Look up Classes to see if they are open or closed.

Go to:
→ Student Services
→ Registration
→ Look Up Classes

When prompted:
→ Select the term you want (ex. Fall 2014)
→ Click submit
Select at least one Subject.
Do NOT select any other options.
Click Class Search

- C in the left hand column = Closed
- SR in the left hand column = Seats remaining
- Cap = Capacity of the class.
- Act = Actual # students enrolled.
- Rem = Remaining seats.
- WL Cap = Capacity of waiting list.
- WL Act = Actual # on waiting list.

**If there is a waiting list, new students can't jump ahead of the waiting list, even if seats are open.**
Your current class schedule will be displayed.

To add or drop classes:

→ Select Add or Drop classes
To drop a class:
→ Select Drop/Delete from the dropdown action box.

To add a class or classes:
→ Input the CRNs in the add class worksheet
→ Click submit changes.

To add yourself to a Wait List of a closed class: (Note the registration error at the bottom)
If an open Wait List exists, the dropdown box will give you an action option.
→ Select Wait List to add yourself to the waitlist.

In this case, there are 4 people already waitlisted, so you would be the fifth person on the list.
The new schedule is shown. In this case, Soc 115 has been dropped and Geol 211 and Geol 211L have been added.

**Reminder:**
When adding a course that requires a lab or discussion section (BIOL, GEOL, CHEM, PHYS, ENVR, MATH 231/232/233/234, BITH 111, or PSYC 101), don’t forget to add the lab when you add the lecture!
FOR CONSERVATORY STUDENTS:

To change credit hrs on private music lessons or small ensembles:

When you register, Banner will default to the lowest number of hrs. The credit hrs of courses you can change will be in **BLUE**.

→ Click on the credit hrs.

Example:

MUIP 201, the credit hrs are listed as 2.000 or 4.000 with a box next to it. To change the credit hrs to 4:

→ Type “4” in the open box
→ Click on Submit changes.