Web Registration
Bread Loaf School of English Courses – Summer 2020

You will **access course registration via BannerWeb from the Middlebury homepage**. Select BannerWeb from the Quick Links menu at the bottom of the page. At the login, enter:

1. **Your 8-digit College ID** which is your User ID. See your Middlebury student identification number in your re-enrollment/acceptance letter.
2. **Your Banner 6-digit PIN.** Initially this is your date of birth (mmddyy). The first time you log in, you will be prompted to change this to a unique number of your choosing.
   a. You will also be asked to create a reminder question and answer to be used in the future should you forget your PIN. This way, you can reset your PIN yourself if you forget. If you need PIN-related assistance, please contact the Helpdesk at (802) 443-2200

BannerWeb is where you will register for classes, see your class schedule, access your academic transcript, as well as see your billing and financial aid information. To close your BannerWeb session click 'EXIT' in the top right of your screen.

Access to Web Registration depends on:

- Active student status in the registration term
- Assignment of a "time-ticket"
- Cleared financial account

To check your registration status:

1. Log in to BannerWeb → Student Records & Registration → Registration → Check Your Registration Status

   a. **Select the "Summer 2020 - BLSE" Term** when prompted.

You may register during the following times

From	Begin Time	To	End Time
Feb 17, 2020	04:00 pm	Feb 28, 2020	05:00 pm

Sample Registration window "time-ticket"

✔ You have no Holds which prevent registration.
✔ Your Academic Standing permits registration.
✔ Your Student Status permits registration.
Your Class for registration purposes is 7-10.99 Credits.

To Register: Click on the "Register or Add/Drop Classes" link

1. If you know the course CRNs (5-digit course reference number) for the courses you wish to take, enter them directly into the Add Classes Worksheet boxes.

Add Classes Worksheet

CRNs

70014	70017				

[Submit Changes] [Class Search] [Reset]

OR

2. Use the "Look-up Classes" link and then the "Advanced Search" link from the Registration menu before your registration window opens, or from "Register or Add/Drop Courses" to register directly.

   a. You can search for courses that fit specific criteria, such as by campus, and register from the Class Search results directly by selecting the box to the left of the course.

Look-Up Classes to Add:

Dec 21,

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

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

Subject: English

Course Number:

Title:

Credit Range: _____ hours to _____ hours

Campus:
All
Bread Loaf Campus-Vermont
New Mexico

Part of Term:
Non-date based courses only
All
BLSE New Mexico Term
BLSE North Carolina Term

Instructor:

Start Time: Hour 00 ▾ Minute 00 ▾ am/pm am ▾

End Time: Hour 00 ▾ Minute 00 ▾ am/pm am ▾

Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

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	Attribute
☐	70010	ENGL	7000	A	NM	1.000	Poetry Workshop	TR	02:00 pm-04:45 pm	8	0	8	99	0	99	0	0	0	Ruth Elizabeth Forman (P)	06/18-07/30	TBA	Writing, Pedagogy, & Literacy
☐	70109	ENGL	7051	A	NM	1.000	Writing the Body	TR	09:00 am-11:45 am	8	0	8	99	0	99	0	0	0	Marianne Castillo (P)	06/18-07/30	TBA	Writing, Pedagogy, & Literacy
☐	70035	ENGL	7146	A	NM	1.000	Multilingual Writ PedaPractice	TR	02:00 pm-04:45 pm	8	0	8	99	0	99	0	0	0	Damian P. Baca (P)	06/18-07/30	TBA	Writing, Pedagogy, & Literacy
☐	70059	ENGL	7205	A	NM	1.000	King Arthur Chivalric Romance	MW	02:00 pm-04:45 pm	12	0	12	99	0	99	0	0	0	Lars David Engle (P)	06/18-07/30	TBA	English Lit, pre-17th Century and World Literature
☐	70060	ENGL	7261	A	NM	1.000	Shakespeare across Media	TR	02:00 pm-04:45 pm	12	0	12	99	0	99	0	0	0	Bruce R. Smith (P)	06/18-07/30	TBA	English Lit, pre-17th Century

If you try to register before your registration window opens, you will see a message indicating your Registration Window/"time-ticket" (dates and Eastern times).

Register Add/Drop Classes: **Use Add Classes Worksheet**

Add/Drop Classes:

🚫 You may register during the following times:

From	Begin Time	To	End Time
Feb 21, 2020	04:00 pm	Feb 28, 2020	05:00 pm

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Jan 28, 2020	None	70008	ENGL	7000	A	Graduate	1.000	LS/BLSE/SA Standard Letter	Poetry Workshop Humanity&Hope

Total Credit Hours: 1.000
Billing Hours: 1.000
Minimum Hours: 0.000
Maximum Hours: 2.000
Date: Jan 28, 2020 02:38 pm

Successful registration displays "Registered" in the 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.

Add Classes Worksheet

CRNs

[Submit Changes] [Class Search] [Reset]

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

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Jan 28, 2020	None	70008	ENGL	7000	A	Graduate	1.000	LS/BLSE/SA Standard Letter	Poetry Workshop Humanity&Hope
Registered on Jan 28, 2020	DROP	70009	ENGL	7019	A	Graduate	1.000	LS/BLSE/SA Standard Letter	Writing for Children

To DROP a course online once registered, select "Drop" from the Action column and then select, "Submit Changes."

Wait lists: If a course is full you will receive a "Closed- x Waitlisted" Add Error. From the Action box select "Wait Listed" and click "Submit Changes":

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	None ▼	70086	ENGL	7006	A	Graduate	1.000	LS/BLSE/SA Standard Letter	Creative Nonfiction
	None								
	Wait Listed								

Add Classes Workshop

You will see the course move up to your Current 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 Jan 21, 2013	None ▼	70019	ENGL	7000	A	Graduate	1.000	LS/BLSE/SA Standard Letter	Poetry Workshop
Registered on Jan 21, 2013	None ▼	70089	ENGL	7403	A	Graduate	1.000	LS/BLSE/SA Standard Letter	Laugh Cry Hum London 1737-1979
Wait Listed on Jan 21, 2013	None ▼	70086	ENGL	7006	A	Graduate	0.000	LS/BLSE/SA Standard Letter	Creative Nonfiction

NOTE:

1. You may register for two classes and still waitlist for other courses. You can waitlist and register for courses that meet at the same time.
2. You can return to the Registration menu after you have registered to see links to view your course schedule.

Course Restrictions:

Web registration "windows" are opened to five groups of students in seniority order. That is, those students closest to graduating will be the first to register for the coming term.

All courses are restricted by campus. If you have not selected a course being taught on the campus for which you have been admitted, you will see an error message after you submit the course CRN.

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Campus Restriction	70007	ENGL	7920	A	Graduate	2.000	LS/BLSE/SA Standard Letter	Shakespeare: On Page & Stage