

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 to 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**.

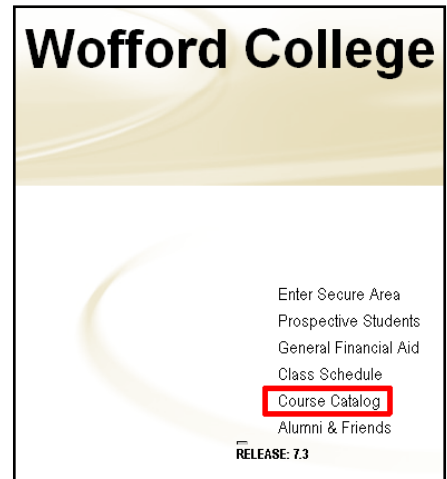


This will bring you to the Banner Web main menu. The menu items that are most important for Interim Registration are the **Course Catalog**, **Class Schedule**, and **Secure Area**. We will use the Course Catalog to find the descriptions of the Interim projects.

Interim Project Descriptions

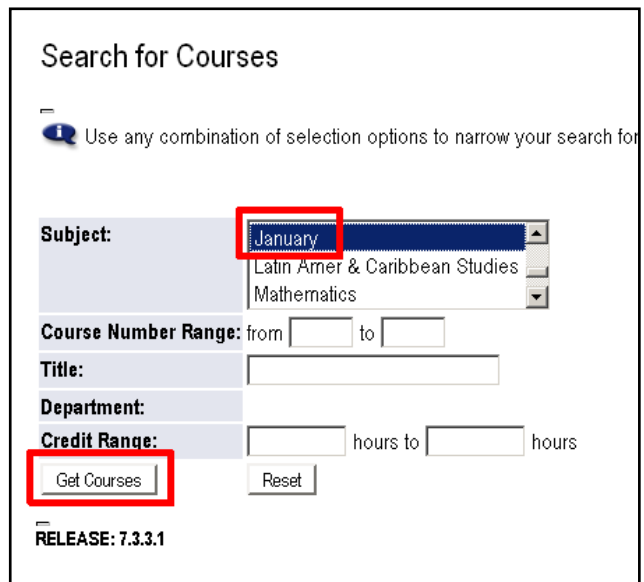
To see a list of Interim projects with their descriptions, click on **Course Catalog** on the Banner Web menu.

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.

Wofford College

HELP EXIT
Interim 2008
Oct 22, 2007

Catalog Entries

Select the Course Number to get further detail on the course. Select the desired Schedule Type to find available classes for the course.

JAN 301 - TESOL Certification Program

The TESOL (Teaching of English to Speakers of Other Languages) Certification Program is recognized around the world as the best preparation for the teaching of English and is offered for the first time at Wofford in its entirety over Interim, including 100 hours of theory and 50 for the practicum. It is taught by an outside group of experienced educators, English for Life, and coordinated by Wofford faculty member Jhon Akers. The Certification Program is thorough, practical, interactive, intensive, and fun. It is one of the best ways to develop teaching skills without completing a traditional teacher-education program. Those who successfully complete the course are employable virtually anywhere in the world.

4.000 Credit Hours
4.000 Lecture hours

Levels: Undergraduate
Schedule Types: [Project](#)

Wofford College College
Interim Department

JAN 302 - Fantasy in Black & White

This course will deal with literature by four of the preeminent science fiction/fantasy writers of our day: Octavia Butler, Samuel Delany, J. K. Rowling, and Philip Pullman. In reading these two black and two white authors, we will in particular be considering to what extent, if any, there are major differences between their works that are rooted in their ethnicity, social background, or gender. We will devote one week to each author, beginning with the Harry Potter series. We will then turn to Pullman's 'His Dark Materials' trilogy, before moving on to Butler's 'Parable' series. The last week will deal with a variety of Delany's works.

4.000 Credit Hours
4.000 Lecture hours

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.

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4.000 Credit Hours
4.000 Lecture hours

Levels: Undergraduate
Schedule Types: [Project](#)

Wofford College College
Interim Department

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.**

Sections Found

Fantasy in Black & White - 5002 - JAN 302 - A

Associated Term: Interim 2008
Registration Dates: Sep 25, 2007 to Jan 03, 2008
Levels: Undergraduate

Instructors: Alva K. Anderson (P)

Wofford College Campus
Project Schedule Type
4.000 Credits
[View Catalog Entry](#)

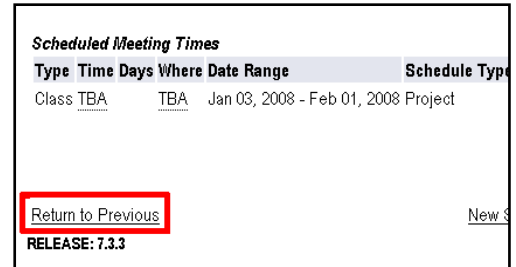
Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA	TBA		Jan 03, 2008 - Feb 01, 2008	Project	Alva K. Anderson (P)

[Return to Previous](#) [New Search](#)

RELEASE: 7.3.3

When you have written down the project name and CRN, you can return to the list of projects by clicking on **Return to Previous**.



The screenshot shows a web interface with a table titled "Scheduled Meeting Times". The table has columns for "Type", "Time", "Days", "Where", "Date Range", and "Schedule Type". A single row is visible with the following data: "Class TBA", "TBA", "Jan 03, 2008 - Feb 01, 2008", and "Project". Below the table, there is a button labeled "Return to Previous" which is highlighted with a red rectangular border. To the right of the button, the text "New S" is partially visible. At the bottom left of the interface, the text "RELEASE: 7.3.3" is displayed.

Type	Time	Days	Where	Date Range	Schedule Type
Class TBA	TBA			Jan 03, 2008 - Feb 01, 2008	Project

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.

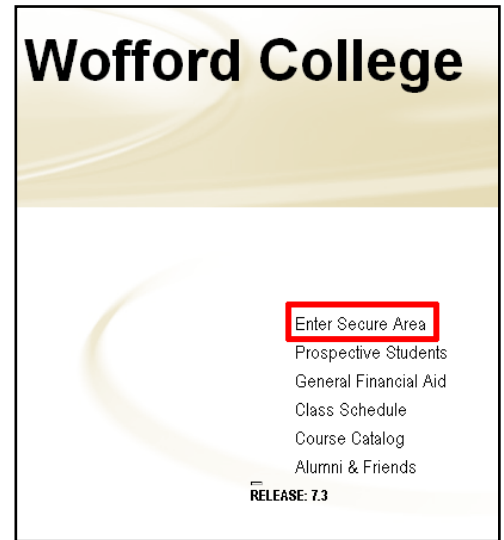
If you forget or lose your PIN, you can use your verification security question to reset your PIN. **Do not try to guess your PIN.** If you enter the wrong PIN five times in succession, your Banner account will be locked. If this does occur, **go to the Help Desk.**

With the exception of your parents, NEVER TELL ANYONE ELSE YOUR BANNER PIN.

Entering the Secure Area for the First Time

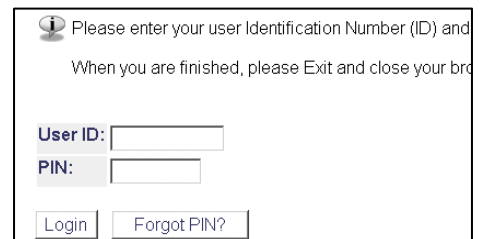
The Secure Area is your own personal area on Banner Web in which you register for courses, see your grades, etc. You need your Banner ID and PIN to enter the Secure Area.

Click on **Enter Secure Area**.



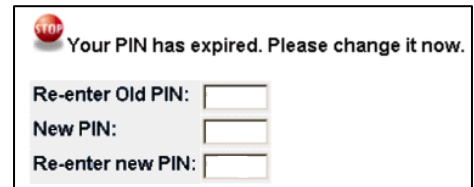
Enter your **User ID** and **PIN**.

- 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**

The image shows a login form with the following elements: an information icon and the text "Please enter your user Identification Number (ID) and PIN. When you are finished, please Exit and close your browser." Below this, there are two input fields: "User ID:" and "PIN:". At the bottom, there are two buttons: "Login" and "Forgot PIN?".

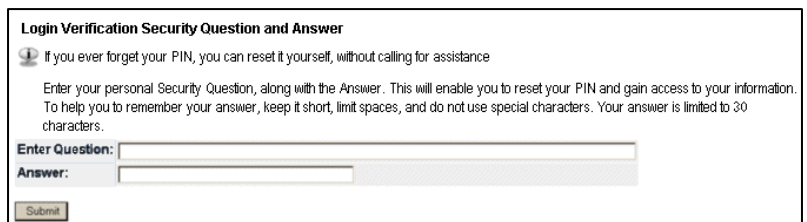
At your first login, your old PIN automatically expires.

- 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**

The image shows a message box with a red "STOP" icon and the text "Your PIN has expired. Please change it now." Below this, there are three input fields: "Re-enter Old PIN:", "New PIN:", and "Re-enter new PIN:".

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.

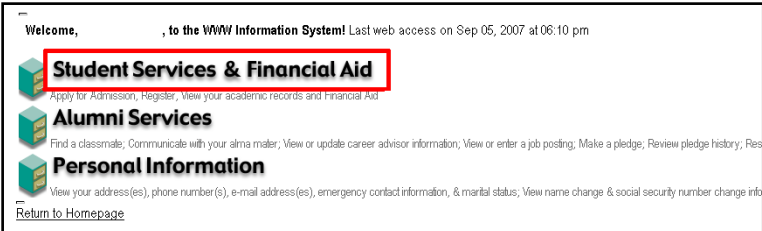
Click on the **Submit** button.

The image shows a form titled "Login Verification Security Question and Answer". It includes an information icon and the text "If you ever forget your PIN, you can reset it yourself, without calling for assistance." Below this, there is a paragraph: "Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, keep it short, limit spaces, and do not use special characters. Your answer is limited to 30 characters." There are two input fields: "Enter Question:" and "Answer:". At the bottom, there is a "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**.

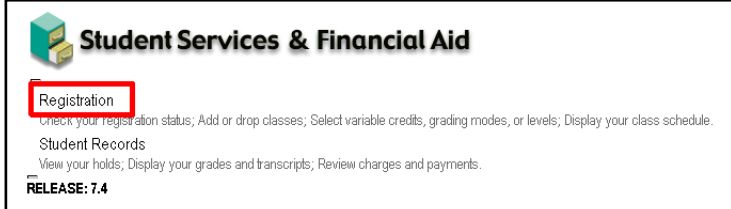


Welcome, , to the WWV Information System! Last web access on Sep 05, 2007 at 06:10 pm

- Student Services & Financial Aid**
Apply for Admission, Register, View your academic records and financial Aid
- Alumni Services**
Find a classmate; Communicate with your alma mater; View or update career advisor information; View or enter a job posting; Make a pledge; Review pledge history; Res
- Personal Information**
View your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change & social security number change info

[Return to Homepage](#)

Choose **Registration**.

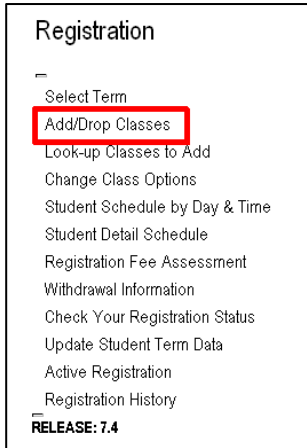


Student Services & Financial Aid

- Registration**
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.
- Student Records**
View your holds; Display your grades and transcripts; Review charges and payments.

RELEASE: 7.4

Choose **Add/Drop Classes**.



Registration

- Select Term
- Add/Drop Classes**
- Look-up Classes to Add
- Change Class Options
- Student Schedule by Day & Time
- Student Detail Schedule
- Registration Fee Assessment
- Withdrawal Information
- Check Your Registration Status
- Update Student Term Data
- Active Registration
- Registration History

RELEASE: 7.4

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**.

Add Classes Worksheet

CRNs

5002

Submit Changes Class Search Reset

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.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Oct 22, 2007	None	5002	JAN	302	A	Undergraduate	4.000	Pass/Fail		Fantasy in Black & White

Total Credit Hours: 4.000

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.

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Instructor Permission	5056	JAN	411	A	Undergraduate	4.000	Pass/Fail		Pedaling Portugal

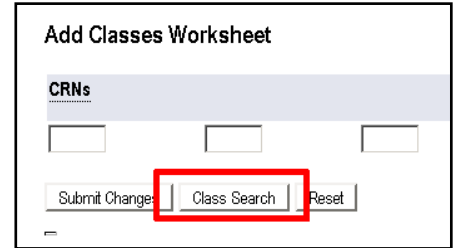
The **Status** column describes the reasons that registration was unsuccessful:

- **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.

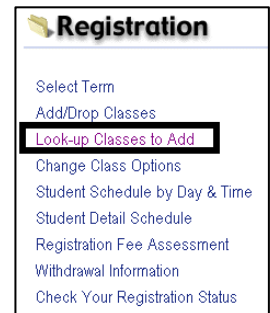


Add Classes Worksheet

CRNs

OR

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

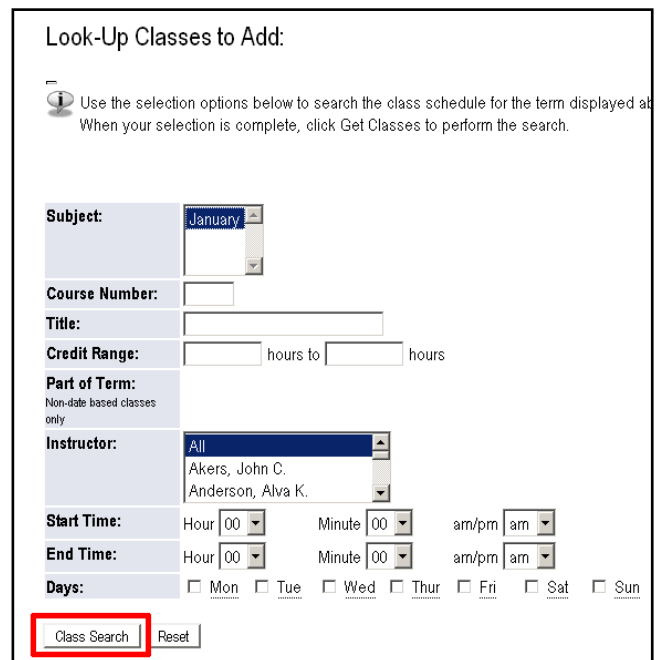


Registration

- Select Term
- Add/Drop Classes
- Look-up Classes to Add**
- Change Class Options
- Student Schedule by Day & Time
- Student Detail Schedule
- Registration Fee Assessment
- Withdrawal Information
- Check Your Registration Status

Click on **January** as the **Subject**.

Click on **Class Search**.



Look-Up Classes to Add:

Use the selection options below to search the class schedule for the term displayed at the top. When your selection is complete, click Get Classes to perform the search.

Subject:

Course Number:

Title:

Credit Range: hours to hours

Part of Term: Non-date based classes only

Instructor:
Akers, John C.
Anderson, Alva K.

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

You should see a list of the Interim projects.

Look-Up Classes to Add:

WM0097438 Emily
Info
Oct 22, 2007

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

Sections Found
January

Select	CRN	Subj	Crse	Sec	Comp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location
<input type="checkbox"/>	5001	JAN	301	A	WC	4.000	TESOL Certification Program		TBA	20	0	20	0	0	0	0	0	0	John C. Akers (P)	01/03-02/01	TBA
<input type="checkbox"/>	5002	JAN	302	A	WC	4.000	Fantasy in Black & White		TBA	20	0	20	0	0	0	0	0	0	Alva K. Anderson (P)	01/03-02/01	TBA
<input type="checkbox"/>	5003	JAN	303	A	WC	4.000	And Justice for All!		TBA	20	0	20	0	0	0	0	0	0	Laura H. Barbas Rhoden (P)	01/03-02/01	TBA
<input type="checkbox"/>	5004	JAN	304	A	WC	4.000	Dance, Dance, Dance		TBA	20	0	20	0	0	0	0	0	0	Camille L. Belhea (P)	01/03-02/01	TBA
<input type="checkbox"/>	5005	JAN	305	A	WC	4.000	Is Cooking Art or Science?		TBA	20	0	20	0	0	0	0	0	0	Kara L. Bopp (P), Bryan G. Soloway	01/03-02/01	TBA

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**.

Visland

5065 JAN 420 A WC 4.000 A Kayaking Ecotour

5066 JAN 421 A WC 4.000 Historic Cultures of Spain

5067 JAN 422 A WC 4.000 Life & Works of C.S. Lewis

5068 JAN 424 A WC 4.000 Study Abroad Mex, Can or Germ.

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.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred
Web Registered on Oct 22, 2007	Drop Web	5002	JAN	302	A	Undergraduate	4.000

Total Credit Hours: 4.000
Billing Hours: 4.000
Maximum Hours: 5.000
Date: Oct 22, 2007 12:11 pm

Add Classes Worksheet

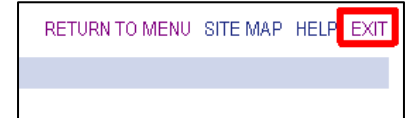
CRNs

When You Are Finished

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

Current Schedule									
Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Oct 22, 2007	None	5002	JAN	302	A	Undergraduate	4.000	Pass/Fail	Fantasy in Black & White
Total Credit Hours: 4.000									

Click on **Exit** to close down Banner Web.



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