

BANNER 9 SELF-SERVICE COURSE REGISTRATION

1

LOG INTO YOUR WHEATON PORTAL

<http://portal.wheaton.edu>

Navigate to the Banner Self-Service box.

Click the Student Services, then click on "NEW: Registration Dashboard." Then click on "add and drop classes."

2

SELECT THE ACADEMIC TERM

When the "Register for Classes" page opens, use the dropdown menu to select the term.

Next to "alternative pin," enter the number that academic advising or your departmental advisor has issued to you. Then click "continue."

3

ENTER THE CRN(S)

There are three tabs across the top – Find Classes, Enter CRNs, and Schedule and Options. Once you receive your CRN(s), you can enter it/them directly by selecting the "Enter CRNs" tab.

Then click "add to summary."

4

CONFIRM COURSE(S)

At the bottom right side of the page, a summary window will appear. Your course(s) should now be listed in that box. Click on "submit" in the lower right hand corner to officially register.

5

CONFIRM

Under the word "status" you should see "registered" highlighted in green in the summary window. Your schedule should now show the classes blocked off in color with a check mark as well.