

## Instructions on Registering for Bread Loaf School of English Courses:

Begin by navigating to Banner 9 by copy pasting the below URL into your web browser.

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

\*Alternatively, you can access the Banner 9 web reg link directly from the Registrar web page. Navigate the Middlebury College homepage, select “Offices and Services” from the link menu on the top right corner of the webpage, choose “Registrar” from the picklist and select the “Registration” tab. Click on the “Access Banner 9 Registration link”.

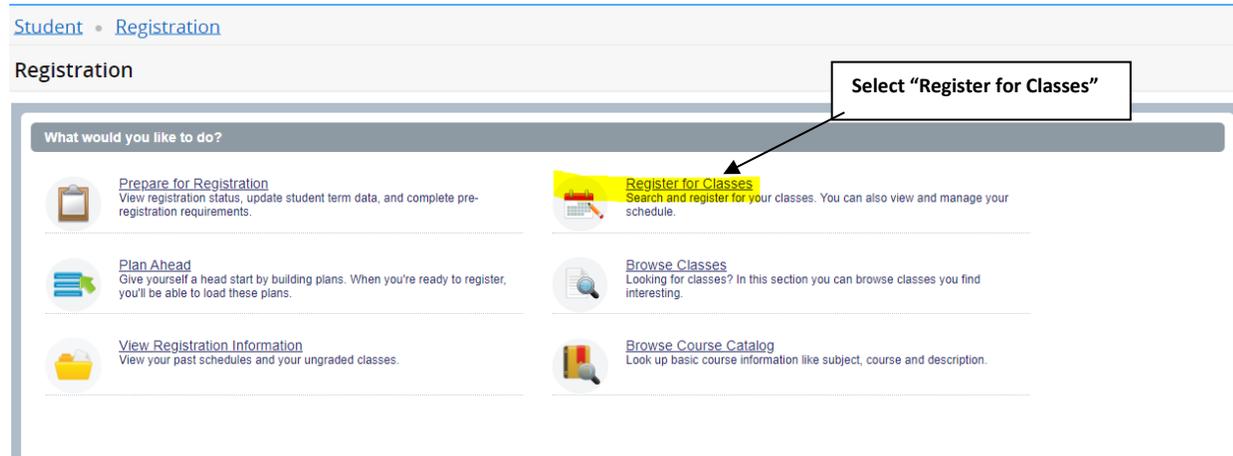
We recommend using Firefox on either your Mac or PC. Your login credentials are your Middlebury email and password.

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*To protect your privacy, always exit and close your browser after each use.*

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1. To Register for your Bread Loaf course choices, you will first select the “Register for Classes” link.

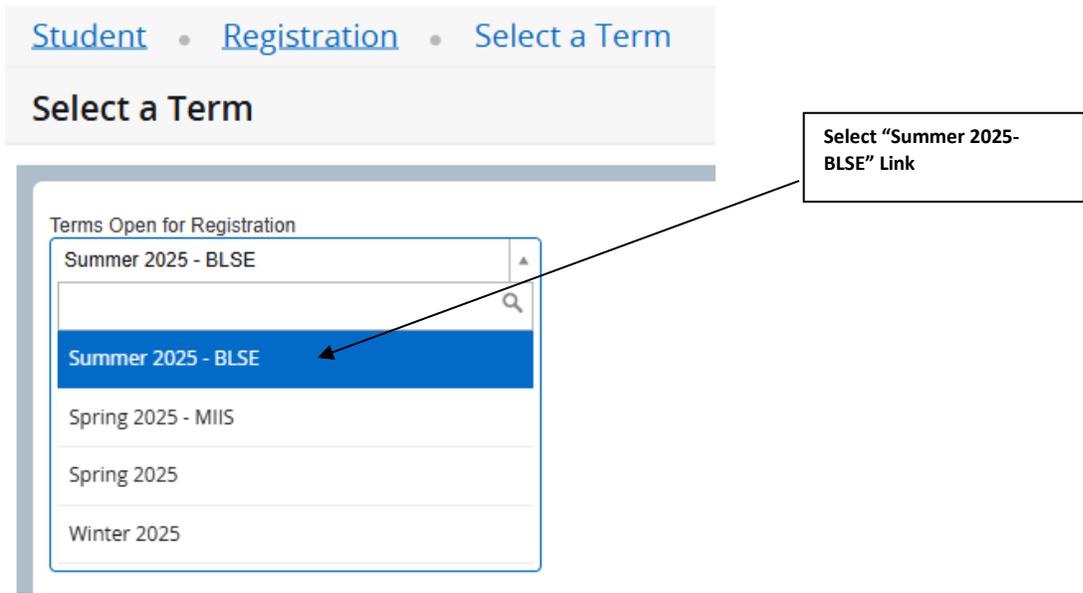


The screenshot shows the 'Student • Registration' page. The main heading is 'Registration'. Below it, a section titled 'What would you like to do?' contains six cards. The 'Register for Classes' card is highlighted in yellow and has a callout box pointing to it with the text 'Select “Register for Classes”'. The other cards are: 'Prepare for Registration' (with a clipboard icon), 'Plan Ahead' (with a calendar icon), 'View Registration Information' (with a folder icon), 'Browse Classes' (with a magnifying glass icon), and 'Browse Course Catalog' (with a book icon).

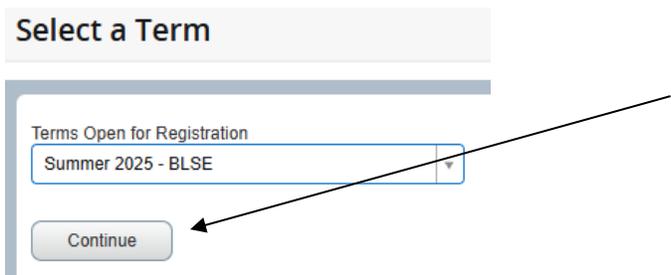
2. Log in to Banner 9. Your login credentials are your Middlebury email and Password if prompted. Please contact the Help Desk with any log in issues (802)443-2200.



3. Select the current term by clicking on the drop-down menu and highlight the "Summer 2025- BLSE" link



Then press "Continue"



4. Select "Enter CRNs" to access the Web Registration Window:

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: Summer 2025 - BLSE

CRN

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

5. Click in the "CRN" tab and enter the CRN (course registration number) of the course(s) for which you would like to enroll. Select "Add Another CRN" to enter an additional CRN (maximum of 2 credits) then select "Add to Summary".

## Register for Classes

Find Classes **Enter CRNs** Schedule and Options

### Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2024 - BLSE

CRN  Fiction Writing ENGL 7005, A

CRN

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

Select "Enter CRN".

Enter CRN of first course.

Click on "Add Another CRN" and enter second CRN (if applicable). Select Add to Summary when course selections complete.

6. The Summer 2025 Bread Loaf course(s) you have selected will appear in the “Summary” window (A) located on the bottom right corner of your screen. Each course will be marked as “Pending” (B) in the Summary window.

The screenshot shows the 'Register for Classes' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. Below this is a form titled 'Enter Course Reference Numbers (CRNs) to Register' for the term 'Summer 2024 - BLSE'. A 'CRN' input field is present, along with '+ Add Another CRN' and 'Add to Summary' buttons. Below the form is a 'Schedule' window showing a class schedule for Summer 2024 - BLSE. The 'Summary' window is open on the right, displaying a table of selected courses:

Title	Details	Hour	CRN	Schedule Type	Status	Action
Digital Cultural Rhetoric	ENGL 7113, A	1	70083	Lecture	Pending	**Registered**
Fiction Writing	ENGL 7005, A	1	70006	Lecture	Pending	**Registered**

Annotations: A box labeled 'A. Summary Window' points to the Summary window. A box labeled 'B. Pending' points to the 'Pending' status in the Summary window.

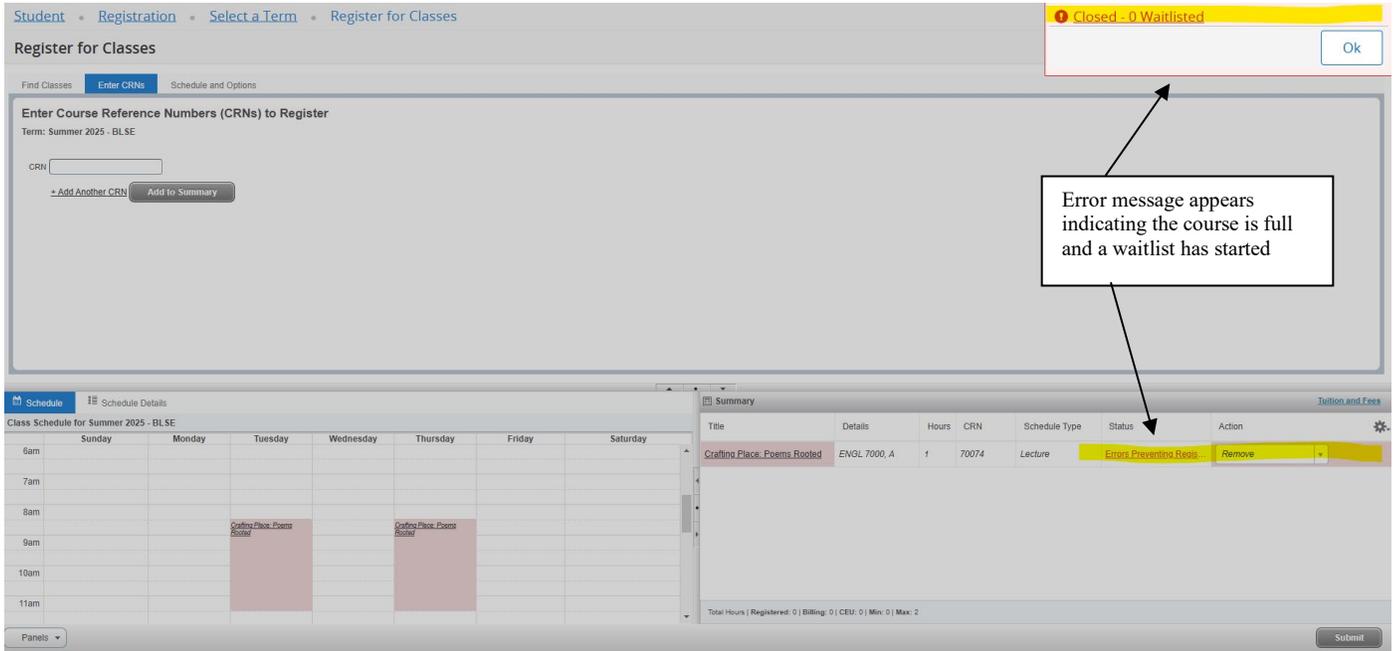
7. When course selection is complete please click “Submit”. Successful submission will result in the “Status” of each course changing from “Pending” to “Registered”.

The screenshot shows the 'Register for Classes' interface after clicking 'Submit'. The 'Summary' window now shows the status of the selected courses as 'Registered':

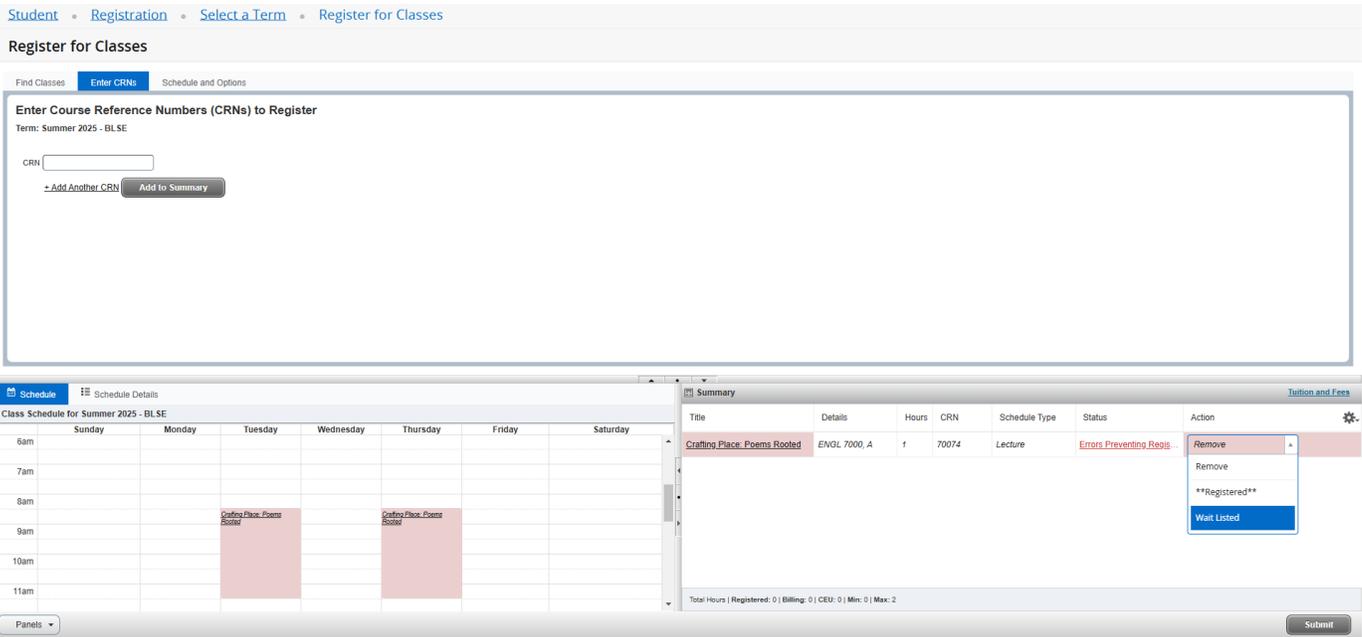
Title	Details	Hour	CRN	Schedule Type	Status	Action
Digital Cultural Rhetoric	ENGL 7113, A	1	70083	Lecture	Registered	None
Fiction Writing	ENGL 7005, A	1	70006	Lecture	Registered	None

Annotations: A box labeled 'Clicking “Submit” will register you for the selected course(s).' points to the 'Submit' button. A box labeled '“Registered” status indicates successful submission of your Bread Loaf course selection(s)' points to the 'Registered' status in the Summary window.

8. In the event the course you wish to enroll in no longer has seats available, and a waitlist is available, you will receive an error message indicating the class is full and a waitlist will be created:



Access the drop down menu in the Summary Window and choose "Wait Listed" and click "Submit".



## The course will appear in the Summary Window as “Waitlisted”

Student • Registration • Select a Term • Register for Classes ✔ Save Successful

### Register for Classes

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

**Enter Course Reference Numbers (CRNs) to Register**

Term: Summer 2025 - BLSE

CRN

[+ Add Another CRN](#)

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**Schedule** | Schedule Details

Class Schedule for Summer 2025 - BLSE

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am			<input checked="" type="checkbox"/> Crafting Place: Poems Rooted		<input checked="" type="checkbox"/> Crafting Place: Poems Rooted		
10am							
11am							

Panels ▾

**Summary** | Tuition and Fees

Title	Details	Hours	CRN	Schedule Type	Status	Action
Crafting Place: Poems Rooted	ENGL 7000, A	0	70074	Lecture	Waitlisted	None ▾

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 2

***Thank you very much for registering your Bread Loaf School of English Courses with Banner9.***