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**

<table>
<thead>
<tr>
<th>From</th>
<th>Begin Time</th>
<th>To</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 17, 2020</td>
<td>04:00 pm</td>
<td>Feb 28, 2020</td>
<td>05:00 pm</td>
</tr>
</tbody>
</table>

- ✔️ 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.

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**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

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: 
Campus: 
Campus: 
Part of Term: 
Non-date based courses only
Instructor: 
Start Time: Hour 00 Minute 00 am/pm -- 
End Time: Hour 00 Minute 00 am/pm -- 
Days: 

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Camp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>WL</th>
<th>Wl</th>
<th>WL</th>
<th>Wl</th>
<th>XL</th>
<th>XL</th>
<th>Act</th>
<th>Act</th>
<th>Rem</th>
<th>Instructor</th>
<th>Date</th>
<th>Location</th>
<th>Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>70010</td>
<td>ENGL</td>
<td>7000</td>
<td>A</td>
<td>NM</td>
<td>1.000</td>
<td>Poetry Workshop</td>
<td>TR</td>
<td>02:00</td>
<td>00-04:45</td>
<td>8</td>
<td>0</td>
<td>8</td>
<td>99</td>
<td>0</td>
<td>99</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Ruth Elizabeth Forman (P)</td>
<td>06/18-07/30 TBA</td>
<td>Writing, Pedagogy, &amp; Literacy</td>
<td>Writing, Pedagogy, &amp; Literacy</td>
<td></td>
</tr>
<tr>
<td>70109</td>
<td>ENGL</td>
<td>7051</td>
<td>A</td>
<td>NM</td>
<td>1.000</td>
<td>Writing the Body</td>
<td>TR</td>
<td>09:00</td>
<td>am-11:45</td>
<td>8</td>
<td>0</td>
<td>8</td>
<td>99</td>
<td>0</td>
<td>99</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Marlene Castille (P)</td>
<td>06/18-07/30 TBA</td>
<td>Writing, Pedagogy, &amp; Literacy</td>
<td>Writing, Pedagogy, &amp; Literacy</td>
<td></td>
</tr>
<tr>
<td>70035</td>
<td>ENGL</td>
<td>7140</td>
<td>A</td>
<td>NM</td>
<td>1.000</td>
<td>Multilingual Writing Practice</td>
<td>TR</td>
<td>02:00</td>
<td>pm-04:45</td>
<td>6</td>
<td>0</td>
<td>6</td>
<td>99</td>
<td>0</td>
<td>99</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Daniel P. Bara (P)</td>
<td>06/18-07/30 TBA</td>
<td>Writing, Pedagogy, &amp; Literacy</td>
<td>Writing, Pedagogy, &amp; Literacy</td>
<td></td>
</tr>
<tr>
<td>70059</td>
<td>ENGL</td>
<td>7205</td>
<td>A</td>
<td>NM</td>
<td>1.000</td>
<td>King Arthur &amp; Chivalric Romance</td>
<td>MW</td>
<td>02:00</td>
<td>pm-04:45</td>
<td>12</td>
<td>0</td>
<td>12</td>
<td>99</td>
<td>0</td>
<td>99</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Lars David Trigle (P)</td>
<td>06/18-07/30 TBA</td>
<td>English Lit, pre-17th Century and World Literature</td>
<td>English Lit, pre-17th Century and World Literature</td>
<td></td>
</tr>
<tr>
<td>70060</td>
<td>ENGL</td>
<td>7201</td>
<td>A</td>
<td>NM</td>
<td>1.000</td>
<td>Shakespeare across Media</td>
<td>TR</td>
<td>02:00</td>
<td>pm-04:45</td>
<td>12</td>
<td>0</td>
<td>12</td>
<td>99</td>
<td>0</td>
<td>99</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Bruce R. Smith (P)</td>
<td>06/16-07/30 TBA</td>
<td>English Lit, pre-17th Century and World Literature</td>
<td>English Lit, pre-17th Century and World Literature</td>
<td></td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
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</table>

**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.

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

**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.”
You will see the course move up to your Current Schedule section, but it will have a status of “Wait Listed”:

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registered</strong> on Jan 21, 2013</td>
<td>None</td>
<td>70019</td>
<td>ENGL</td>
<td>7000</td>
<td>A</td>
<td>1.000</td>
<td>LS/BLSE/SA</td>
<td>Standard Letter Poetry Workshop</td>
</tr>
<tr>
<td>Wait Listed on Jan 21, 2013</td>
<td>None</td>
<td>70089</td>
<td>ENGL</td>
<td>7403</td>
<td>A</td>
<td>1.000</td>
<td>LS/BLSE/SA</td>
<td>Standard Letter Laugh Cry Hum London 1737-1799</td>
</tr>
</tbody>
</table>

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.