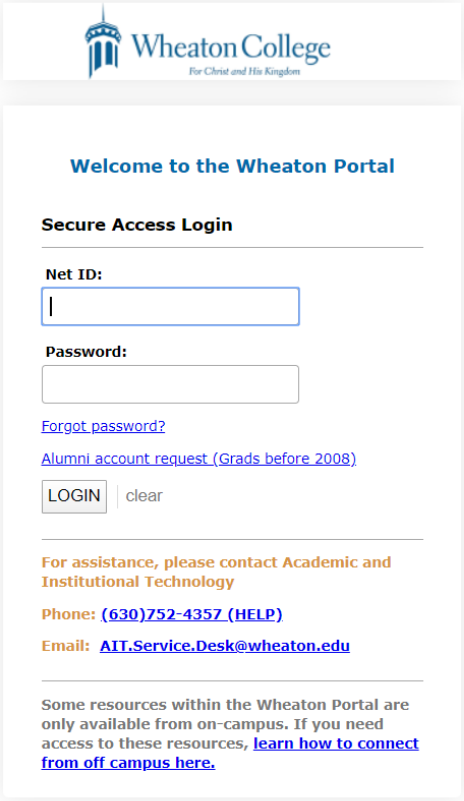
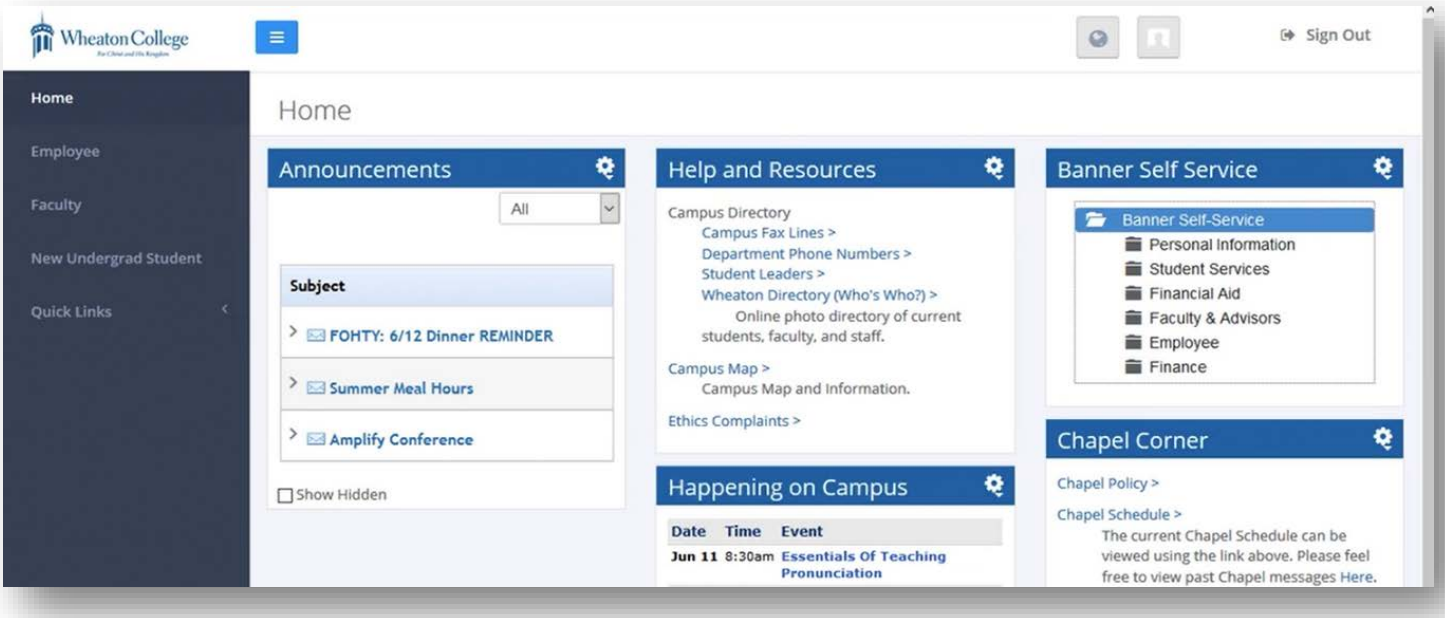
Online Registration Instructions

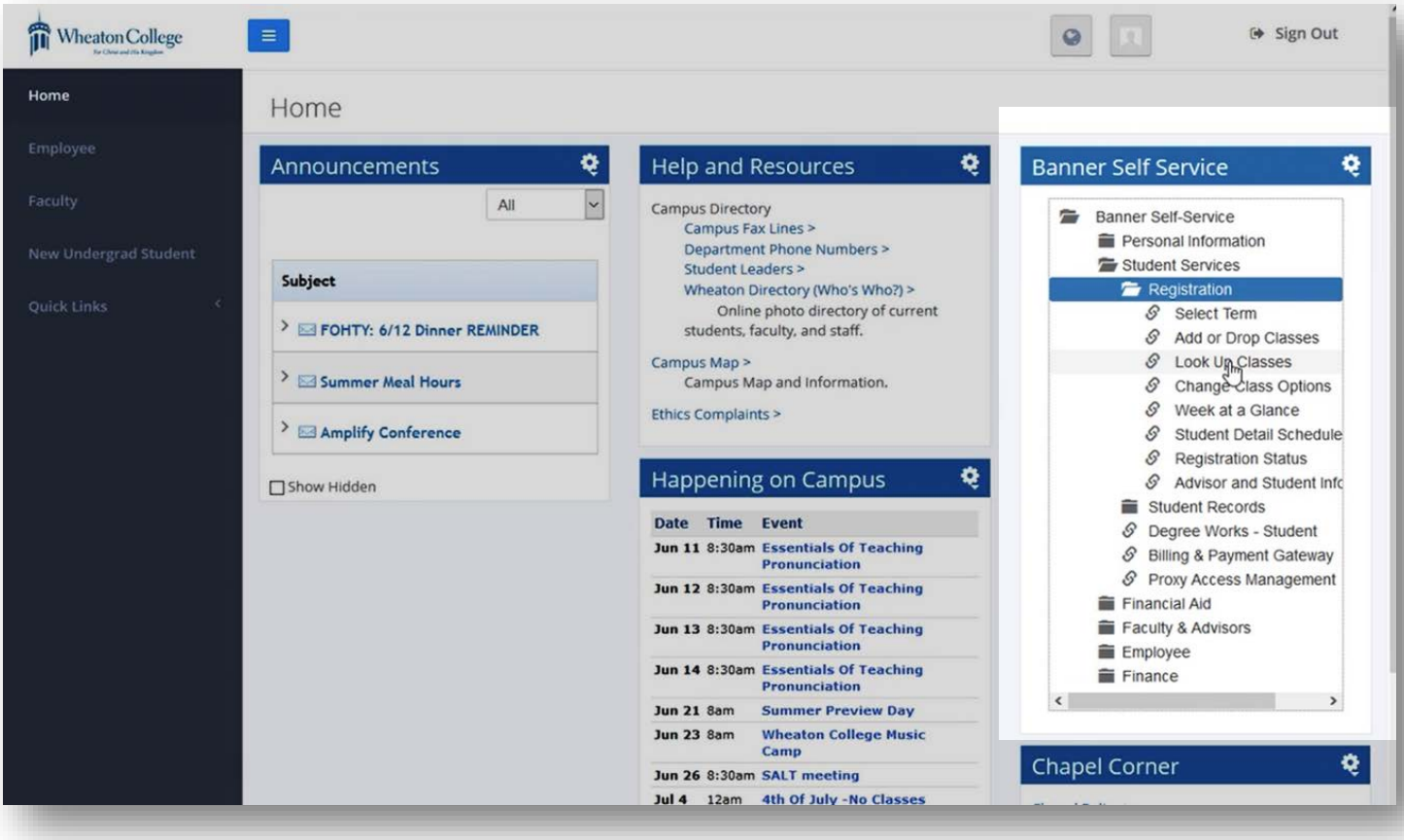
[1] Sign into the portal. Make sure you have access to your Wheaton portal at portal.wheaton.edu and log in using your Net ID and password. (Contact AIT.Service.Desk@wheaton.edu if you need assistance logging in.)



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

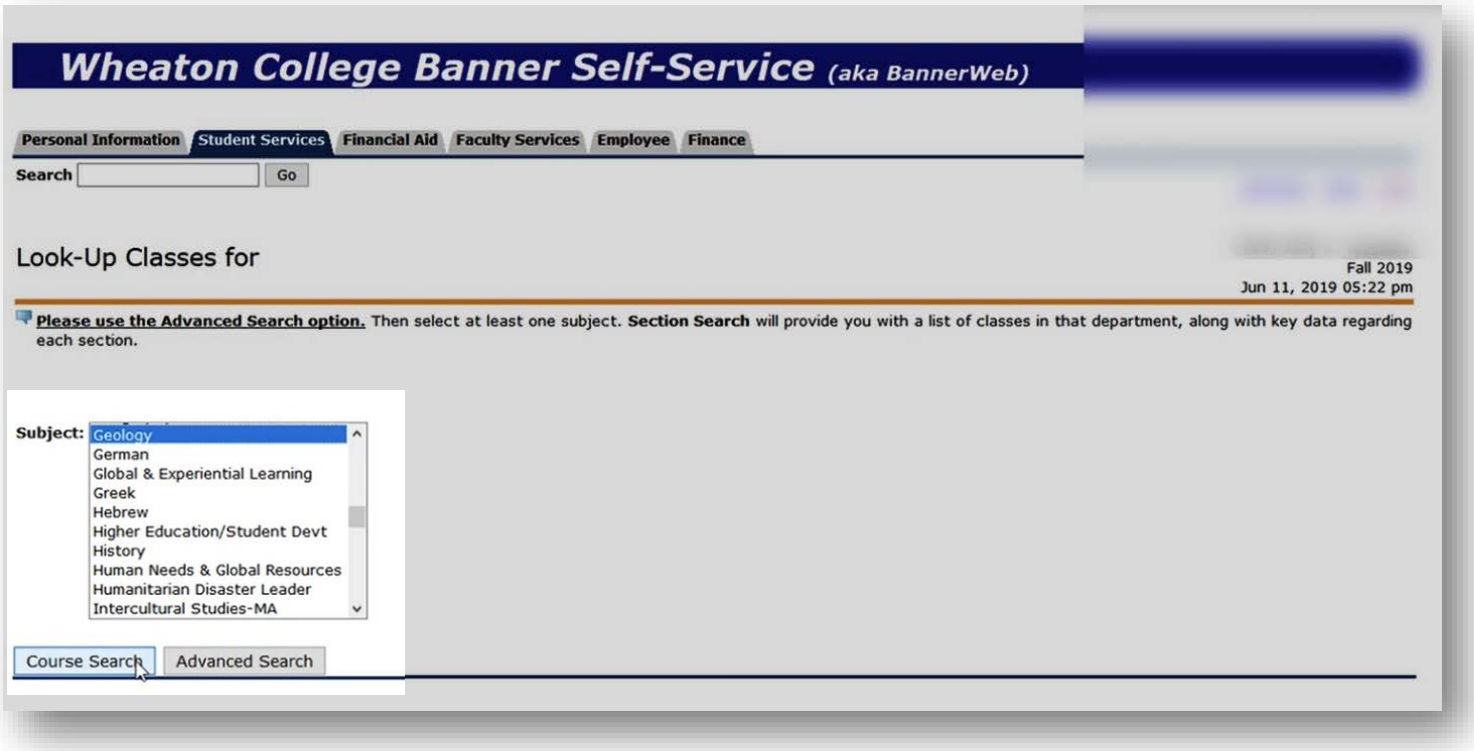


[2] Enter Banner Self Service. On the right side of your home screen, you will see a box header called Banner Self-Service. In this menu, you will find access to your personal Wheaton records. Open the Student Services menu to find a folder titled Registration. Select look Up Classes.

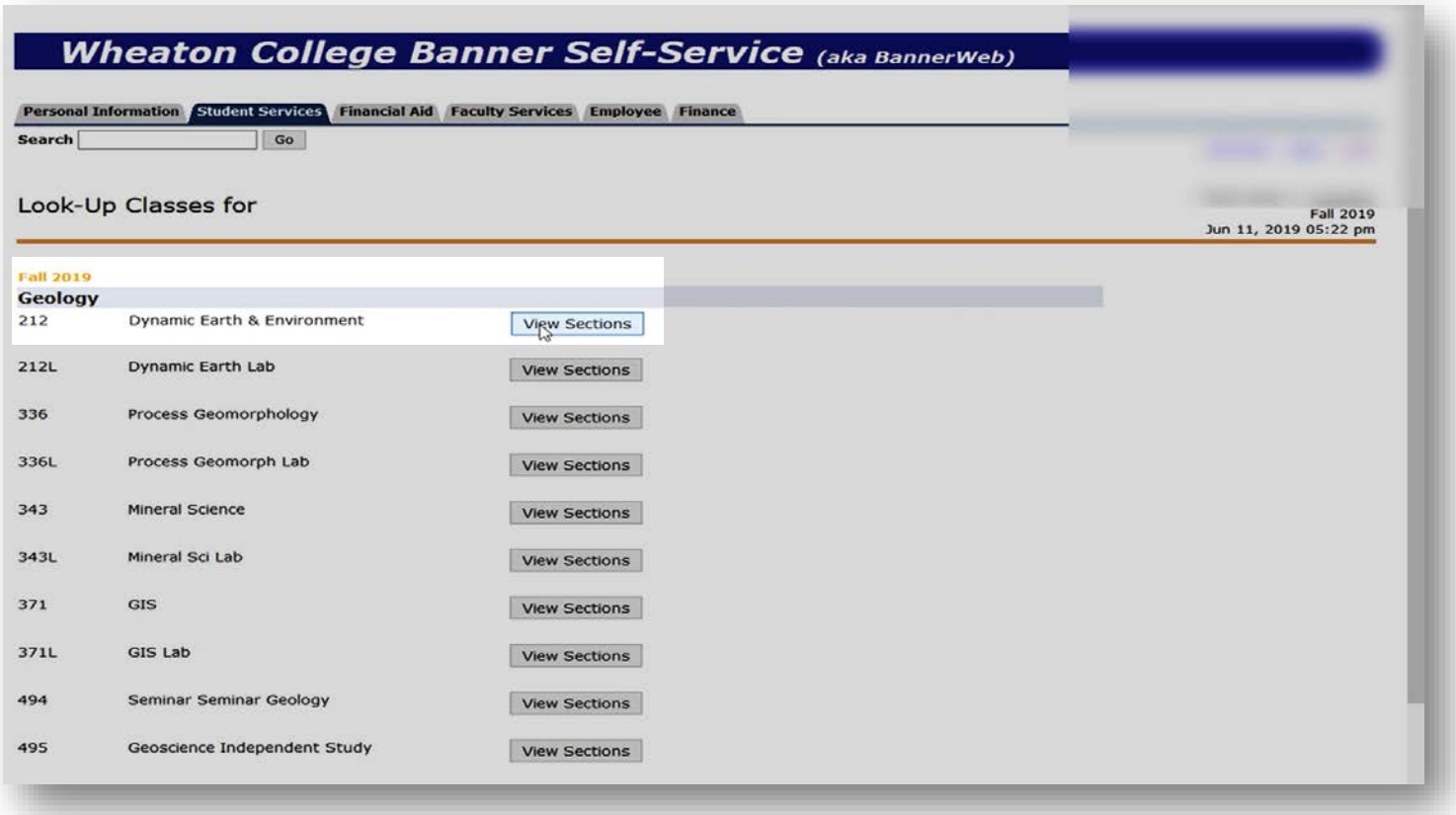


When you open Look up Classes, you will be asked to select a term. Select the term you're registering for and select submit.

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



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

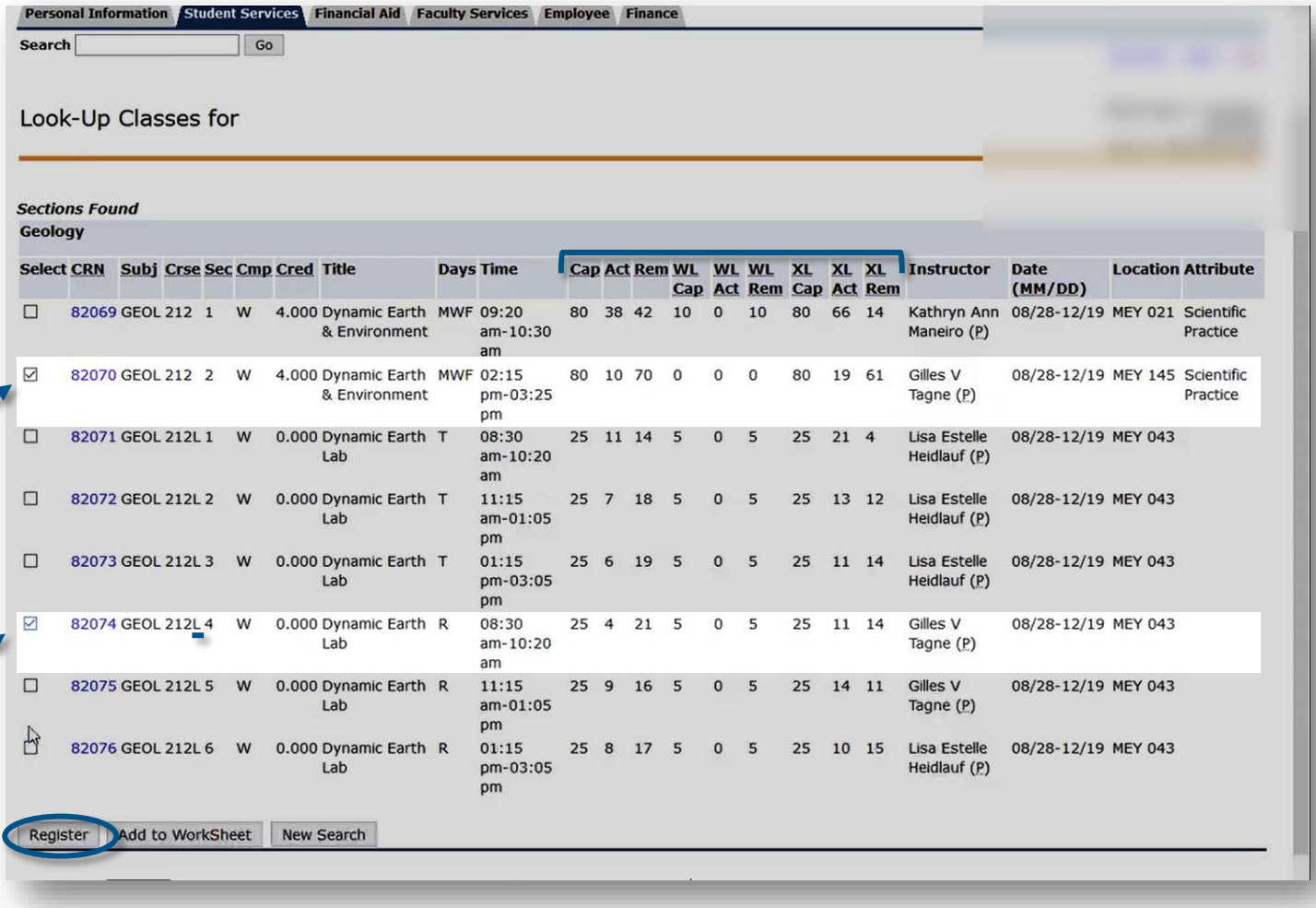


[4] Start registering. The next page is a list of all the course sections of the class you selected. You will find important information about each section such as; the course reference number (CRN), course title, which days of the week the course meets, scheduled time, how many seats are open, the name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

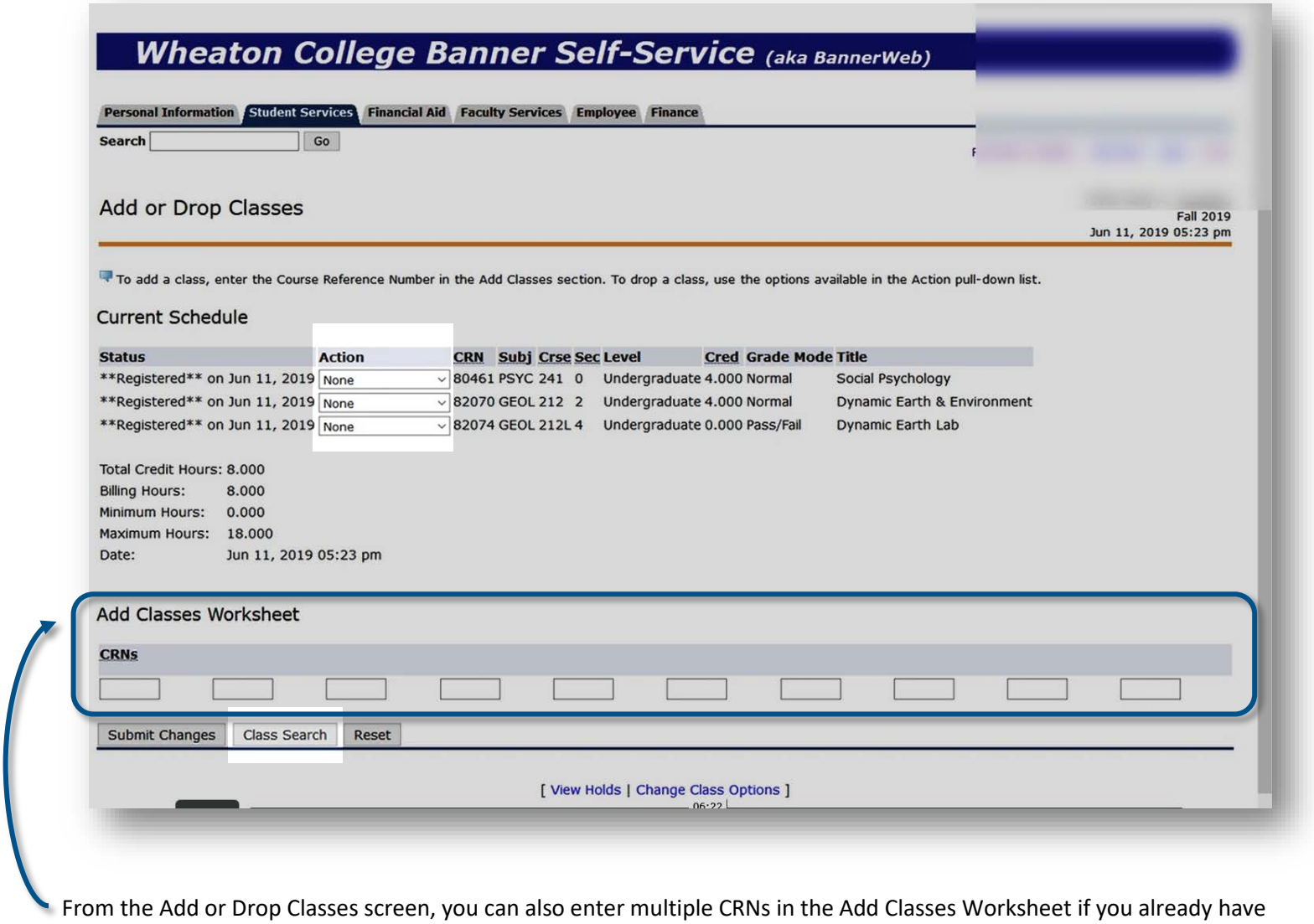
When looking columns containing numbers, the "Cap" column indicates the maximum number of students who can register for the class. "Act" indicates how many students are currently registered for the course, and the "Rem" column indicates how may seats are still open. The next three columns have to do 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).



[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.



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.