First-Year Seminar Registration Information

Registration Window:

Thursday, June 6 at 12:00 p.m. through 5:00 p.m. Thursday, June 13. (Eastern)

Link to: http://go.middlebury.edu/bw

Using BannerWeb from the URL noted above, you will enter only 6 CRNs for your 6 seminar choices. You must submit all 6 choices at the same time since you will not be able to log back in. Please proofread these carefully, before you submit. Once you have entered your 6 seminar CRNs in priority order, register your choices by selecting the “Submit Changes” button.

This is not a first-come, first-served registration. Students are assigned a seminar based on the availability of their choices after the registration window above closes. Notification will be sent via email (Middlebury email account) prior to your arrival in September.

If you do not have access to the web, you may email or fax your First-Year Seminar choices to the Claire Wilkinson (contact information below). BannerWeb registration is preferable, but if your selections are received by the June 13th deadline it makes no difference to your seminar assignment how or when you register during the registration window.

Fax: 802.443.2030  Claire Wilkinson
Registrar’s Office, Forest
Hall 5142 Middlebury
College Middlebury, VT
05753 USA

E-mail: cwilkinson@middlebury.edu

If you have questions about these instructions, or about how to register for a First Year Seminar, please contact Claire Wilkinson, Associate Registrar at 802.443.5354

To access BannerWeb to register your First Year Seminar Choices:
1. Begin by going to [http://go.middlebury.edu/bw](http://go.middlebury.edu/bw) to access BannerWeb. Internet Explorer, on either the PC or Mac, is recommended.

   **To protect your privacy, always exit and close your browser after each use.**

2. You will be prompted for your User ID & PIN to enter the secure area. Access the secure area by entering:
   
a. **Your 8-digit College ID#** which is your User ID.
   b. **Date of birth as your BannerWeb PIN (mmddyy).** Once you have entered the secure area, you will be prompted to change this to a unique number of your choosing.

   ![User Login Form](image)

   **User Login**

   Please use Internet Explorer when accessing BannerWeb. We cannot guarantee reliability with any other browser. To protect your privacy, always exit and close your browser after each use. 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 more here.

   NOTE: Regular system maintenance is scheduled for 8:00 to 10:00 AM, EST each Sunday, and periodically includes BannerWeb.

   If logging in for the first time, use your birth date as your PIN (mmddyy): you will be prompted to select a unique 6-digit PIN. If you forget your PIN, enter your User ID and then click the Forgot PIN? button below to see your challenge question. If you incorrectly enter your User ID/PIN 5 times or more (which locks your account), contact the appropriate Helpdesk below:
   
   Middlebury Helpdesk (Vermont): 802-443-2200
   Monterey Institute Helpdesk (California): 831-647-6556

   * 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 zeroes to a 007/7478.

   ![Login Verification Change PIN](image)

   **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 appropriate Helpdesk below:
   
   Middlebury Helpdesk (Vermont): 802-443-2200
   Monterey Institute Helpdesk (California): 831-647-6556

   * Your PIN has expired. Please change it now.

   **Re-enter Old PIN:**
   **New PIN:**
   **Re-enter new PIN:**

   ![Create Reminder Question and Answer](image)

   **Create Reminder Question and Answer**

   - Enter Question: My favorite ice cream flavor
   - Answer: Strawberry

   Submit

   ![Helpdesk Contact Information](image)

   **Helpdesk Contact Information**

   If you incorrectly enter your User ID/PIN five times, you will be locked out, but the Helpdesk can reset your account for you. If you need PIN-related assistance, please contact the ITS Helpdesk at 802.443.2200. The Helpdesk is open 8:15 a.m. – 5 p.m. Monday – Friday. If you call outside of business hours, you can leave a message and someone will return the call when the office is open.
5. 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!

6. To Register your First-Year Seminar choices, you will first select the “Student Records & Registration” link. Then, select the “Registration” link:

   Student Records and Registration
   
   Registration
   
   Check your registration status; Add or drop classes; Display your class schedule.

   Student Records
   
   View your holds; Display your grades and transcripts.

7. Read carefully before entering your seminar choices:
a. When entering your First-Year Seminar choices, you will enter ONLY 6 CRNs for your top six seminar choices into the first six boxes provided. Enter your seminar choices (CRNs) in priority order from left to right. You must submit all six at the same time. Please proofread these carefully, before you submit, as you will not be able to resubmit these choices and retain the priority you wanted.

Once you have entered your six seminar CRNs in priority order, register your choices by selecting the “Submit Changes” button.

Add/Drop Classes:

You should see “Registered” next to each of your six seminar selections as seen in the sample below.

NOTE: Although your submitted choices will now appear in CRN, i.e., numeric, order, the system has logged your course priority in the order in which you entered the selections. Once your registration has been submitted, it cannot be changed.

Add Classes Worksheet

Thank you very much for registering your seminar choices in BannerWeb.