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.

   **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.

**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.

---

**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.
  
  o Contact the Instructor for a permit to register.
  
  o 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.
  
  o 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. 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.
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.

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

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

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.