BannerWeb Elective Registration for Second-Summer Students:
Technical Instructions
(adapted from TARA, revised February 2014)

1. **Login**
   - To Log in from the Internet: go to the Smith College homepage and click on BannerWeb Login.
   - Enter your ID number in the USER ID field and your personal PIN in the PIN field.
   - If you forget your PIN for BannerWeb, you can reset it yourself by clicking “Forgot PIN?” after entering your 99 number and answering your security questions correctly.

   OR

   Log in from the Smith Portal: go to portal.smith.edu, sign in with your Novell login and password, and choose BannerWeb from the menu.

   If you are having difficulty with your login, call the ITS User Support Center during their office hours: (413) 585-4487.

2. **Go to the Student and Financial Aid Menu in BannerWeb**
   - Click on Student Registration Menu
   - Click on Course Registration

3. **Select Term**
   - The first time you enter the Course Registration: Add/Drop page, you will be asked to select the term. Select the appropriate term from the available pull-down list. The selected term will remain selected on this and all other pages until you change your term selection. SSW terms are summer terms and always include the SSW designation. (Do not choose a term marked Summer that does not also include SSW.) You must select Term 1 to register for Term 1 courses and Term 2 to register for Term 2 courses.
4. Course Registration: Add/Drop

- **To Add Courses:**
  Scroll down to the Add Classes section. Enter the CRN numbers (not the SSW course number!) in the numbered blocks. Do not exceed the maximum number of electives for the term. Once you have entered all CRN numbers, click the Submit Changes button. If you do not click Submit Changes, the courses will not be added. Term 1 CRNs are in the range 1000-1999; Term 2 CRNs are in the range 2000-2999.

<table>
<thead>
<tr>
<th>CRN</th>
<th>#No</th>
<th>CRN</th>
<th>#No</th>
<th>CRN</th>
<th>#No</th>
<th>CRN</th>
<th>#No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Current Schedule/Registered Courses**
  Once the system has processed the information just entered, the current schedule will be displayed showing your courses in the Current Schedule section. If this section does not appear at the top of the Course Registration page, you are not registered in any courses. Your status in each course appears in the left column.

<table>
<thead>
<tr>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>31856</td>
<td>WST</td>
<td>150</td>
<td>01</td>
<td>Undergraduate</td>
<td>4.00</td>
<td>Normal</td>
<td>INTRO TO WOMEN'S</td>
</tr>
<tr>
<td>None</td>
<td>33251</td>
<td>SOC</td>
<td>101</td>
<td>01</td>
<td>Undergraduate</td>
<td>4.00</td>
<td>Normal</td>
<td>INTRODUCTION TO</td>
</tr>
<tr>
<td>None</td>
<td>30432</td>
<td>FRN</td>
<td>220</td>
<td>01</td>
<td>Undergraduate</td>
<td>4.00</td>
<td>Normal</td>
<td>HIGH INTERMEDIATE</td>
</tr>
<tr>
<td>None</td>
<td>30027</td>
<td>ANT</td>
<td>130</td>
<td>01</td>
<td>Undergraduate</td>
<td>4.00</td>
<td>Normal</td>
<td>INTRO CULTURAL A</td>
</tr>
<tr>
<td>None</td>
<td>33811</td>
<td>PHI</td>
<td>350</td>
<td>01</td>
<td>Undergraduate</td>
<td>4.00</td>
<td>Normal</td>
<td>SEM: HISTORY OF PI</td>
</tr>
</tbody>
</table>

**Total Credit Hours:** 20.00
**Billing Hours:** 20.00

- **To Drop Courses**
  If you do not click Submit Changes, the courses will not be dropped.
In the Action column to the left of a registered course, click on the pull-down list. Select Drop and click Submit Changes. If you do not click Submit Changes, the course will not be dropped. Remember: do not drop any required courses!

- **Reminder About Waitlists**
  Ignore messages about waitlists. In instances where a course is full, BannerWeb automatically returns a message about adding you to a waitlist; however, this is a message for Smith undergraduates, who also use BannerWeb. The School for Social Work does not utilize BannerWeb waitlists.

- **Class Search**
  Through the Class Search option, you can browse the Schedule of Classes. You can enter various search criteria such as subject, meeting time, type of course, etc. You must enter at least one subject. Because our subjects are complex we recommend that you highlight the entire list for any search. Once you have entered the criteria, click on Get Classes. The appropriate list of courses will be returned. You may use a wild card (%) to assist you with your search. For example, entering “3%” in the course number option will return only 300-level courses. Entering SW% will bring up electives.

The check box to the left of each course allows you to select a course for registration. A “C” to the left of the course indicates that the course is offered that term but closed for further enrollment because all seats are full.

- Clicking on Register will immediately add the course to your schedule and return you to the Course Registration page.

- Clicking on Add to Worksheet will place the appropriate CRN in the Add section of the Course Registration page to be processed along with other selections. If you select the Add to Worksheet option, you must then click Submit Changes to register for the course(s).

Use the back button to return to the registration page without doing a search or selecting a course for registration.

- **Registration Errors**
  If there were any problems with adding courses to your schedule, a list of courses with error messages will appear. Scroll right to the status field to determine the specific error.

  **Clicking on the Submit Changes button will clear any unresolved errors.**

Possible Error Messages:

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLOSED/OPEN ### Waitlisted</td>
<td>Course is closed because all seats are taken. Remember: SSW does not use waitlists, even though the automated response in Banner returns a waitlist message.</td>
</tr>
<tr>
<td>DUPLICATE CRN</td>
<td>You have entered the same course twice. Check and re-enter if necessary.</td>
</tr>
<tr>
<td>MAXIMUM HOURS EXCEEDED</td>
<td></td>
</tr>
</tbody>
</table>
5. **Finalize Registration/View Student Schedule**  
Once you have submitted all registration changes (adds/drops), return to the menu and check your schedule (select view student schedule).

- **Schedule by Day and Time**: Courses for which you are registered appear in day and time format. Note that you are already registered for required courses.

- **Detail Schedule**: Courses for which you are registered appear with more detailed course information.

We suggest that you finalize registration by reviewing your schedule and checking the status of each course to ensure that you are accurately registered. You must ensure that your schedule is correct by viewing it online via BannerWeb; direct questions to the Office of Academic Support Services (OAS).