

How to Register for Class in Self-Service Banner - Fall 2021 Semester

CSU Pueblo is moving to a new system called Self-Service Banner.

- Access to register for classes through this system is through PAWS.
- Fall 2021 registration - will be through Self-Service Banner.
- Summer 2021 registration and all student communications - will be through PAWS as usual.

This document only discusses the Self-Service Banner fall registration module. Any question, please contact your Advisor.

Student Profile

Once logged into PAWS and Self-Service you will see the **Student Profile** page. To register:

1. **Registration Notices** – when to register and items to review before registering.
 - Time Ticket – tells you the time and date to register.
 - When you see a check mark (✓) the item is complete.

NOTE: Review Registration Notices prior to registration.

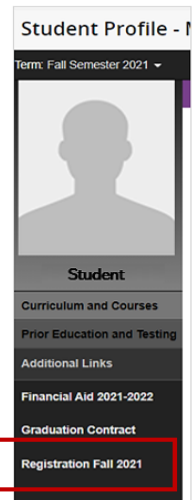
2. **Holds** – for Advising and items to review before registering
 - Advising Hold – meet with your Advisor to release the Advising hold.
 - Review other holds – contact information is provided to review the holds.

The screenshot displays the CSU Pueblo Student Profile page. The top navigation bar includes the CSU Pueblo logo and the user's name 'Student'. The main content area is titled 'Student Profile - Student (Student ID)'. A red box highlights the 'Registration Notices' tab, which shows 4 notices and 0 holds. Another red box highlights the 'Time Tickets' section, which shows a registration window from 02/06/2021 8:00 AM to 12/03/2021 11:59 PM. A third red box highlights the 'Overall Academic Standing' section, which shows 'Probation <1.0 Freshman Term 1 Permits Registration'. A fourth red box highlights the 'Student Status' section, which shows 'Active Permits Registration'. A fifth red box highlights the 'Enrollment Status' section, which shows 'Permits Registration'. A sixth red box highlights the 'Time Tickets' section, which shows 'When you can register'.

NOTE: Your Advisor needs to release the Advising Hold and other holds and registration notices need review prior to registration.

3. Ready to Register and Search for Classes

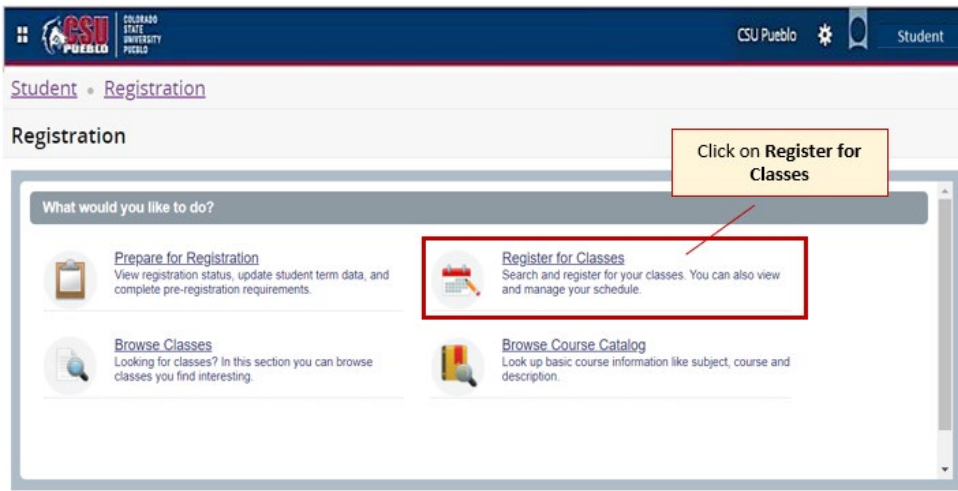
- When your assigned Time Ticket time opens, click on the **Registration Fall 2021** link and search for your courses to register.
- This link will only be accessible on or after the **Time Ticket** date and time.



Click **Registration Fall 2021 @ Time Ticket** time

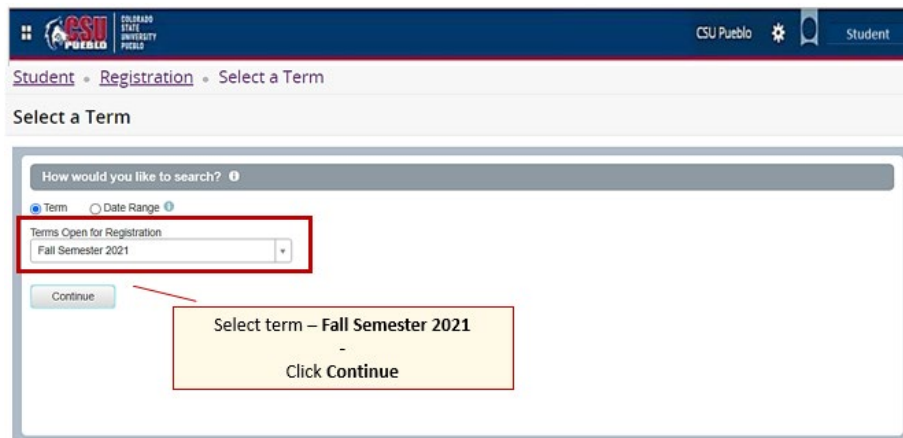
Self-Service Landing Page

- To register, click on Register for Classes.



Select a Term

- Terms Open to Registration - Select **Fall Semester 2021**
- Click **Continue**



Register for Classes – Find Classes

- Search from the pulldown menus and choose a subject, campus, and any attribute and keyword you want to search for. Attributes include general education courses and other features.
- **NOTE:** Some English and Math courses, for the first semester may require achieved test scores to register.
- Click **Search**. Always make sure that you are looking at the location of the course you are taking, some courses are offered at other locations and they are displayed as attributes.

The screenshot shows the 'Register for Classes' page on the CSU Pueblo website. The page has a navigation bar at the top with the CSU Pueblo logo and 'Student' link. Below the navigation bar, there is a breadcrumb trail: 'Student > Registration > Select a Term > Register for Classes'. The main heading is 'Register for Classes'. There are four tabs: 'Find Classes' (selected), 'Enter CRNs', 'Plans', and 'Schedule and Options'. Under the 'Find Classes' tab, there is a section titled 'Enter Your Search Criteria' with a sub-heading 'Term: Fall Semester 2021'. Below this, there are five input fields: 'Subject', 'Course Number', 'Campus', 'Attribute', and 'Keyword'. Each field has a placeholder text: 'Subject' (Choose a Subject, ex: Art, History, etc.), 'Course Number', 'Campus' (Campus: Pueblo, Extended Studies), 'Attribute' (Attribute ex: online, fieldwork etc.), and 'Keyword' (Keyword ex: lab, undergraduate, etc.). At the bottom of the search criteria section, there is a 'Search' button, a 'Clear' button, and a link to 'Advanced Search'. A red box highlights the 'Search' button, and a yellow callout box with the text 'Click Search' points to it. Another yellow callout box with the text 'Search the Pulldown Menus for Classes' points to the search fields.

Browse Classes

Based on your search options, you'll see a list of classes and details:

- **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 the course title to view the class details and requirements.
- **Course is Full** - add to your schedule and go on the **Waitlist**. If a spot opens up, you will be notified by email and have 48 hours to register – outlined in the email.
 - 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.

The screenshot shows the 'Register for Classes' page on the CSU Pueblo website. A search results table is displayed with columns for course ID, department, CRN, credit hours, and course title. A callout box points to the 'Photography Creative Lip' course, with a note: 'Click on Course Title to see requirements'. Another callout points to the 'Add' button for a course that is 'FULL: 0 of 0 seats' and has '10 of 10 waitlist se...', with a note: 'Course Full - join Waitlist'. A third callout points to a course with a schedule of 'S M T W T F S' and a note: 'Class - no Scheduled Time'. A fourth callout points to the 'Add' button for a course with '12 of 12 seats' and '10 of 10 waitlist...'.

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

The screenshot shows the 'Schedule and Options' tab in the registration system. A callout box points to the 'Schedule and Options' tab with the instruction: '1. Click on Schedule and Options'. Another callout points to the 'Credit Hour' link in the table with the instruction: '2. Click on Credit Hour link'. A third callout points to a dropdown menu showing 'Must be from 1 to 5' with the instruction: '3. Change the credit hour'. A fourth callout points to the 'Submit' button with the instruction: '4. Click Submit'. A fifth callout points to the top right of the page with the instruction: 'After class is added & submitted to your schedule'.

Add Classes to Your Schedule

- To choose a class, click **Add** and the class will be added to your schedule – as Pending.
- You will receive a message if there is an issue adding the class, ex: Class is full. Click to add the Waitlist if you wish to be notified when a spot opens in a class.
- Click **Submit** to add to your schedule.

When you've decided on the classes your taking

Click Add to the class(s) you want

Click Submit to add to your schedule

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

College Opportunity Fund (COF) Module

- Note, some student may see the COF module. Regarding course discounted tuition, please follow instructions.

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.

CRN	Subj	Crs#	Sec	Level	Cred	Grade Mode	Title	COF Course Status
81520	ART	276	001	Undergraduate	3.000	Traditional	Engraving_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?

- Any question or if you need additional information - please contact your Advisor.

Schedule details tab will show full information on each course including building/room location.

Schedule | **Schedule Details**

Class Schedule for Fall Semester 2021

▶ [College Biology II/Cellular Bio Lab \(GT-SC1\)](#) | Biology 182L Section 001 | Class Begin: 08/23/2021 | Class **Registered**

End: 12/10/2021

08/23/2021 -- 12/10/2021 | S M T **W** T F S | 10:10 AM - 12:00 PM Type: Class Location: Main - CSU-Pueblo Building: Life Science Room: 238

No specified Instructor
CRN: 82347
Last Day to Add: Aug 27, 2021
Last Day to Drop: Sep 06, 2021
May Withdraw From Course: Sep 07, 2021 through Oct 22, 2021