, or if you have 21 or more credits but are without a major, you are required to **enter your 4-digit Alternate PIN** that you obtained from your adviser in order to begin the registration process. Enter your Alternate PIN in the “Alternate PIN” field when/if prompted. Click “Submit”. This will bring you to the “Registration or Add/Drop Classes” page where you can continue with the registration process. You can test your Alternate PIN before your registration window opens as this prompt will come up first as long as you have selected the registration term. If you have not been assigned an Alternate PIN, you will not see this page when you enter the Add/Drop Courses link.

If you try to register before your Registration Window opens, BannerWeb will indicate your Registration Window (dates and times) for you. This message will appear after you have entered your Alternate PIN unless you are within your registration time period.

**Add/Drop Classes:** This page will open up once you are within your Registration Window/"time-ticket".

To ADD courses during registration you will enter the CRNs for the sections here. Remember, you will need to register for all sections of a course at the same time (e.g., lecture & lab, or lecture & discussion, etc.) in order to be enrolled or you will get a link error: Linked section is also required (Lecture).

Don’t forget to click the “Submit Changes” button or your courses will not be added or dropped!

**Tip:** For any high priority courses you want to take, enter that course(s) CRN(s) and submit changes. Then go back and finish adding courses.

To be successfully registered, you will want to see, “*** Registered** on [date]” in the Current Schedule section:
If not, you will see a section highlighted called, “Registration Add Errors”. These errors are described in the ‘Status’ section after you submit a course (CRN) choice. If there were any problems with adding courses to your schedule, a list of courses with error messages will appear. **No error message will go away until you do something to resolve it i.e., request a waiver, add a required non-lecture section you missed (link error), or choose another course because you have a time-conflict, etc.** If you receive an override of a course restriction from the instructor through BannerWeb, return to Add/Drop Courses link and submit the course CRN to register again.

**Class Search within the Add/Drop Classes option:**
If you search for classes within the “Register or Add/Drop Classes” option, the course results returned will show a box to the left of the courses (in front of the CRN). If you check the box and then select “Register”, it will tell you immediately if you are registered or not, bringing you back to the Add/Drop page with your current schedule of courses for which you may have already registered.

A “C” to the left of the course indicates that the course is **closed**.

**Waitlists**
If a course is full, you will receive a “Sorry this Class is Full” error message. If the instructor chose to implement an electronic waitlist for his/her course AND the course is full, the closed message will indicate a waitlist count. To add yourself to the waitlist, Select **Waitlist** from the pull down list in the **Action column**, then **Submit Changes**. If you do not Submit Changes, your name will not be added to the waitlist.
Dropping Course Sections:

Changing non-lecture sections of a linked course:

This student is fully registered in ECON 0210 A and Z and wants to Drop the Z section to select a different lab: Select “Drop” from the Action box & “Submit”:

BannerWeb will respond to this with a “Connected Course Drop Confirmation” to make sure you understand that by dropping this Z section you will also be dropped from the other linked section, and it specifies the other section that will also be dropped (in this case, the A lecture section).

You then have the option to go ahead and “Drop” and thereby acknowledge that both linked sections will be dropped, or you can choose “Do Not Drop” so you don’t lose your seat in the class.

See Screen Print below…
If you select "DROP" you are agreeing to BannerWeb dropping you from ALL sections that are linked. It specifically says ECON 0210 A (lecture) when asked to drop Z because they are linked together.

The result shows the course no longer on the student’s schedule, and in its place is an icon and a clear summary notice of the transaction that just occurred:

If you choose the “Do Not Drop” option instead, you get the following message of the transaction and your schedule remains intact.
Student Schedule links offer different ways to view the courses for which you are registered:

Concise:

Concise Student Schedule

This page lists the classes for which you are registered for the term. All of the detail information about the class is included.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Campus</th>
<th>Credits</th>
<th>Level</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>21210</td>
<td>BIOL 0140 A</td>
<td>Ecology and Evolution</td>
<td>Main</td>
<td>1.000</td>
<td>UG</td>
<td>Feb 07, 2011</td>
<td>May 09, 2011</td>
<td>MWF 11:15 am - 12:05 pm</td>
<td>McCordell Bicentennial Hall 220</td>
<td>Sheldon</td>
</tr>
<tr>
<td>21211</td>
<td>BIOL 0140 U</td>
<td>Ecology and Evolution Lab</td>
<td>Main</td>
<td>0.000</td>
<td>UG</td>
<td>Feb 07, 2011</td>
<td>May 09, 2011</td>
<td>M 1:30 pm - 4:15 pm</td>
<td>McCordell Bicentennial Hall 464</td>
<td>Backus</td>
</tr>
<tr>
<td>20304 ECON 0150 A Intro Macroeconomics</td>
<td>Man</td>
<td>1.000</td>
<td>UG</td>
<td>Feb 07, 2011</td>
<td>May 09, 2011</td>
<td>TR 1:30 pm - 2:45 pm</td>
<td>Warner Hall 202</td>
<td>Craven</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credits: 2.000

Detailed:

Student Detail Schedule:

Total Credit Hours: 2.000

Ecology and Evolution - BIOL 0140 - A
Associated Terms: Spring 2011
CRN: 21210
Status: **Registered** on Jan 24, 2011
Assigned Instructor: Salle P. Sheldon
Grade Mode: Standard (UG)
Credits: 1.000
Level: Undergraduate
Campus: Main
Scheduled Meeting Times

<table>
<thead>
<tr>
<th>Type</th>
<th>Days Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>MWF 11:15 am - 12:05 pm</td>
<td>Feb 07, 2011 - May 09, 2011 Lecture</td>
<td>Salle P. Sheldon (P)</td>
<td></td>
</tr>
</tbody>
</table>

Ecology and Evolution Lab - BIOL 0140 - U
Associated Terms: Spring 2011

Day and Time a visual layout of the week (must enter a date within the term to view):

Student Schedule by Day and Time:

Following is your schedule by day and time. Classes which are still not scheduled or that fall within a different date range than the normal term are listed at the bottom of the page.

Go to (MM/DD/YYYY): [ ] Submit
Who do I contact with questions?

- For Academic help contact your adviser, the instructor of a particular course, or the Registrar’s Office or send an email to:
  
  registrar@middlebury.edu
  
  OR
  
  go to the Registrar’s Office web page for other reference information:
  
  http://www.middlebury.edu/offices/academic/records

- For technical assistance or help with your PIN, contact the ITS Helpdesk at 443-2200 or send an email to:
  
  Helpdesk@middlebury.edu