BANNER 9 REGISTRATION: ADD OR DROP A CLASS

Adding Classes

In MySRU Registration Steps Card, choose Step 5 – Register for Classes. Select Banner 9, choose the term, and click Continue.

Register by searching for classes from the "Enter CRN's" or the "Find Classes" tabs.

- **Enter CRNs tab:** Enter the CRN, click "Add Another CRN" to continue adding classes, then click "Send to Summary." Click SUBMIT to register.
- **Find Classes tab:** Find the course, then click "Add" on the right. Click SUBMIT to register.

If successfully registered, the course status will say REGISTERED. If there are errors, follow instructions in the error message(s).

Dropping Classes

In MySRU Registration Steps Card, choose Step 5 – Register for Classes. Select Banner 9, choose the term, and click Continue.

In the Summary (lower-right), use the drop-down menu for the class and choose DROP WEB. Click Submit to drop the class.

SRU SCHEDULER: ADD OR DROP A CLASS

Adding Classes

In MySRU Registration Steps Card, choose Step 5 – Register for Classes. Select SRU Scheduler. Ensure the Course Status setting is set to "Open & Full."

Click Add Course and search for courses. After adding all courses, click Return to Build Schedule.

Under the Courses list, use the Section button for each course to select which section(s) you want to register for.

Click Generate Schedule. Choose your preferred schedule and click Send to Shopping Cart.

In the Shopping Cart, click Register. Any errors will appear; you must follow the directions included with each error message to resolve the issues. Registered courses will appear in the Current Schedule tab.

Dropping Classes

In MySRU Registration Steps Card, choose Step 5 – Register for Classes. Select SRU Scheduler

Click Current Schedule, then click Edit Cart of Drop Classes.

Use the drop-down menu next to the class you want to drop and select Drop Web. Click Save to drop the class.