First-Year Seminar Registration Information  
Fall 2020  

Registration Window:  
Wednesday, July 15 at 12:00 p.m. through Tuesday, July 21 at 5:00 p.m.  
(Eastern time)  

Welcome Class of 2024. You will register your **First-Year Seminar choices in Banner 9**, which you can access via this URL: [https://reg-prod.ec.middlebury.edu/StudentRegistrationSsb/ssb/registration](https://reg-prod.ec.middlebury.edu/StudentRegistrationSsb/ssb/registration).

All students will enter 6 seminar choices in preferential order, from your first choice to your last choice. **Students attending remotely may only choose from those seminars listed as Scheduled Online**. You must submit all 6 choices **at the same time** since you will not be able to log back in, so please proofread your choices carefully before you submit. This is *not* a first-come, first-served registration. Students are assigned a seminar based on the availability of their choices only after the registration window closes. Notification of which First Year Seminar you have been enrolled in will be sent via email (Middlebury email account) prior to your arrival in August.

If you do not have access to the web during the registration period, you may email your ranked First-Year Seminar choices to Claire Wilkinson, Associate Registrar (contact information below). BannerWeb registration is preferable, but if your selections are received by the July 21 deadline it makes no difference to your seminar assignment how or when you register during the registration window.

**E-mail:** cwilkinson@middlebury.edu

If you have questions, please contact:

**Amy Morsman:** Director of the First-Year Program, with seminar-related questions; 802.443.3223  
[fsyd@middlebury.edu](mailto:fsyd@middlebury.edu)

**Claire Wilkinson:** Associate Registrar, with registration questions; 802.443.5354  
[cwilkinson@middlebury.edu](mailto:cwilkinson@middlebury.edu)
Instructions on Registering for your First Year Seminar Choices:

1. Begin by navigating to Banner 9:  
   [https://reg-prod.ec.middlebury.edu/StudentRegistrationSsb/ssb/registration](https://reg-prod.ec.middlebury.edu/StudentRegistrationSsb/ssb/registration)

   We recommend using Firefox on either your Mac or PC. Your login credentials are your Middlebury email and password.

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

2. To Register for your First-Year Seminar choices, you will first select the “Register for Classes” link.

3. Log in to Banner 9. Your login credentials are your Middlebury email and password.
4. Select the appropriate term by clicking on the drop down menu and highlight the “First Year Seminar Choices” link

Then press “Continue”
5. Click in the “Subject” window and type “First Year Seminar” then press “search”

Read carefully before proceeding to enter your First Year Seminar choices:

When adding your First-Year Seminar choices, you must enter your top 6 seminar choices in order of preference from your top choice to your last choice. You must submit all 6 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. Please enter only 6 choices.

Continue on to step 6.
6. **Search Results window**: A listing of available First Year Seminar (FYS) courses will appear.

Your task is to click the “Add” button next to each FYSE *in your order of preference* Figure 2.

**Note**: If you are a remote learner this Fall make sure each of your 6 FYSE choices are online seminars.

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**Figure 1**

**Figure 2**
7. **Summary Window**: The 6 First Year Seminar courses you have selected will appear in the “Summary” window (A) located on the bottom right hand corner of your screen. Each course will be marked as “Pending” (B) in the status column and will be in order of preference starting at the bottom of the Summary screen progressing up.
8. When you have listed all 6 First Year Seminar choices please click “Submit”. Successful submission will result in the “Status” of each course changing from “Pending” to “Registered”.

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