

Instructions on Registering for Bread Loaf School of English Courses:

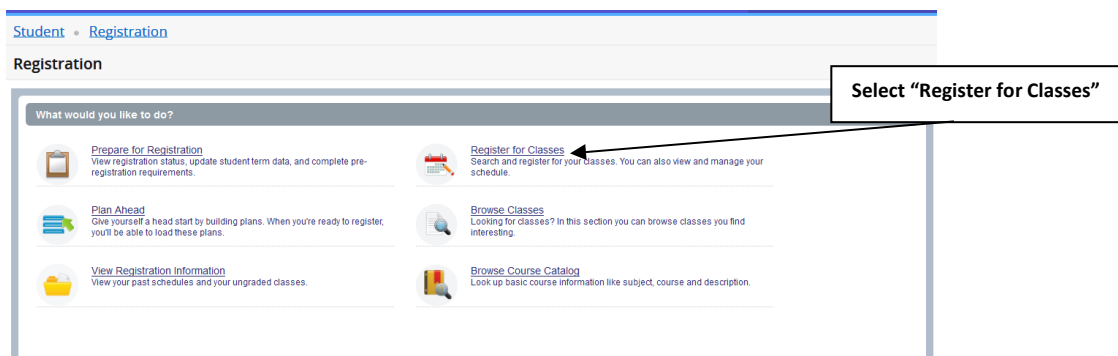
1. Begin by navigating to Banner 9:

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

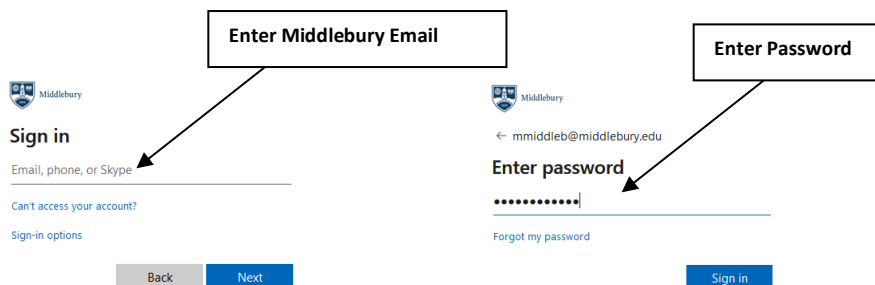
We recommend using Firefox on either your Mac or PC. Your login credentials are your Middlebury email and password.

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

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



3. Log in to Banner 9. Your login credentials are your Middlebury email and password.



4. Select the appropriate term by clicking on the drop down menu and highlight the “Summer 2021-BLSE” link

Select a Term

Terms Open for Registration

Summer 2021 - BLSE

Fall 2021 - MIIS

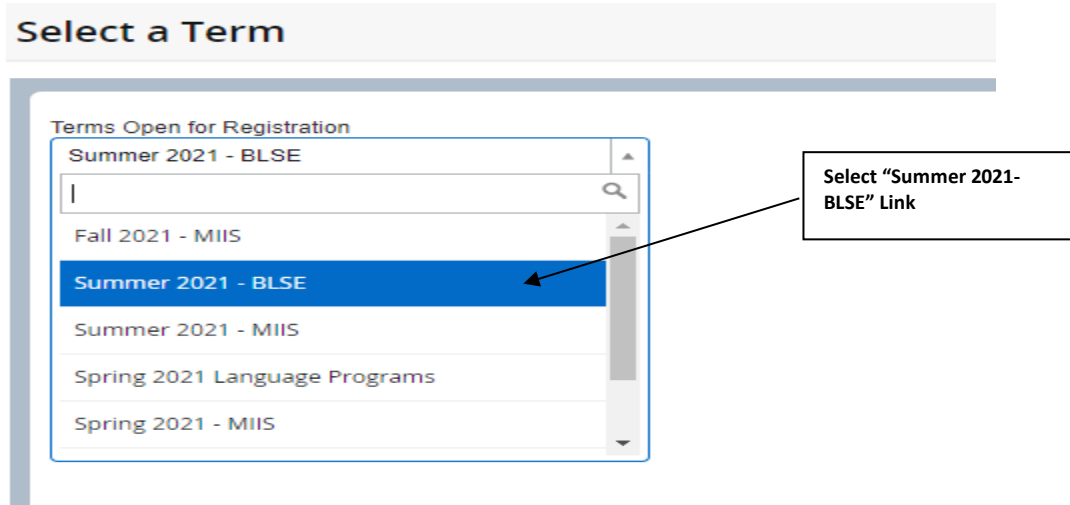
Summer 2021 - BLSE

Summer 2021 - MIIS

Spring 2021 Language Programs

Spring 2021 - MIIS

Select “Summer 2021-BLSE” Link

A screenshot of a web application titled "Select a Term". Below the title is a section labeled "Terms Open for Registration". It contains a dropdown menu with a search icon. The dropdown is open, showing a list of terms: "Summer 2021 - BLSE", "Fall 2021 - MIIS", "Summer 2021 - BLSE", "Summer 2021 - MIIS", "Spring 2021 Language Programs", and "Spring 2021 - MIIS". The second "Summer 2021 - BLSE" option is highlighted in blue. An arrow points from a text box labeled "Select 'Summer 2021-BLSE' Link" to this highlighted option.

Then press “Continue”

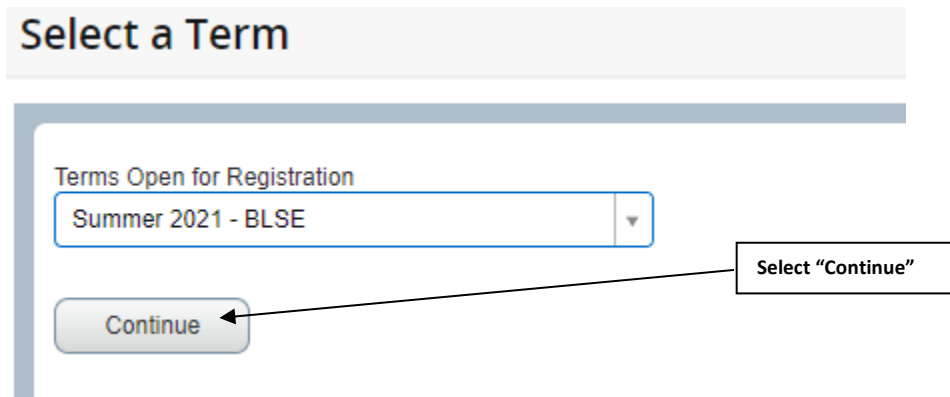
Select a Term

Terms Open for Registration

Summer 2021 - BLSE

Continue

Select “Continue”

A screenshot of the same web application, now showing the "Continue" button. The dropdown menu is closed, and "Summer 2021 - BLSE" is selected in the dropdown box. Below the dropdown is a button labeled "Continue". An arrow points from a text box labeled "Select 'Continue'" to this button.

5. Select 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 2021 - BLSE

CRN Tutorial in Critical Writing ENGL 7010, A

CRN

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

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. **Summary Window:** The Bread Loaf School of English courses 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.

Register for Classes

Find Classes **Enter CRNs** Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2021 - BLSE

CRN

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

A. Summary Window

Title	Details	Hou	CRN	Schedule	Status	Action
Tutorial in Critical W...	ENGL 701...	1	70072	Lecture	Pending	**Registered**

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

B. Pending

Schedule

Class Schedule for Summer 2021 - BLSE

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am		Tutorial in Critical Writing	Tutorial in Critical Writing	Tutorial in Critical Writing	Tutorial in Critical Writing	Tutorial in Critical Writing	
10am							

Open and close bottom panels to display extra registration information.

Panels ▾

Submit

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

Register for Classes

Find Classes **Enter CRNs** Schedule and Options

Enter Course Reference Numbers (CRNs) to Register
Term: Summer 2021 - BLSE

CRN

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

“Registered” indicates successful submission of your Bread Loaf course selection(s)

Schedule Schedule Details

Class Schedule for Summer 2021 - BLSE

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am		✓ Tutorial in Critical Writing	✓ Tutorial in Critical Writing	✓ Tutorial in Critical Writing	✓ Tutorial in Critical Writing	✓ Tutorial in Critical Writing	
10am							

Open and close bottom panels to display extra registration information.

Summary

Title	Details	Hour	CRN	Schedule	Status	Action
Tutorial in Critical W...	ENGL 701...	1	70072	Lecture	Registered	None

Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 2

Submit

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