

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> 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 (mmddy)**. Once you have entered the secure area, you will be prompted 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. 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 forgot 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): 831-647-6656

*** 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 e.g. 00123456.*

User ID:

PIN:

3. 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 appropriate Helpdesk below:
Middlebury Helpdesk (Vermont): 802-443-2200
Monterey Institute Helpdesk (California): 831-647-6656*

⚠ Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

4. 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.

Enter Question:

Answer:

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:

A screenshot of a navigation menu with three items: "Student Records & Registration", "Personal Information", and "Student Financial Services Menu". A box labeled "Select" has an arrow pointing to the "Student Records & Registration" link. Below the link is a brief description: "Register for courses. View your academic records. Record your Volunteer Hours. Print your own enrollment verification via the National".

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.

Registration

Select Term

Check Your Registration Status

Look-up Classes to Add

Register or Add/Drop Classes ←

Select Term

Select a Term:

Select : **“First
Year
Seminar**

- 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:

00888888 Michael Middlebury
First Year Seminar Choices
May 08, 2018 01:22 pm

Entering Middlebury First-Year Students (Fall 2018): When entering your FYSE choices, please enter exactly 6 using the course reference number (CRN). You may only enter these choices once. Subsequent changes will not be considered, so please, enter your choices very carefully the first time! Enter your first choice in the first box, your second choice in the second box, 3rd in the third box, etc until you have entered all 6 choices, then Submit Changes. Note: Submitted choices appear in CRN (numeric) order. You may not enter the same CRN twice.

Add Classes Worksheet

CRNs

92586 92606 92594 92558 92557 92572

Submit Changes Class Search Reset

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/Drop Classes:

00888888 Michael Middlebury
First Year Seminar Choices
May 08, 2018 01:28 pm

Entering Middlebury First-Year Students (Fall 2018): When entering your FYSE choices, please enter exactly 6 using the course reference number (CRN). You may only enter these choices once. Subsequent changes will not be considered, so please, enter your choices very carefully the first time! Enter your first choice in the first box, your second choice in the second box, 3rd in the third box, etc until you have entered all 6 choices, then Submit Changes. Note: Submitted choices appear in CRN (numeric) order. You may not enter the same CRN twice.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered	None	92586	FYSE	1524	A	Undergraduate	1.000	Standard	(UG)	Nat History Across Disciplines
Registered	None	92594	FYSE	1531	A	Undergraduate	1.000	Standard	(UG)	Art, Music and Creative Brain
Registered	None	92606	FYSE	1184	A	Undergraduate	1.000	Standard	(UG)	The Journey Within
Registered	None	92557	FYSE	1427	A	Undergraduate	1.000	Standard	(UG)	American Political Tradition
Registered	None	92558	FYSE	1443	A	Undergraduate	1.000	Standard	(UG)	Emerging Infectious Diseases
Registered	None	92572	FYSE	1519	A	Undergraduate	1.000	Standard	(UG)	Happiness

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 6.000
Date: May 08, 2018 01:28 pm

Add Classes Worksheet

CRNs

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