

Banner 9 (MIIS)

Begin by navigating to Banner 9:

<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 Institute email and password.

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

Log in to Banner 9. Your login credentials are your Middlebury email and Password if prompted. Please contact the Help Desk with any log in issues (802)443-2200.

The image shows two screenshots of the Banner 9 login interface. The first screenshot is the 'Sign in' page, featuring the Middlebury logo, the text 'Sign in', and a field for 'Email, phone, or Skype'. Below this field are links for 'Can't access your account?' and 'Sign-in options'. At the bottom are 'Back' and 'Next' buttons. A box labeled 'Enter Middlebury Email' has an arrow pointing to the email input field. The second screenshot is the 'Enter password' page, featuring the Middlebury logo, a back arrow, the email address 'mmiddleb@middlebury.edu', and a field for 'Enter password'. Below this field are links for 'Forgot my password?' and a 'Sign in' button. A box labeled 'Enter Password' has an arrow pointing to the password input field.

The following is a brief introduction to the most used links contained on the Banner 9 web registration interface.

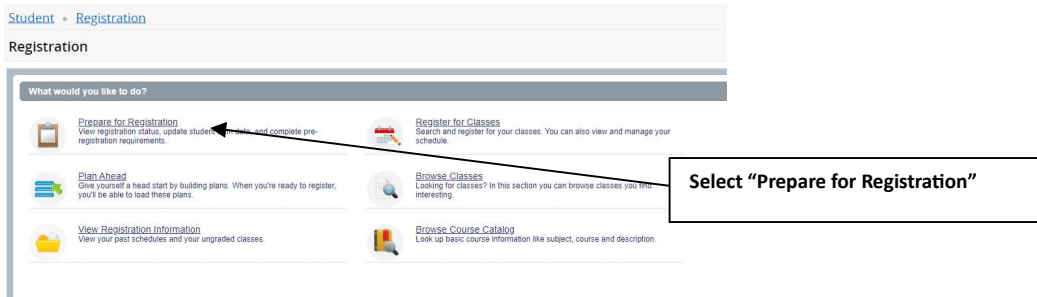
The screenshot shows the Banner 9 Registration interface. At the top, there is a navigation bar with 'Student' and 'Registration' links. Below this is a header 'Registration'. The main content area is titled 'What would you like to do?' and contains a grid of six links, each with an icon and a brief description:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- View Registration Information**: View your past schedules and your ungraded classes.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

1. **Prepare for Registration:** View Registration time ticket, holds, Curriculum information, Academic and Student status and earned hours.
2. **Plan Ahead:** Build plans for an upcoming semester to assist in course selection and registration.
3. **View Registration Information:** View current and Past schedules.
4. **Register for Classes:** Use this link to register for classes, either by CRN or by plan.
5. **Browse Classes:** Browse Classes specific to Middlebury Institute using advanced search parameter.
6. **Browse Course Catalog, not typically used**

Prepare for Registration

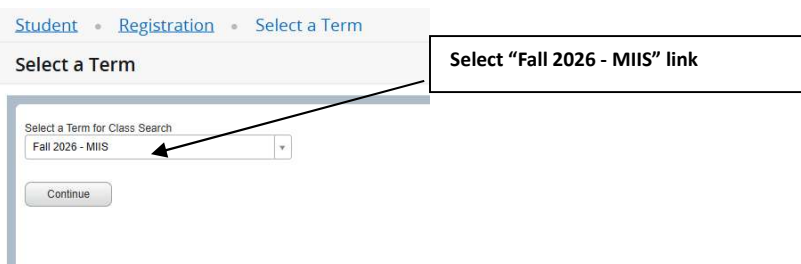
1. Access “Prepare for Registration” to view Student Registration Time Ticket, Holds and Overrides:



2. Log in to Banner 9 if prompted. Your login credentials are your Middlebury Institute email and password.



3. Select the appropriate term by clicking on the drop down box and highlight the “Fall 2026 – MIIS” link:



Then Select "Continue"

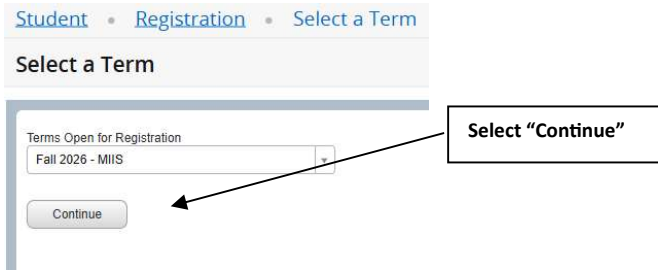
Student • Registration • Select a Term

Select a Term

Terms Open for Registration
Fall 2026 - MUIS

Continue

Select "Continue"



4. Pertinent information such as Student and Academic Status, Holds, web registration Time Ticket and Overrides will be displayed here.

Prepare for Registration

Registration Status

Registration Status
Term: Fall 2026 - MUIS

- ✓ Your Student Status permits registration.
- ✓ Your academic status permits registration.
- ✓ You have no holds which prevent registration.
- ⓘ Time tickets allow registration at this time. Please register within these times: 03/25/2026 10:00 AM - 12/10/2026 08:00 PM

Permit Override

- ⓘ You have received a Permit Override for CRN 91890, TRLM895 (Localization Practicum), type: Faculty Approval

Earned Hours

- ⓘ You have Earned Hours for Level: Graduate, Institution Hours: 10, Transfer Hours: 0
- ⓘ You have Earned Hours for Level: Undergraduate, Institution Hours: 25, Transfer Hours: 6

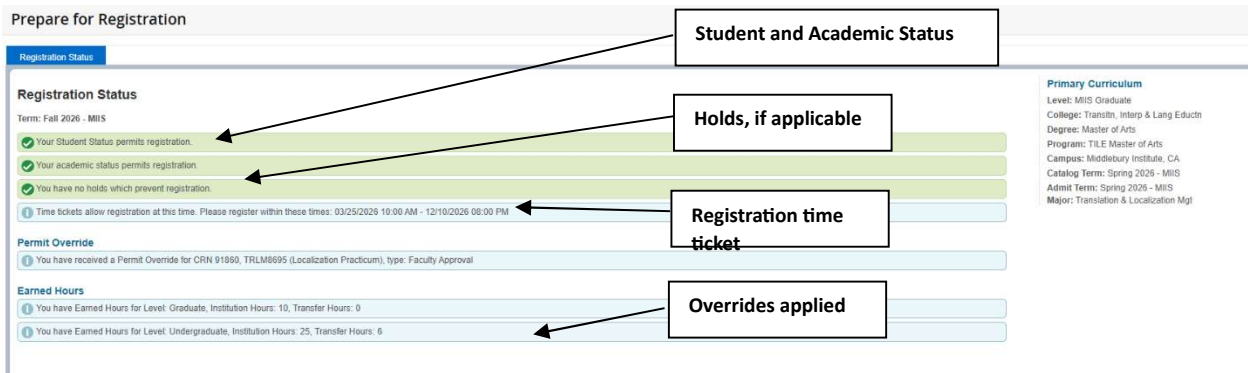
Primary Curriculum
Level: MUIS Graduate
College: Transltn, Interp & Lang Eductn
Degree: Master of Arts
Program: TILE Master of Arts
Campus: Middlebury Institute, CA
Catalog Term: Spring 2026 - MUIS
Admit Term: Spring 2026 - MUIS
Major: Translation & Localization Mgt

Student and Academic Status

Holds, if applicable

Registration time ticket

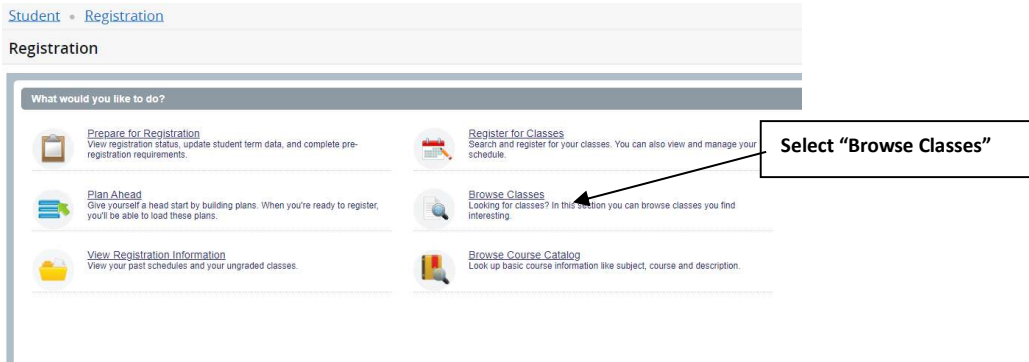
Overrides applied



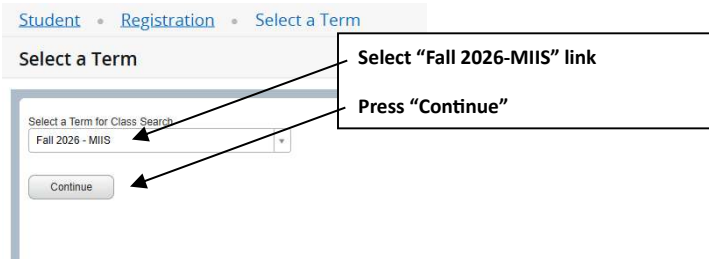
Browse Classes

1. Once you have successfully logged in, you can use Banner 9 to search for courses, using the Browse Classes Tool.

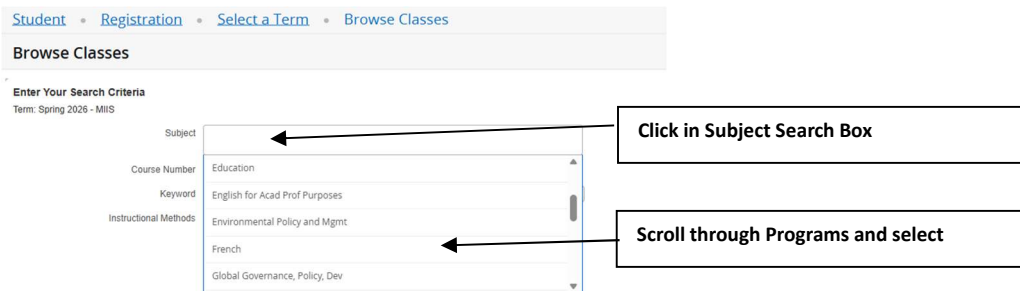
2. Select “Browse Classes”



3. Select the appropriate term by clicking on the drop down box and highlight the “Fall 2025 – MIIS” link and press “Continue”:



4. Clicking in the “Subject” search box will return a listing of Programs offered at MIIS:



5. Scroll through Listing of current courses and select:

Student • Registration • Select a Term • Browse Classes

Browse Classes

Search Results — 11 Classes
Term: Fall 2026 - M1S Subject: Global Governance, Policy, Dev

Subject	Course #	Title	Section #	Hours	CRN	Instructor	Meeting Times	Reserved Seats	Status	Schedule Type	Attribute
GGPD	8500	Policy & Data Analytics	A	3	92137	Philo Murphy (Primary)	S M T W T F S 08:00 AM - 09:30 AM Type: Class I	50 of 50 seats re... 50 of 50 waitlist s...		Lecture	
GGPD	8529	Dev Theory & Practice	A	3	92129	William Arcocha (Primary)	S M T W T F S 12:00 PM - 01:30 PM Type: Class I	35 of 35 seats re... 50 of 50 waitlist s...		Lecture	
GGPD	8565	Intro to Network Analysis	A	3	92138	Philo Murphy (Primary)	S M T W T F S 02:00 PM - 02:50 PM Type: Class I S M T W T F S 02:00 PM - 03:50 PM Type: Class I	22 of 22 seats re... 50 of 50 waitlist s...		Lecture	
GGPD	8569	Economics of Inequality	A	3	92131	Fernando DaFalls (Prim... Jeffrey Gordon-Johnson)	S M T W T F S 04:00 PM - 06:50 PM Type: Class I	40 of 40 seats re... 50 of 50 waitlist s...		Lecture	
GGPD	8636	Regional Studies Focus Project	A	6	92271		S M T W T F S - Type: Class Building: None Rok	10 of 10 seats re...		Lecture	
GGPD	8644	SEM Program Eval for SCOs	A	3	92139	Scott Pulizzi (Primary)	S M T W T F S 02:00 PM - 03:50 PM Type: Class I	40 of 40 seats re... 50 of 50 waitlist s...		Seminar	
GGPD	8645	Navotna Gini Policy/Challenges	A	3	92263	William Arcocha (Primary)	S M T W T F S 04:00 PM - 05:50 PM Type: Class I	25 of 25 seats re... 50 of 50 waitlist s...		Seminar	
GGPD	8648	Sem Global Governance in	A	3	92134	Wei Liang (Primary)	S M T W T F S - Type: Class Building: None Rok	26 of 26 seats re... 50 of 50 waitlist s...		Seminar	
GGPD	8693	Climate & Migration	A	3	92262	William Arcocha (Primary)	S M T W T F S 04:00 PM - 05:50 PM Type: Class I	25 of 25 seats re... 50 of 50 waitlist s...		Seminar	
GGPD	8697	Practicum	A	6	92188	Scott Pulizzi Cathryn Manger (Primary) Wei Liang	S M T W T F S - Type: Class Building: None Rok	40 of 40 seats re... 50 of 50 waitlist s...		Practicum	

Page 1 of 2 | 10 Per Page

Scroll through Courses and select title for course details

6. Course details such as Description, Restrictions and Pre-requisites can be viewed by clicking on appropriate tabs:

Browse Classes

Search Results — 11 Classes
Term: Fall 2026 - M1S Subject: Global Governance, Policy, Dev

Class Details for Intro to Network Analysis Global Governance, Policy, Dev 8565 A

- Class Details
- Course Description
- Attributes
- Restrictions
- Instructor/Meeting Times
- Prerequisites/Waitlist
- Prerequisites
- Class Linked Courses
- Linked Sections
- Fees
- Catalog

Details, Restrictions, Pre-requisite, etc viewed by clicking on tabs

7. Make note of Subject, Course number, CRN, meeting times and seat availability for Web Registration or Plan Ahead purposes:

Browse Classes

Search Results — 11 Classes
Term: Fall 2026 - M1S Subject: Global Governance, Policy, Dev

Subject	Course #	Title	Section #	Hours	CRN	Instructor	Meeting Times	Reserved Seats	Status	Schedule Type	Attribute
GGPD	8500	Policy & Data Analytics	A	3	92137	Philo Murphy (Primary)	S M T W T F S 08:00 AM - 09:30 AM Type: Class I	50 of 50 seats re... 50 of 50 waitlist s...		Lecture	
GGPD	8529	Dev Theory & Practice	A	3	92129	William Arcocha (Primary)	S M T W T F S 12:00 PM - 01:30 PM Type: Class I	35 of 35 seats re... 50 of 50 waitlist s...		Lecture	
GGPD	8565	Intro to Network Analysis	A	3	92138	Philo Murphy (Primary)	S M T W T F S 02:00 PM - 02:50 PM Type: Class I S M T W T F S 02:00 PM - 03:50 PM Type: Class I	22 of 22 seats re... 50 of 50 waitlist s...		Lecture	
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GGPD	8636	Regional Studies Focus Project	A	6	92271		S M T W T F S - Type: Class Building: None Rok	10 of 10 seats re...		Lecture	
GGPD	8644	SEM Program Eval for SCOs	A	3	92139	Scott Pulizzi (Primary)	S M T W T F S 02:00 PM - 03:50 PM Type: Class I	40 of 40 seats re... 50 of 50 waitlist s...		Seminar	
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GGPD	8648	Sem Global Governance in	A	3	92134	Wei Liang (Primary)	S M T W T F S - Type: Class Building: None Rok	26 of 26 seats re... 50 of 50 waitlist s...		Seminar	
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GGPD	8697	Practicum	A	6	92188	Scott Pulizzi Cathryn Manger (Primary) Wei Liang	S M T W T F S - Type: Class Building: None Rok	40 of 40 seats re... 50 of 50 waitlist s...		Practicum	

Page 1 of 2 | 10 Per Page

Record Subject, Number, CRN, meeting times and seat availability for Web Reg and Plan Ahead purposes.

8. You can also reference the [MIIS 2026 Course Schedule](#)

https://generalssb-pntr.ec.middlebury.edu/BannerExtensibility/customPage/page/courseSchedule?p_term=202698

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Course Schedule

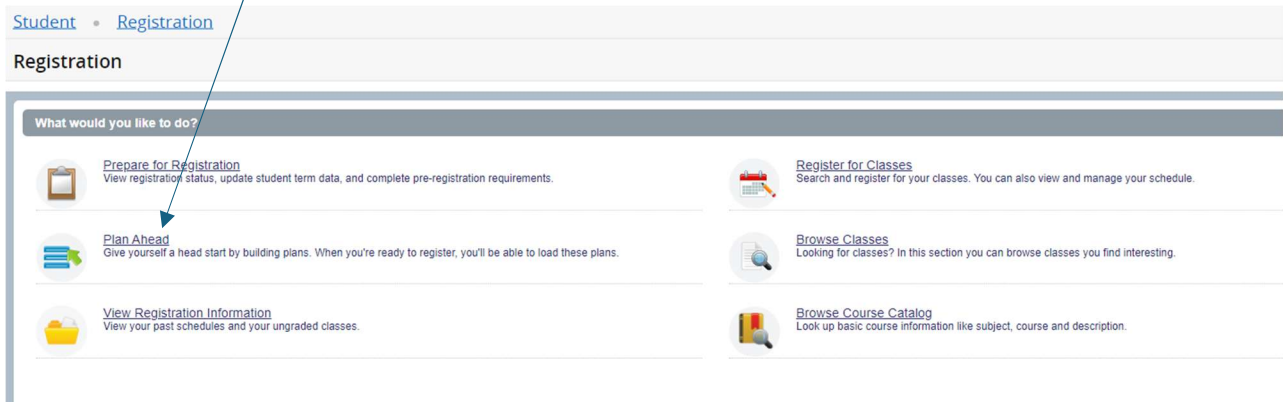
Term	Fall 2026 - MIIS
Department	Select

Plan Ahead

Features of Plan Ahead

- Students can build up to 5 plans before access to registration begins.
- When registration begins, students can use their plans to quickly enroll.
- Students who register from a plan no longer need to type in CRNs.

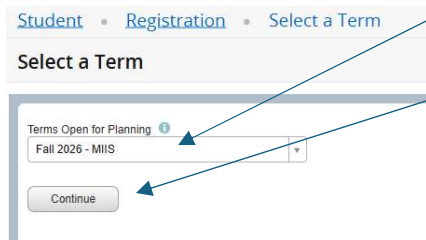
1. Select “Plan Ahead”



The screenshot shows the 'Registration' page with a breadcrumb trail: Student > Registration. Below the breadcrumb is a section titled 'What would you like to do?' containing six options with icons and descriptions:

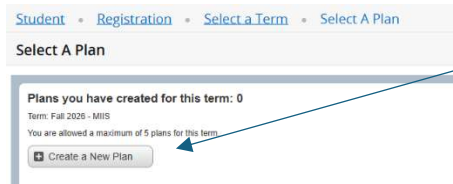
- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans. (This option is highlighted with a blue arrow from the instruction above.)
- View Registration Information**: View your past schedules and your ungraded classes.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

2. Choose appropriate term “Fall 2026-MIIS” and press “Continue”:



The screenshot shows the 'Select a Term' page with a breadcrumb trail: Student > Registration > Select a Term. Below the breadcrumb is a dropdown menu labeled 'Terms Open for Planning' with 'Fall 2026 - MIIS' selected. A 'Continue' button is located below the dropdown. Blue arrows from the instruction above point to the dropdown and the 'Continue' button.

3. Begin process of creating plans by selecting “Create a New Plan”



The screenshot shows the 'Select A Plan' page with a breadcrumb trail: Student > Registration > Select a Term > Select A Plan. Below the breadcrumb is a section titled 'Plans you have created for this term: 0' with the text 'Term: Fall 2026 - MIIS' and 'You are allowed a maximum of 5 plans for this term.' A 'Create a New Plan' button is located below this text. A blue arrow from the instruction above points to the 'Create a New Plan' button.

- Enter Subject code of the Department for courses you wish to add to your PLAN (see browsing classes tutorial) and press search, you can also open the Advanced Search link for alternate parameters:

Plan Ahead

Find Classes

Enter Your Search Criteria
Term: Fall 2026 - MHS

Subject: GGPD
Course Number: Global Governance, Policy, Dev
Keyword:

Search Clear Advanced Search

- Click on title to view **course description, Attributes, Restrictions, Prerequisites** etc...

Student » Registration » Select a Term » Select A Plan » Plan Ahead

Plan Ahead

Find Classes

Search Results — 56 Courses
Term: Fall 2026 - MHS Subject: Global Governance, Policy, Dev

Title	Subject Description	Course Number	Hours	Description	Course Sections	Add Course
Policy & Data Analytics	Global Governance, Policy, Dev	8500	3	 Introduction to Policy and Data Ana...	View Sections	Add Course
		8500C	1		NOT OFFERED FOR TERM	Add Course
		8503	3	 	NOT OFFERED FOR TERM	Add Course
		8504	2 TO 4	 This Global Course for the UN Susta...	NOT OFFERED FOR TERM	Add Course
		8505	2 TO 4	 This two-week immersive course, Co...	NOT OFFERED FOR TERM	Add Course
		8506	3	 This course introduces students to th...	NOT OFFERED FOR TERM	Add Course
		8508	3	 Power, Social Change, Organiza...	NOT OFFERED FOR TERM	Add Course
		8508C	1		NOT OFFERED FOR TERM	Add Course
Intl Trade Policy & Cris	Global Governance, Policy, Dev	8515	3	 Introduction to International Trade P...	NOT OFFERED FOR TERM	Add Course
Org. Development & Leadersh	Global Governance, Policy, Dev	8519	3	 Organizational Development and Le...	NOT OFFERED FOR TERM	Add Course

Page 1 of 6 | 10 Per Page Records: 56

- Select a course clicking on **“View Sections”** Take note of **courses not offered**

IMPORTANT / DO NOT ADD COURSES TO YOUR PLAN FROM THIS PAGE

Plan Ahead

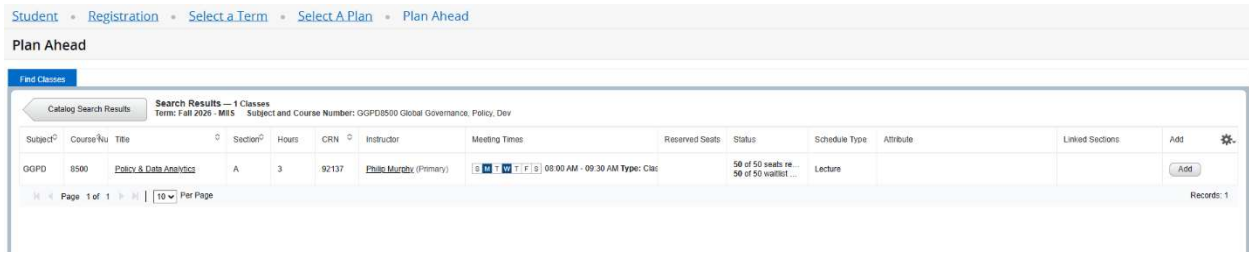
Find Classes

Search Results — 56 Courses
Term: Fall 2026 - MHS Subject: Global Governance, Policy, Dev

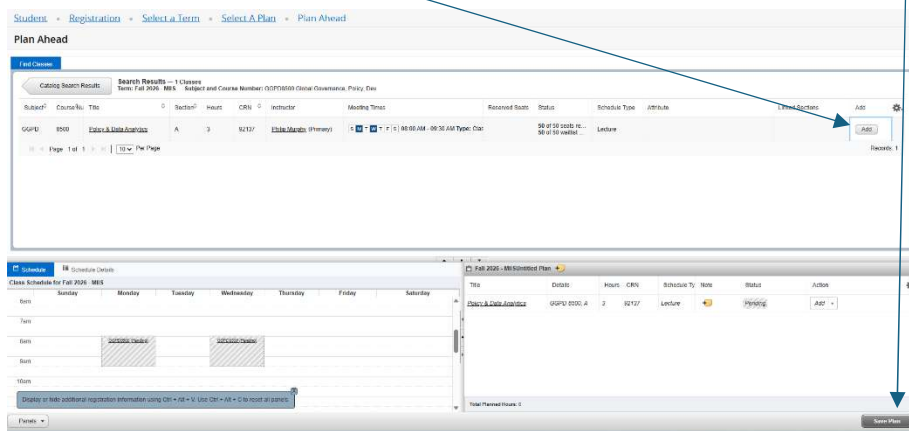
Title	Subject Description	Course Number	Hours	Description	Course Sections	Add Course
Policy & Data Analytics	Global Governance, Policy, Dev	8500	3	 Introduction to Policy and Data Ana...	View Sections	Add Course
Policy & Data Analytics	Global Governance, Policy, Dev	8500C	1		NOT OFFERED FOR TERM	Add Course
can be re-visited	Global Governance, Policy, Dev	8503	3	 	NOT OFFERED FOR TERM	Add Course
Iltuare: QNH & SDGs Journey	Global Governance, Policy, Dev	8504	2 TO 4	 This Global Course for the UN Susta...	NOT OFFERED FOR TERM	Add Course
Conflict Transitions in SouthAfrica	Global Governance, Policy, Dev	8505	2 TO 4	 This two-week immersive course, Co...	NOT OFFERED FOR TERM	Add Course
Intl Politics & Development	Global Governance, Policy, Dev	8506	3	 This course introduces students to th...	NOT OFFERED FOR TERM	Add Course
Power, Social Change & Cris	Global Governance, Policy, Dev	8508	3	 Power, Social Change, Organiza...	NOT OFFERED FOR TERM	Add Course
Power, Social Change & Cris	Global Governance, Policy, Dev	8508C	1		NOT OFFERED FOR TERM	Add Course
Intl Trade Policy & Cris	Global Governance, Policy, Dev	8515	3	 Introduction to International Trade P...	NOT OFFERED FOR TERM	Add Course
Org. Development & Leadersh	Global Governance, Policy, Dev	8519	3	 Organizational Development and Le...	NOT OFFERED FOR TERM	Add Course

Page 1 of 6 | 10 Per Page Records: 56

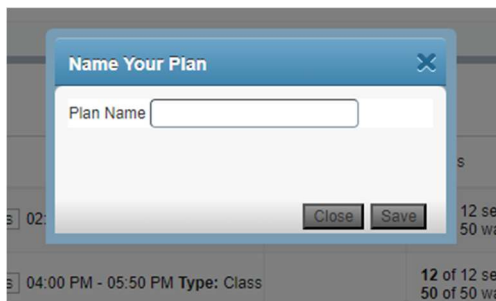
- The View Sections page indicates if multiple course sections are available as well as **CRN**, **Meeting Times**, **Instructor** and **seat availability**.



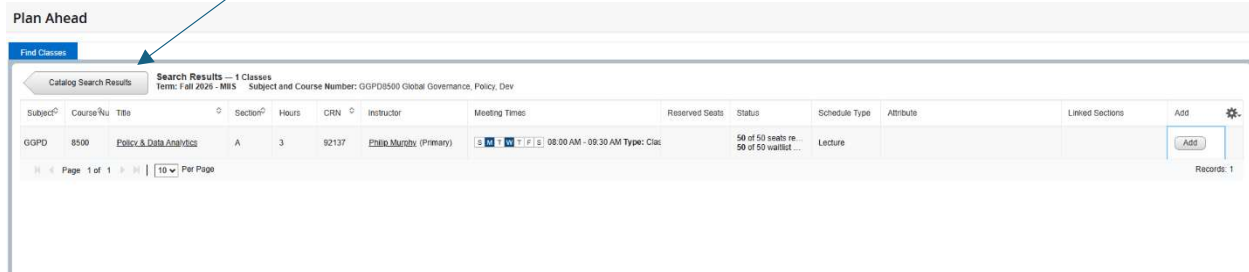
- Select **"Add"** to select this course for your plan. Click on **Save Plan** to add course and create your plan.



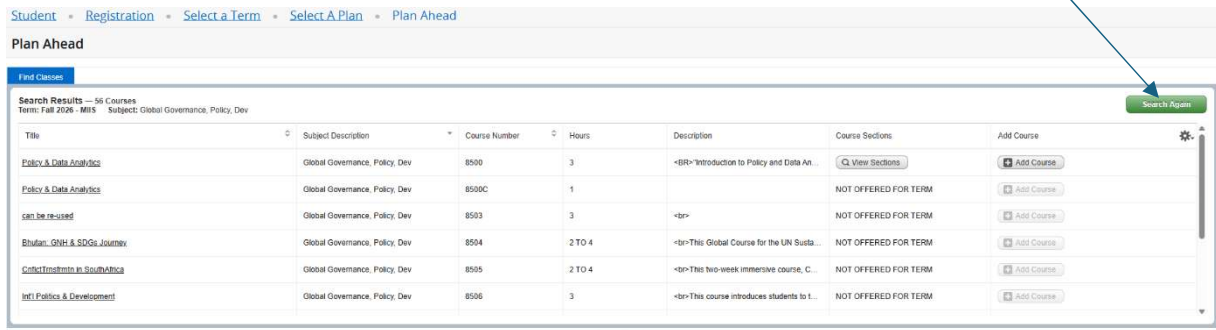
- You will be prompted to **name** and **save** your plan.



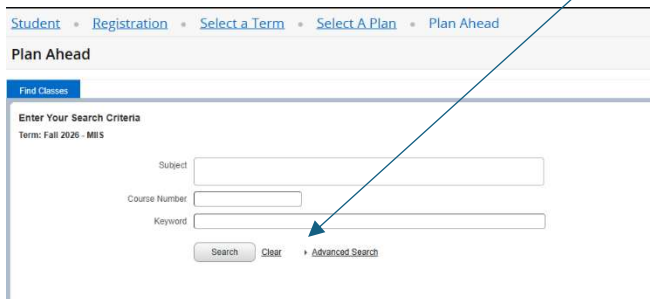
10. Press “**Catalog Search Results**” to return to the Departmental Page page to select another class.



11. To select a class from a different Department (if allowed) select Search Again



12. Begin search process again by pressing **clear** and entering another **subject code and number**.



13. Continue process until your plan is full, you can view and edit your saved plans at any time by selecting the “**Plan Ahead**” link on the main page, choosing the appropriate term “**Fall 2026-MIIS**” and pressing “**Continue**”

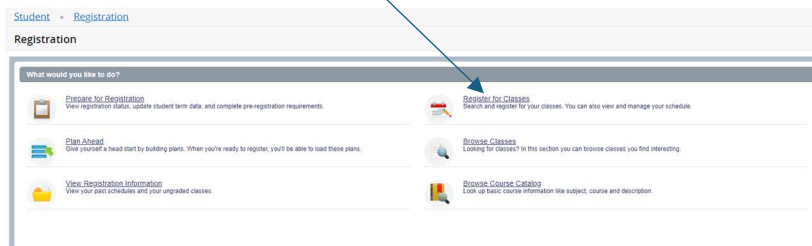
Registration

On the day of registration, students can choose to register from a plan created using the Plan Ahead feature or using CRNs.

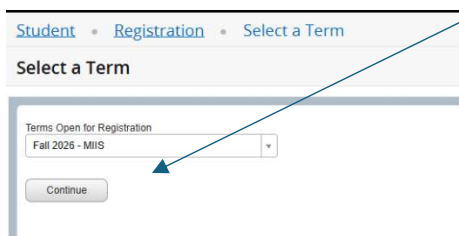
Register from Plan Ahead

AT TIME OF REGISTRATION

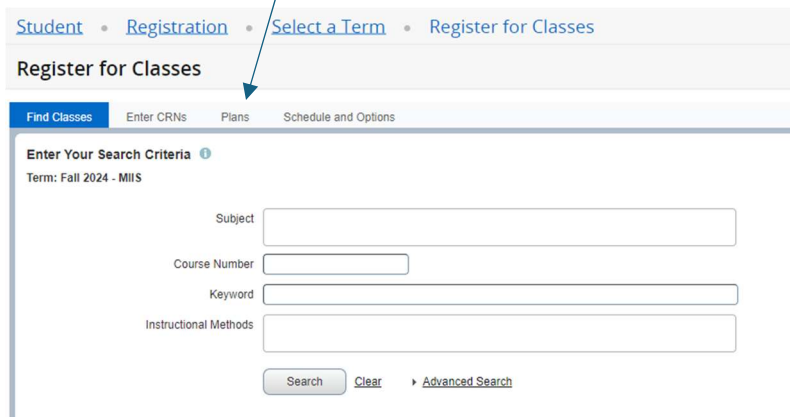
1. Click on “**Register for Classes**” link



- Select Appropriate term “**Fall 2026-MIIS**” and press “**Continue**”



2. Click on “**Plans**” tab



3. Select the “Add All” button to enroll

Register for Classes

Find Classes Enter CRNs **Plans** Schedule and Options

Register from a plan.
Term: Spring 2026 - MIS

Plan: Plan A

Created by: You (Preferred) **Add All**

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
Bhutan: GNH & SDGs Journey	GGPD 8504, A	3	22665	Lecture	Sharad Joshi (Primary) Carolyn Meyer	Pass/Fail		Q View Sections	Add
Policy & Data Analytics	GGPD 8500, A	3	22566	Lecture	Fernando DePaolis (Primary)	Standard MIS		Q View Sections	Add
Intl Politics & Development	GGPD 8506, A	3	22567	Lecture	William Arcecha (Primary)	Standard MIS		Q View Sections	Add

Records: 3

4. View the Summary pane to ensure courses have populated properly.

- Note “Pending” and “Registered” Status, then click “Submit”

Register for Classes

Find Classes Enter CRNs **Plans** Schedule and Options

Register from a plan.
Term: Spring 2026 - MIS

Plan: Plan A

Created by: You (Preferred) **Add All**

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
Bhutan: GNH & SDGs Journey	GGPD 8504, A	3	22665	Lecture	Sharad Joshi (Primary) Carolyn Meyer	Pass/Fail		Q View Sections	Add
Policy & Data Analytics	GGPD 8500, A	3	22566	Lecture	Fernando DePaolis (Primary)	Standard MIS		Q View Sections	Add
Intl Politics & Development	GGPD 8506, A	3	22567	Lecture	William Arcecha (Primary)	Standard MIS		Q View Sections	Add

Records: 3

Schedule

Class Schedule for Spring 2026 - MIS

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am		Policy & Data Analytics		Policy & Data Analytics			
9am							
10am		Intl Politics & Development		Intl Politics & Development			
11am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Intl Politics & Development	GGPD 8506, A	3	22567	Lecture	Pending	**Registered**
Policy & Data Analytics	GGPD 8500, A	3	22566	Lecture	Pending	**Registered**
Bhutan: GNH & SDGs Journey	GGPD 8504, A	3	22665	Lecture	Pending	**Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Submit

5. To add classes from a second plan. Expand the plan:

Register for Classes

Find Classes Enter CRNs **Plans** Schedule and Options

Register from a plan.
Term: Spring 2026 - MIS

Plan: Plan A

Created by: You (Preferred) **Add All**

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
Bhutan: GNH & SDGs Journey	GGPD 8504, A	3	22665	Lecture	Sharad Joshi (Primary) Carolyn Meyer	Pass/Fail		Q View Sections	Add
Policy & Data Analytics	GGPD 8500, A	3	22566	Lecture	Fernando DePaolis (Primary)	Standard MIS		Q View Sections	Add
Intl Politics & Development	GGPD 8506, A	3	22567	Lecture	William Arcecha (Primary)	Standard MIS		Q View Sections	Add

Records: 3

Plan: Plan B

Created by: You **Add All**

- To add courses from a second plan click **"Add All"** from your second plan, newly added courses appear with **"Pending"** in the status column. Press **submit**.

Register for Classes

Find Classes Enter CRNs **Plans** Schedule and Options

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
Bhutan_GH/ & SDGs Journey	GGPD 8504, A	3	22665	Lecture	Shreshth Joshi (Primary) Carolina Meyer	Pass/Fail		Q View Sections	Add
Policy & Data Analytics	GGPD 8500, A	3	22566	Lecture	Fernando DePaiva (Primary)	Standard MIIS		Q View Sections	Add
Intro Politics & Development	GGPD 8506, A	3	22567	Lecture	William Aroscha (Primary)	Standard MIIS		Q View Sections	Add

Records: 3

Plan: Plan B Created by: You [Add All](#)

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
Intro to Network Analysis	GGPD 8565, A	3	22568	Lecture	Philip Murzby (Primary)	Standard MIIS		Q View Sections	Add
International Finance	GGPD 8521, A	3	22626	Lecture	Robert Rogovsky (Primary)	Standard MIIS		Q View Sections	Add

Records: 2

Schedule Schedule Details

Class Schedule for Spring 2026 - MIIS

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am		Intro Politics & Development		Intro Politics & Development			
9am							
10am		Intro Politics & Development	Intro to Network Analysis	Intro Politics & Development	Intro to Network Analysis		

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Intro Politics & Development	GGPD 8506, A	3	22567	Lecture	Pending	Registered**
Policy & Data Analytics	GGPD 8500, A	3	22566	Lecture	Pending	Registered**
Bhutan_GH/ & SDGs Journey	GGPD 8504, A	3	22665	Lecture	Pending	Registered**
International Finance	GGPD 8521, A	3	22626	Lecture	Pending	Registered**
Intro to Network Analysis	GGPD 8565, A	3	22568	Lecture	Pending	Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Register using CRNs

1. Once you have successfully logged in and noted the CRNs of the courses in which you wish to enroll using the “Browse Classes” feature or accessing the Course Schedule, all course restrictions and pre-requisites have been researched and addressed, you can use Banner 9 to Register for courses.

2. Click on “Enter CRNs” tab

The screenshot shows the 'Register for Classes' interface. At the top, there are four tabs: 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Enter CRNs' tab is highlighted in blue. Below the tabs, the text reads 'Enter Course Reference Numbers (CRNs) to Register' and 'Term: Fall 2023'. There is a text input field for 'CRN' and two buttons: '+ Add Another CRN' and 'Add to Summary'. A callout box with the text 'Select "Enter CRNs" tab' has an arrow pointing to the 'Enter CRNs' tab.

3. Begin **entering CRNs**, use **+Add Another CRN** to expand CRN entry boxes. Click **Add to Summary** when data entry is complete

The screenshot shows the 'Register for Classes' interface with the 'Enter CRNs' tab selected. The text reads 'Enter Course Reference Numbers (CRNs) to Register' and 'Term: Fall 2023 - MIIS'. Below this, there are four rows of CRN entry boxes. The first three rows have CRNs entered: 92243, 92269, and 91633. The fourth row is empty. To the right of each CRN box is the course name. Below the CRN boxes are two buttons: '+ Add Another CRN' and 'Add to Summary'. Arrows from the text above point to the 'Enter CRNs' tab, the first CRN box, the '+ Add Another CRN' button, and the 'Add to Summary' button.

CRN	Course Name
92243	Public Speaking TIAG 8501, A
92269	Spec Trans Project to English TICH 8629, A
91633	Adv Translation I into Chinese TICH 8632, C

4. The **Summary Panel** will populate with selected courses in **“Pending”** Status. Press **submit:**

The screenshot displays a web application for course registration. At the top, there is a breadcrumb trail: [Student](#) > [Registration](#) > [Select a Term](#) > [Register for Classes](#). Below this is the main heading "Register for Classes" and a sub-heading "Enter Course Reference Numbers (CRNs) to Register" for the term "Fall 2026 - MIS". A form for entering CRNs is visible, with a text input field and an "Add to Summary" button. Below the form is a class schedule grid for the week of Fall 2026 - MIS, showing times from 9am to 1pm and days from Sunday to Saturday. A "Summary" panel is open on the right, displaying a table of selected courses. The table has columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action. Three courses are listed, all with a "Pending" status. At the bottom right of the summary panel is a "Submit" button. Arrows from the text above point to the "Add to Summary" button, the "Summary" panel, and the "Submit" button.

Student > Registration > Select a Term > Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register
Term: Fall 2026 - MIS

CRN
- Add Another CRN Add to Summary

Schedules Schedule Details

Class Schedule for Fall 2026 - MIS

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am							
10am							
11am			Public Speaking		Adv. Transition Into Course		
12pm				Spec. Trans. Project to English			
1pm							

Summary

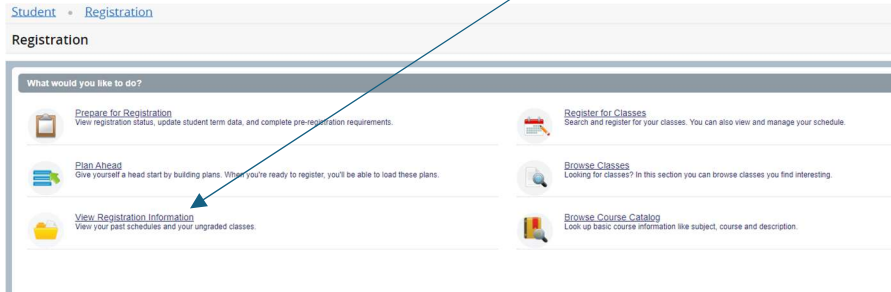
Title	Details	Hours	CRN	Schedule Type	Status	Action
Adv. Transition Into Course	T/CH 0632, C	2	92233	Lecture	Pending	**Registered**
Spec. Trans. Project to English	T/CH 0629, A	2	92269	Lecture	Pending	**Registered**
Public Speaking	T/AG 0501, A	2	92243	Lecture	Pending	**Registered**

Total Hours | Registered: 0 | Billing: 0 | CRN: 0 | Min: 0 | Max: 24

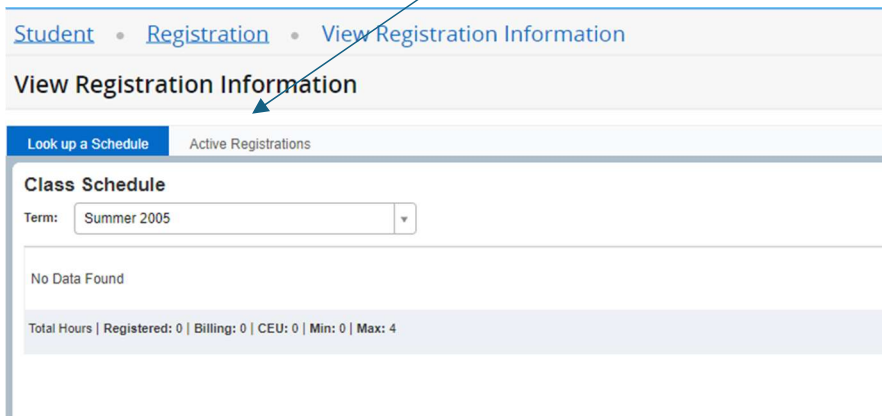
Submit

View Active Schedule

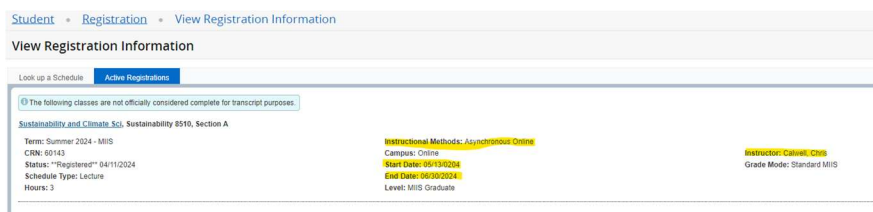
1. From the [Banner 9](#) Landing Page, select “**View Registration Information**”



2. Click on the “Active Registrations” Tab



3. View class enrollment information such as Start and End date, Instructional Method and assigned Instructor



Troubleshooting errors and waitlisting

(Courses and terms displayed are for demonstration purposes only)

5. Registration errors including affected course and CRN will appear in the upper right hand corner of the Web Registration Interface and must be addressed. Successful enrollment in a class is indicated by the status changing from “Pending” to green highlighted “Registered”

The screenshot shows the 'Register for Classes' page. At the top, a green banner indicates 'Save Successful'. Below it, two red error messages are displayed: 'IEMG 8598 CRN 90358: Faculty Approval Required' and 'TIFR 8501 CRN 90095: Closed - 0 Waitlisted'. The main area shows a 'Class Schedule for Fall 2023 - MIIS' with a grid of days and times. A 'Summary' panel on the right lists courses with their status: 'Intro to Intern. into E...' is 'Registered', 'Intro. Slight Trans to...' is 'Registered', and 'Intl Education Direct...' is 'Errors Prevented'. A callout box points to the error messages, stating: 'Course registration error messages with Course and CRN appear above with brief description and must be addressed or removed by clicking submit a second'.

6. To Waitlist in a course that is overenrolled. Select drop down box next to Course in error and select waitlist.

The screenshot shows the 'Register for Classes' page with a red error message: 'TIFR 8501 CRN 90095: Closed - 0 Waitlisted'. A callout box points to this message, stating: 'Course registration error messages indicates course is closed and a waitlist has started'. Another callout box points to a dropdown menu in the 'Summary' panel, which is open and shows options: 'None', 'Wait Listed', and 'Wait Listed'. A third callout box points to the 'Wait Listed' option, stating: 'Select drop down box and click on Wait Listed, then click submit'. The 'Summary' panel also shows other courses with 'Registered' status.

7. Successful enrollment and Waitlist:

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
Intro Sight Trans to English	TIFR 8513, A	1	91880	Lecture	Registered	None
Intro to Interp into English	TIFR 8501, A	0	90095	Lecture	Waitlisted	None

Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 999,999.999

Submit