First-Year Seminar Registration Information

Registration Window:

Thursday, June 9 at 12:00 p.m. through 5:00 p.m. Thursday,
June 16. (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 only 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 Gloria Gottlieb, Associate Registrar (contact information below). BannerWeb registration is preferable, but if your selections are received by the June 16th deadline it makes no difference to your seminar assignment how or when you register during the registration window.

Fax: 802.443.2030

Gloria Gottlieb
Registrar’s Office, Forest Hall
5142 Middlebury College
Middlebury, VT 05753 USA
E-mail: ggottlie@middlebury.edu

If you have questions, please contact:
James Berg, Director of the First-Year Seminar Program, with seminar-related questions.

Gloria Gottlieb, Associate Registrar, with registration questions (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.

3. You will be prompted to select a unique PIN once you have logged in:

   ![User Login](image)

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.
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 LIS 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:

5. Then Click the “Registration” link.

8. Next, click the “Register or Add/Drop Classes” link.
10. 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.

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