

# 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'. A box labeled 'Enter Middlebury Email' has an arrow pointing to this field. Below the field are links for 'Can't access your account?' and 'Sign-in options', and 'Back' and 'Next' buttons. The second screenshot is the 'Enter password' page, showing the Middlebury logo, the email address 'mmiddleb@middlebury.edu', and a field for 'Enter password'. A box labeled 'Enter Password' has an arrow pointing to this field. Below the field are links for 'Forgot my password?' and a 'Sign in' button.

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'. A section titled 'What would you like to do?' contains a grid of six links, each with an icon and a brief description:

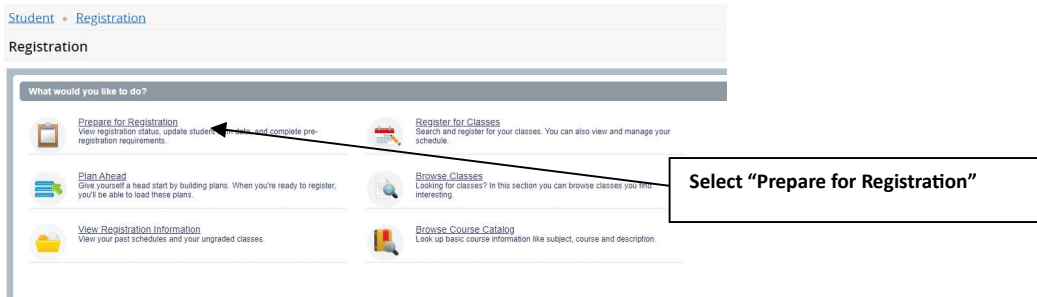
- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**: Give yourself a head start by building plans. When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

**Browse Course Catalog, not typically used**

# Prepare for Registration

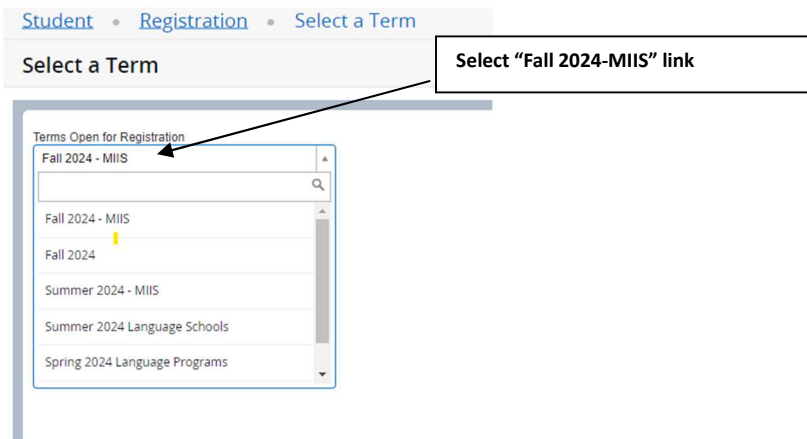
1. Access “Prepare for Registration” to view Student Registration Time Ticket, Holds and Overrides:



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 2024 – MIIS” link:



Then Select "Continue"

Student • Registration • Select a Term

Select a Term

Terms Open for Registration

Fall 2024 - MIIS

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 Update Student Term Data

Registration Status

Term: Fall 2023 - MIIS

- ✓ Your Student Status permits registration.
- ✓ Your academic status permits registration.
- ✓ You have no holds which prevent registration.
- ⚠ Time tickets do not allow registration at this time. Please register within these times: 09/23/2023 10:00 AM - 12/15/2023 08:00 PM

Permit Override

- ⓘ You have received a Permit Override for CRN 90358, IEMG8598 (Int Education Directed Study), type: Faculty Approval
- ⓘ You have received a Permit Override for CRN 91880, TIFR8513 (Intro Sight Trans to English), type: Waive All Restrictions

Earned Hours

- ⓘ You have Earned Hours for Level: Graduate, Institution Hours: 10, Transfer Hours: 0
- ⓘ You have Earned Hours for Level: Undergraduate, Institution Hours: 19, Transfer Hours: 0
- ⓘ Your class standing for registration purposes is 0-2.99 Credits

Primary Curriculum

- Level: Undergraduate
- College: DigiPen
- Program: Game Design
- Campus: Seattle
- Catalog Term: Fall 2023
- Admit Term: Fall 2023
- Major: French & Francophone Study
- Department: French & Francophone Studies

Student and Academic Status

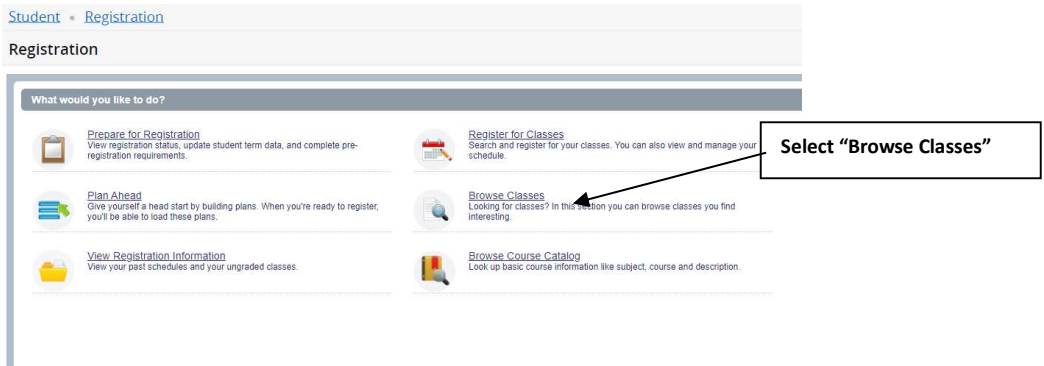
Holds, if applicable

Registration time ticket

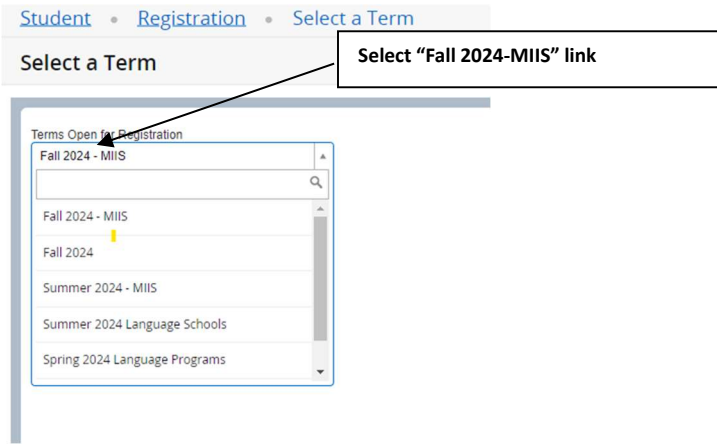
Overrides applied

# Browse Classes

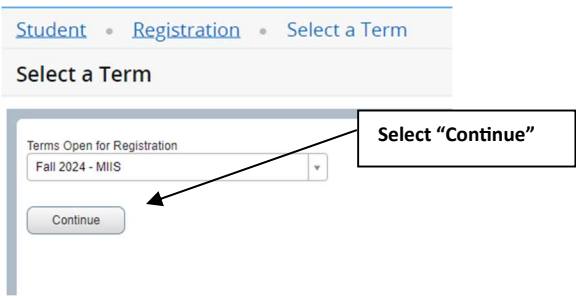
1. Once you have successfully logged in, you can use Banner 9 to search for courses, using the Browse Classes Tool.
2. Select “Browse Classes”



3. Select the appropriate term by clicking on the drop down box and highlight the “Fall 2023 – MIIS” link:



Then Select “Continue”



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

Student • Registration • Select a Term • Browse Classes

Browse Classes

Enter Your Search Criteria  
Term: Fall 2023 - MIIS

Subject: [Arabic] [Chinese] [Development Practice & Policy] [French] [German] [Italian] [Japanese] [Korean] [Portuguese] [Russian] [Spanish] [Vietnamese]

Course Number: [ ]

Keyword: [CSUMB Agreement]

Instructional Methods: [Chinese] [ ]

Click in Subject Search Box

Scroll through Programs and select

5. Scroll through Listing of current courses and select:

Browse Classes

Search Results — 12 Classes  
Term: Fall 2023 - MIIS Subject: TI - French

Title	Course	Section	Hours	CRN	Instructor	Meeting Times	Reserved Se.	Status
Intro to Intere into En-Lecture	8501	A	2	90095	Johnson, Julie (. . .)	[S] [M] [W] [F] [S] 08:00 AM - 09:50 A	10 of 10 se... 50 of 50 wa...	
Intro to Intere into Fre-Lecture	8502	A	2	90096	Cooper, Stechan (. . .)	[S] [M] [W] [F] [S] 10:00 AM - 11:50 A	10 of 10 se... 50 of 50 wa...	
Intro to Trans into En-Lecture	8511	A	2	90154	Johnson, Julie (. . .)	[S] [M] [W] [F] [S] 02:50 PM - 03:50 F	10 of 10 se... 50 of 50 wa...	
Intro to Trans into Fre-Lecture	8512	A	2	90155	Cooper, Stechan (. . .)	[S] [M] [W] [F] [S] 10:00 AM - 11:50 A	10 of 10 se... 50 of 50 wa...	
Intro Sight Trans to E-Lecture	8513	A	1	91880	Johnson, Julie (. . .)	[S] [M] [W] [F] [S] 10:00 AM - 10:50 A	10 of 10 se... 50 of 50 wa...	
Intro Sight Trans to F-Lecture	8514	A	1	91881	Cooper, Stechan (. . .)	[S] [M] [W] [F] [S] 10:00 AM - 10:50 A	10 of 10 se... 50 of 50 wa...	
Adv Translation into-Lecture	8631	A	2 O...	90097	Jackson, Kristina (. . .)	[S] [M] [W] [F] [S] 08:00 AM - 11:50 A	6 of 10 seat... 50 of 50 wa...	
Adv Translation into-Lecture	8632	A	2 O...	90098	Mush, Karine (Pr...)	[S] [M] [W] [F] [S] 02:00 PM - 03:50 F	6 of 10 seat... 50 of 50 wa...	
Adv Intro I Consc into-Lecture	8635	A		90267	Jackson, Kristina (. . .)	[S] [M] [W] [F] [S] 08:00 AM - 09:50 A	7 of 10 seat... 50 of 50 wa...	
Adv Intro I Consc into-Lecture	8636	A	2	90268	Cooper, Stechan (. . .)	[S] [M] [W] [F] [S] 10:00 AM - 11:50 A	8 of 11 seat... 50 of 50 wa...	

Page 1 of 2 | 10 v 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 — 12 Classes  
Term: Fall 2023 - MHS Subject: TI - French

Title	Course	Section	Hours	CRN	Instructor	Meeting Times	Reserved Se.	Status	Attribute
Intro to Interp into En- Lecture	8501	A	2	90095	Johnson, Julie (...)	S   M   T   W   T   F   S   08:00 AM - 09:50 A	10 of 10 se...	50 of 50 wa...	
Intro to Interp into Fre- Lecture	8502	A	2	90096	Cooper, Stephan (...)	S   M   T   W   T   F   S   10:00 AM - 11:50 A	10 of 10 se...	50 of 50 wa...	
Intro to Trans into En- Lecture	8511	A	2	90154	Johnson, Julie (...)	S   M   T   W   T   F   S   02:00 PM - 03:50 F	10 of 10 se...	50 of 50 wa...	
Intro to Trans into Fre- Lecture	8512	A	2	90155	Cooper, Stephan (...)	S   M   T   W   T   F   S   10:00 AM - 11:50 A	10 of 10 se...	50 of 50 wa...	
Intro Sight Trans to E- Lecture	8513	A	1	91880	Johnson, Julie (...)	S   M   T   W   T   F   S   10:00 PM - 10:50 A	10 of 10 se...	50 of 50 wa...	
Intro Sight Trans to F- Lecture	8514	A	1	91881	Cooper, Stephan (...)	S   M   T   W   T   F   S   10:00 AM - 10:50 A	10 of 10 se...	50 of 50 wa...	
Adv Translation I into- Lecture	8631	A	2 O...	90097	Jackson, Kristina (...)	S   M   T   W   T   F   S   08:00 AM - 11:50 A	6 of 10 seat...	50 of 50 wa...	
Adv Translation I into- Lecture	8632	A	2 O...	90098	Muoh, Karine (Pr...)	S   M   T   W   T   F   S   02:00 PM - 03:50 F	6 of 10 seat...	50 of 50 wa...	
Adv Intro I Consc into- Lecture	8635	A	2	90267	Jackson, Kristina (...)	S   M   T   W   T   F   S   08:00 AM - 09:50 A	7 of 10 seat...	50 of 50 wa...	
Adv Intro I Consc into- Lecture	8636	A	2	90268	Cooper, Stephan (...)	S   M   T   W   T   F   S   10:00 AM - 11:50 A	8 of 11 seat...	50 of 50 wa...	

Class Details for Intro Sight Trans to English TI - French 8513 A

Term: 202398 | CRN: 91880

Class Details

Course Description

Attributes

Restrictions

Instructor/Meeting Times

Enrollment/Waitlist

Prerequisites

Cross Listed Courses

Linked Sections

Fees

Catalog

Close

Not all restrictions are applicable. Must be enrolled in one of the following Fields of Study (Major, Minor or Concentration):  
 Conference Interpretation (CFIN)  
 Translation and Interpretation (TRIN)  
 Translation & Localization Mgt (TRLM)  
 Translation (TRNL)

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

7. Make note of CRN (course registration number), meeting times and seat availability for Web Registration or Plan Ahead purposes:

**Browse Classes**

Search Results — 12 Classes  
Term: Fall 2023 - MHS Subject: TI - French

Title	Course	Section	Hours	CRN	Instructor	Meeting Times	Reserved Se.	Status	Attribute
Intro to Interp into En- Lecture	8501	A	2	90095	Johnson, Julie (...)	S   M   T   W   T   F   S   08:00 AM - 09:50 A	10 of 10 se...	50 of 50 wa...	
Intro to Interp into Fre- Lecture	8502	A	2	90096	Cooper, Stephan (...)	S   M   T   W   T   F   S   10:00 AM - 11:50 A	10 of 10 se...	50 of 50 wa...	
Intro to Trans into En- Lecture	8511	A	2	90154	Johnson, Julie (...)	S   M   T   W   T   F   S   02:00 PM - 03:50 F	10 of 10 se...	50 of 50 wa...	
Intro to Trans into Fre- Lecture	8512	A	2	90155	Cooper, Stephan (...)	S   M   T   W   T   F   S   10:00 AM - 11:50 A	10 of 10 se...	50 of 50 wa...	
Intro Sight Trans to E- Lecture	8513	A	1	91880	Johnson, Julie (...)	S   M   T   W   T   F   S   10:00 PM - 10:50 A	10 of 10 se...	50 of 50 wa...	
Intro Sight Trans to F- Lecture	8514	A	1	91881	Cooper, Stephan (...)	S   M   T   W   T   F   S   10:00 AM - 10:50 A	10 of 10 se...	50 of 50 wa...	
Adv Translation I into- Lecture	8631	A	2 O...	90097	Jackson, Kristina (...)	S   M   T   W   T   F   S   08:00 AM - 11:50 A	6 of 10 seat...	50 of 50 wa...	
Adv Translation I into- Lecture	8632	A	2 O...	90098	Muoh, Karine (Pr...)	S   M   T   W   T   F   S   02:00 PM - 03:50 F	6 of 10 seat...	50 of 50 wa...	
Adv Intro I Consc into- Lecture	8635	A	2	90267	Jackson, Kristina (...)	S   M   T   W   T   F   S   08:00 AM - 09:50 A	7 of 10 seat...	50 of 50 wa...	
Adv Intro I Consc into- Lecture	8636	A	2	90268	Cooper, Stephan (...)	S   M   T   W   T   F   S   10:00 AM - 11:50 A	8 of 11 seat...	50 of 50 wa...	

Page 1 of 2 | 10 Per Page

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

8. Selecting “Instructional Methods” allows the user to filter search results by a single or multiple modalities:

Student • Registration • Select a Term • Browse Classes

**Browse Classes**

Enter Your Search Criteria  
Term: Fall 2023 - MHS

Subject

Course Number

Keyword

Instructional Methods

Open Sections Only

Blended

Flexible Online

Hyflex

In-Person

You can add another

Selecting “Instructional Methods” Allows filtering courses by Modality.

# 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. At the top, there are breadcrumb links: 'Student' and 'Registration'. Below this is a header 'Registration'. A dark grey bar contains the text 'What would you like to do?'. Below this bar are six cards, each with an icon and a title. The 'Plan Ahead' card is highlighted with a blue arrow pointing to it. The other cards are: 'Prepare for Registration', 'Register for Classes', 'Browse Classes', and 'View Registration Information'.

### 2. Choose appropriate term “Fall 2024-MIIS”

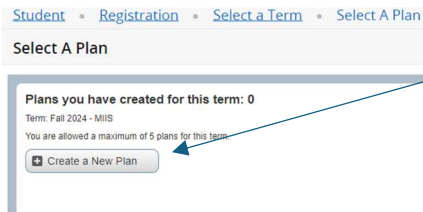
The screenshot shows the 'Select a Term' page. At the top, there are breadcrumb links: 'Student', 'Registration', and 'Select a Term'. Below this is a header 'Select a Term'. A dropdown menu is open, showing a list of terms: 'Fall 2024 - MIIS', 'Fall 2024', 'Summer 2024 - MIIS', 'Spring 2024', and 'Fall 2023'. The 'Fall 2024 - MIIS' option is highlighted in blue. A blue arrow points to this option.

### 3. Press “Continue”

The screenshot shows the 'Select a Term' page. At the top, there are breadcrumb links: 'Student', 'Registration', and 'Select a Term'. Below this is a header 'Select a Term'. A dropdown menu is open, showing the selected term: 'Fall 2024 - MIIS'. Below the dropdown menu is a button labeled 'Continue'. A blue arrow points to this button.



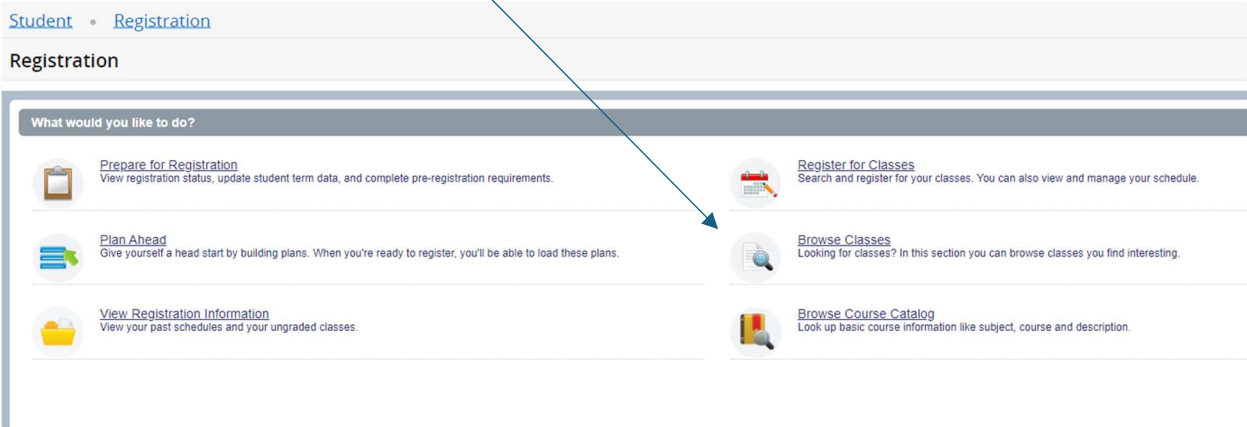
4. Begin process of creating plans by selecting **“Create a New Plan”**



5. Reference [MIIS Fall 2024 Course Scheduling page](#) to identify courses to add to your plan. For example, I will be adding TICH 8513, TICH 8502 and TICH 8501 to my plan.

CRN	COURSE	TITLE	Instruction Mode	CR HRS	SEATS AVAIL	DAYS	START	END	ROOM	INSTRUCTOR	START DATE	END DATE
90071	TICH 8501 A	Intro to Interp into English	In-Person	2	12	T	02:00 PM	03:50 PM	MRSE B106	Ding, W	03-SEP-2024	13-DEC-2024
90072	TICH 8501 B	Intro to Interp into English	In-Person	2	12	T	04:00 PM	05:50 PM	MRSE B106	Ding, W	03-SEP-2024	13-DEC-2024
91362	TICH 8501 C	Intro to Interp into English	In-Person	2	12	T	02:00 PM	03:50 PM	CPNT SIMULAB 2	STAFF	03-SEP-2024	13-DEC-2024
90078	TICH 8502 A	Intro to Interp into Chinese	In-Person	2	12	F	10:00 AM	11:50 AM	CPNT SIMULAB 2	STAFF	03-SEP-2024	13-DEC-2024
90079	TICH 8502 B	Intro to Interp into Chinese	In-Person	2	12	F	02:00 PM	03:50 PM	CPNT SIMULAB 2	STAFF	03-SEP-2024	13-DEC-2024
91363	TICH 8502 C	Intro to Interp into Chinese	In-Person	2	12	F	04:00 PM	05:50 PM	CPNT SIMULAB 2	STAFF	03-SEP-2024	13-DEC-2024
90146	TICH 8511 A	Intro Written Trans to English	In-Person	2	12	T	02:00 PM	03:50 PM	MCCN M127	Myers, S	03-SEP-2024	13-DEC-2024
90147	TICH 8511 B	Intro Written Trans to English	In-Person	2	12	T	04:00 PM	05:50 PM	MCCN M127	Myers, S	03-SEP-2024	13-DEC-2024
90981	TICH 8511 C	Intro Written Trans to English	In-Person	2	12	W	06:00 PM	07:50 PM	MCCN M127	Myers, S	03-SEP-2024	13-DEC-2024
91364	TICH 8511 D	Intro Written Trans to English	Scheduled Online	2	12	W	04:00 PM	05:50 PM	ONLINE	Myers, S	03-SEP-2024	13-DEC-2024
90148	TICH 8512 A	Intro Written Trans to Chinese	In-Person	2	12	T	06:00 PM	07:50 PM	MRSE B107	Zhang, Y	03-SEP-2024	13-DEC-2024
90149	TICH 8512 B	Intro Written Trans to Chinese	In-Person	2	12	R	06:00 PM	07:50 PM	MRSE B107	Zhang, Y	03-SEP-2024	13-DEC-2024
90681	TICH 8512 C	Intro Written Trans to Chinese	In-Person	2	12	M	10:00 AM	11:50 AM	MRSE B107	STAFF	03-SEP-2024	13-DEC-2024
91126	TICH 8512 D	Intro Written Trans to Chinese	In-Person	2	12	M	12:00 PM	01:50 PM	MRSE B107	STAFF	03-SEP-2024	13-DEC-2024
90150	TICH 8513 A	Intro Sight Trans to English	In-Person	1	12	W	10:00 AM	11:50 AM	CPNT SIMULAB 2	Ding, C	03-SEP-2024	13-DEC-2024
90151	TICH 8513 B	Intro Sight Trans to English	In-Person	1	12	W	02:00 PM	03:50 PM	CPNT SIMULAB 2	Ding, C	03-SEP-2024	13-DEC-2024
90982	TICH 8513 C	Intro Sight Trans to English	In-Person	1	12	R	10:00 AM	11:50 AM	CPNT SIMULAB 2	Ding, C	03-SEP-2024	13-DEC-2024
91366	TICH 8513 D	Intro Sight Trans to English	In-Person	1	12	R	02:00 PM	03:50 PM	CPNT SIMULAB 2	Ding, C	03-SEP-2024	13-DEC-2024

6. Alternatively, use **“Browse Classes”** to search for and select classes (see included tutorial).



7. Search for courses.

- Enter subject code (**TICH, TI-Chinese** for example)
- Enter course number (for example **8501**)
- Highlight Department name and press **enter**
- Select search

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

Plan Ahead

Find Classes

Enter Your Search Criteria  
Term: Fall 2024 - MIS

Subject

Course Number

Keyword

[Advanced Search](#)

8. View menu of courses, this menu will show:

- **Course title**
- **Subject**
- **Credit hours**

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

Plan Ahead

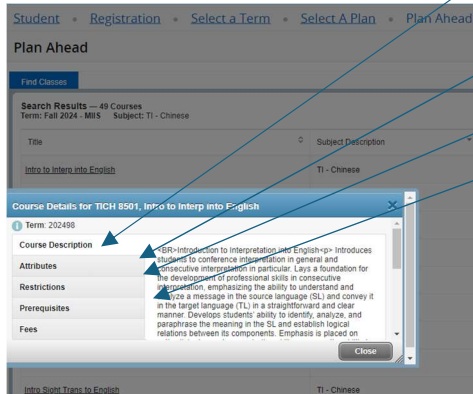
Find Classes

Search Results — 1 Courses  
Term: Fall 2024 - MIS Subject: TI - Chinese Course Number: 8501

Title	Subject Description	Course Number	Hours	Description	Course Sections	Add Course
Intro to Interpret into English	TI - Chinese	8501	2	-BR-Introduction to Interpretation into En...	<input type="button" value="View Sections"/>	<input type="button" value="Add Course"/>

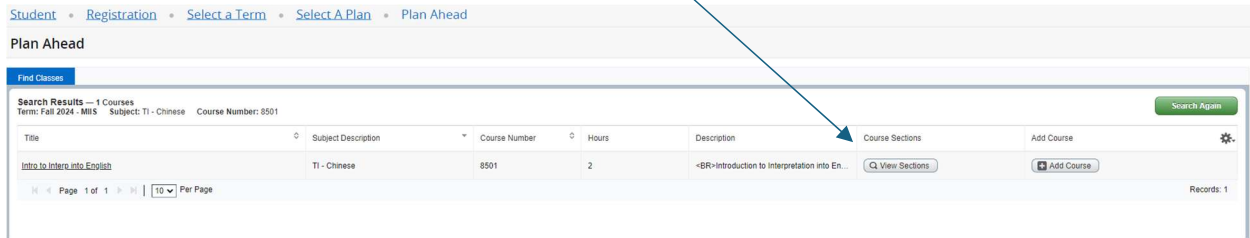
Page 1 of 1 | 15 Per Page Records: 1

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

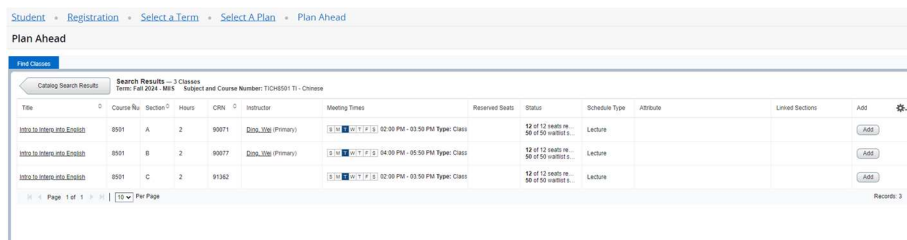


10. Select a course clicking on **“View Sections”**

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



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



11. Select **"Add"** to select this course for your plan. Click on **submit** to add course and create your plan.

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

Plan Ahead

Find Classes

Search Results — 3 Classes  
Term: Fall 2024 - MIS Subject and Course Number: TICN8501 TI - Chinese

Title	Course No.	Section #	Hours	CRN	Instructor	Meeting Times	Reserved Seats	Status	Schedule Type	Attribute	Linked Prereqs	Add
Intro to Interpret into English	8501	A	2	80071	Disc_Usie (Primary)	9:30 AM - 11:00 AM (M, Tu, W, Th, F) 02:00 PM - 03:50 PM Type: Class	12 of 12 seats in 50 of 50 waitlist s.		Lecture			(Add)
Intro to Interpret into English	8501	B	2	80077	Disc_Usie (Primary)	9:30 AM - 11:00 AM (M, Tu, W, Th, F) 04:00 PM - 05:50 PM Type: Class	12 of 12 seats in 50 of 50 waitlist s.		Lecture			(Add)
Intro to Interpret into English	8501	C	2	81382		9:30 AM - 11:00 AM (M, Tu, W, Th, F) 02:00 PM - 03:50 PM Type: Class	12 of 12 seats in 50 of 50 waitlist s.		Lecture			(Add)

Page 1 of 1 | 10 Per Page

Records: 3

Schedule

Class Schedule for Fall 2024 - MIS

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							

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

Total Planned Hours: 0

Save Plan

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

Name Your Plan

Plan Name

Close Save

13. Press **"Search again"** to return to the search parameters page.

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

Plan Ahead

Find Classes

Search Results — 1 Courses  
Term: Fall 2024 - MIS Subject: TI - Chinese Course Number: 8501

Title	Subject Description	Course Number	Hours	Description	Course Sections	Add Course
Intro to Interpret into English	TI - Chinese	8501	2	-BR-Introduction to Interpretation into En...	View Sections	Add Course

Page 1 of 1 | 10 Per Page

Records: 1

Search Again

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

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#) • [Plan Ahead](#)

### Plan Ahead

**Find Classes**

Enter Your Search Criteria  
Term: Fall 2024 - MIIS

Subject

Course Number

Keyword

[Advanced Search](#)

15. Continue process until your plan is full, you can view your saved plans at any time by selecting the **“Plan Ahead”** link on the main page, choosing the appropriate term **“Fall 2024-MIIS”** and pressing **“Continue”**

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#)

### Select A Plan

Plans you have created for this term: 1  
Term: Fall 2024 - MIIS  
You are allowed a maximum of 5 plans for this term.

Plan: Plan A | Created by: You | Preferred

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
<a href="#">Intro Simpl Trans to English</a>	TICH 8513, A	1	90150	Lecture	<a href="#">Ding_Yuabruan (Primary)</a>	Standard MIIS	
<a href="#">Intro to Intere into Chinese</a>	TICH 8502, B	2	90079	Lecture		Standard MIIS	
<a href="#">Intro to Intere into English</a>	TICH 8501, A	2	90071	Lecture	<a href="#">Ding_Yuji (Primary)</a>	Standard MIIS	

Total Planned Hours: 5 Records: 3

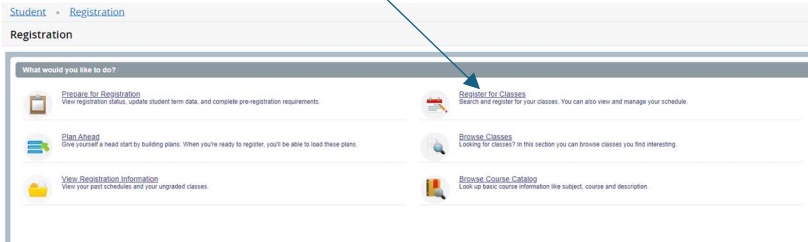
## **Registration**

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

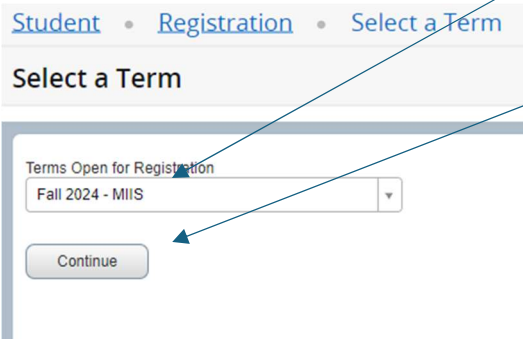
# Register from Plan Ahead

## AT TIME OF REGISTRATION

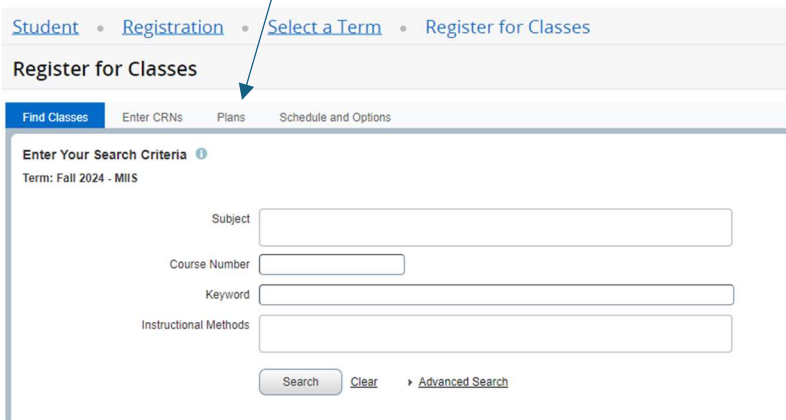
1. Click on **“Register for Classes”** link



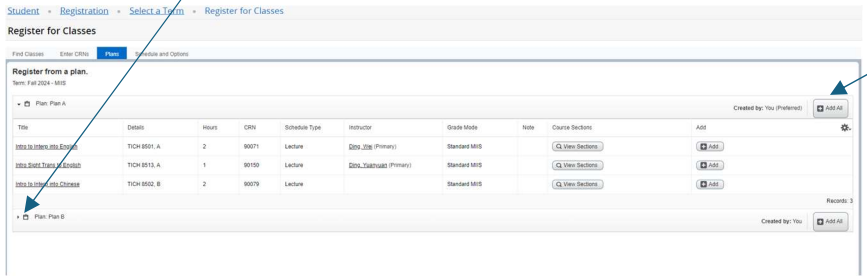
- Select Appropriate term **“Fall 2024-MIIS”** and press **“Continue”**



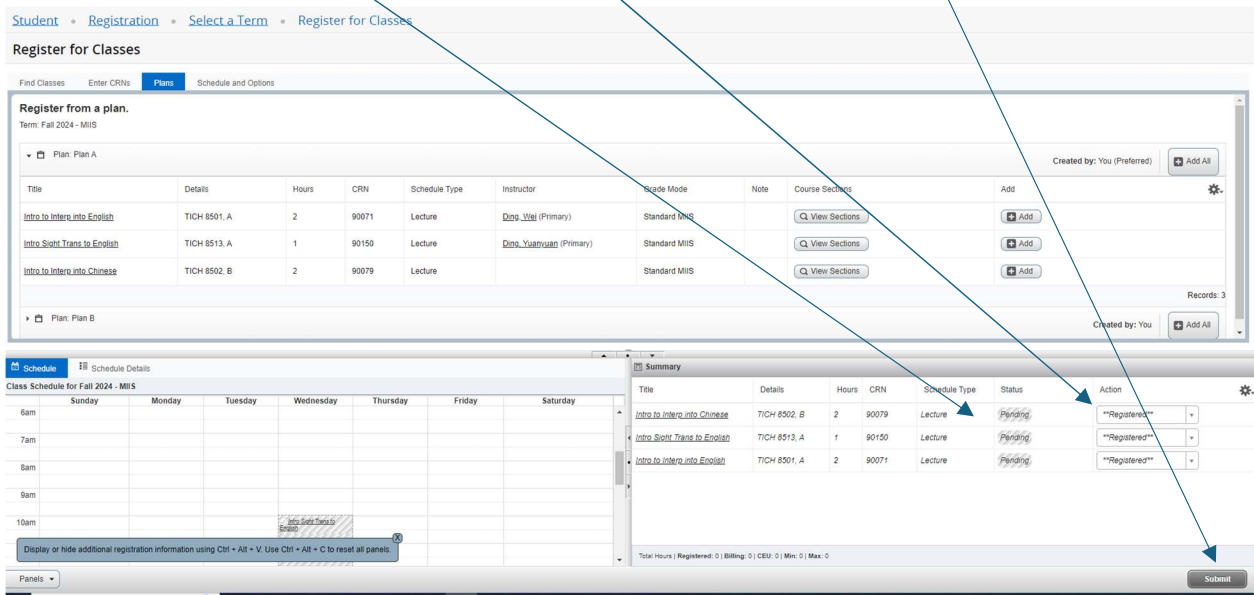
2. Click on **“Plans”** tab



- Expand plans if needed (using the arrow next to your plan name) and select the **“Add All”** button to enroll



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





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

Student • Registration • Select a Term • Register for Classes

### Register for Classes

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

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
Intro Sight Trans to English	TICH 8513, A	1	90150	Lecture	Ding_YuanYuan (Primary)	Standard MIIS		<input type="button" value="View Sections"/>	<input type="button" value="Add"/>
Intro to Inter into Chinese	TICH 8502, B	2	90079	Lecture	Lau_Ling (Primary)	Standard MIIS		<input type="button" value="View Sections"/>	<input type="button" value="Add"/>

Records: 3

Plan: Plan B

Created by: You

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
Adv Intro I Consc into English	TICH 8635, A	2	90085	Lecture	Shen_XiaoYan (Primary)	Standard MIIS		<input type="button" value="View Sections"/>	<input type="button" value="Add"/>
Adv Translation I into Chinese	TICH 8632, A	2	90083	Lecture	Hong_Miao (Primary)	Standard MIIS		<input type="button" value="View Sections"/>	<input type="button" value="Add"/>
Adv Translation I into English	TICH 8631, A	2	90080	Lecture	Eai_Patty (Primary)	Standard MIIS		<input type="button" value="View Sections"/>	<input type="button" value="Add"/>

Records: 3

---

Schedule Schedule Details

Class Schedule for Fall 2024 - MIIS

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am						Adv Translation I into Chinese	
9am							
10am		Adv Intro I Consc into English	Adv Translation I into Chinese	Intro Sight Trans to English			

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
Adv Translation I into English	TICH 8631, A	2	90080	Lecture	Pending	**Registered**
Adv Translation I into Chinese	TICH 8632, A	2	90083	Lecture	Pending	**Registered**
Adv Intro I Consc into English	TICH 8635, A	2	90085	Lecture	Pending	**Registered**
Intro to Inter into Chinese	TICH 8502, B	2	90079	Lecture	Registered	None
Intro Sight Trans to English	TICH 8513, A	1	90150	Lecture	Registered	None
Intro to Inter into English	TICH 8501, A	2	90071	Lecture	Registered	None

Total Hours | Registered: 5 | Billing: 5 | CEU: 0 | Min: 0 | Max: 24

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

The screenshot shows the 'Register for Classes' interface. At the top, there are three tabs: 'Find Classes', 'Enter CRNs', 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 a button labeled '+ Add Another CRN'. A button labeled 'Add to Summary' is also visible. 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: 90358, 91880, and 90095. The fourth row is empty. To the right of each CRN box is a course name: 'Intl Education Directed Study IEMG 8598, A', 'Intro Sight Trans to English TIFR 8513, A', and 'Intro to Interp into English TIFR 8501, A'. Below the CRN boxes are two buttons: '+ Add Another CRN' and 'Add to Summary'. Arrows from the text in step 3 point to the CRN input fields, the '+ Add Another CRN' button, and the 'Add to Summary' button.

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

Register for Classes

Find Classes Enter CRNs Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2023 - MHS

CRN

+ Add Another CRN Add to Summary

Schedule Schedule Details Summary

Class Schedule for Fall 2023 - MHS

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am						Intro to Intern... TIFR 6501, A	
9am							
10am						Intro Sight... TIFR 6513, A	

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

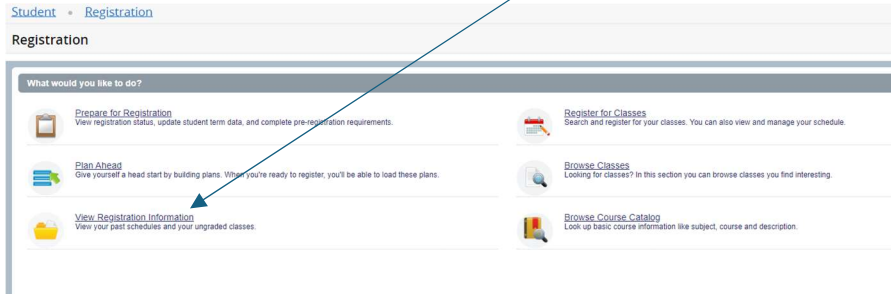
Title	Details	Hou	CRN	Schedule Typ	Status	Action
Intro to Intern... TIFR 6501, A	2	90095	Lecture	Pending	**Registered**	
Intro Sight Trans to ... TIFR 6513, A	1	91880	Lecture	Pending	**Registered**	
Intl Education Direct... IEMG 659...	1	90358	Directed St...	Pending	**Registered**	

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

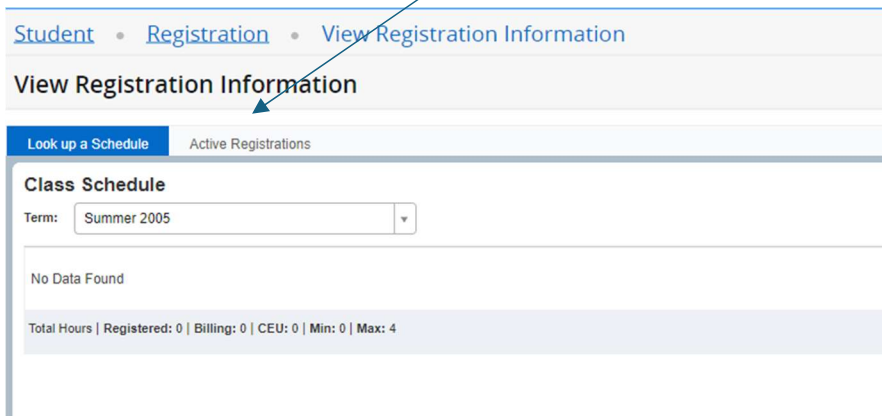
Submit

# View Active Schedule

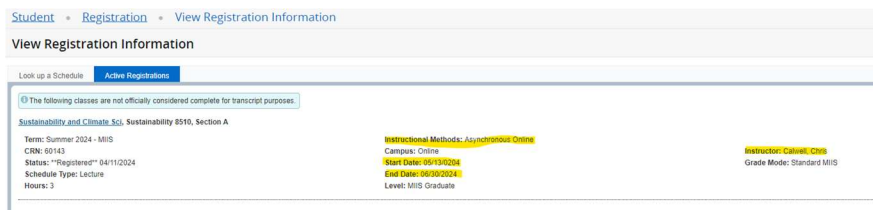
1. From the [Banner 9](#) Landing Page, select “**View Registration Information**”



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

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”

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Enter Course Reference Numbers (CRNs) to Register  
Term: Fall 2023 - MIIS

CRN

[Add Another CRN](#) [Add to Summary](#)

Save Successful

- IEMG 8598\_CRN 90358: Faculty Approval Required
- TIFR 8501\_CRN 90095: Closed - 0 Waitlisted

Course registration error messages with Course and CRN appear above with brief description and must be addressed or removed by clicking submit a second

Title	CRN	Section	CRN	Section	Section Type	Status	Action
Intro to Interp. into E...	TIFR 8501, A	2	90095	Lecture	Errors Prevented	Remove	
Intro to Interp. into E...	TIFR 8513, A	1	91880	Lecture	Registered	None	
Intl Education Direct...	IEMG 859...	1	90358	Directed St...	Errors Prevented	Remove	

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

Submit

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

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Enter Course Reference Numbers (CRNs) to Register  
Term: Fall 2023 - MIIS

CRN

[Add Another CRN](#) [Add to Summary](#)

TIFR 8501\_CRN 90095: Closed - 0 Waitlisted

Course registration error messages indicates course is closed and a waitlist has started

Title	CRN	Section	CRN	Section	Section Type	Status	Action
Intro to Interp. into E...	TIFR 8513, A	1	91880	Lecture	Registered	None	
Intro to Interp. into E...	TIFR 8501, A	2	90095	Lecture	Errors Prevented	None Wait Listed Remove **Registered** Wait Listed	

Select drop down box and click on Wait Listed, then click submit

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

Submit

## 7. Successful enrollment and Waitlist:

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Intro Sight Trans to English</a>	TIFR 8513, A	1	91880	Lecture	Registered	None
<a href="#">Intro to Intero into English</a>	TIFR 8501, A	0	90095	Lecture	Waitlisted	None

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

Submit