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.

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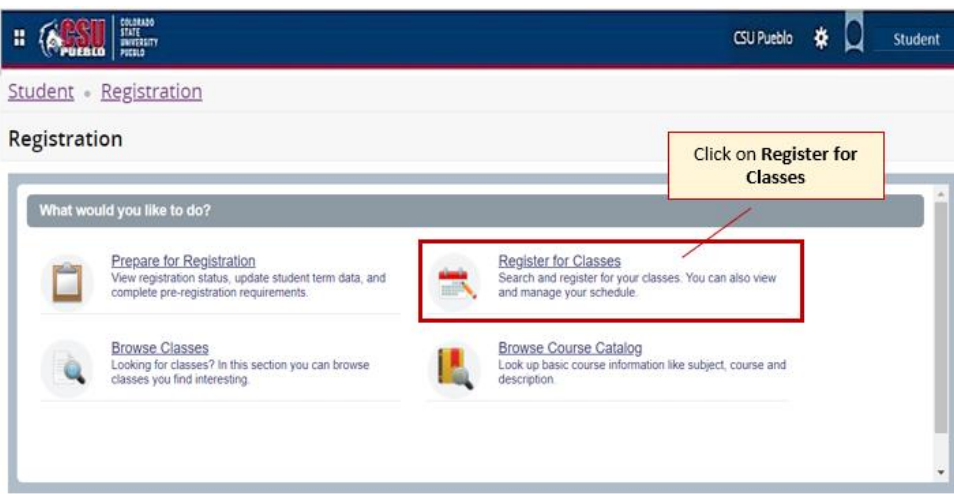
3. Find your classes and enroll in *Registration*.
   - When your assigned Time Ticket time opens, click on *Registration* on your **Student Profile** page.

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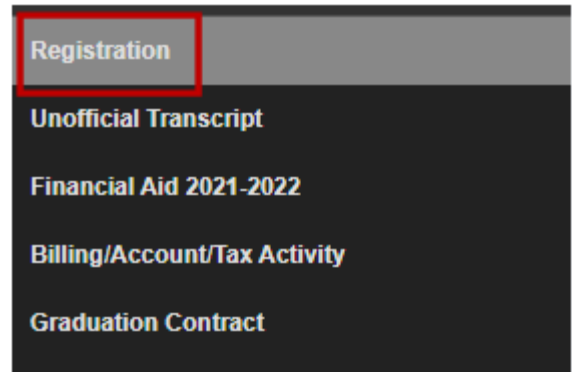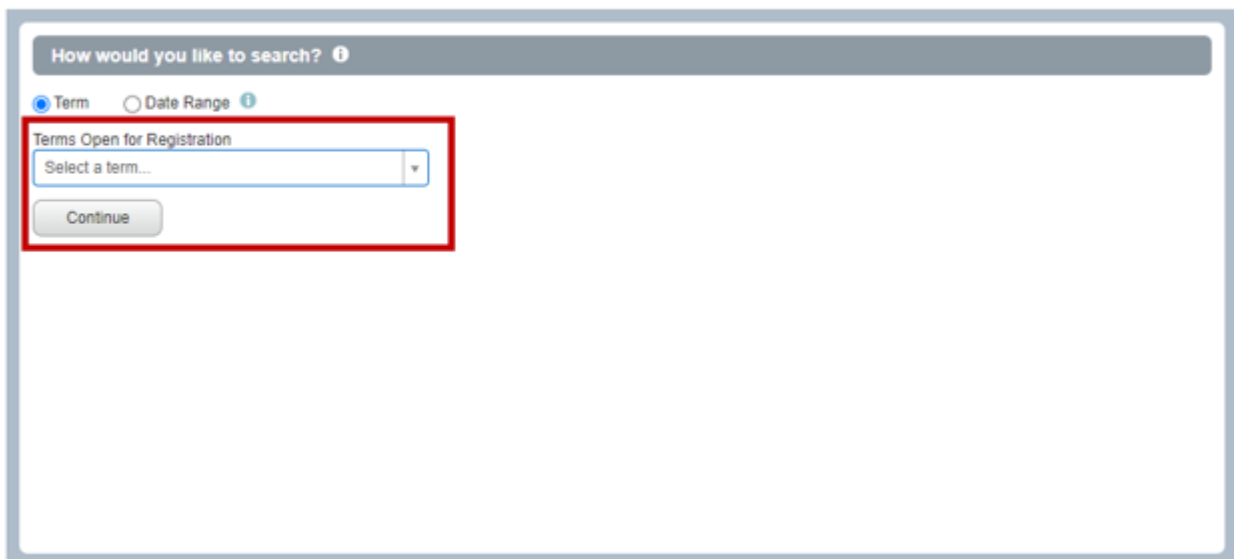

To Register: Part 2

4. Click on **Register for Classes**.

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

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.**

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 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**.
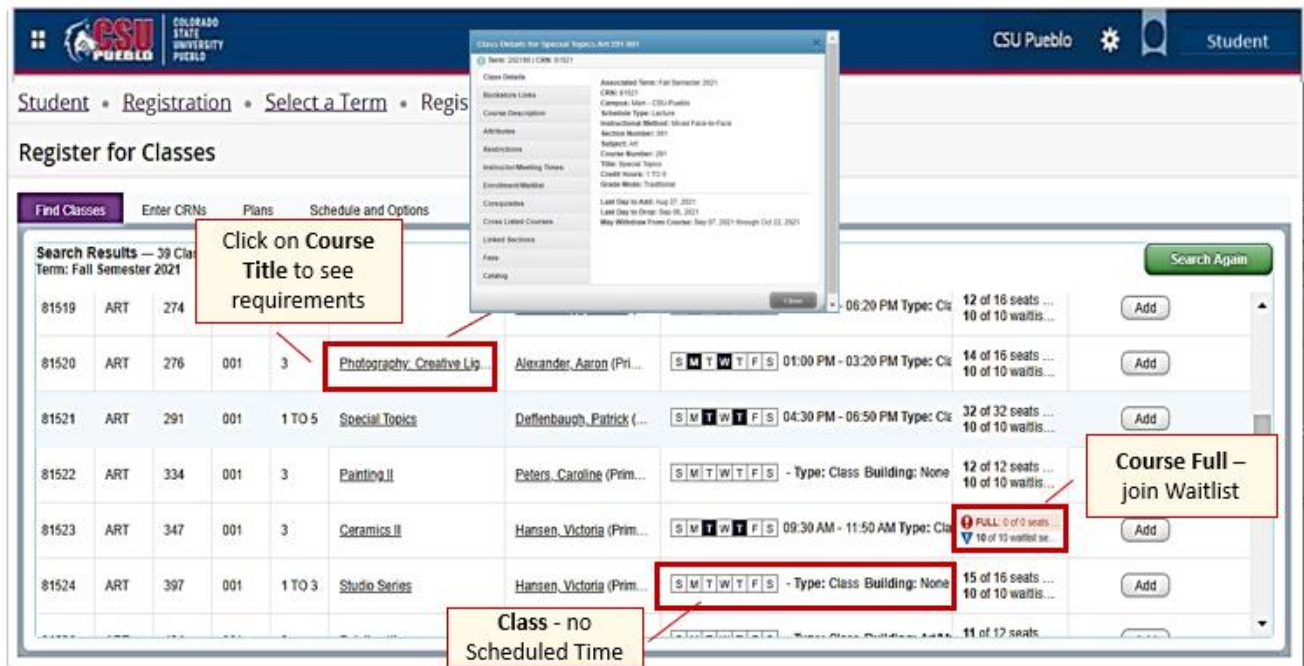
- *Variable Credit Courses* - You will be registered for the lowest class credit hour first. Once the class is added and submitted to your schedule, you can change the credit hours. To change them:
  - o Click on **Schedule and Options**.
  - o Click on the course's credit hour link and change the credit hours.
  - o Click **Submit**. The summary of your courses is updated.
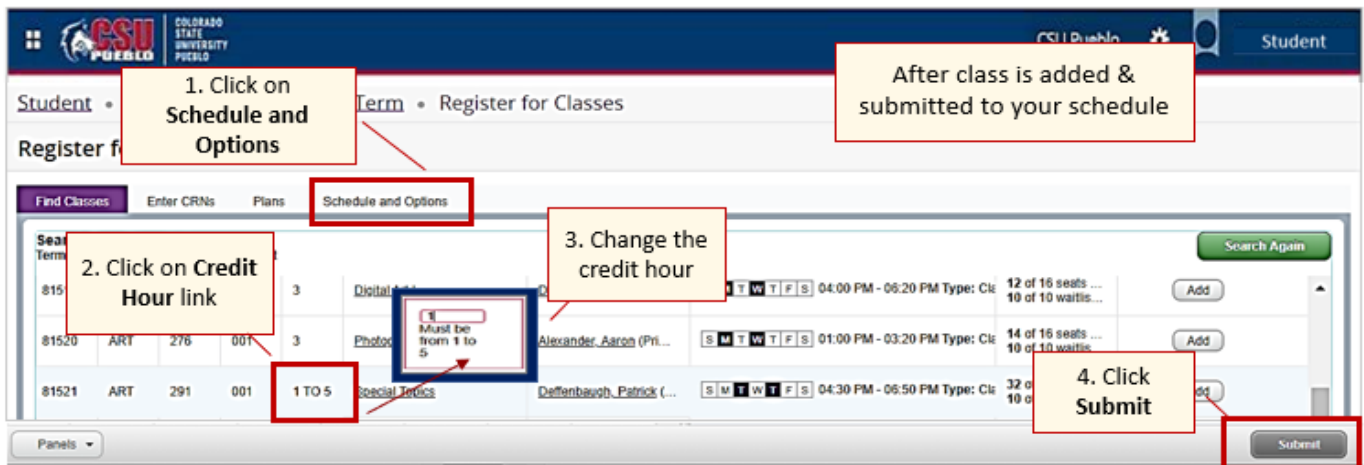
NOTE: There is an 18-credit hour by semester limit without an overload authorization. Additionally, waitlist courses do not count in the credit hour limit as you are not registered.

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!

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).

College Opportunity Fund (COF) Module

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

Questions?

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