

On-line Registration via BannerWeb at MIIS

Access to Web Registration depends on:

1. Active Student Status in the registration term
2. Assignment of a time-ticket by the Records Office
3. Holds preventing registration must be cleared

To check your registration status:

1. Log in to BannerWeb → Student Records & Registration → Registration → Check Your Registration Status
 - a. Select the “appropriate term when prompted. MIIS Terms will have “MIIS” in the title.

BannerWeb: Self-Service Access to Banner
Practice

Personal Information | **Student Records & Registration** | Faculty Services | Student Financial Services

Search [] Go [] RETURN TO MENU SITE MAP HELP EXIT

Check Your Registration Status:

00888888 Michael Middlebury
Fall 2010 - MIIS
Mar 29, 2010 03:12 pm

Middlebury Students: Displayed below are various items which may affect your registration. Your Registration Window, Academic Standing, Student Status, Class, and Curriculum/Major may prevent registration or restrict the courses you will be permitted to select.

Registration Holds: (A Red "X" box, "You have Holds that Prevent Registration" will display below if you have registration hold/s.)
Two types of Holds restrict registration - Evacuation Plan Hold and Financial Hold:
To clear a Financial Hold, the balance on your financial account must be paid.
To clear an Evacuation Plan Hold, you must enter two evacuation locations in BannerWeb. To do so, [click here](#).

You may register during the following times

From	Begin Time To	End Time
Apr 26, 2010 11:00 am	Sep 20, 2010 08:00 pm	

Registration window / "timeticket"

You have no Holds which prevent registration.
 Your Academic Standing permits registration.
 Your Student Status permits registration.

Your Class for registration purposes is 21-26.99 Credits.

Registration Permits and Overrides

Permit/Override	CRN	Subject Course
Special Approval -MIIS	90208 LSLA	8498 DirSt:4th Year Foreign Lang
Waive Grad School Restriction	IMGT	8610 Green/SustainabilityAccounting
Waive Prerequisite Restriction	00000 LSLA	8498 DirSt:4th Year Foreign Lang

Waivers of Restrictions and Approvals will show on your Check Registration Status page. Remember to register for the course and submit changes once you see that the override/waiver or approval has been granted by your instructor.

To Register:

1. If you know the course CRNs (5-digit course reference number available on the Course Schedule) for the courses you wish to take, enter them directly into the Add Classes Worksheet boxes from the “Register and Add/Drop Classes” link. This is the fastest way to register.

Add Classes Worksheet

CRNs

90121							
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Submit Changes Class Search Reset

OR

2. Use the “Look-up Classes to Add” link from the Registration menu:

- a. You can search for courses that fit specific criteria and register from the search output directly,

Look-Up Classes to Add:

 Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of field select at least one Subject. **To select multiple options within a set of criteria, hold down the control key while selecting the**

When your selection is complete, click "Class Search" to perform the search.

Middlebury Students: To view the most common meeting times [click here](#) >

Middlebury Students: Res FY (n) indicates the number of seats available only to incoming first-year students who will not register unavailable to those students registering now. If one of these sections is already closed, you may add yourself to a waitlist on the

Middlebury Wait List Information: When a lecture section reaches maximum capacity the wait list option is enabled. [Note: not a for their class(es).] A student may choose to put themselves on the wait list. Once a wait list exists, the only way to register for tl then get an Add Card from the instructor during Add/Drop. If no one is on the wait list, and someone drops the course, then the co someone is on the wait list, then the course remains unavailable for registration.

Subject: Arabic
Chinese
Computer. Asstd Lang Learning

Course Number:

Title:

Credit Range: hours to hours

Part of Term: All
 Non-date based courses only
Full Term

Instructor: All
Abel, Christiane
Airola, James S.

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm


Days: Mon Tue Wed Thur Fri Sat Sun

Sections Found

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location
SR	90121	ARLA	8232	A	CM	4.000	Topics in Intermediate Arabic	MW	02:00 pm-03:50 pm	19	0	19	50	0	50	0	0	0	Abdelliah Bouasria (P)	08/30-12/14	MRSE B206
SR	90123	ARLA	8240	A	CM	4.000	Intermediate Arabic I	TR	02:00 pm-03:50 pm	15	0	15	50	0	50	0	0	0	Abdelliah Bouasria (P)	08/30-12/14	MRSE B206

If you try to register before your Registration Time Period or Window opens, BannerWeb will indicate your Registration Time Period or Window (dates and times) for you. Please note all registration time periods are Eastern. Courses on the schedule are listed in Pacific Time:

Add/Drop Classes:

 You may register during the following times:

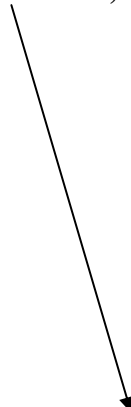
From	Begin Time	To	End Time
Apr 26, 2010	11:00 am	Sep 20, 2010	08:00 pm

Course Restrictions:

Web registration time periods or windows are opened to groups of students based on student status.

Some courses will also have restrictions based on necessary prerequisites, or depending on the graduate school or degree or field of study the course is geared toward. In these cases, if you do not meet the criteria you will see an error message after you submit the course CRN. In order to register for the course you will need to ask the instructor for an electronic override of the restriction, or to grant you an Approval if it is an approval-required course ('APRVL' will appear in the 'SEATS AVAIL' column on the course schedule for approval-required courses).

In advance of web registration, you can see any restrictions placed on a course section by clicking on the **CRN from the Course Schedule, then click on the course title and you will see the enrollment counts and the course restrictions, if any.**



Detailed Class Information
Wks:Nuclear Weapons Technology - 90097 - WKSH 8532 - A

Associated Term: Fall 2010 - MIIS
Levels: MIIS Graduate

Monterey Institute, CA Campus
Workshop Schedule Type
1,000 Credits
[View Catalog Entry](#)

Registration Availability

	Capacity	Actual
Seats	30	0
Waitlist Seats	50	0

Restrictions:
Must be enrolled in one of the following Majors:
Nonproliferatn&Terrorism Studies

Waitlists

If a course is full but an electronic waitlist is available, you will receive a “Closed- x Waitlisted” Add Error. In the Action box select “Wait Listed” and click Submit Changes.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Mar 25, 2010	None	90069	IPOL	8587	A	MIIS Graduate	3.000	Standard	MIIS Hot Topics in Globl Env Policy
Registered on Mar 26, 2010	None	90212	TIFR	8631	A	MIIS Graduate	4.000	Standard	MIIS Adv Translation I into English
Registered on Mar 29, 2010	None	90130	CHLA	8335	A	MIIS Graduate	4.000	Standard	MIIS AdvChinese thru Soc/PolMtrials

Total Credit Hours: 11.000
 Billing Hours: 11.000
 Minimum Hours: 0.000
 Maximum Hours: 24.000
 Date: Mar 30, 2010 12:28 pm

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	None	90002	IMGT	8501	A	MIIS Graduate	3.000	Standard	MIIS Intl Organizational Behavior

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

You will see the course move up to your Course Schedule section, but it will have a status of Wait Listed:

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Mar 25, 2010	None	90069	IPOL	8587	A	MIIS Graduate	3.000	Standard	MIIS Hot Topics in Globl Env Policy
Registered on Mar 26, 2010	None	90212	TIFR	8631	A	MIIS Graduate	4.000	Standard	MIIS Adv Translation I into English
Registered on Mar 29, 2010	None	90130	CHLA	8335	A	MIIS Graduate	4.000	Standard	MIIS AdvChinese thru Soc/PolMtrials
Wait Listed on Mar 30, 2010	None	90002	IMGT	8501	A	MIIS Graduate	0.000	Standard	MIIS Intl Organizational Behavior

Add/Drop Classes: Use Add Classes Worksheet

Personal Information Student Records & Registration Faculty Services Student Financial Services

Search Go RETURN TO MENU SITE MAP HELP EXIT

Add/Drop Classes: 00888888 Michael Middlebury
 Fall 2010 - MIIS
 Mar 29, 2010 04:20 pm

1 Use this interface to add or drop classes for the selected term. If you already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Classes worksheet. To add a class enter the Course Reference Number (CRN) in the Add Classes worksheet. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule. For **link error and other error message assistance**, click the Help link in the upper right hand corner of this page.

TO WAITLIST FOR A SECTION If you encounter the registration error "CLOSED 00n WAITLISTED" then the course you want to take is closed. To put your name on the waitlist, choose "Wait Listed" from the ACTION box. You should see the Status change to "Wait Listed on" and the date. **Note that not all instructors have activated the waitlist function.**

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Mar 25, 2010	None	90069	IPOL	8587	A	MIIS Graduate	3.000	Standard	MIIS Hot Topics in Globl Env Policy
Registered on Mar 26, 2010	None	90212	TIFR	8631	A	MIIS Graduate	4.000	Standard	MIIS Adv Translation I into English

Total Credit Hours: 7.000
 Billing Hours: 7.000
 Minimum Hours: 0.000
 Maximum Hours: 24.000
 Date: Mar 29, 2010 04:20 pm

Add Classes Worksheet

CRNs

90121

Submit Changes Class Search Reset

Successful registration displays “Registered” in the course Status section of the Current Schedule.

To ADD courses during registration you will enter the CRNs for the sections here and click the SUBMIT Changes button.

Drop Course: Use the Action box to DROP a course.

Add/Drop Classes: 00888888 Michael Middlebur
Fall 2010 - MIIS
Mar 29, 2010 04:25 pm

i Use this interface to add or drop classes for the selected term. If you already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Classes worksheet. To add a class enter the Course Reference Number (CRN) in the Add Classes worksheet. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class S right hand corner of this page.

TO WAITLIST FOR A SECTION If you encounter the re choose "Wait Listed" from the ACTION box. You should function.

To DROP a course on-line once registered, select "Drop" from the Action column and remember to Submit Changes.

... click the Help link in the upper
... to put your name on the waitlist, have activated the waitlist

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Mar 25, 2010	None	90069	IPOL	8587	A	MIIS Graduate	3.000	Standard	MIIS	Hot Topics in Globl Env Policy
Registered on Mar 26, 2010	None DROP	90212	TIFR	8631	A	MIIS Graduate	4.000	Standard	MIIS	Adv Translation I into English

Courses that can be taken for varying amounts of credit can be registered for online. The registration will default to the lower credit limit established for the course. Consult with your advisor to determine the correct number of credits. To change it, click on the hyper-linked Credit field to modify this number and resubmit. Then select the link back to this worksheet to see your changes:

Change Class Options: 00888888 Michael Middlebur
Fall 2010 - MIIS
Mar 29, 2010 04:40 pm

i You have selected a class which has variable credit options for which you can register. Make the changes for any courses highlighted here based on the acceptable credit value: noted to the left of the boxed value.

Once submitted the changes are processed. To see the results, return to the [Register or Add/Drop Classes](#) page.

Hot Topics in Globl Env Policy

Course: 90069 IPOL 8587 A
 Credit Hours: 3.000
 Grade Mode: Standard MIIS
 Course Level: MIIS Graduate

Adv Translation I into English

Course: 90212 TIFR 8631 A
 Credit Hours (2.000 or 4.000):
 Grade Mode: Standard MIIS
 Course Level: MIIS Graduate

Enter the Credit Hours from the range noted to the left of the box and Submit Changes. Then use the "Register or Add/Drop Classes" link above to return to your registration worksheet.

Error Messages will show under the Registration Add Errors Status section. See sample below:

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Mar 25, 2010	None	90069	IPOL	8587	A	MIIS Graduate	3.000	Standard	MIIS Hot Topics in Globl Env Policy
Registered on Mar 26, 2010	None	90212	TIFR	8631	A	MIIS Graduate	4.000	Standard	MIIS Adv Translation I into English
Registered on Mar 29, 2010	None	90130	CHLA	8335	A	MIIS Graduate	4.000	Standard	MIIS AdvChinese thru Soc/PolMtrials

Total Credit Hours: 11.000
 Billing Hours: 11.000
 Minimum Hours: 0.000
 Maximum Hours: 24.000
 Date: Mar 30, 2010 12:10 pm

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Course section is not open to your declared major.	90097	WKSH	8532	A	MIIS Graduate	1.000	Standard	MIIS Wks:Nuclear Weapons Technology

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes Class Search Reset

NOTE: Error messages will not go away unless you obtain a waiver of the restriction and re-register for the course.