

# How to Register for Classes in Self-Service Banner (SSB)

## Important

- Access to register for classes is in [PAWS](#) under **Registration**. This will lead you to Self-Service Banner (SSB), the online tool where you can manage your academic information.
- For questions, please contact the Registrar's Office at 719-549-2261 or [registrar@csupueblo.edu](mailto:registrar@csupueblo.edu).

## Student Profile

Once logged in, you will see the **Student Profile** page. This shows your biographic and academic information.

## To Register: Part 1

1. Check **Registration Notices**. This shows your Time Ticket and items to review so you can register.
  - Time Tickets – shows you the time and date to register.
  - When you see a check mark (✓) the item is complete.

**NOTE:** *Not reviewing Registration Notices* prior to registration may delay your chances to get a spot in class, so the sooner you check this then the smoother your registration will go!

2. Check **Holds**. This shows if you have an Advising PIN that needs to be removed and/or additional items to review so you can register.
  - Advising PIN – meet with your advisor to remove the Advising PIN.
  - Review additional items – contact information is provided to review each item.

**NOTE:** Your advisor needs to release the Advising PIN before you can register. For other items and notices, these need be reviewed with your advisor before you register as well.

The screenshot displays the Student Profile page for a student at CSU Pueblo. The page is divided into several sections:

- Header:** CSU Pueblo logo and navigation tabs for Student Profile, Registration Notices, and Holds.
- Registration Notices:** A box indicating 4 notices and 0 holds.
- Student Information:** Includes Bio Information (Email, Phone, Date of Birth, Ethnicity, Race) and General Information (Level, Class, Status, Student Type).
- Advisors:** Lists Academic Success Coach and Navas-Groops, Estany.
- CURRICULUM, HOURS & GPA:** Shows Degree, Level, Program, College, Major, Department, Concentration, Minor, Admit Type, and Catalog Term.
- REGISTERED COURSES:** Currently shows "Not Registered".
- Summary Box:** Contains overall academic standing, student status, enrollment status, and time tickets.

**Registration Notices:** 4

**Holds:** 0

**Overall Academic Standing:** Probation <1.0 Freshman Term 1 Permits Registration

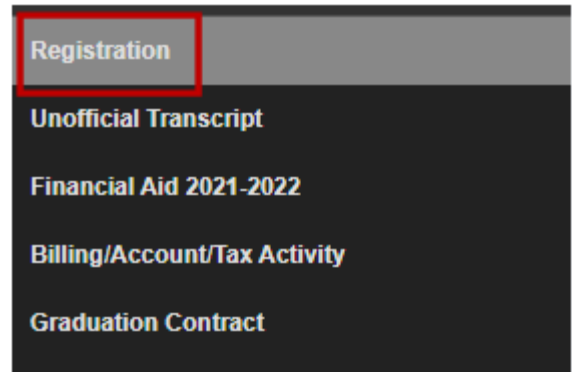
**Student Status:** Active Permits Registration

**Enrollment Status:** Permits Registration

**Time Tickets:** When you can register  
From: 02/06/2021 8:00 AM  
To: 12/03/2021 11:59 PM

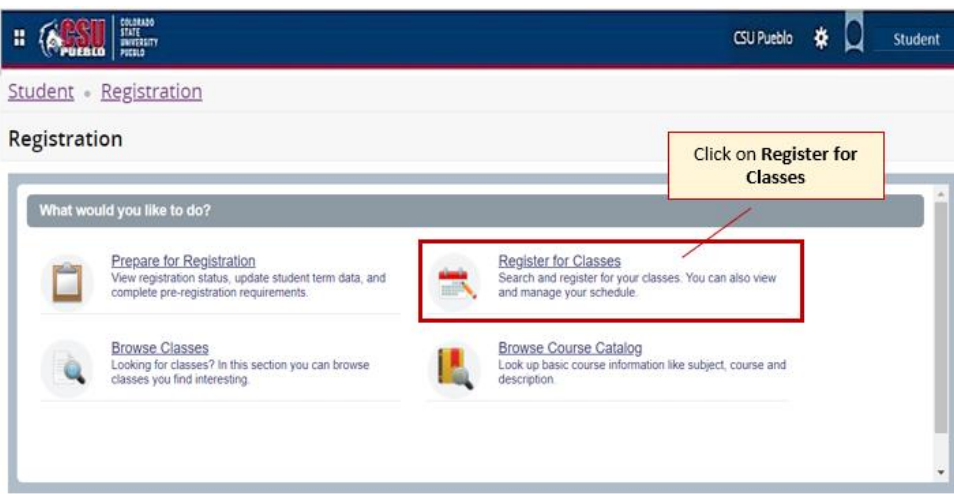
- Find your classes and enroll in **Registration**.
  - When your assigned Time Ticket time opens, click on **Registration** on your **Student Profile** page.

**NOTE:** This link will only be accessible on or after the Time Ticket date and time.



### To Register: Part 2

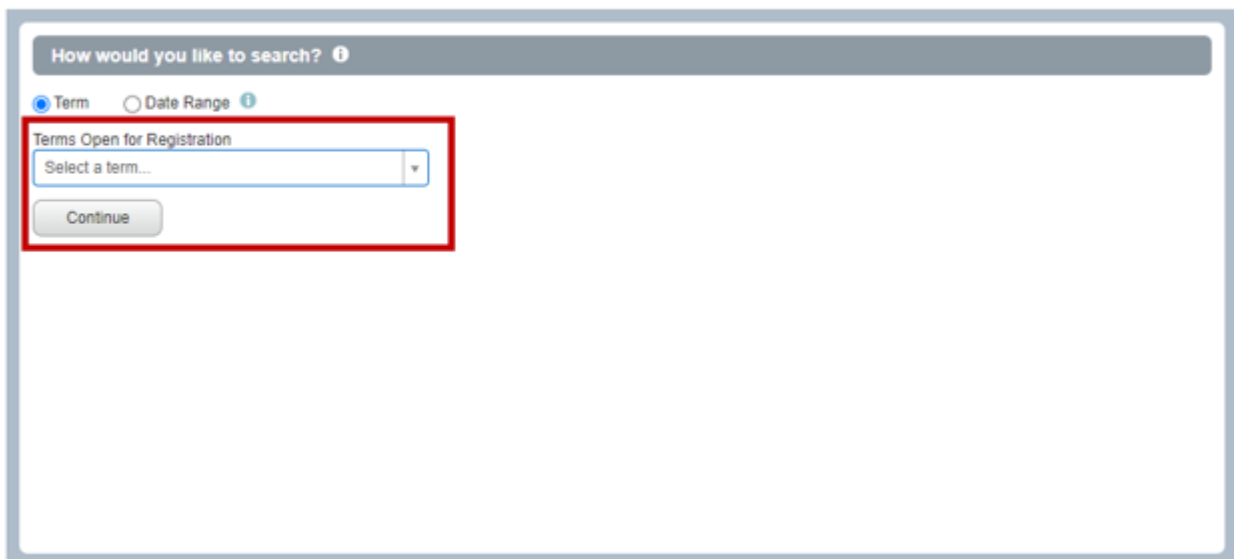
- Click on **Register for Classes**.



- Select a term from the drop-down menu and click **Continue**.

[Student](#) • [Registration](#) • [Select a Term](#)

### Select a Term



### To Register: Part 3

6. Search from the pulldown menus and choose a subject, campus, and any attribute and keyword you want to search for.

**NOTE:** Attributes include general education courses and other class details. You may find this useful if you're looking for a specific class offering!

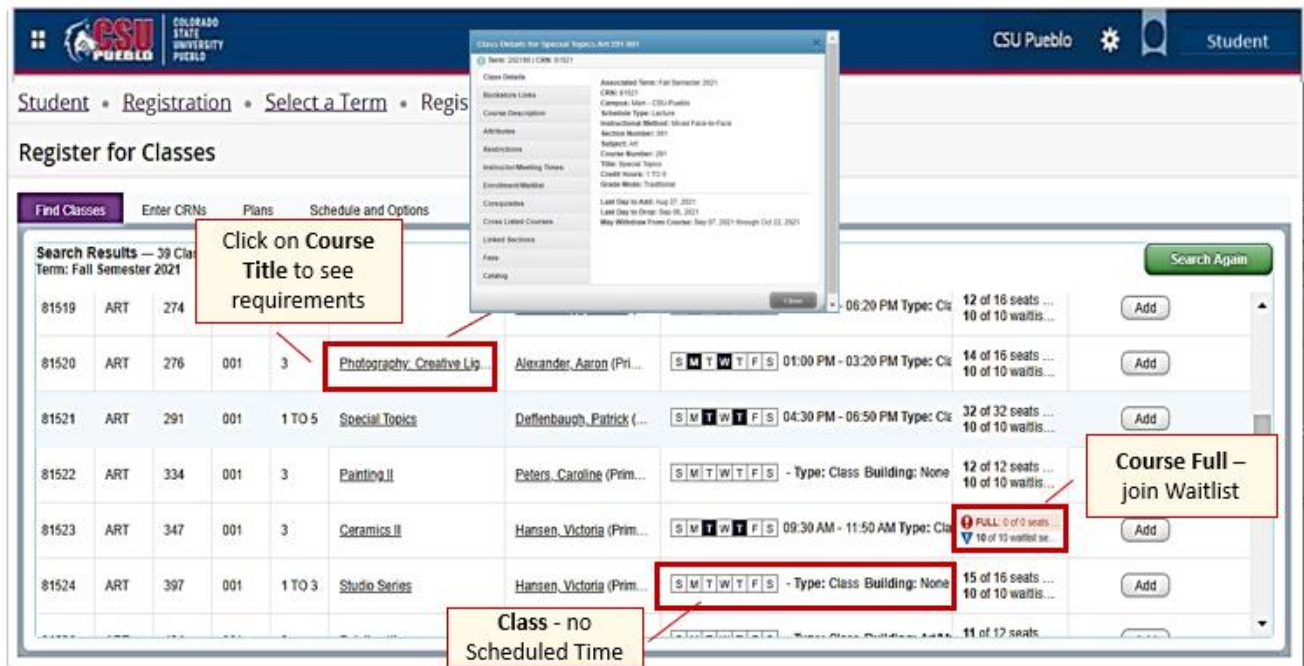
7. Click **Search**.

The screenshot shows the 'Register for Classes' page on the CSU Pueblo website. The page has a navigation bar with 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below the navigation bar, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Find Classes' tab is active. The search criteria section is titled 'Enter Your Search Criteria' and includes a dropdown for 'Term: Fall Semester 2021'. There are five input fields: 'Subject' (with a note '- Choose a Subject, ex: Art, History, etc.'), 'Course Number', 'Campus' (with a note '- Campus: Pueblo, Extended Studies'), 'Attribute' (with a note '- Attribute ex: online, fieldwork etc.'), and 'Keyword' (with a note '- Keyword ex: lab, undergraduate, etc.'). At the bottom of the search criteria section, there are three buttons: 'Search', 'Clear', and 'Advanced Search'. A red box highlights the 'Search' button with the text 'Click Search'. Another red box highlights the search criteria fields with the text 'Search the Pulldown Menus for Classes'.

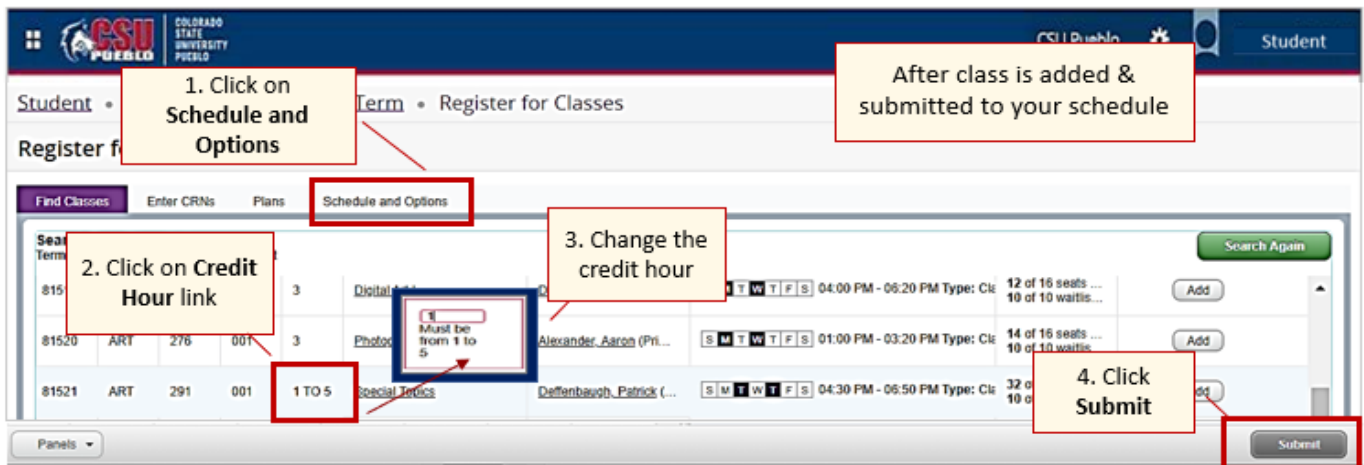
8. Based on your search options, you'll see a list of classes and details:
  - **Classes with a Scheduled Time** – this is likely an on-campus, hybrid, and/or synchronous online course. To see the location, either:
    - Hover over the **Meeting Times** column.
    - Click **Course Title**, then select **Instructor/Meeting Times**.

**NOTE:** Make sure that you keep a sharp eye out for locations. Some classes list their locations as attributes!

- **Classes with no Scheduled Time** – this could be an online course, or the instructor is setting up the time with students.
- **Required Approvals or Prerequisites** – some instructors require approval or prerequisites to enter the class. A message will appear telling you what is required.
  - Contact the instructor for a permit to register.
  - Click **Course Title** to view the class details and requirements.
- **Course is Full** – you can go to your schedule and go on the **Waitlist**. If a spot opens, you will be notified by your pack email and have 48 hours to register.
  - If you don't register within the specific time frame, you will have to add the course again to your schedule and to the **Waitlist**.



- **Variable Credit Courses** - You will be registered for the lowest class credit hour first. Once the class is added and submitted to your schedule, you can change the credit hours. To change them:
  - Click on **Schedule and Options**.
  - Click on the course's credit hour link and change the credit hours.
  - Click **Submit**. The summary of your courses is updated.



**NOTE:** There is an 18-credit hour by semester limit without an overload authorization. Additionally, waitlist courses do not count in the credit hour limit as you are not registered.

9. When you find your class, click **Add**. The class will be added to your schedule cart – as **Pending!**
  - You will receive a message if there is an issue adding the class, ex: “Class is full”.
  - Click to add yourself to the **Waitlist** if you wish to be notified when a spot opens in a full class.
10. Click **Submit** to add to your schedule.
 

**NOTE:** You MUST click **Submit**, otherwise you are not registered for that class!

When you've decided on the classes your taking

Click Add to the class(s) you want

Click Submit to add to your schedule

CRN	Subject	Course #	Sec	Cred	Title	Instructor	Meeting Times	Status
81918	BSAD	101	001	1	Business-Careers and Op...	Mize, Sarah (Primary)	S M T W T F S 08:25	
81919	BSAD	101	002	1	Business-Careers and Op...	Mize, Sarah (Primary)	S M T W T F S 08:25	
81920	BSAD	102	001	3	Introduction to Personal F...	Greenhood, Tene (Pri...	S M T W T F S 09:30 AM - 10:50 AM	Full 0 of 0 seats 10 of 10 waitlis...
81922	BSAD	265	001	3	Inferential Statistics & Pro...	Radigan, Patrick (Prim...	S M T W T F S 01:00 PM - 02:20 PM	33 of 36 seats 10 of 10 waitlis...
81923	BSAD	265	002	3	Inferential Statistics & Pro...	Radigan, Patrick (Prim...	S M T W T F S 01:00 PM - 02:20 PM	36 of 36 seats

### Additional Information: Schedule Details and Summary of Courses

- **Schedule** - outlines the courses and times, days, and locations.
- **Summary** - outlines the courses you registered for and any courses on a **Waitlist**.
- **Action button** – make changes to your schedule (add/drop).

Schedule Shows when and when classes meet

Summary List Registered and Waitlist classes

Changes? Click Action menu

When done or making changes – click Submit

CRN	Details	Cred	Title	Schedule	Status	Action
00246	BSAD 270...	3	Business Communi...	Lecture	Registered	None
81616	ENG 114, ...	3	Introduction to Crea...	Educa...	Registered	None
81853	ACCT 201...	3	Principles of Financ...	Educa...	Registered	None

## College Opportunity Fund (COF) Module

- This module discusses course discounted tuition. Please follow instructions.  
**NOTE:** This module may show for some students, not all.

College Opportunity Fund (COF) Stipend Authorization

Students who receive a COF Stipend from the state of Colorado must provide authorization for their school to request the funds on their behalf for the term. Below you will find your current course registration for the term and an indicator of whether or not the course may be partially paid by the use of a stipend. Below the schedule you must choose one of the options for the term. If payment has already been requested on your behalf for the term, you may increase your authorization, but you may not decline or decrease your authorization level.

Congratulations! Your registration has processed. Please complete this authorization page to finalize your COF Stipend use for these courses.

Current Schedule

CRR	Subj	Crs#	Sec	Level	Cred	Grade Mode	Title	COF Course Status
81520	ART	276	001	Undergraduate	3.000	Traditional	Photograph_Crs	Eligible for Stipend

Records: 1

Student Authorization Response

- I choose to Authorize Lifetime use of my COF Stipend until I revoke this authorization by selecting another option
- I choose to Authorize use of my COF Stipend for all eligible credits for this term.
- I choose to Decline the use of my COF Stipend for this term.

Review and Respond

## Questions?

- Please contact your advisor for scheduling questions, otherwise reach out to the Registrar's Office at 719-549-2261 or [registrar@csupueblo.edu](mailto:registrar@csupueblo.edu).