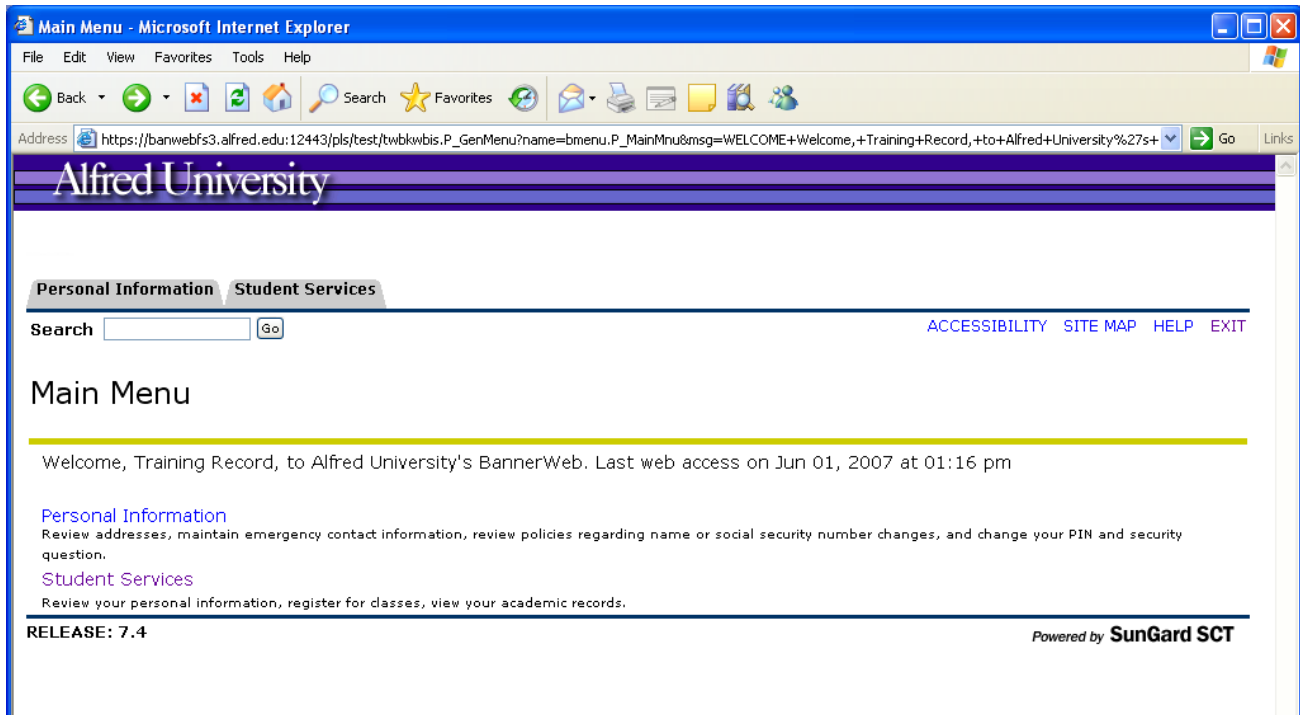


# Registering Online at Alfred University Using AU BannerWeb

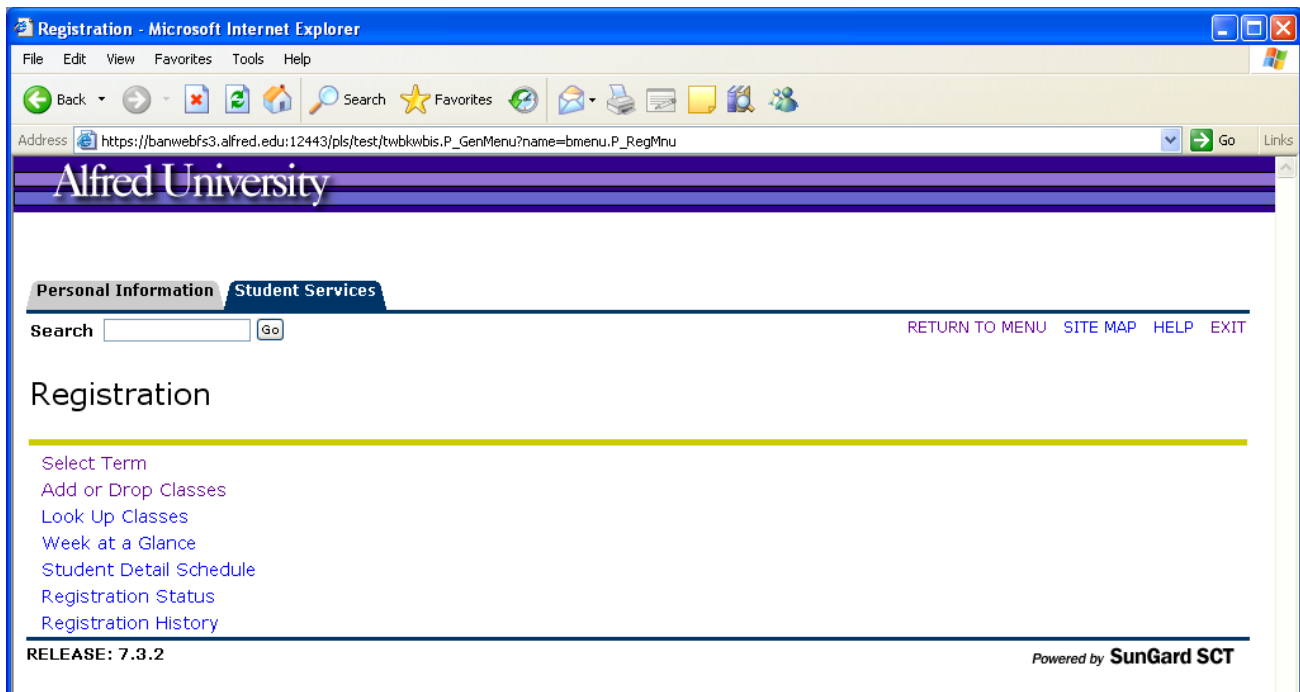
If you have not yet established your secure login on BannerWeb, locate the one-page form titled:

## First-time Login to AU BannerWeb

Once you have logged-in to the secure area of BannerWeb at <https://banweb.alfred.edu>, you will see the main menu and you will be welcomed to the AU Web-based Information System. In this case, we are using a sample student record set-up for training purposes whose "name" is Training Record.



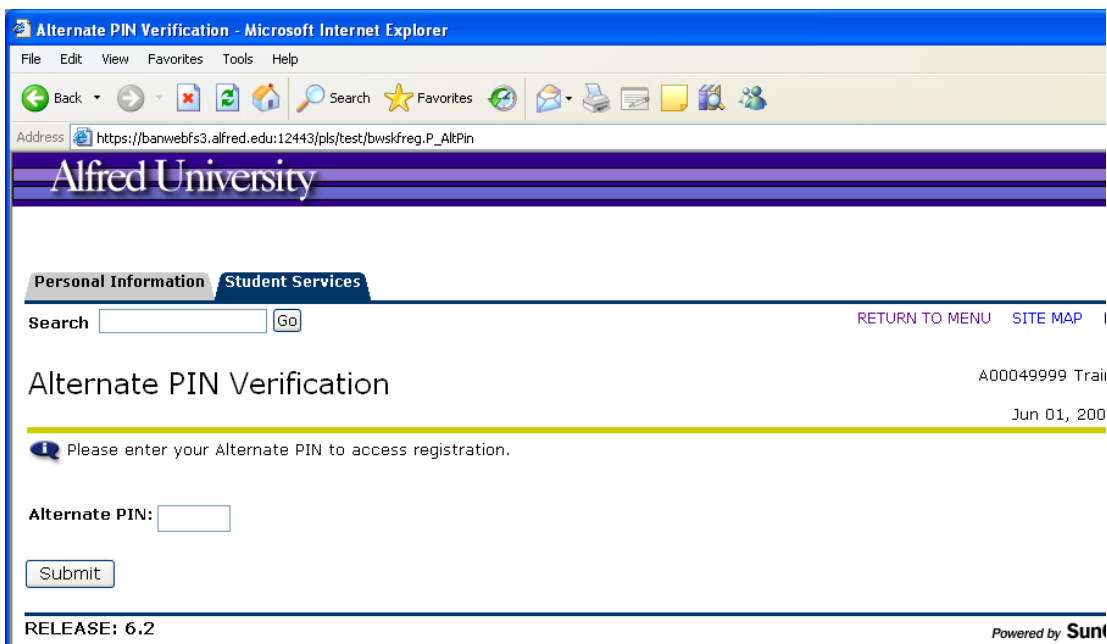
Click on "Student Services" and then "Registration", which will bring you here:



There are several options available that you will want to explore later, but to access registration select “Add or Drop Classes.”

Most of the time in BannerWeb, you will have to select a Term before you can proceed, and this is true in Registration. The term to select is “Fall 2009.”

You will be asked to enter an “Alternate PIN”. The purpose of this PIN is to ensure that each AU student works with his or her faculty advisor to plan the courses to be taken each term. For Fall 2009, your advisor is providing assistance by mail, telephone or other means. *Your Alt PIN will be different each semester.* Once you are on campus, you will get this 6-digit number each semester directly from your advisor in a face-to-face academic planning meeting.



When you enter your alternate PIN and “Submit”, the Registration Worksheet will open.

**A Note about the “course” on your schedule: SCHD 100 – Schedule Not Complete**

When the worksheet opens, you will likely find that you are already registered for a “course” called SCHD 100 “Schedule Not Complete”. We use SCHD 100 only as a “placeholder” for new students so that we can have you on record for tuition billing and financial aid/scholarship purposes as a fulltime student, even though you have not yet registered for your actual courses.

Your maximum credit hour limit is pre-set to 18 (20 for students in the Inamori School of Engineering). This means you will have to reduce the number of credits of SCHD 100 as you add your actual courses or drop SCHD 100 altogether to stay at or under your limit, since the credits of SCHD 100 do count toward your 18 (or 20) credit maximum. You can use “Class Change Options” to reduce the number of SCHD 100 credits to less than 12.00, as needed, or you can drop it altogether at any time. But do try to keep your “Total Credit Hours” for Fall 2009 at 12.00 or more at all times so that you remain a fulltime student at all times.

The staff in the Registrar’s Office will monitor this throughout the summer and adjust SCHD 100 credit hours to keep students who are expected to attend AU as fulltime students at a minimum fulltime load of 12.00 credit hours. *But the sooner you can drop SCHD 100 altogether because you have registered for 12.00 or more credit hours of actual courses, the better.*

Contact the Student Service Center if you have any questions or concerns about the “placeholder course” SCHD 100 by calling 607-871-2123 or e-mail registrar@alfred.edu.

The “Add or Drop Classes Worksheet” provides a shortcut way to register for classes. Each class has a **Course Reference Number (CRN)**. These are printed at the left in the Class Schedule and are easily spotted on BannerWeb. Enter the CRN’s of the classes you want to take in the worksheet, and click “Submit Changes”:

Personal Information Student Services

Search  Go [RETURN TO MENU](#) [SITE MAP](#)

## Add or Drop Classes

A00049999 Trail  
Jun 01, 2007

To add classes, enter the Course Reference Numbers in the Add Classes Worksheet. To drop classes, use the options available in the Action pull-down list.

**Attention Students in the School of Engineering, the Honors Program, or both:** You are authorized to exceed 18 credit hours if you must register *initially* for 18 or less. When you "Submit Changes" on this initial schedule, your maximum hours will increase to the correct limit.

Click [Here](#) for Help with **Registration Add Errors**

### Add Classes Worksheet

CRNs

If the classes are all open, do not have a meeting time conflict with one another, and if you have all of the needed pre- or co-requisites, you will be registered for the listed CRN's. In this case, two of the classes submitted are registered (one of them is a required lab), but one of those chosen (CRN 10141, ENGL 101 01) conflicts with CRN 10029, BIOL 103 01:

Click [Here](#) for Help with **Registration Add Errors**

### Current Schedule

Status	Action	CRN	Subj Crse Sec Level	Cred	Grade Mode	Title
**Web Registered** on Jun 01, 2007	None	10029	BIOL 103 01	Undergraduate 4.000	Standard Letter	Basic Human Anatomy
**Web Registered** on Jun 01, 2007	None	11134	BIOL 103L 01	Undergraduate 0.000	Not Graded	Laboratory-Basic Human Anatomy

Total Credit Hours: 4.000  
Billing Hours: 4.000  
Maximum Hours: 22.000  
Date: Jun 01, 2007 02:25 pm

**Registration Add Errors**

Status	CRN	Subj Crse Sec Level	Cred	Grade Mode	Title
TIME CONFLICT WITH 10029	10141	ENGL 101 01	Undergraduate 4.000	Standard Letter	Writing I

### Add Classes Worksheet

CRNs

If there is a registration problem, *BannerWeb will always tell you why*. If you lack a prerequisite for a course, you can click on the error message and it will tell you what is needed, and what you lack. If there is a time conflict, as in this case, it identifies the conflicting CRN. For help understanding registration error messages, click on the link right above the words "Current Schedule" where it says, "Click [Here](#) for help with Registration Add Errors." This will open a document that explains the meaning of each type of message and gives advice on the steps you should take to resolve the problem. To look up other classes to see what might be available, click on "Class Search", where you can search for classes by subject area, course number (ranges), credit (range), "attribute type" (what type of degree requirement it meets), instructor name, or meeting time(s):

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

**Subject:** All  
Accounting  
Anthropology

**Course Number:**

**Title:**

**Schedule Type:** All  
Discussion/Recitation  
Distance Learning

**Credit Range:**  hours to  hours

**Part of Term:** All  
Non-date based classes only  
A Block  
B Block

**Instructor:** All  
Al-Sharkas, Adel Ahmad  
Amarakoon, Vasantha R.

**Attribute Type:** All  
(01) Written Communication  
(02) Foreign Language

**Start Time:** Hour  Minute  am/pm

**End Time:** Hour  Minute  am/pm

Let's say you want to check for courses available that will count toward the Physical Education requirement: Go to "Attribute Type" and select the Physical Education category:

Look Up Classes - Microsoft Internet Explorer

Address: https://banwebfs3.alfred.edu:12443/pls/test/bwckcoms.P\_Regs

**Subject:** All  
Accounting  
Anthropology

**Course Number:**

**Title:**

**Schedule Type:** All  
Discussion/Recitation  
Distance Learning

**Credit Range:**  hours to  hours

**Part of Term:** All  
Non-date based classes only  
A Block  
B Block

**Instructor:** All  
Al-Sharkas, Adel Ahmad  
Amarakoon, Vasantha R.

**Attribute Type:** (FYE) First Year Experience  
(GP) Global Perspective Rqmnt  
(PE) Physical Educ Requirement

**Start Time:** Hour  Minute  am/pm

**End Time:** Hour  Minute  am/pm

**Days:**  Mon  Tue  Wed  Thur  Fri  Sat  Sun

Click "Class Search":

All of the courses offered Fall 2009 that will count toward fulfillment of the PE requirement are then displayed with detailed information about enrollments. It lists those Dance and Equestrian courses that apply to this requirement, and a much longer list of Physical Education activity courses that count:

Dance																						
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attr
C	11803	DANC	120	01	PRV	2.000	Fundamentals of Dance	TR	11:20 am-12:35 pm	24	24	0	24	6	18	0	0	0	Diane C. Angier (P)	08/27-12/14	MILLER 300	(C) and Phy Edu Req
<input type="checkbox"/>	12118	DANC	120	02	PRV	2.000	Fundamentals of Dance	TR	03:20 pm-04:35 pm	24	23	1	0	0	0	0	0	0	Robert K. Bingham (P)	08/27-12/14	MILLER 300	(C) and Phy Edu Req
<input type="checkbox"/>	11677	DANC	221	01	PRV	2.000	Ballet I	MW	07:20 pm-08:50 pm	24	12	12	20	0	20	0	0	0	Linda E. Mitchell (P)	08/27-12/14	MILLER 300	(C) and Phy Edu Req
<input type="checkbox"/>	10065	DANC	222	01	PRV	2.000	Modern Dance I	TR	01:00 pm-02:15 pm	24	8	16	20	0	20	0	0	0	Robert K. Bingham (P)	08/27-12/14	MILLER 300	(C) and Phy Edu Req
<input type="checkbox"/>	11915	DANC	223	01	PRV	2.000	Jazz Dance I	MW	01:00 pm-02:15 pm	20	7	13	0	0	0	0	0	0	Diane C. Angier (P)	08/27-12/14	MILLER 300	(C) and Phy Edu Req
<input type="checkbox"/>	12122	DANC	322	01	PRV	2.000	Modern Dance II	MW	11:20 am-12:35 pm	24	4	20	0	0	0	0	0	0	Robert K. Bingham (P)	08/27-12/14	MILLER 300	(PE) Edu Req
Physical Education																						
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attr
<input type="checkbox"/>	10317	PHED	101	01	PRV	2.000	Cross Training	MTWF	08:20 am	24	12	12	24	0	24	0	0	0	Jay A. Murphy	08/27-12/14	MCLANE	(PE) Edu Req

If a class is open, there is a box you can check to select it and bring it back to the registration worksheet or you can just click "register." If a class is closed, the letter "C" appears where the checkbox would be. (See the listing for CRN 11803, DANC 120 01 in the above graphic for an example of a closed section.)

### Waitlisting for Closed Classes

One of the options you have is to waitlist yourself when a class is closed. Some important things to keep in mind about waitlists:

- BannerWeb will tell you how many are already on the waitlist.
- *Being waitlisted is not the same as being registered!* Waitlisting merely shows that you have an interest in taking this closed class, and puts you on the list in case openings occur.
- As openings occur in waitlisted classes, we contact the next student on the list using AU e-mail only (since it is an official means of communication at the University) and then we allow 48-hours for the student to register.

In the example on the next page, the student attempted to register for CRN 11803 DANC 120 01. Note that the error message indicates that "006" are waitlisted so far. (CLOSED-006 WAITLISTED) This means that 6 students are already on the waiting list. If you were to waitlist yourself, you would be #7:

To add classes, enter the Course Reference Numbers in the Add Classes Worksheet. To drop classes, use the options available in the Action pull-down list.

**Attention Students in the School of Engineering, the Honors Program, or both:** You are authorized to exceed 18 credit hours, but you must register *initially* for 18 or less. When you "Submit Changes" on this initial schedule, your maximum hours will increase to the correct limit.

Click [Here](#) for Help with **Registration Add Errors**

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
**Web Registered** on Jun 01, 2007	None	10029	BIOL	103	01	Undergraduate 4.000	Standard Letter	Basic Human Anatomy
**Web Registered** on Jun 01, 2007	None	11134	BIOL	103L	01	Undergraduate 0.000	Not Graded	Laboratory-Basic Human Anatomy

Total Credit Hours: 4.000  
 Billing Hours: 4.000  
 Maximum Hours: 22.000  
 Date: Jun 01, 2007 03:39 pm

**Registration Add Errors**

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
CLOSED- 006 WAITLISTED	None	11803	DANC	120	01	Undergraduate 2.000	Standard Letter	Fundamentals of Dance

Add Classes Worksheet

CRNs

To add yourself to a waitlist, selected "Wait Listed" in the **Action** dropdown, click submit changes, and the class will appear in your schedule **with a status of Wait Listed**:

A00049999 Training Record  
 Fall 2007  
 Jun 01, 2007 02:52 pm

To add classes, enter the Course Reference Numbers in the Add Classes Worksheet. To drop classes, use the options available in the Action pull-down list.

**Attention Students in the School of Engineering, the Honors Program, or both:** You are authorized to exceed 18 credit hours, but you must register *initially* for 18 or less. When you "Submit Changes" on this initial schedule, your maximum hours will increase to the correct limit.

Click [Here](#) for Help with **Registration Add Errors**

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
**Web Registered** on Jun 01, 2007	None	10029	BIOL	103	01	Undergraduate 4.000	Standard Letter	Basic Human Anatomy
**Web Registered** on Jun 01, 2007	None	11134	BIOL	103L	01	Undergraduate 0.000	Not Graded	Laboratory-Basic Human Anatomy
Wait Listed on Jun 01, 2007	None	11803	DANC	120	01	Undergraduate 0.000	Standard Letter	Fundamentals of Dance

Total Credit Hours: 4.000  
 Billing Hours: 4.000  
 Maximum Hours: 22.000  
 Date: Jun 01, 2007 02:52 pm

Add Classes Worksheet

CRNs

Note that this student is registered for only 4.00 credit hours at this point. The Waitlisted class indicates 0.00 credit hours. Only *registered* courses count toward student credit hour load. Waitlisted courses do not.

Follow the above steps to build your schedule until you have at least 12 credit hours (if you intend to be a fulltime student). A typical fulltime undergraduate credit hour load at AU is 16 credit hours, but 12 is the minimum to be classified as fulltime.

## If You Have Any Questions about Using AU BannerWeb Registration:

Contact the Student Service Center at 607-871-2123 or e-mail [registrar@alfred.edu](mailto:registrar@alfred.edu).