

Registration FAQs

View the upcoming semesters Course Schedule by clicking [here](#)

What can I use the Course Schedule for?

- View available courses by Program
- Look Up/View Classes to add to your Banner 9 Plan.
- View if course registration is by Faculty Approval only. For these courses APRVL will appear in the “Seats Avail” column
- Identify courses with an enrollment capacity of "0". You will need to waitlist for these courses in Banner9. The faculty will select and notify students who are approved to register for the course.
- Clicking on the **CRN (5-digit Course Reference Number)** takes you to additional information which includes; course title, course descriptions, seat availability, pre-requisites and restrictions (if any), meeting times, classroom assignment and instructor.

How many credits can I register for?

- You may not register for more than 24 credits (including Directed Studies and Audits) without approval from your Advisor.
- Registering for more than 16 credits in any semester/term may put you in an overload status and additional tuition may be due and payable.
- For MANPTS & BA/MANPTS students, the maximum number of credits is 20 per semester.
- To register for more than the allowed number of credits, your Advisor must email the Records Office with the total number of credits you are permitted to take.

How do I receive an override for course restrictions or faculty approval courses?

- Contact the primary instructor of the course, **include your Banner student ID #** .
- Include the type of error message you received.
- When an approval or waiver has been granted you must still register for this course to complete the registration process.

What are Cross-listed Courses?

- Cross listed courses are courses offered by one Department that may be available to students in another Department.

- Cross listed courses have multiple listings across Departments but only one allows registration.
- Many cross-listed courses can begin with the number “9”, however some can also begin with the number “8”.
- Seats available will be displayed as “0”
- There is no method by which to waitlist for the course.
- To register for the course, follow the instructions found by clicking on the CRN (5-digit Course Reference Number), where you will be referred to the appropriate CRN for registration.

How do I audit a course?

- Forward an email approval from the Instructor, include your student ID, CRN (course reference number) and course subject, number and section (ie NPTG 8517 A) and course title.

How do I Register for a Directed Study course?

- Directed Study are academic projects while completing an internship, a client project, field research, or an industry conference as well as programs offered through other schools.
- Directed studies typically range in credit from one to six units.
- Students must find a faculty member to oversee the research.
- Approval must be provided by Associate Dean Toni Thomas
- For directed study course work to fulfill language requirements, consult with your advisor.

How do I receive approval for Language Studies Courses?

- Approvals for Language Studies courses will be entered by Angie Quesenberry and can be viewed under the "Prepare for Registration" link in Banner9.
- Even if approved, you must still register for the course.
- If you were not registered for a language course during the Fall semester, you may not receive an approval.
- Results of Language Placement Tests are only honored for the semester in which they are taken.
- If you plan to take a language course, you may need to **retake** the placement test.
- If you have any questions **or need to take the placement test**, please contact [Angie Quesenberry](#).

How can I track my Academic Progress?

- Please consult with your advisor if you have any questions about your degree requirements.
- Each student is responsible for meeting all requirements of their degree which includes taking the appropriate number of credits to graduate and all degree requirements are completed.
- The information you need to determine which courses are required for your degree program can be found on your Degreeworks audit in BannerWeb.
- Depending on your language plan, you may also need to consult with the Language Studies Advisor at the Institute to make sure you are on track to meet language requirements for your degree.