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 login 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.

**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”

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 2023 – MIIS” link:

Then Select “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:

6. Course details such as Description, Restrictions and Pre-requisites can be viewed by clicking on appropriate tabs:
7. Make note of CRN (course registration number), meeting times and seat availability for Web Registration or Plan Ahead purposes:

8. Selecting “Instructional Methods” allows the user to filter search results by a single or multiple modalities:
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 “Fall 2024-MIIS”

3. Press “Continue”
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.

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

8. View menu of courses, this menu will show:
   - Course title
   - Subject
   - Credit hours
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.

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

13. Press “**Search again**” to return to the search parameters page.
14. Begin search process again by pressing **clear** and entering another **subject** code and number.

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**”
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
3. Expand plans if needed (using the arrow next to your plan name) and 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 courses from your 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

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.

---

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

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

Select drop down box and click on Wait Listed, then click submit.
7. Successful enrollment and Waitlist: