

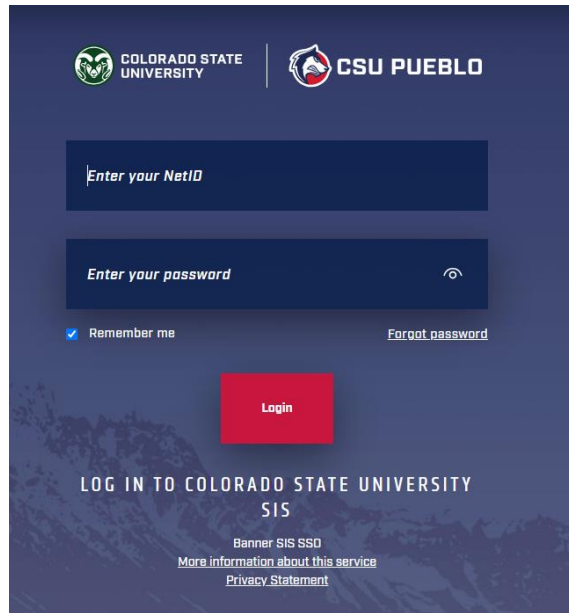
How to Register for Classes in Self-Service Banner (SSB)

Important

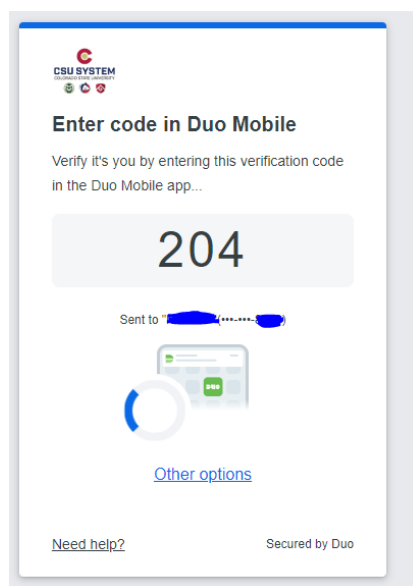
- Access to register for classes is in [PAWS](#) under the **Registration** Module. This will lead you to Self-Service Banner (SSB), the online tool where you can manage your academic information.
- For questions, please contact the Registrar's Office at 719-549-2261 or csup_registrar@csupueblo.edu.

DUO Two-Factor Authentication

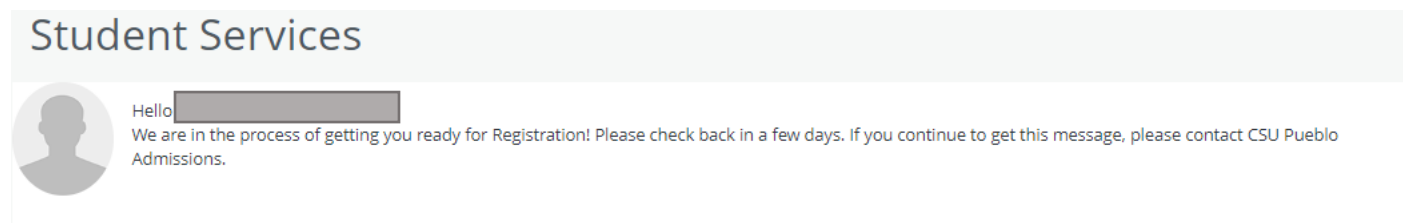
- After clicking Registration in PAWS, enter your login credentials.



- Using the DUO app on your phone, enter the code that appears on screen.



If you receive the following error message, please go back into [PAWS](#) and click the **Financial Aid** module instead.



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.*

2. Check **Holds**. This shows if you need to meet with your advisor and/or additional items to review so you can register.
 - Advising notification – contact your advisor. See **NOTE** below for crucial information.
 - Review additional items – contact information is provided to review each item.

NOTE: You must meet with your advisor before you are able to register unless you have 60 or more credits. For other items and notices, these need to be reviewed with your advisor or appropriate apartment as well.

Registration Notices

Registration Notices: 4 Holds: 0

Time Tickets
When you can register

Overall Academic Standing
✓ Probation <1.0 Freshman Term 1 Permits Registration

Student Status
✓ Active Permits Registration

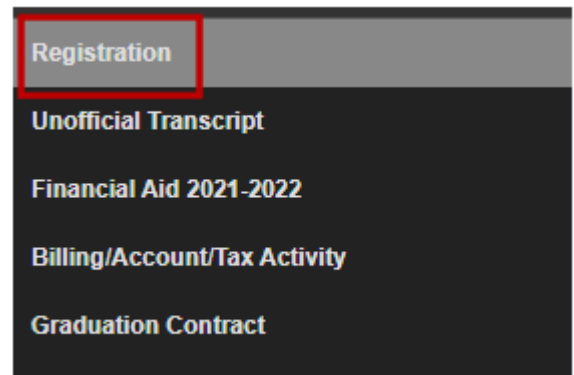
Enrollment Status
✓ Permits Registration

Time Tickets
From: 02/06/2021 8:00 AM
To: 12/03/2021 11:59 PM

3. Find your classes in **Registration** on the left.

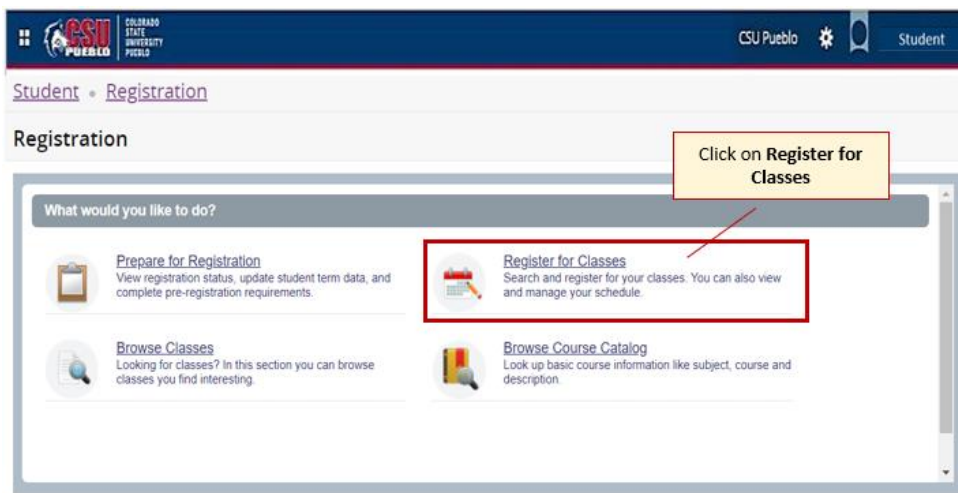
- When your assigned Time Ticket time opens, click on **Registration** on your **Student Profile** page.

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

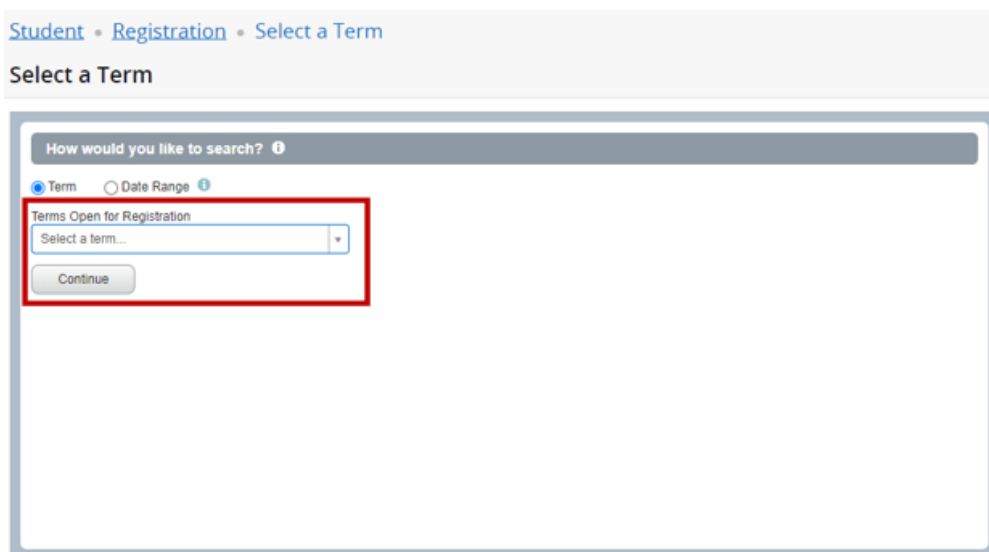


To Register: Part 2

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 are looking for a specific class offering.

7. Click **Search**.

The screenshot shows the CSU Pueblo website's 'Register for Classes' page. The page has a blue header with the CSU Pueblo logo and navigation links. Below the header, there's a breadcrumb trail: 'Student • Registration • Select a Term • Register for Classes'. The main section is titled 'Register for Classes' and contains a tabbed interface with 'Find Classes' selected. Under 'Find Classes', there's a section 'Enter Your Search Criteria' with a dropdown for 'Term: Fall Semester 2021'. Below this are five input fields: 'Subject', 'Course Number', 'Campus', 'Attribute', and 'Keyword'. To the right of each field is a hint: 'Subject - Choose a Subject, ex: Art, History, etc.', '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 are three buttons: 'Search', 'Clear', and 'Advanced Search'. A red box highlights the 'Search' button, and a yellow box highlights the search criteria fields with the text 'Search the Pulldown Menus for Classes'.

8. Based on your search options, you will 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 also check the course attributes as some courses 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 add to your schedule and go on the **Waitlist**. If a spot opens, you will be notified by your CSU Pueblo email and have 48 hours to register.
 - If you do not register within the specific time frame, you will lose your spot and will have to add the course again to your schedule and to the **Waitlist**.

Student • Registration • Select a Term • Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 39 Classes
Term: Fall Semester 2021

Class Number	CRN	Section	CRN	Class Title	Instructor	Days	Time	Seats	Waitlist	Action	
81519	ART	274						12 of 16 seats	10 of 10 waitlist	Add	
81520	ART	276	001	3	Photography, Creative Lig...	Alexander, Aaron (Pri...	S M T W T F S	01:00 PM - 03:20 PM	14 of 16 seats	10 of 10 waitlist	Add
81521	ART	291	001	1 TO 5	Special Topics	Deffenbaugh, Patrick (...)	S M T W T F S	04:30 PM - 06:50 PM	32 of 32 seats	10 of 10 waitlist	Add
81522	ART	334	001	3	Painting II	Peters, Caroline (Prim...	S M T W T F S	- Type: Class Building: None	12 of 12 seats	10 of 10 waitlist	Add
81523	ART	347	001	3	Ceramics II	Hansen, Victoria (Prim...	S M T W T F S	09:30 AM - 11:50 AM	15 of 16 seats	10 of 10 waitlist	Add
81524	ART	397	001	1 TO 3	Studio Series	Hansen, Victoria (Prim...	S M T W T F S	- Type: Class Building: None	15 of 16 seats	10 of 10 waitlist	Add

Class Details for Special Topics, Art 291 001

Class Title: Special Topics, Art 291 001

CRN: 81521

Associated Term: Fall Semester 2021

Section Type: Lecture

Instructional Method: Mixed Face-to-Face

Section Number: 001

Section ID: 81521

Course Number: 291

Title: Special Topics

Credit Hours: 1 TO 5

Grade Mode: Traditional

Completions: Last Day to Add: Aug 07, 2021

Last Day to Drop: Sep 16, 2021

May Withdraw From Course: Sep 07, 2021 Through Oct 03, 2021

Linked Sections:

Notes:

Cancel

- **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.

Student • Registration • Select a Term • Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 39 Classes
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1. Click on Schedule and Options

2. Click on Credit Hour link

3. Change the credit hour

4. Click Submit

Must be from 1 to 5

Submit

NOTE: There is an 18-credit hour limit per semester. Additional credits require an overload authorization. Waitlist courses do not count in the credit hour limit.

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 the 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).

The screenshot shows the CSU Pueblo registration interface. At the top, the navigation bar includes the CSU Pueblo logo, the text 'COLORADO STATE UNIVERSITY PUEBLO', and a 'Student' button. Below this 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', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Find Classes' tab is active, showing search fields for 'Subject', 'Number', and 'Campus'. Below these fields are two callout boxes: 'Schedule Shows when and when classes meet' pointing to the search area, and 'Summary List Registered and Waitlist classes' pointing to the 'Summary' tab. To the right of the search fields is a callout box: 'Changes? Click Action menu' pointing to the 'Action' button. Below the search fields is a 'Schedule' tab and a 'Summary' tab. The 'Schedule' tab shows a 'Class Schedule for Fall Semester 2021' with a grid of days (Sunday through Saturday) and times (6am, 7am, 8am, 9am). The 'Summary' tab shows a table of registered classes. The table has columns: 'CRN', 'Details', 'Cred', 'Title', 'Schedule', and 'Status'. The rows show three registered classes: 'BSAD 270...', 'ENG 114...', and 'ACCT 201...'. To the right of the 'Summary' tab is a 'Tuition and Fees' section with an 'Action' button. Below the 'Summary' tab is a 'Submit' button. A callout box 'When done or making changes – click Submit' points to the 'Submit' button.

- You can also view your schedule by clicking the four-squared icon in the top left corner of the screen. Then click Banner -> Student -> View Schedule.

The screenshot shows the CSU Pueblo navigation menu. At the top, the navigation bar includes the CSU Pueblo logo, the text 'COLORADO STATE UNIVERSITY PUEBLO', and a 'Student' button. Below this is a navigation menu with the following items: 'Registration', 'Student Profile', and 'View Schedule'. A callout box 'Four-Squared Icon' points to the four-squared icon in the top left corner of the screen. A callout box 'View Schedule' points to the 'View Schedule' link in the navigation menu.

- After selecting the appropriate semester, you will see a calendar representation of your schedule on the right and a more detailed version on the left. Your online courses will not appear on the right but their details will still show on the left. Please note that your Face-to-face Modality courses are color-coded making it easier to link them between both sides.

View Student Schedule

Select Term: Fall Semester 2024

Student Schedule

Aug 18 – 24, 2024

month week day

Same Color

Same Color

1) English 114 Section 002 Introduction to Creative Writing (GT-AH1)
Start Date: 08/19/2024 End Date: 12/13/2024
Modality: Face-to-Face Instructor: Mendez, Max T.
Time: 8:00 am - 9:20 am Days: TR Building: General Classroom Building
Room: 201
Last Day To Drop: 09/04/2024 Withdraw Dates: 09/05/2024 through 11/06/2024

2) Accounting 201 Section 001 Principles of Financial Accounting
Start Date: 08/19/2024 End Date: 12/13/2024
Modality: Face-to-Face Instructor: Wright, Carl H.
Time: 11:00 am - 12:20 pm Days: TR Building: Hasan 50
Room: 108
Last Day To Drop: 09/04/2024 Withdraw Dates: 09/05/2024 through 11/06/2024

3) Psychology 100 Section 002 General Psychology (GT-553)
Start Date: 08/19/2024 End Date: 12/13/2024
Modality: Face-to-Face Instructor: Campbell, Janell L.
Time: 11:00 am - 12:20 pm Days: TR Building: TSA Room:
Last Day To Drop: 09/04/2024 Withdraw Dates: 09/05/2024 through 11/06/2024

College Opportunity Fund (COF)

After registering for courses, **Manage COF Authorization** may appear on the homepage of the Registration module. Note that this may not appear for all students. This section discusses course discounted tuition. Please follow the instructions shown on screen.

Student • Registration

Registration

What would you like to do?

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

Browse Course Catalog
Look up basic course information like subject, course and description.

Browse Classes (Search Only)
Looking for classes? In this section you can browse classes you find interesting.

Prepare for Registration
Get term data, and complete pre-registration requirements.

Manage COF Authorization
View COF Spend Authorization

Plan Ahead
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

Manage COF Authorization

College Opportunity Fund (COF) Spend 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

CORE	Subj	Crs#	Sec	Level	Cred	Grade Mode	Title	COF Course Status
81520	ART	276	001	Undergraduate	3.000	Traditional	Photography_100	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 csup_registrar@csupueblo.edu.