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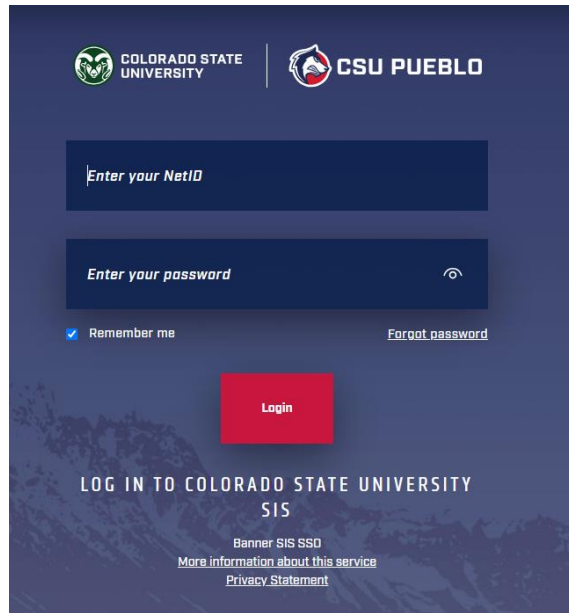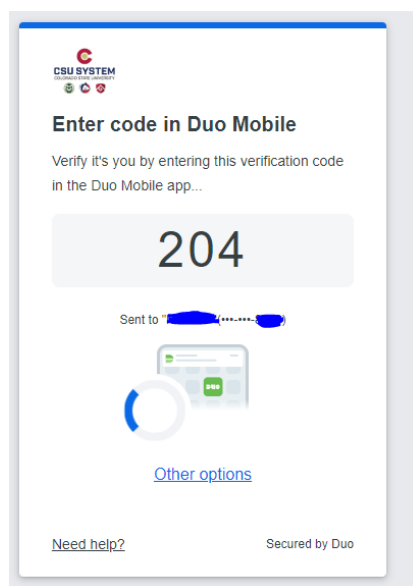
Important
- Access to register for classes is in PAWS under the **Registration** Module. This will lead you to Self-Service Banner (SSB), the online tool where you can manage your academic information.
- For questions, please contact the Registrar's Office at 719-549-2261 or csup_registrar@csupueblo.edu.
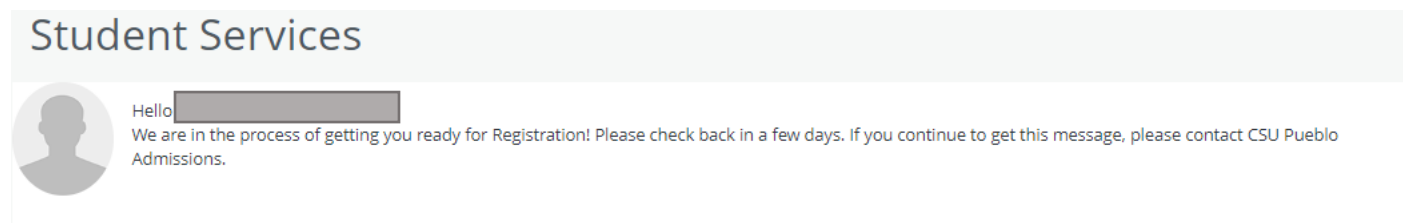
DUO Two-Factor Authentication

- 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.

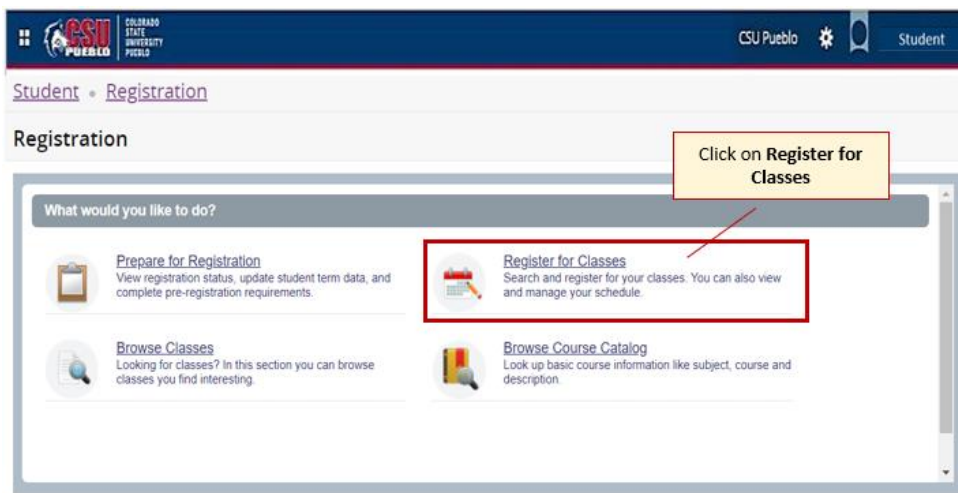**3.** Find your classes in *Registration* on the left.

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

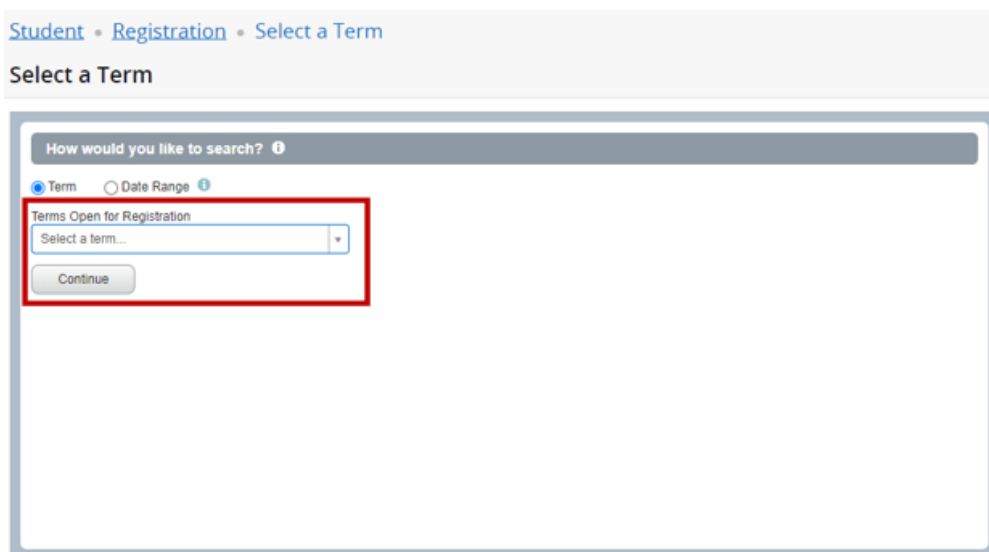 *NOTE*: This link will only be accessible on or after the Time Ticket date and time.
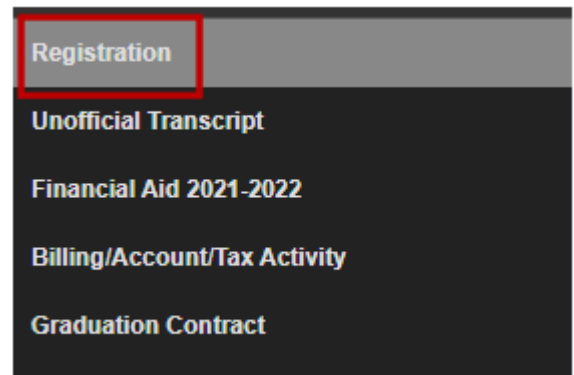
To Register: Part 2

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.**

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:
  - o Hover over the **Meeting Times** column.
  - o 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.
  - o Contact the instructor for a permit to register.
  - o 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**.

- *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 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).

- 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.

- 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.

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.

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.