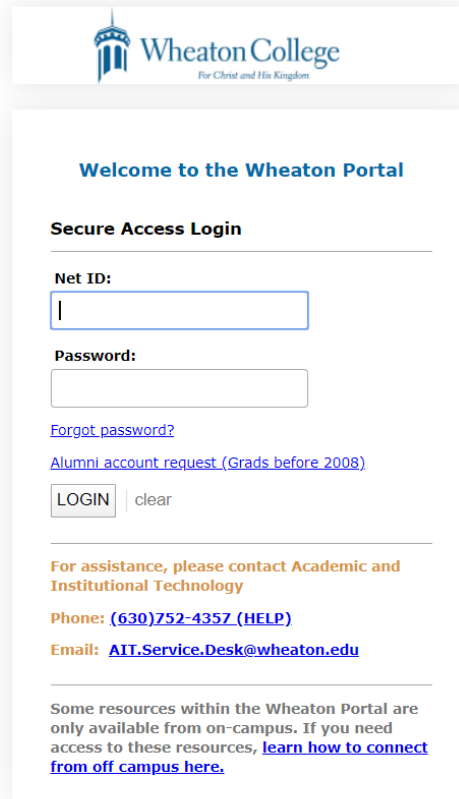


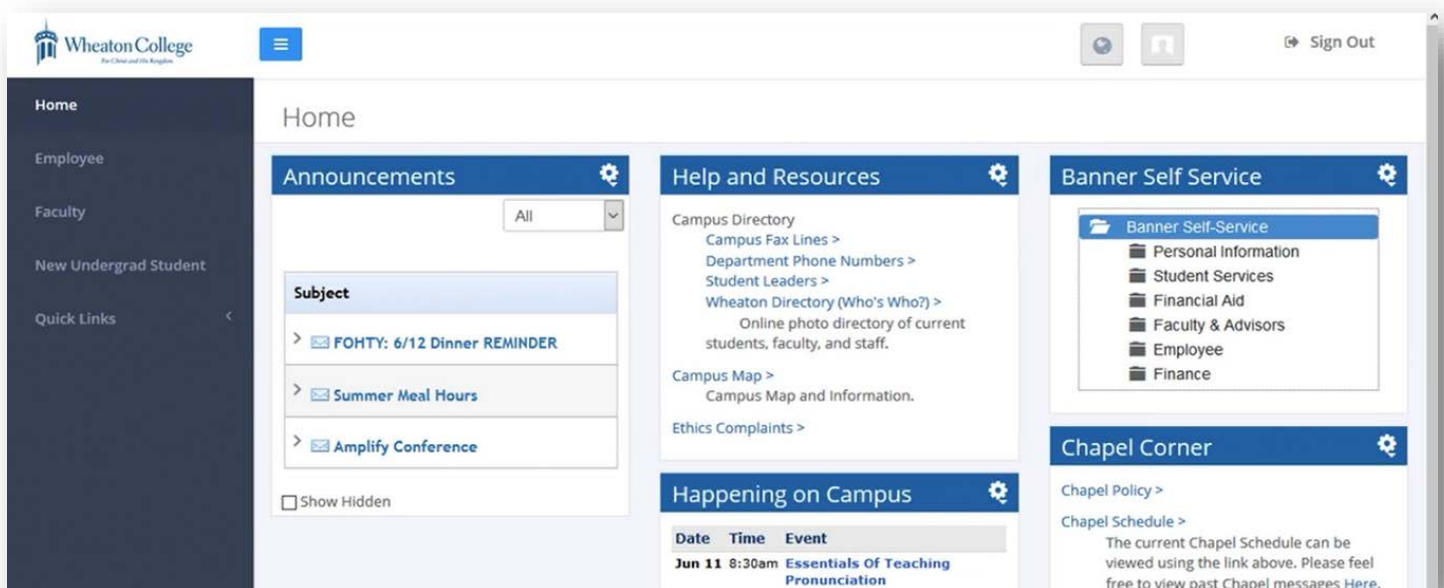
Online Registration Instructions

[1] Sign into the portal. Make sure you have access to your Wheaton portal at portal.wheaton.edu and log in using your Net ID and password. (Contact AIT.Service.Desk@wheaton.edu if you need assistance logging in.)



The screenshot shows the Wheaton College logo at the top, followed by the text "Welcome to the Wheaton Portal". Below this is a "Secure Access Login" section with a "Net ID:" label and an input field, a "Password:" label and an input field, and a "Forgot password?" link. There are also links for "Alumni account request (Grads before 2008)", a "LOGIN" button, and a "clear" link. At the bottom, there is contact information for Academic and Institutional Technology, including a phone number and an email address, and a note about on-campus access to resources.

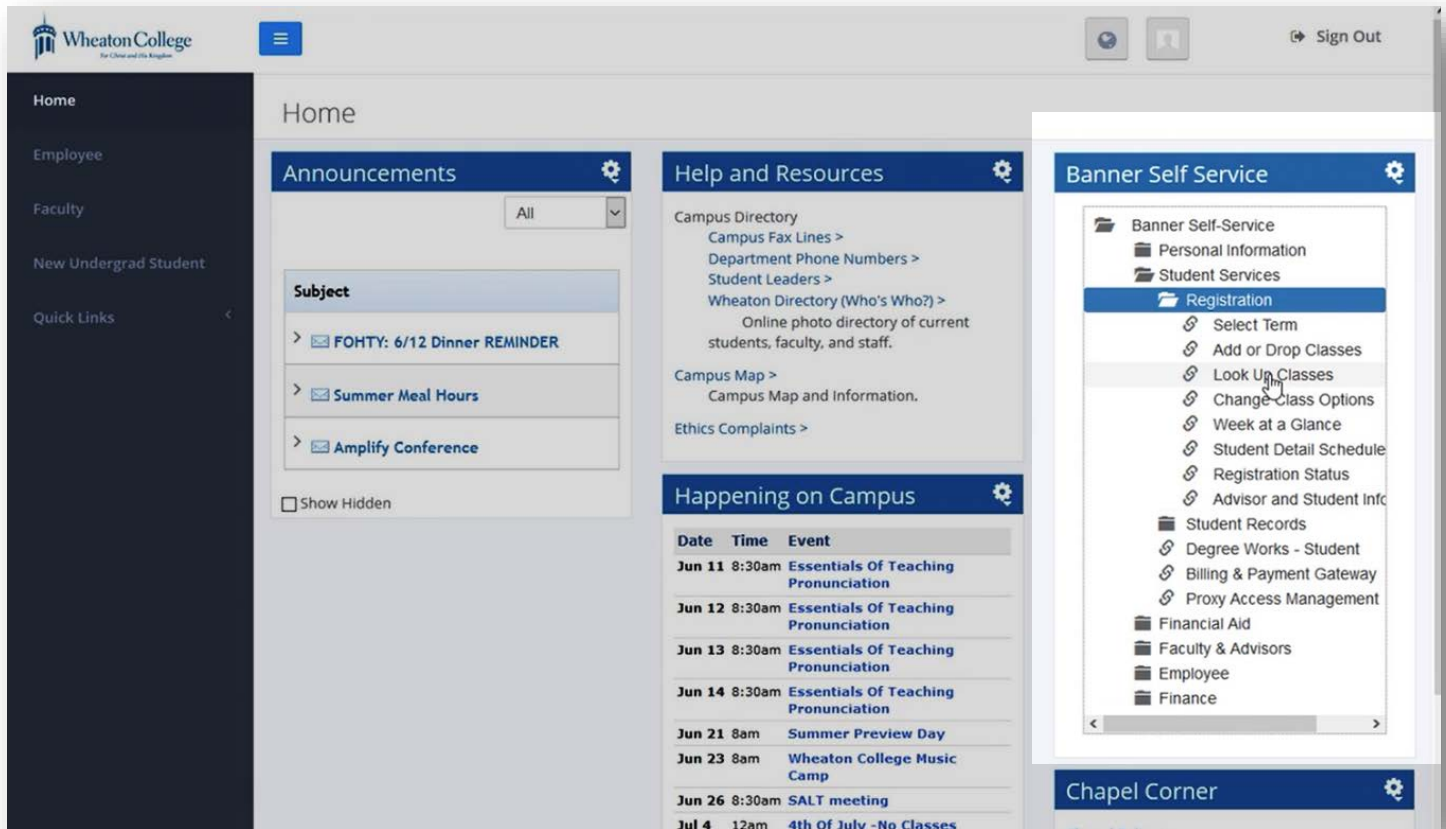
When you log into the portal you will see a similar version of this screen in your student tab.



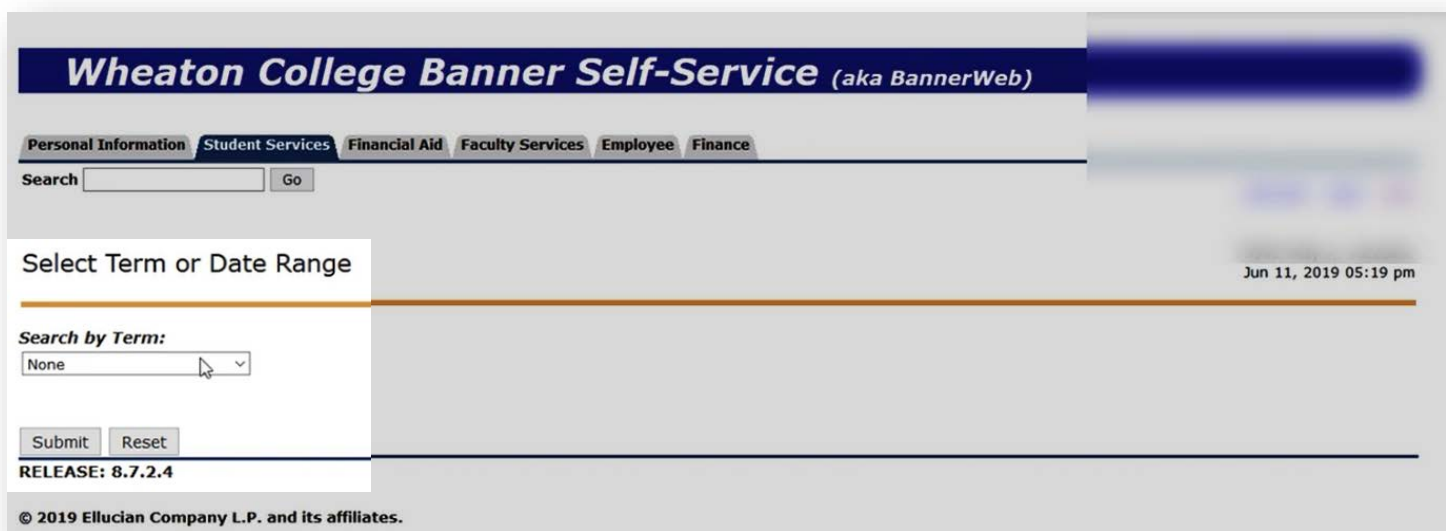
The screenshot shows the Wheaton College portal home page. It features a dark blue sidebar with navigation links: Home, Employee, Faculty, New Undergrad Student, and Quick Links. The main content area is titled "Home" and contains several sections: "Announcements" with a dropdown menu set to "All" and a list of announcements including "FOHTY: 6/12 Dinner REMINDER", "Summer Meal Hours", and "Amplify Conference"; "Help and Resources" with links to "Campus Directory", "Campus Fax Lines", "Department Phone Numbers", "Student Leaders", "Wheaton Directory (Who's Who?)", "Campus Map", and "Ethics Complaints"; "Banner Self Service" with a sub-section for "Banner Self-Service" containing links to "Personal Information", "Student Services", "Financial Aid", "Faculty & Advisors", "Employee", and "Finance"; and "Chapel Corner" with links to "Chapel Policy" and "Chapel Schedule". At the bottom, there is a "Happening on Campus" section with a table listing events.

Date	Time	Event
Jun 11	8:30am	Essentials Of Teaching Pronunciation

[2] Enter Banner Self Service. On the right side of your home screen, you will see a box header called Banner Self-Service. In this menu, you will find access to your personal Wheaton records. Open the Student Services menu to find a folder titled Registration. Select look Up Classes.



When you open Look up Classes, you will be asked to select a term. Select the term you're registering for and select submit.



[3] Find classes. Select a subject of interest and click on Course Search to submit.

Wheaton College Banner Self-Service (aka BannerWeb)

Personal Information Student Services Financial Aid Faculty Services Employee Finance

Search Go

Look-Up Classes for Fall 2019
Jun 11, 2019 05:22 pm

Please use the Advanced Search option. Then select at least one subject. **Section Search** will provide you with a list of classes in that department, along with key data regarding each section.

Subject:

- Geology
- German
- Global & Experiential Learning
- Greek
- Hebrew
- Higher Education/Student Devt
- History
- Human Needs & Global Resources
- Humanitarian Disaster Leader
- Intercultural Studies-MA

Course Search Advanced Search

This page is a list of all the offered courses based on your selection. Pick a course and select View Sections.

Wheaton College Banner Self-Service (aka BannerWeb)

Personal Information Student Services Financial Aid Faculty Services Employee Finance

Search Go

Look-Up Classes for Fall 2019
Jun 11, 2019 05:22 pm

Fall 2019

Geology

212	Dynamic Earth & Environment	View Sections
212L	Dynamic Earth Lab	View Sections
336	Process Geomorphology	View Sections
336L	Process Geomorph Lab	View Sections
343	Mineral Science	View Sections
343L	Mineral Sci Lab	View Sections
371	GIS	View Sections
371L	GIS Lab	View Sections
494	Seminar Seminar Geology	View Sections
495	Geoscience Independent Study	View Sections

[4] Start registering. The next page is a list of all the course sections of the class you selected. You will find important information about each section such as; the course reference number (CRN), course title, which days of the week the course meets, scheduled time, how many seats are open, the name of the instructor, start/end dates of the course and if the course fulfills any CATC general education requirements.

When looking columns containing numbers, the “Cap” column indicates the maximum number of students who can register for the class. “Act” indicates how many students are currently registered for the course, and the “Rem” column indicates how many seats are still open. The next three columns have to do with the class waitlist. “WL Cap” indicates how many students are allowed on the waitlist, “WL Act” shows how many students are currently on the waitlist, and “WL Rem” indicates the number of slots left on the wait list. The final three columns (“XL Cap,” “XL Act,” “XL Rem”) will contain data if the course is cross-listed under another course number; these will show information for the course overall. The “Attribute” column contains information about [CATC general education requirements](#) met by the course.

Notice the dates the course is offered. If a course runs from August to December (for the Fall) or January to May (for the Spring), it is a full semester course. If the dates run from August to October (Fall) or January to March (Spring), it is an A quad course. If the course runs from October to December (Fall) or March to May (Spring), it is a B quad course. Quad courses are 2 credit hours and run for half of the semester (8 weeks).

Choose to register for a course by clicking the checkbox on the left side of the screen and selecting Register. Be sure to register for the corresponding lab if required. The screenshot below shows a course that has a required lab as indicated by the L following the lab’s course number (GEOL 212L).

The screenshot shows a web application interface for course registration. At the top, there are navigation tabs: Personal Information, Student Services, Financial Aid, Faculty Services, Employee, and Finance. Below these is a search bar with a 'Go' button. The main heading is 'Look-Up Classes for'. Underneath, it says 'Sections Found' and 'Geology'. A table lists various course sections with columns for selection, CRN, subject, course, section, credits, title, days, time, capacity, current registrations, remaining seats, waitlist capacity, waitlist current, waitlist remaining, cross-listed capacity, cross-listed current, cross-listed remaining, instructor, date, location, and attribute. Two rows are highlighted with blue arrows pointing to their checkboxes: 82070 and 82074. At the bottom, there are buttons for 'Register', 'Add to WorkSheet', and 'New Search'.

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
<input type="checkbox"/>	82069	GEOL	212	1	W	4.000	Dynamic Earth & Environment	MWF	09:20 am-10:30 am	80	38	42	10	0	10	80	66	14	Kathryn Ann Maneiro (P)	08/28-12/19	MEY 021	Scientific Practice
<input checked="" type="checkbox"/>	82070	GEOL	212	2	W	4.000	Dynamic Earth & Environment	MWF	02:15 pm-03:25 pm	80	10	70	0	0	0	80	19	61	Gilles V Tagne (P)	08/28-12/19	MEY 145	Scientific Practice
<input type="checkbox"/>	82071	GEOL	212L	1	W	0.000	Dynamic Earth Lab	T	08:30 am-10:20 am	25	11	14	5	0	5	25	21	4	Lisa Estelle Heidlauf (P)	08/28-12/19	MEY 043	
<input type="checkbox"/>	82072	GEOL	212L	2	W	0.000	Dynamic Earth Lab	T	11:15 am-01:05 pm	25	7	18	5	0	5	25	13	12	Lisa Estelle Heidlauf (P)	08/28-12/19	MEY 043	
<input type="checkbox"/>	82073	GEOL	212L	3	W	0.000	Dynamic Earth Lab	T	01:15 pm-03:05 pm	25	6	19	5	0	5	25	11	14	Lisa Estelle Heidlauf (P)	08/28-12/19	MEY 043	
<input checked="" type="checkbox"/>	82074	GEOL	212L	4	W	0.000	Dynamic Earth Lab	R	08:30 am-10:20 am	25	4	21	5	0	5	25	11	14	Gilles V Tagne (P)	08/28-12/19	MEY 043	
<input type="checkbox"/>	82075	GEOL	212L	5	W	0.000	Dynamic Earth Lab	R	11:15 am-01:05 pm	25	9	16	5	0	5	25	14	11	Gilles V Tagne (P)	08/28-12/19	MEY 043	
<input type="checkbox"/>	82076	GEOL	212L	6	W	0.000	Dynamic Earth Lab	R	01:15 pm-03:05 pm	25	8	17	5	0	5	25	10	15	Lisa Estelle Heidlauf (P)	08/28-12/19	MEY 043	

[5] Review your selections and make changes. The next screen is the Add or Drop Classes page to confirm all of the classes you have selected to for registration; you can use the Action column to amend your selections or use the Class Search button to find and add another class.

Wheaton College Banner Self-Service (aka BannerWeb)

Personal Information Student Services Financial Aid Faculty Services Employee Finance

Search Go

Add or Drop Classes

Fall 2019
Jun 11, 2019 05:23 pm

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Jun 11, 2019	None	80461	PSYC	241	0	Undergraduate	4.000	Normal		Social Psychology
Registered on Jun 11, 2019	None	82070	GEOL	212	2	Undergraduate	4.000	Normal		Dynamic Earth & Environment
Registered on Jun 11, 2019	None	82074	GEOL	212L	4	Undergraduate	0.000	Pass/Fail		Dynamic Earth Lab

Total Credit Hours: 8.000
Billing Hours: 8.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jun 11, 2019 05:23 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[View Holds | Change Class Options]
06:22

From the Add or Drop Classes screen, you can also enter multiple CRNs in the Add Classes Worksheet if you already have the CRN information for the courses you want to register for. Using this method, you will receive an alert upon selecting Submit Changes if a class you've requested is already full.

You should feel free to make changes to your schedule at any point until online registration closes. For first-year students in Fall 2020, registration closes at midnight Central Daylight Time on July 27. And don't worry—you will have additional opportunities to make needed changes to your schedule after registration closes.

[6] You're registered for classes! Be sure to look over the [Registration Checklist](#) one last time to make sure you've considered all the important factors involved in crafting your schedule.