Interim Registration

Students will need to do two things with Banner Web to register for an Interim project:

- Look at the descriptions of the projects and write down the project name and Course Reference Number (CRN) of at least three projects they want to take.
- Register for a project according the Interim registration schedule

Gaining Access to Banner Web

Go to the URL  http://bannerweb.wofford.edu

OR

Go to the Wofford web page and click on the link to Banner Web.

This will bring you to the Banner Web main menu. The menu items that are most important for Interim Registration are the Course Catalog, Class Schedule, and Secure Area. We will use the Course Catalog to find the descriptions of the Interim projects.
Interim Project Descriptions

To see a list of Interim projects with their descriptions, click on Course Catalog on the Banner Web menu.

The Course Catalog is unsecured so you do not need your User ID or PIN to see the schedule.

Choose Interim 2009 and click on Submit.

Choose January and click on Get Courses.
This will bring you to a list of the Interim projects with their descriptions.

Read through the descriptions and choose at least three projects that you would like to take.

Finding Course Reference Numbers (CRNs)

You will need the Course Reference Number (CRN) of a project when you register. Suppose that you would like to take the “Fantasy in Black and White” project. Click on the Project link to find its CRN.

The CRN is the four-digit number to the right of the project name.

Write down the project name and CRN. You will need them to register.
When you have written down the project name and CRN, you can return to the list of projects by clicking on Return to Previous.

Continue looking at the projects until you have written down the CRN of at least three projects for which you would like to register.

Your Banner Web User ID and PIN

In order to register for courses, you must enter your Banner Web Secure Area, which requires your User ID and PIN.

Your User ID will be a “W” followed by an 8-digit number, such as W00012345.

You should have received several scrambled letters and numbers as your initial PIN. The first time you use Banner Web, you will be required to change your PIN to any 6-character combination of letters and numbers.

If you forget or lose your User ID, you must go to the Help Desk in Olin 207.

If you forget or lose your PIN, you can use your verification security question to reset your PIN. Do not try to guess your PIN. If you enter the wrong PIN five times in succession, your Banner account will be locked. If this does occur, go to the Help Desk.

With the exception of your parents, NEVER TELL ANYONE ELSE YOUR BANNER PIN.
Entering the Secure Area for the First Time

The Secure Area is your own personal area on Banner Web in which you register for courses, see your grades, etc. You need your Banner ID and PIN to enter the Secure Area.

Click on Enter Secure Area.

Enter your User ID and PIN.
- The “W” in the User ID is uppercase.
- When you log in for the first time, your PIN is the scrambled letters and number you have received.
- Click on Login

At your first login, your old PIN automatically expires.
- Type in your initial PIN and enter a new PIN twice.
- The new PIN must have 6 characters – numbers or letters.
- REMEMBER YOUR NEW PIN. You will need it to access Banner Web again.
- Click on Login

Next, enter a question and answer so that you can get your PIN if you forget it. The question can be anything. Keep the answer short.

Click on the Submit button.

At this point you will be in your Secure Area.
Registering For a Project

In your Secure Area, choose Student Services & Financial Aid.

Choose Registration.

Choose Add/Drop Classes.

Select the Interim 2009 Term and click on the Submit button.
Enter the CRN of the project that is your first choice. **DO NOT enter more than one CRN because you will take only one course during the Interim session.**

Click on **Submit Changes.**

If you are registered for the course, you will see it on the Current Schedule that is displayed on the screen with a “Web Registered” status.

**Registration Errors**

If, for one reason or the other, you were not able to register successfully for a course, you will not see it on the schedule. In this case you will see a registration error.

The **Status** column describes the reasons that registration was unsuccessful:

- **Closed Section:** The course is closed
- **Instructor Permission:** The course requires the permission of the instructor before registering.
- **Maximum Hours Exceeded:** You can only register for one four-hour course during the Interim session
Searching for Classes

If you are registering, you can search for classes to add. There are two ways to reach the Class Search section of Banner Web:

Click on the Class Search button below the Add Class table.

OR

Select Look-up Classes to Add in the Registration menu.

Click on January as the Subject.

Click on Class Search.
You should see a list of the Interim projects.

A “C” on the left indicates that the course is closed. The Capacity (Cap), Actual Enrollment (Act), and Remaining Seats (Rem) will help you find projects that still are open for enrollment.

To register for the class from the Class Search window, click on the checkbox (a check will show in the box) under “Select” next to the CRN and then click on Register.

Dropping a Course

If you change your mind or make a mistake you can drop a course. To drop a course, choose Drop Web under Action.

With “Drop Web” in the Action Box, click on Submit Changes. The dropped course will be deleted from your schedule.

Do not drop a course unless you are certain this is what you want to do. If you drop a course, someone else may register for it.
When You Are Finished

You are officially registered for a course if you see “Web Registered” as the status on your schedule.

Click on Exit to close down Banner Web.

*** Close the browser! (Quit the browser if using a Mac) ***