Banner 9 (MIIS)

Begin by navigating to Banner 9:

https://reg-prod.ec.middlebury.edu/StudentRegistrationSsb/ssb/registration

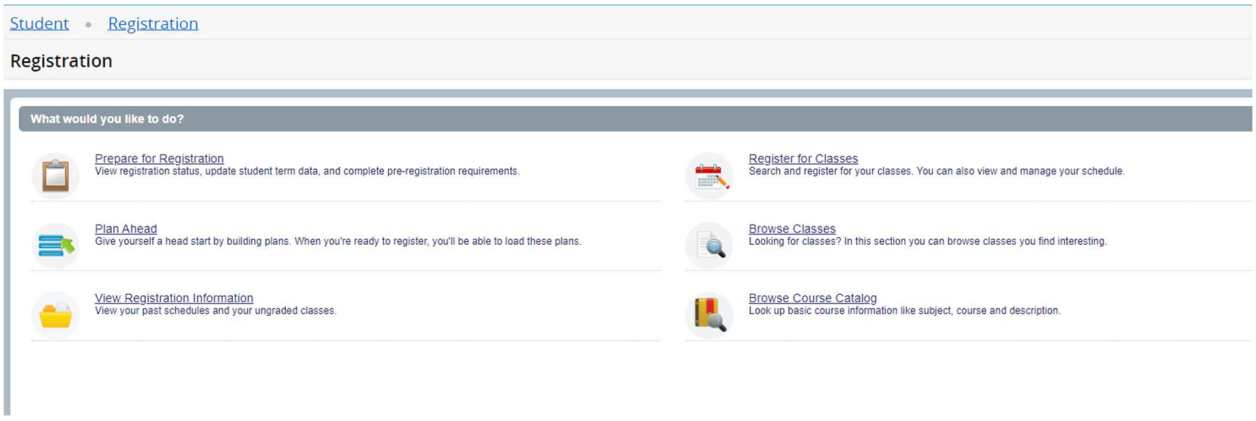
We recommend using Firefox on either your Mac or PC. Your login credentials are your Middlebury Institute email and password.

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



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

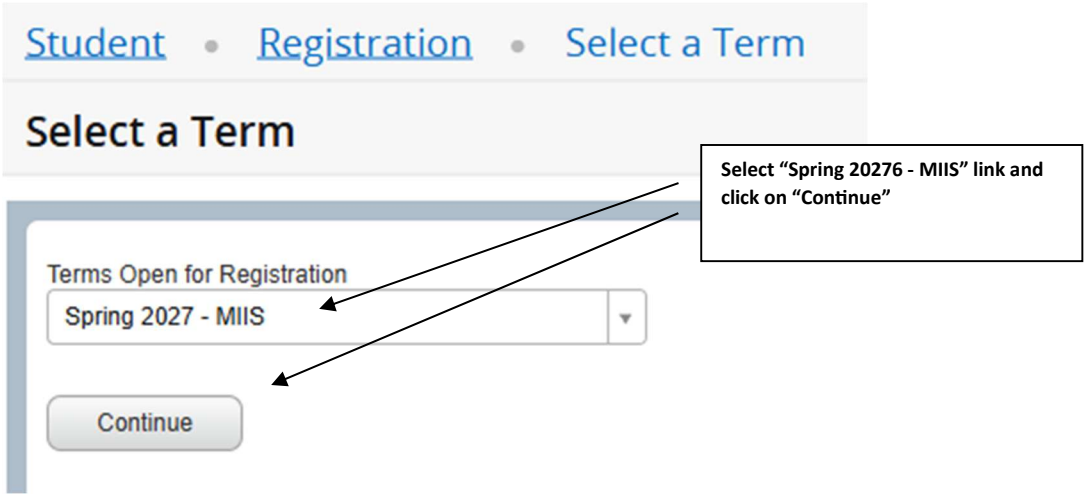
1. **Access "Prepare for Registration" to view Student Registration Time Ticket, Holds and Overrides**:



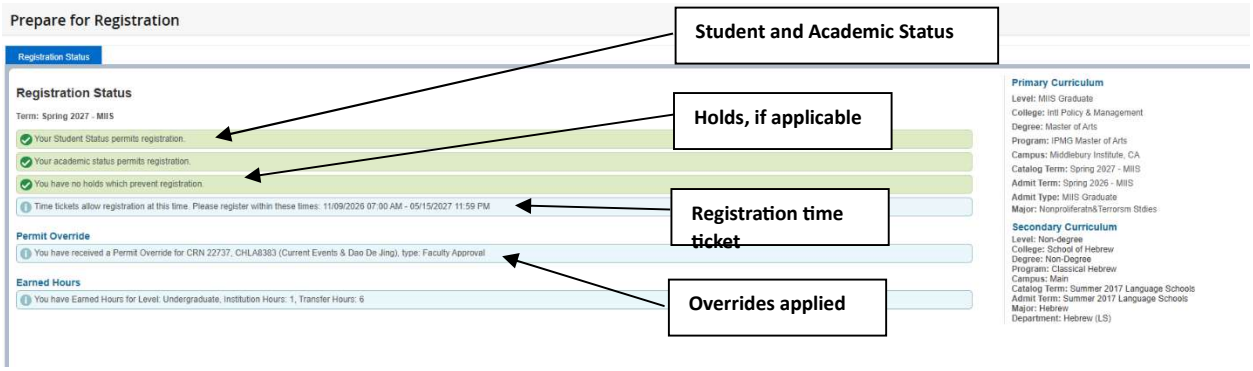
2. **Log in to Banner 9 if prompted. Your login credentials are your Middlebury Institute email and password.**



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



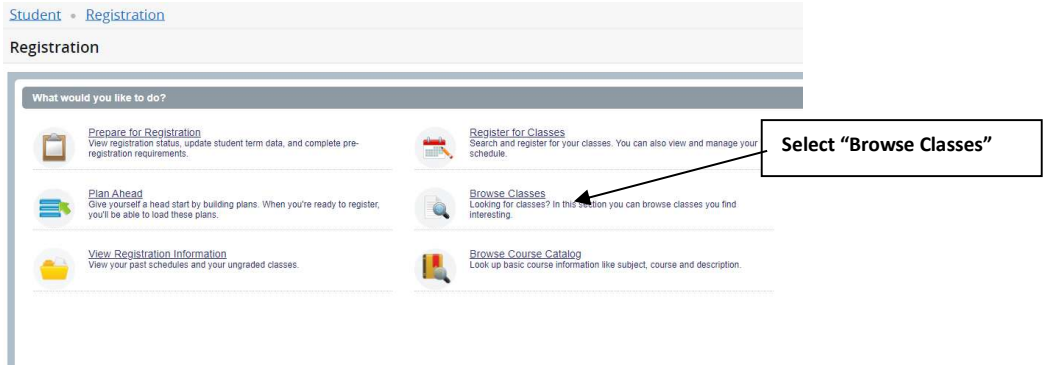
4. **Pertinent information such as Student and Academic Status, Holds, web registration Time Ticket and Overrides will be displayed here.**



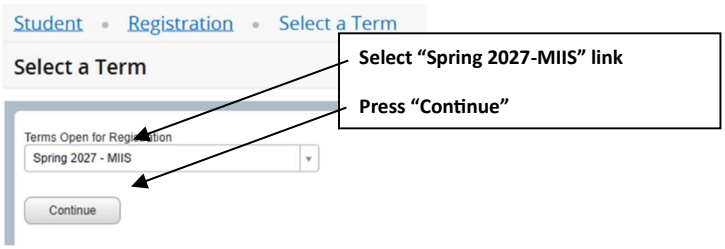
Browse Classes

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

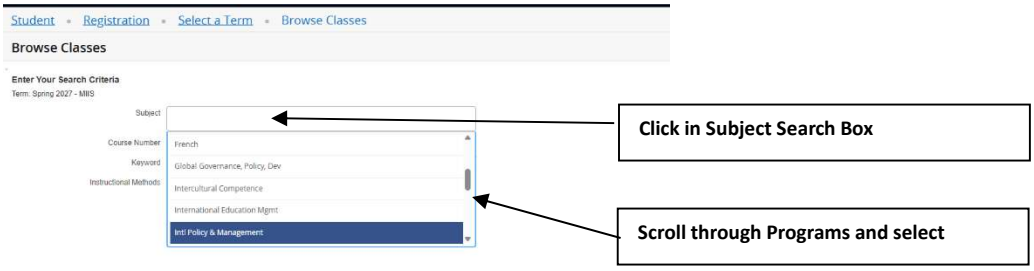
2. **Select "Browse Classes"**



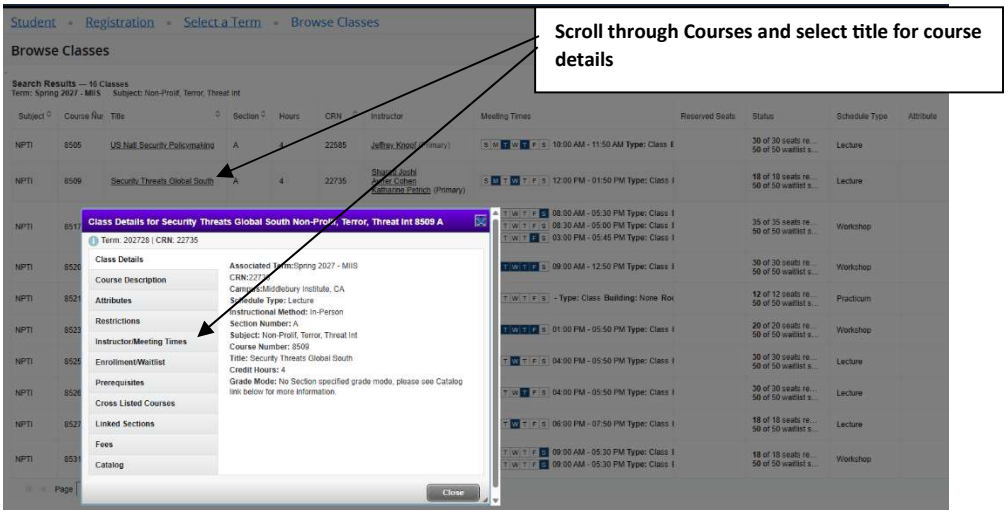
3. **Select the appropriate term by clicking on the drop down box and highlight the "Fall 2025 – MIIS" link and press "Continue":**



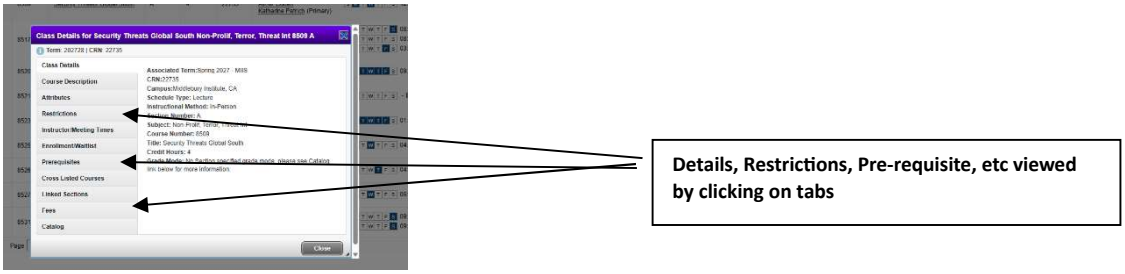
4. **Clicking in the "Subject" search box will return a listing of <u>Programs</u> offered at MIIS:**



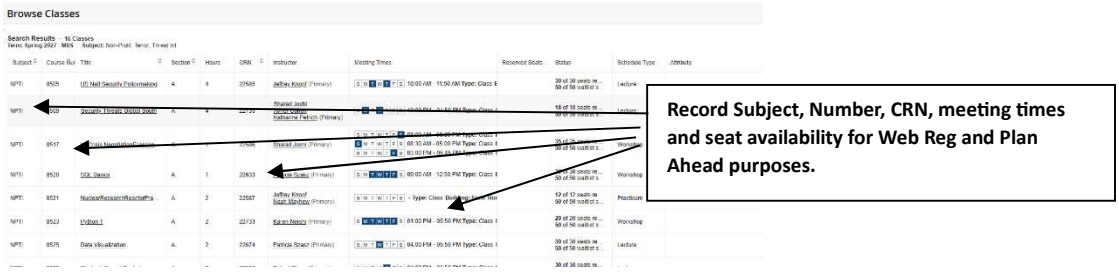
5. **Scroll through Listing of current <u>courses</u> and select:**



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



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



8. **You can also reference the [MIIS 2027 Course Schedule]**

https://generalssb-pntr.ec.middlebury.edu/BannerExtensibility/customPage/page/courseSchedule?p_term=202728

Middlebury

Course Schedule

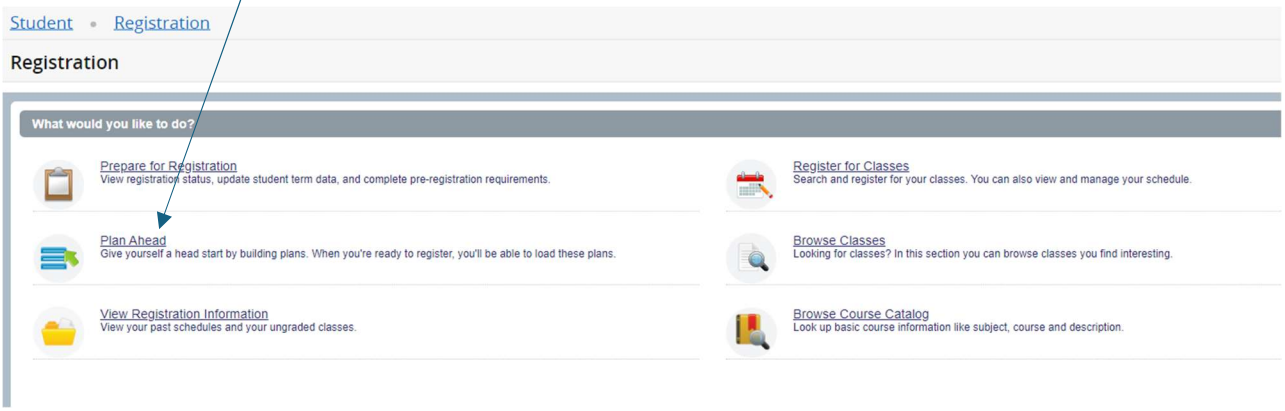
Term	Spring 2027 - MIIS
Department	Select

Plan Ahead

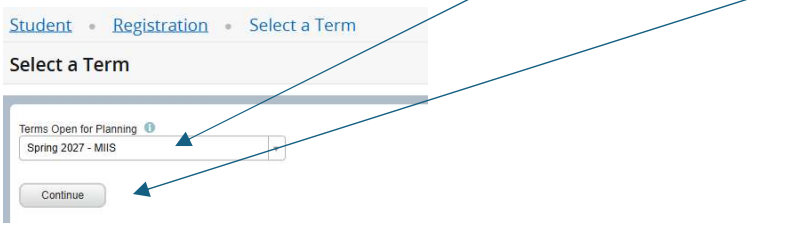
Features of Plan Ahead

- 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.

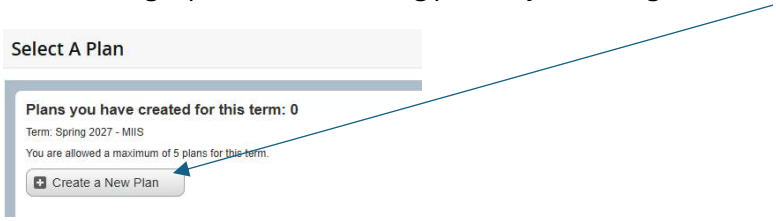
1. Select "**Plan Ahead**"



2. Choose appropriate term "**Spring 2027-MIIS**" and press "Continue":



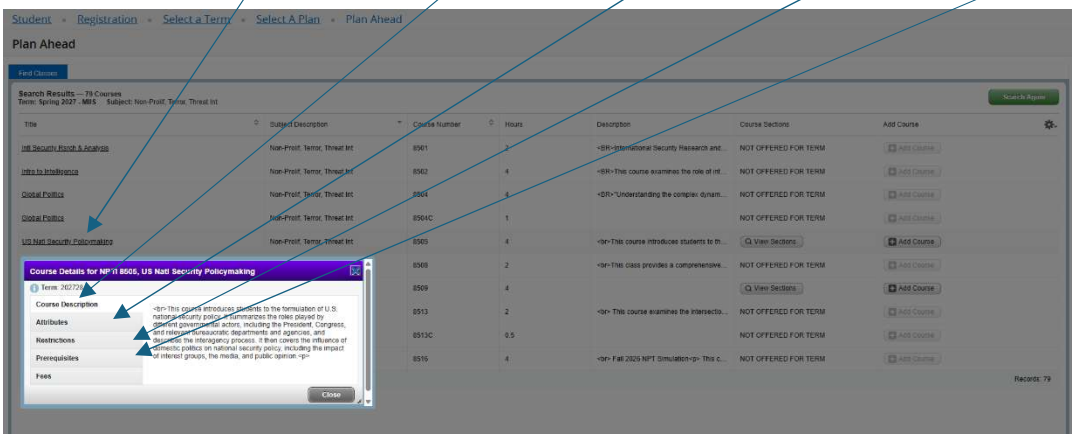
3. Begin process of creating plans by selecting "**Create a New Plan**"



4. 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:

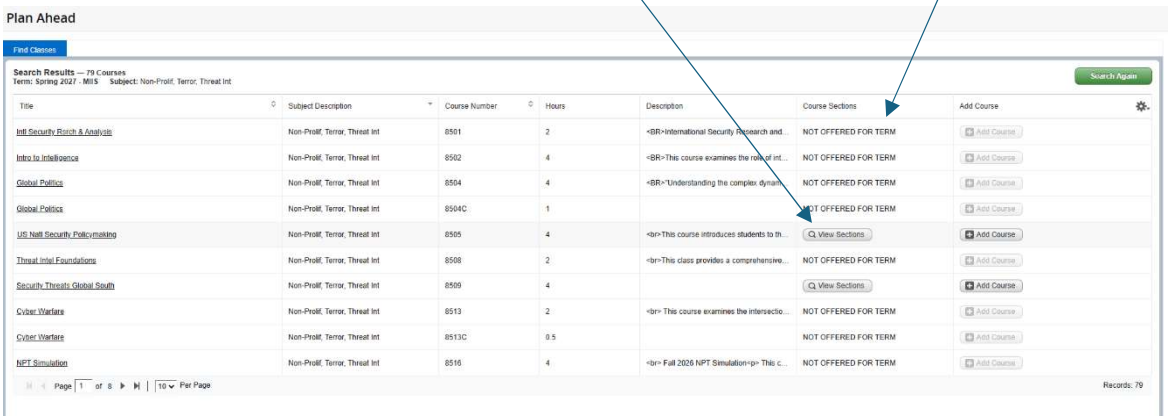


5. Click on **title** to view **course description, Attributes, Restrictions, Prerequisites** etc…

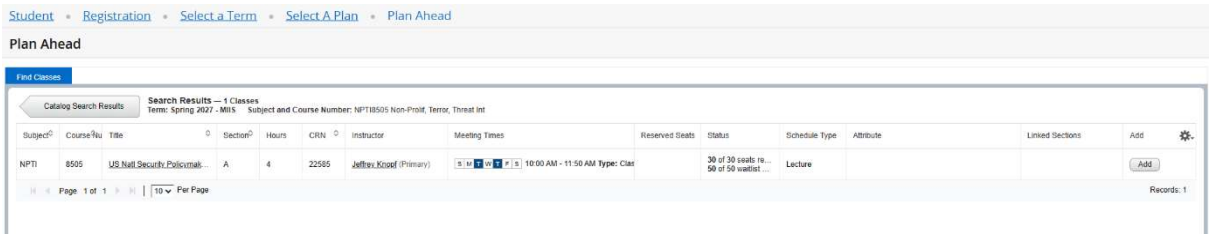


6. Select a course clicking on **"View Sections"** Take note of **courses not offered**

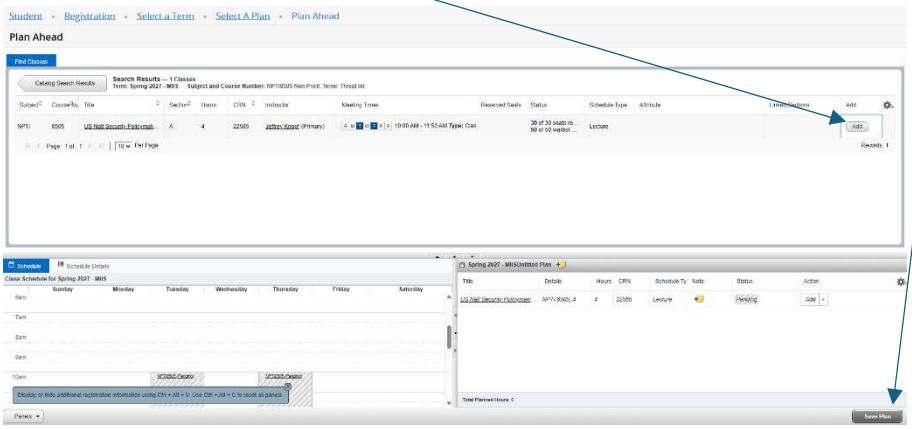
IMPORTANT / DO NOT ADD COURSES TO YOUR PLAN FROM THIS PAGE



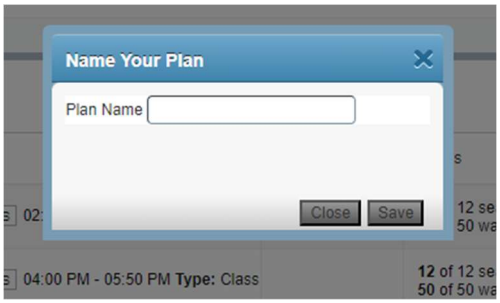
7. The View Sections page indicates if multiple course sections are available as well as **CRN**, **Meeting Times**, **Instructor** and **seat availability**.



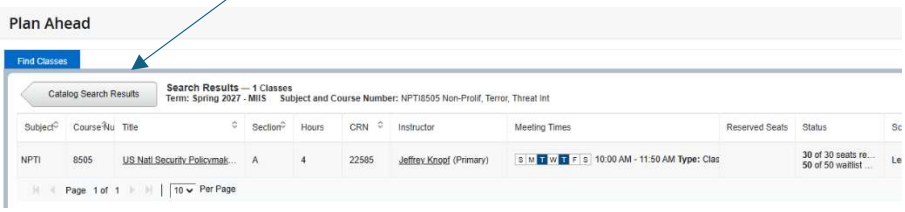
8. Select "**Add**" to select this course for your plan. Click on **Save Plan** to add course and create your plan.



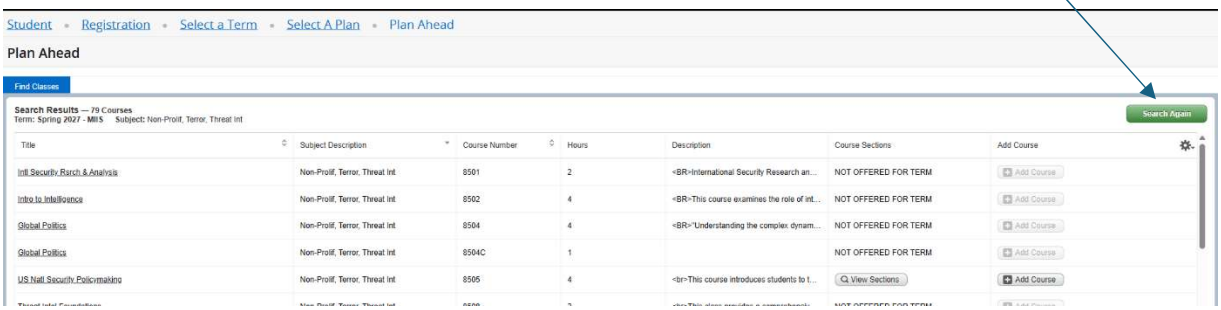
9. You will be prompted to **name** and **save** your plan.



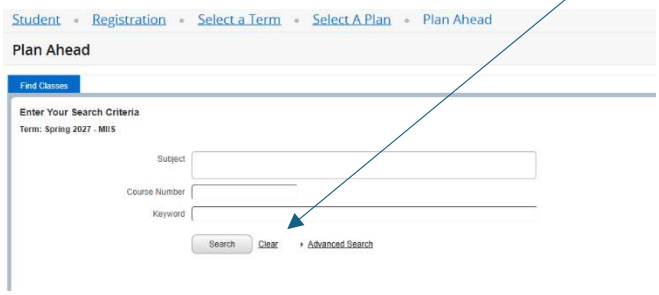
10. Press “**Catalog Search Results**” to return to the Departmental Page page to select another class.



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 “**Spring 2027-MIIS**” and pressing “**Continue**”

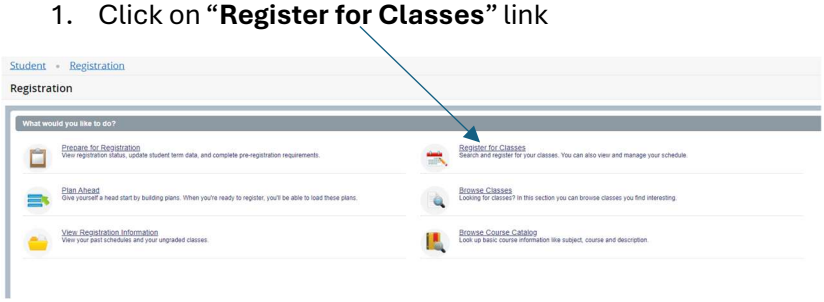
Registration

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

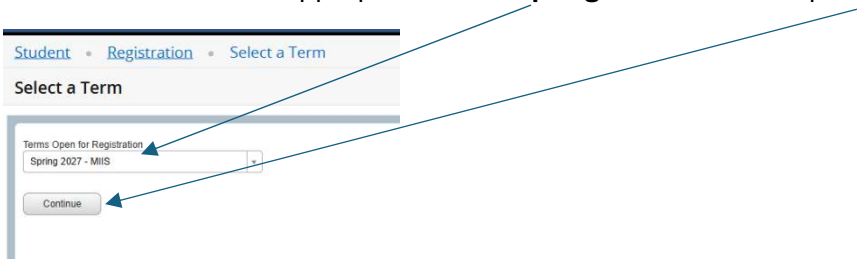
Register from Plan Ahead

AT TIME OF REGISTRATION

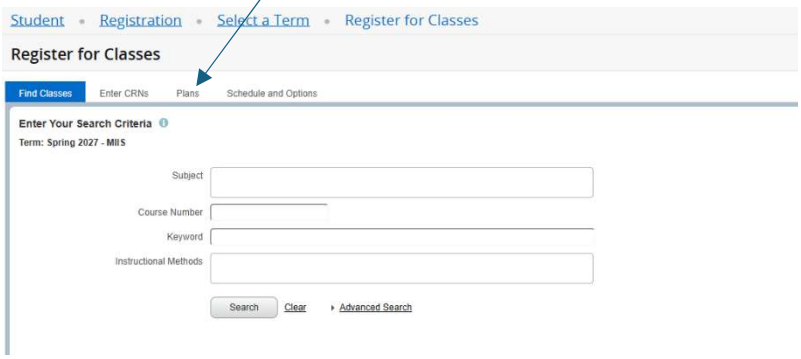
1. Click on "**Register for Classes**" link



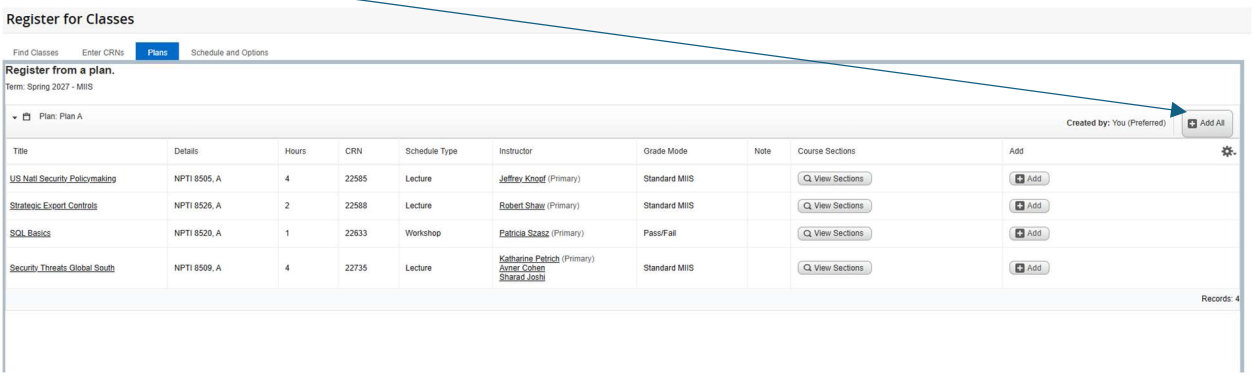
- Select Appropriate term "**Spring 2027-MIIS**" and press "**Continue**"



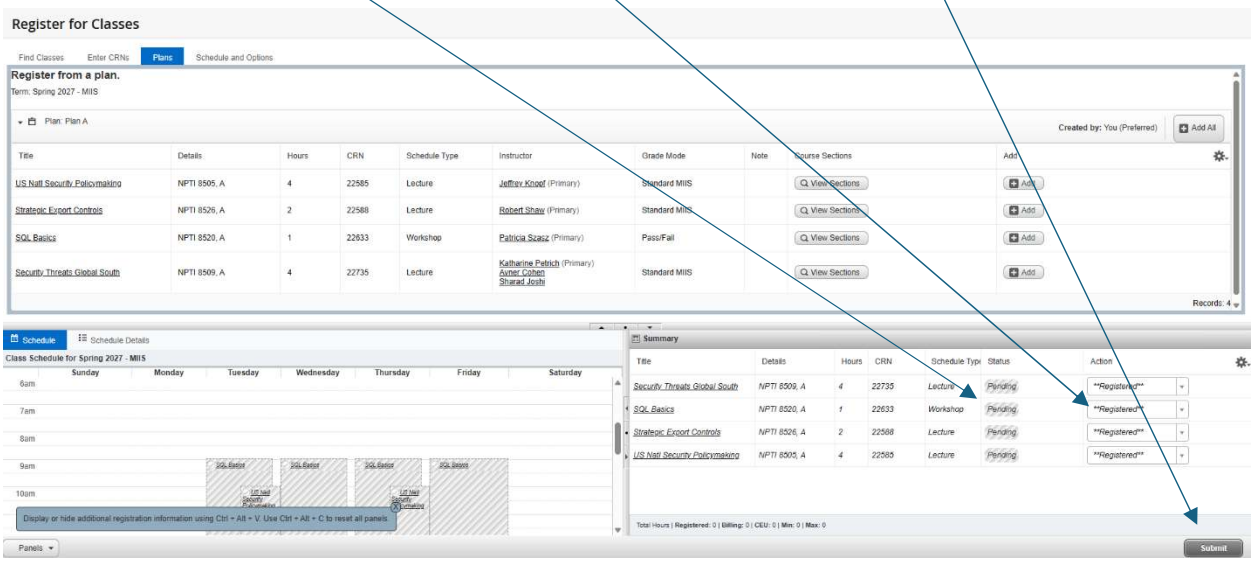
2. Click on "**Plans**" tab



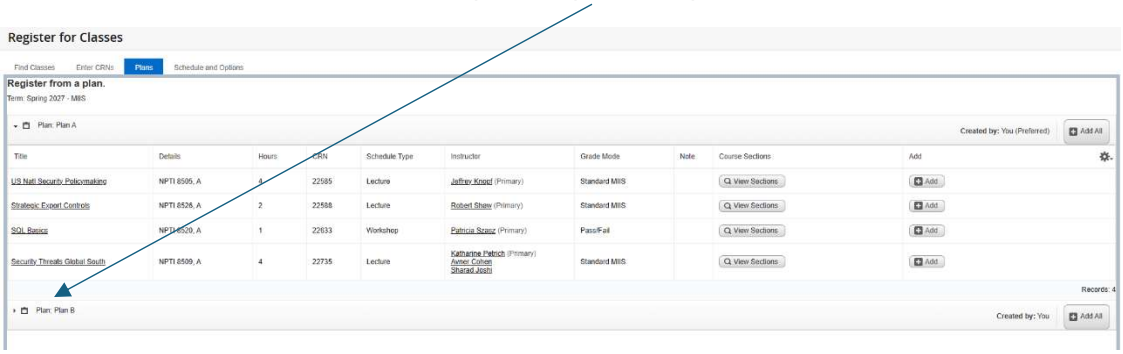
3. Select the “**Add All**” button to enroll



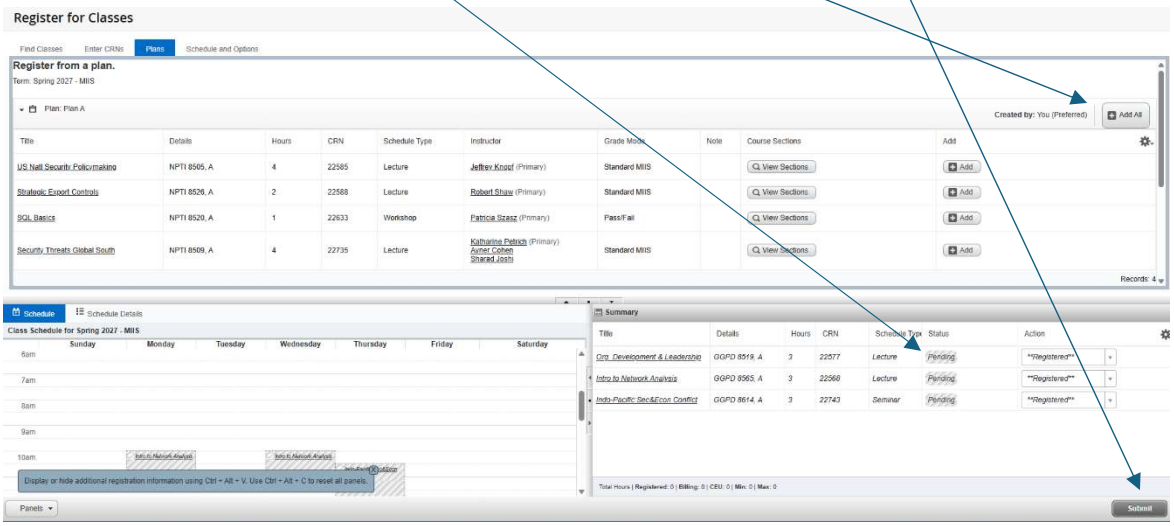
4. View the Summary pane to ensure courses have populated properly.
    - Note “**Pending**” and “**Registered**” Status, then click “**Submit**”



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



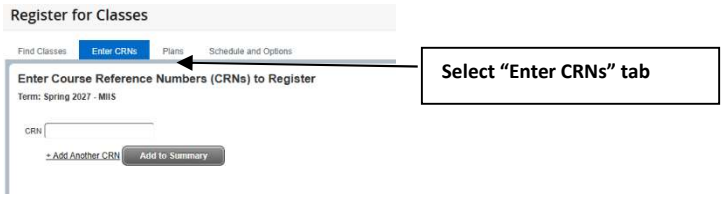
6. To add courses from a second plan click "**Add All**" from your second plan, newly added courses appear with "**Pending**" in the status column. Press **submit.**



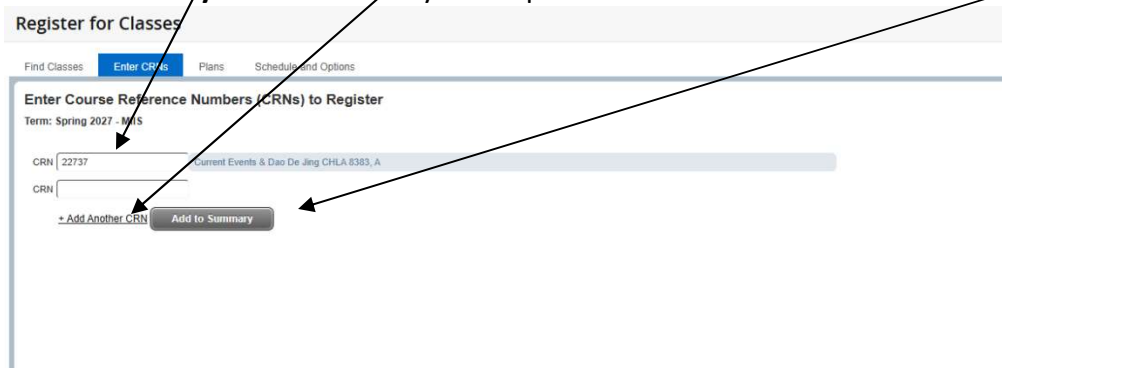
Register using CRNs

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.

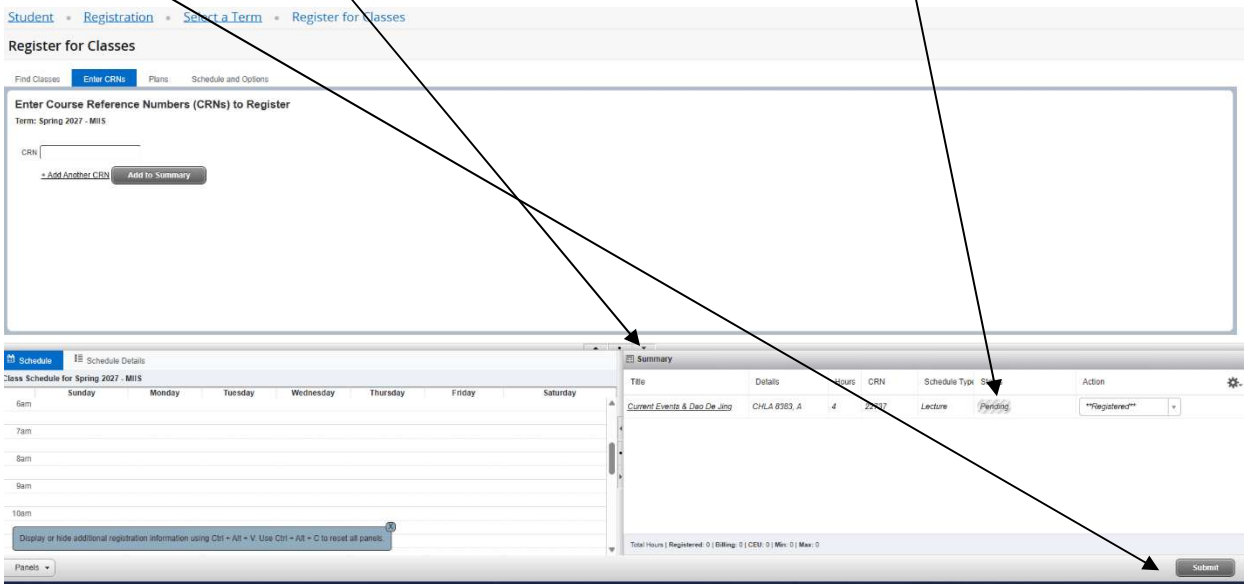
2. **Click on "Enter CRNs" tab**



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

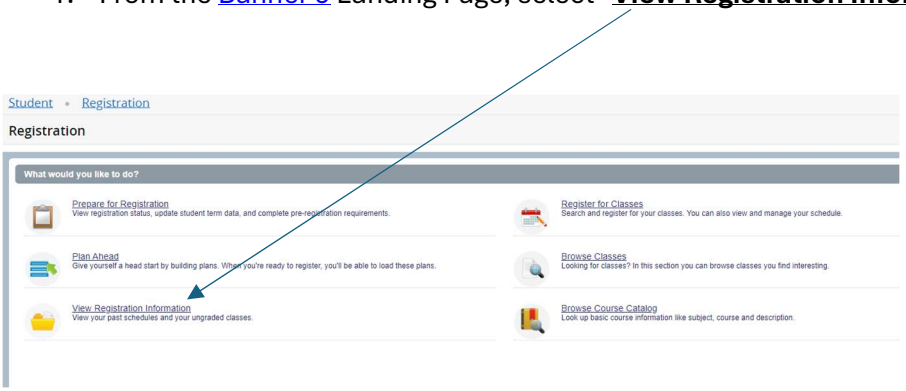


4. The **Summary Panel** will populate with selected courses in "**Pending**" Status. Press **submit**:

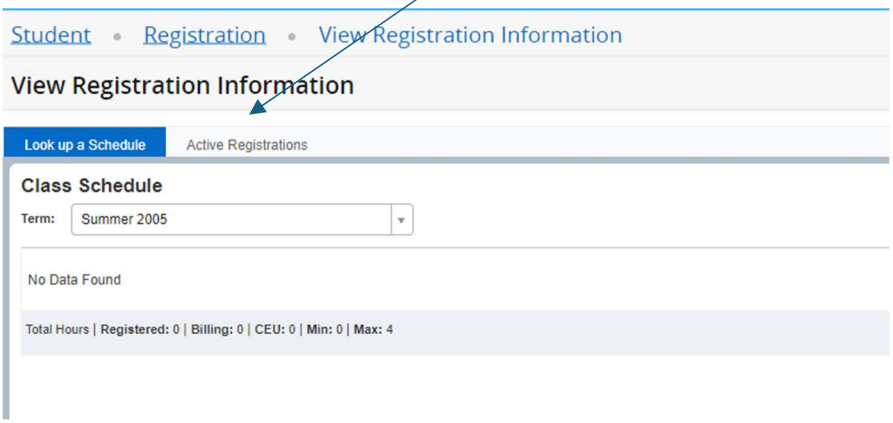


View Active Schedule

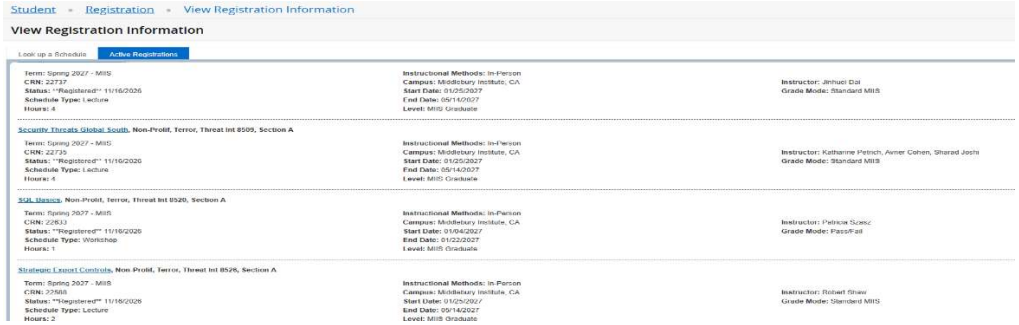
1. From the Banner 9 Landing Page, select "**View Registration Information**"



2. Click on the "Active Registrations" Tab



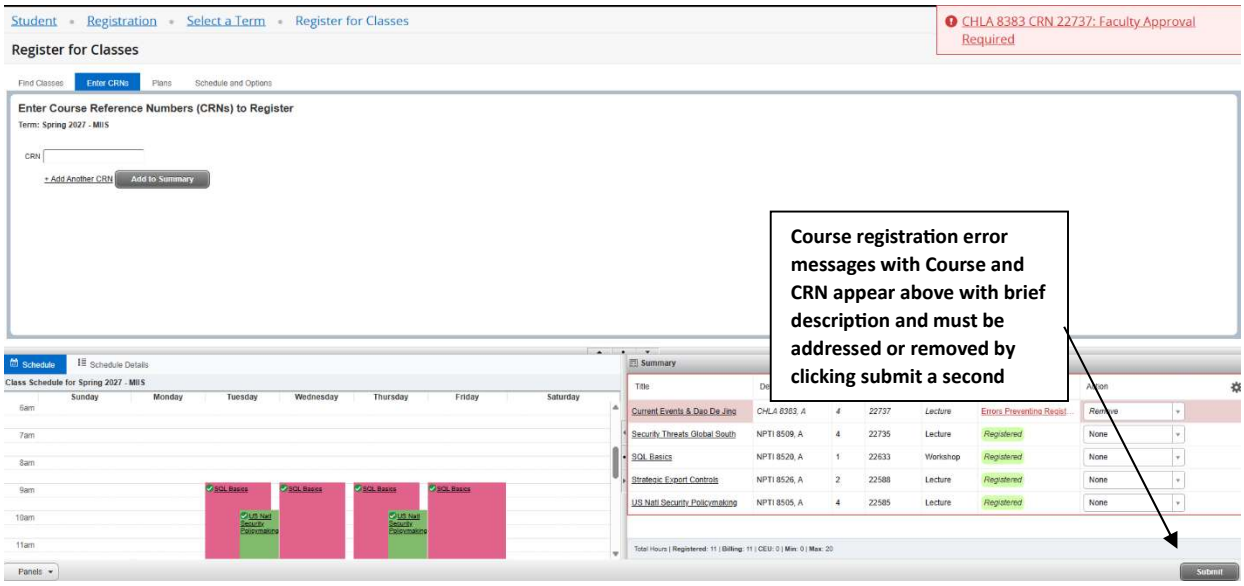
3. View class enrollment information such as Start and End date, Instructional Method and assigned Instructor



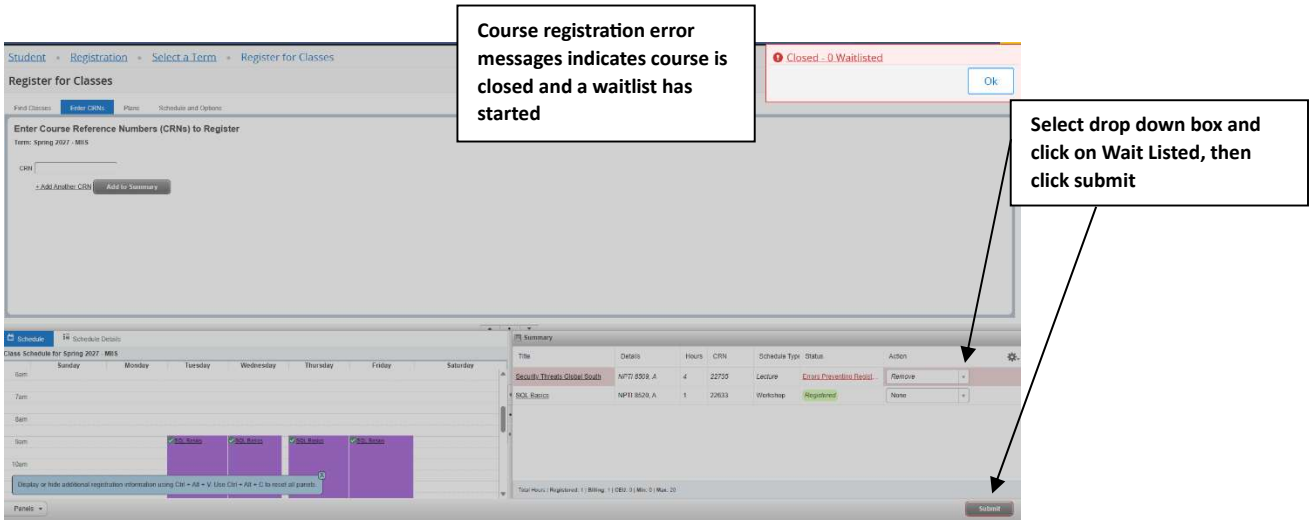
Troubleshooting errors and waitlisting

(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"



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



7. Successful enrollment and Waitlist**:**

