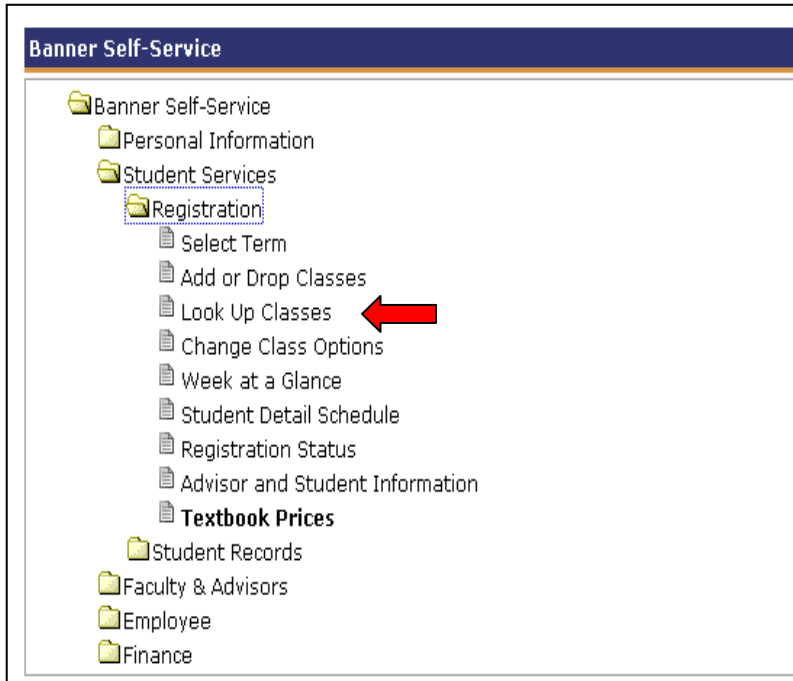


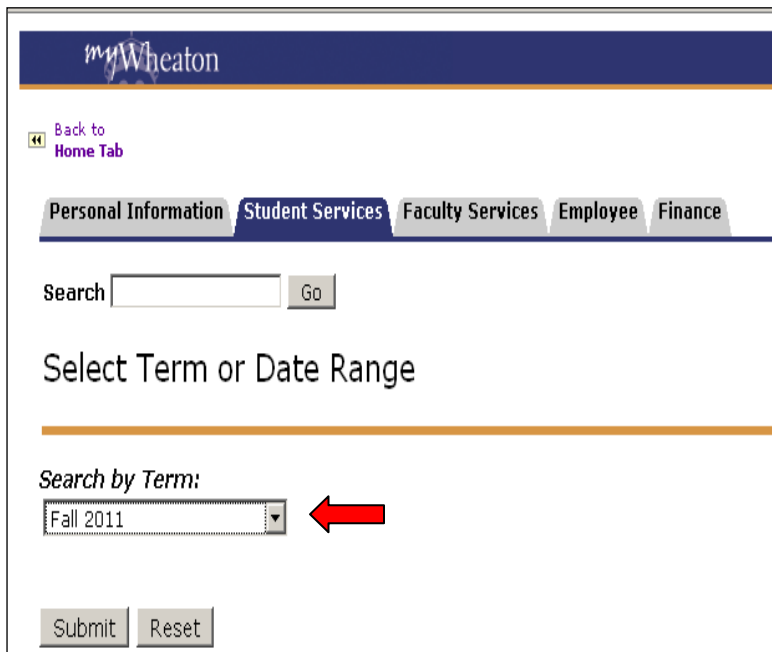
# BANNER SELF SERVICE INSTRUCTIONS



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

myWheaton


Back to Home Tab

Personal Information Student Services Faculty Services Employee Finance

Search  Go

Look-Up Classes for

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search when your selection is complete.

Subject:  

Course Number:

Title:

Credit Range:  hours to  hours

Part of Term: Non-date based courses only

Instructor:

Start Time: Hour  Minute  am/pm

End Time: Hour  Minute  am/pm

Days:  Mon  Tue  Wed  Thur  Fri  Sat

- Select at least one Subject.
- Do NOT select any other options.
- Click Class Search

myWheaton

Back to Home Tab

Search  Go

Look-Up Classes for

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found


Anthropology

Select	CRN	Subj	Crse	Sec	Comp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor
										Cap	Act	Rem	Cap	Act	Rem	Cap	Act	Rem	
<input type="checkbox"/>	05407	ANTH	116	0	W	4.000	Introduction to Anthropology	TR	00:30 am-10:20 am	45	45	0	0	0	0	0	0	0	Brian M. Howell (F
<input type="checkbox"/>	05630	ANTH	202	0	W	2.000	Culture, Travel and Tourism	MWF	02:00 pm-03:05 pm	20	20	0	0	0	0	0	0	0	Brian M. Howell (F
<input checked="" type="checkbox"/>	85639	ANTH	324	0	W	2.000	Arith of Global Christianity	MWF	02:00 pm-03:05 pm	20	19	1	0	0	0	0	0	0	Brian M. Howell (F
<input checked="" type="checkbox"/>	85507	ANTH	326	0	W	4.000	Life, Land and Water	MWF	11:30 am-12:35 pm	24	9	15	0	0	0	0	0	0	Dean E. Arnold (F
<input type="checkbox"/>	84855	ANTH	353	0	W	4.000	Biculturalism	TR	01:15 pm-03:05 pm	25	25	0	0	0	0	0	0	0	Dean E. Arnold (F

- 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.**

**Banner Self-Service**

- Banner Self-Service
  - Personal Information
  - Student Services
    - Registration
      - Select Term
      - Add or Drop Classes 
      - Look Up Classes
      - Change Class Options
      - Week at a Glance
      - Student Detail Schedule
      - Registration Status
      - Advisor and Student Information
      - Textbook Prices
  - Student Records
  - Faculty & Advisors
  - Employee
  - Finance

To add or drop classes:  
 → Select Add or Drop classes

### Add or Drop Classes

 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

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Registered** on Jul 27, 2011	None	83466	B EC	211	4	Undergraduate	4.000	Normal	Microecon Principles
**Registered** on Jul 27, 2011	None	80073	BITH	111	1	Undergraduate	2.000	Normal	Gospel, Church & Culture
**Registered** on Jul 27, 2011	None	84916	BITH	111S	13	Undergraduate	0.000	Pass/Fail	Gospel Church Culture Semina
**Registered** on Jul 27, 2011	None	80270	ENGL	105	1	Undergraduate	4.000	Normal	Modern Global Literature
**Registered** on Jul 27, 2011	None	80321	GEOL	211	1	Undergraduate	4.000	Normal	Physical Geology
**Registered** on Jul 27, 2011	None	82881	GEOL	211L	6	Undergraduate	0.000	Normal	Physical Geology Lab

Total Credit Hours: 14.000  
 Billing Hours: 14.000  
 Minimum Hours: 0.000  
 Maximum Hours: 18.000  
 Date: Jul 27, 2011 02:21 pm

#### Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes Class Search Reset

[ View Holds | Change Course Options ]

Your current class schedule will be displayed.

## Add or Drop Classes

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 Jul 27, 2011	**Drop/Delete**	85642	SOC	115	4	Undergraduate	4.000	Normal	Intro to Sociology
**Registered** on Jul 27, 2011	None	83466	B EC	211	4	Undergraduate	4.000	Normal	Microecon Principles
**Registered** on Jul 27, 2011	None	80073	BITH	111	1	Undergraduate	2.000	Normal	Gospel, Church & Culture
**Registered** on Jul 27, 2011	None	84916	BITH	111S	13	Undergraduate	0.000	Pass/Fail	Gospel Church Culture Seminar
**Registered** on Jul 27, 2011	None	80270	ENGL	105	1	Undergraduate	4.000	Normal	Modern Global Literature

Total Credit Hours: 14.000  
Billing Hours: 14.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Jul 27, 2011 02:20 pm

### Add Classes Worksheet

CRNs

80321	82881							
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Submit Changes Class Search Reset

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.

## Add or Drop Classes

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.

Please note: Your request will not be processed if it would cause credit hours to drop below the minimum allowed for a given term.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
**Registered** on Aug 17, 2011	None	83466	B EC	211	4	Undergraduate	4.000	Normal	Microecon Prin
**Registered** on Aug 17, 2011	None	80073	BITH	111	1	Undergraduate	2.000	Normal	Gospel, Chur
**Registered** on Aug 17, 2011	None	84916	BITH	111S	13	Undergraduate	0.000	Pass/Fail	Gospel Churc
**Registered** on Aug 17, 2011	None	80270	ENGL	105	1	Undergraduate	4.000	Normal	Modern Globa
**Registered** on Aug 17, 2011	None	80321	GEOL	211	1	Undergraduate	4.000	Normal	Physical Geol
**Registered** on Aug 17, 2011	None	82881	GEOL	211L	6	Undergraduate	0.000	Normal	Physical Geol

Total Credit Hours: 14.000  
Billing Hours: 14.000  
Minimum Hours: 12.000  
Maximum Hours: 18.000  
Date: Aug 18, 2011 09:19 am

### Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
Closed - 4 Waitlisted	None Wait List	80024	B EC	211	2	Undergraduate	4.000	Normal	Microecon Principles

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.

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Registered** on Aug 17, 2011	None	83466	B EC	211	4	Undergraduate	4.000	Normal		Microecon Principles
**Registered** on Aug 17, 2011	None	80073	BITH	111	1	Undergraduate	2.000	Normal		Gospel, Church & Culture
**Registered** on Aug 17, 2011	None	84916	BITH	111S	13	Undergraduate	0.000	Pass/Fail		Gospel Church Culture Semin
**Registered** on Aug 17, 2011	None	80270	ENGL	105	1	Undergraduate	4.000	Normal		Modern Global Literature
**Registered** on Aug 17, 2011	None	80321	GEOL	211	1	Undergraduate	4.000	Normal		Physical Geology
**Registered** on Aug 17, 2011	None	82881	GEOL	211L	6	Undergraduate	0.000	Normal		Physical Geology Lab

Total Credit Hours: 14.000

Billing Hours: 14.000

Minimum Hours: 12.000

Maximum Hours: 18.000

Date: Aug 17, 2011 03:18 pm

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:

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)


### Add or Drop Classes

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 Aug 20, 2014	None	83399	MUIP	201	1	Undergraduate	2.000	Normal	Private Less: Piano

Total Credit Hours: 2.000  
Billing Hours: 2.000  
Minimum Hours: 0.000



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.

### Change Class Options

You may change a selected class which has multiple grading options, variable credits, or different levels for which you can register.



*Private Less: Piano*

Course: 83399 MUIP 201 1

Credit Hours (2.000 to 4.000):

Grade Mode: Normal

Course Level: Undergraduate



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.