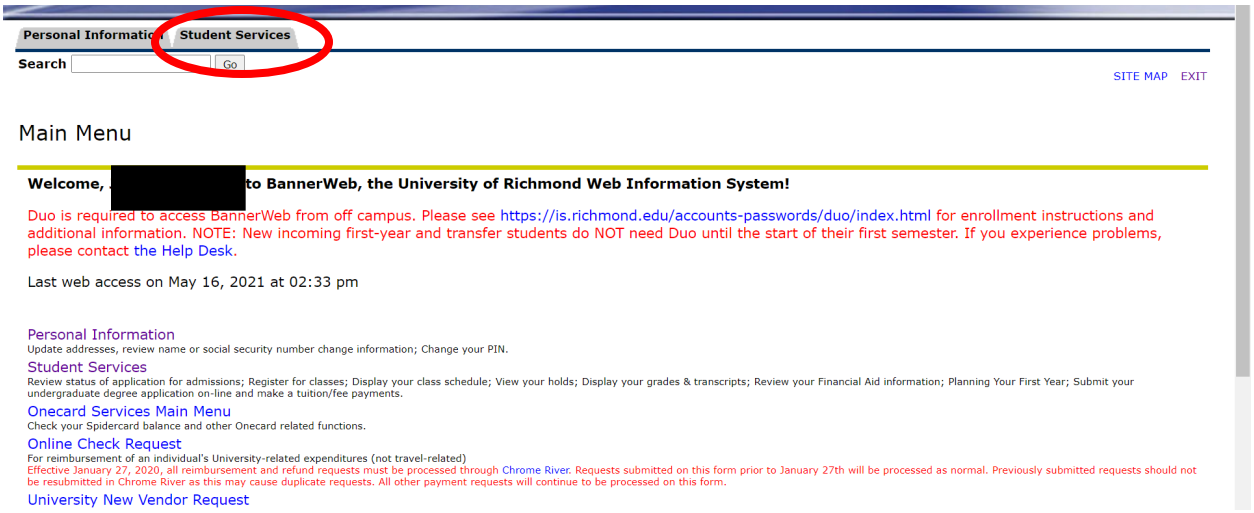
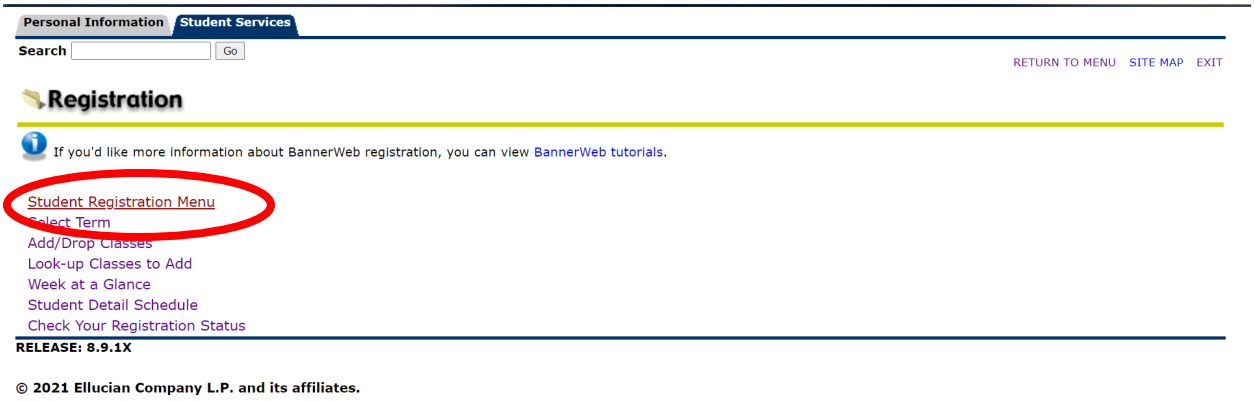
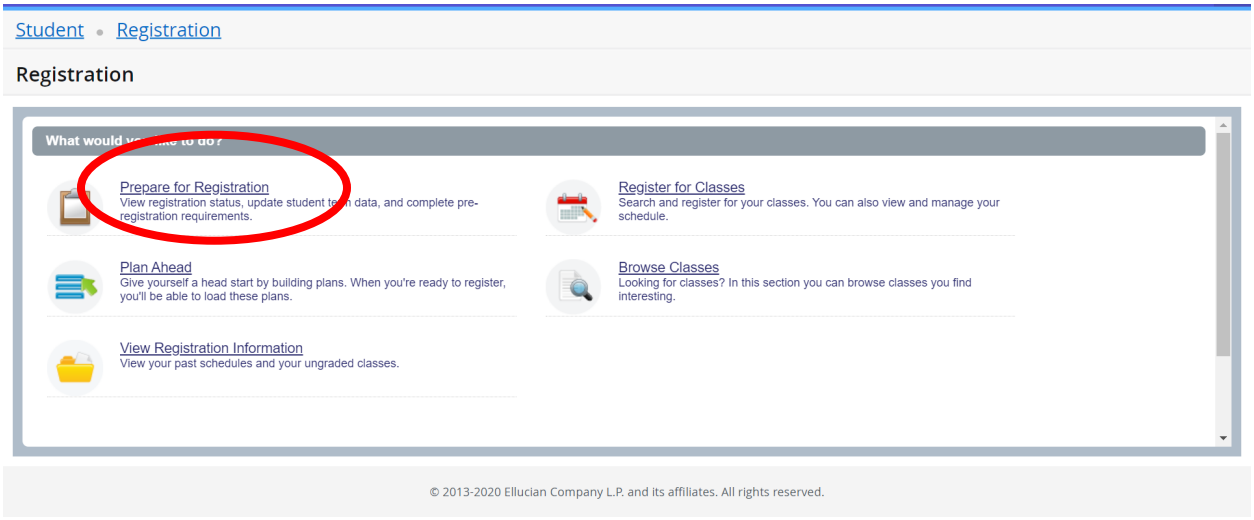
Select the Student Services tab



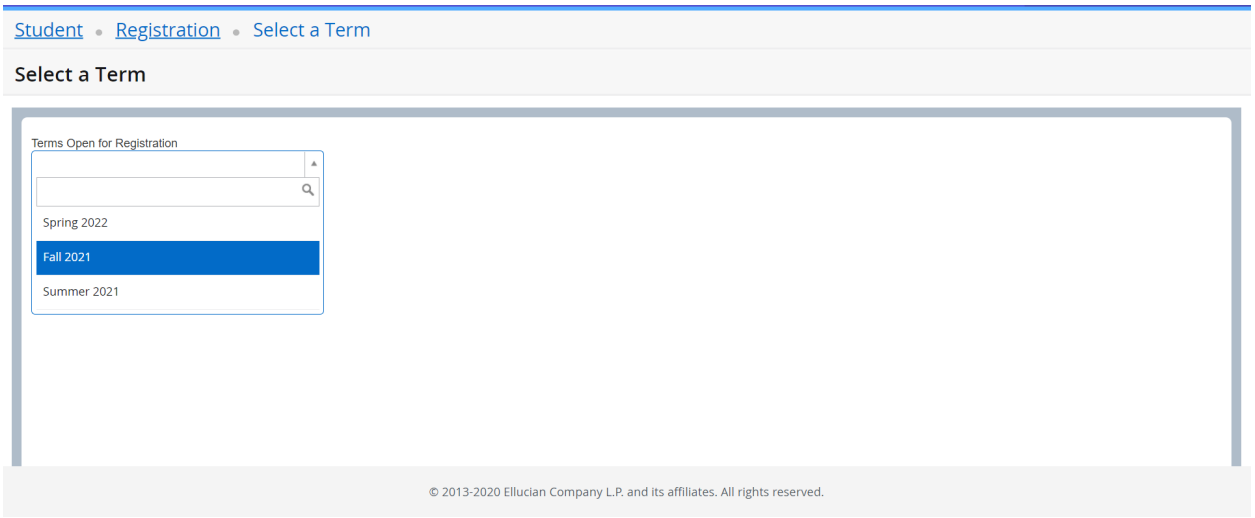
Next select Student Registration Menu



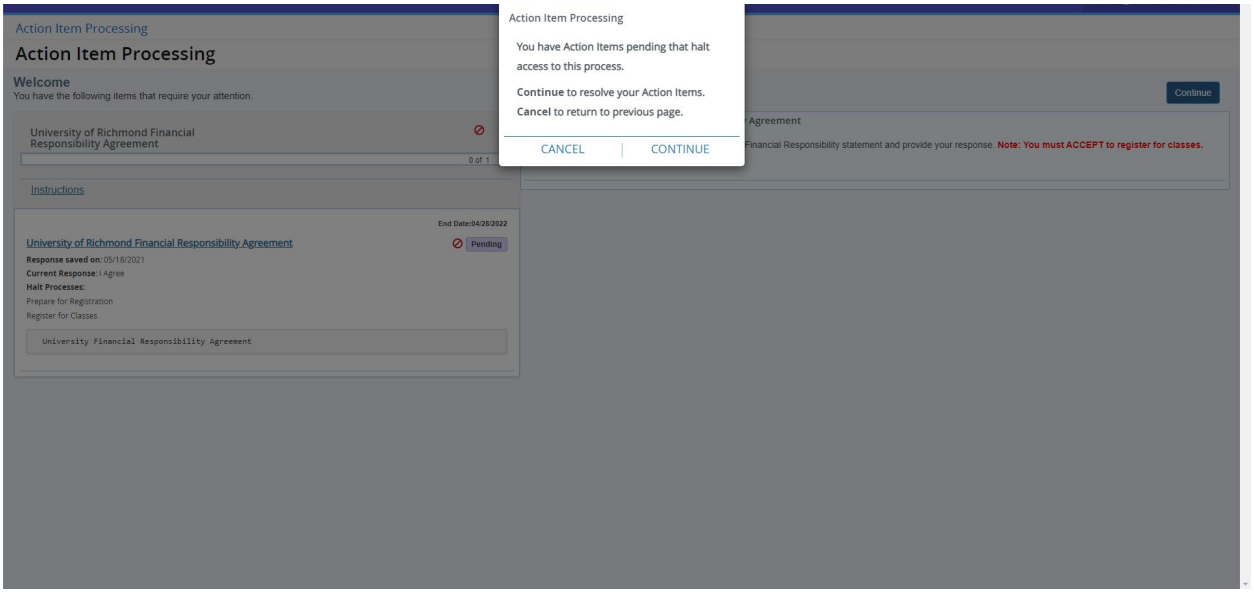
Prepare for Registration



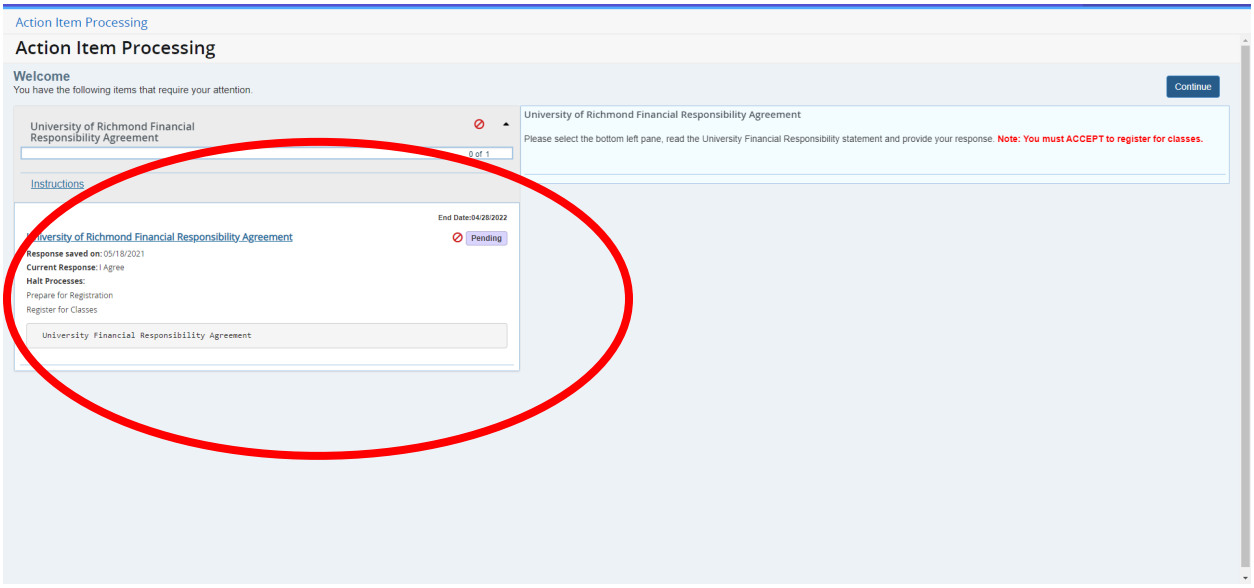
Select the term for which you are preparing to register for



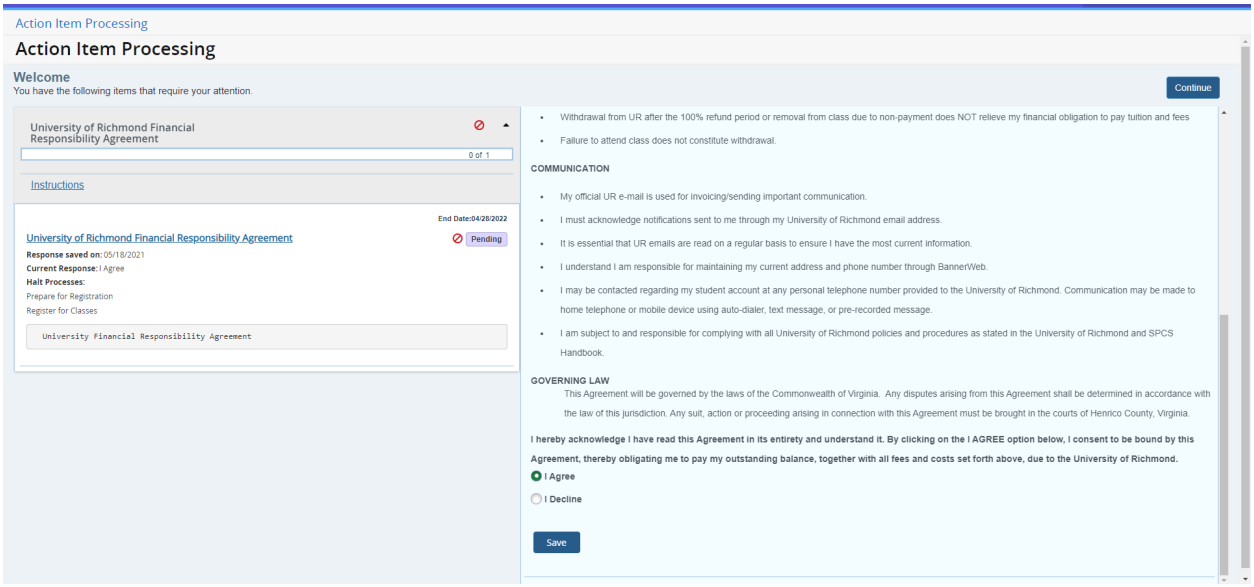
You must acknowledge tuition. The pop-up will come up. Click CONTINUE.



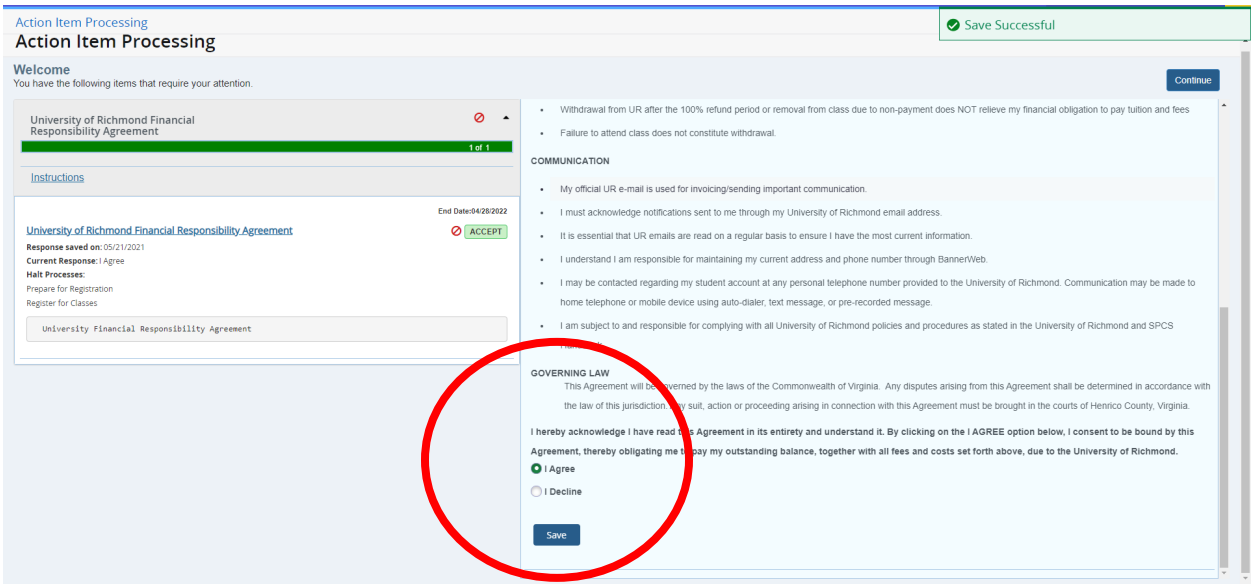
Click in the left box that says University of Richmond Financial Responsibility Agreement.



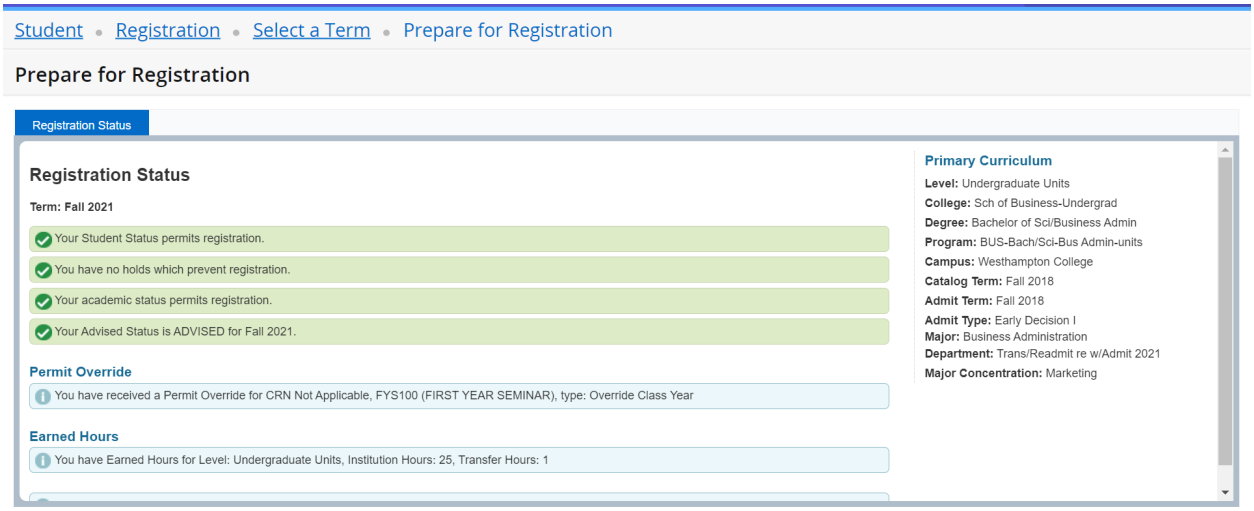
On the right the agreement will pop-up. Read and at the bottom you MUST accept the tuition responsibility or you will NOT be permitted to register until you do accept the agreement.



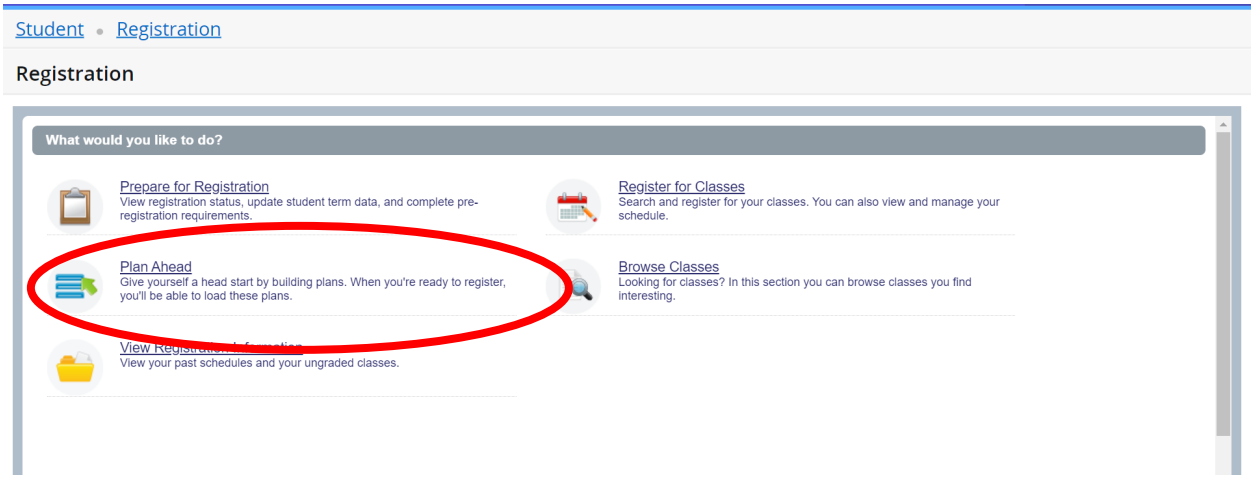
Click SAVE. You should see save successful. Now you can click Continue in the upper right and proceed to check your registration status and/or register.

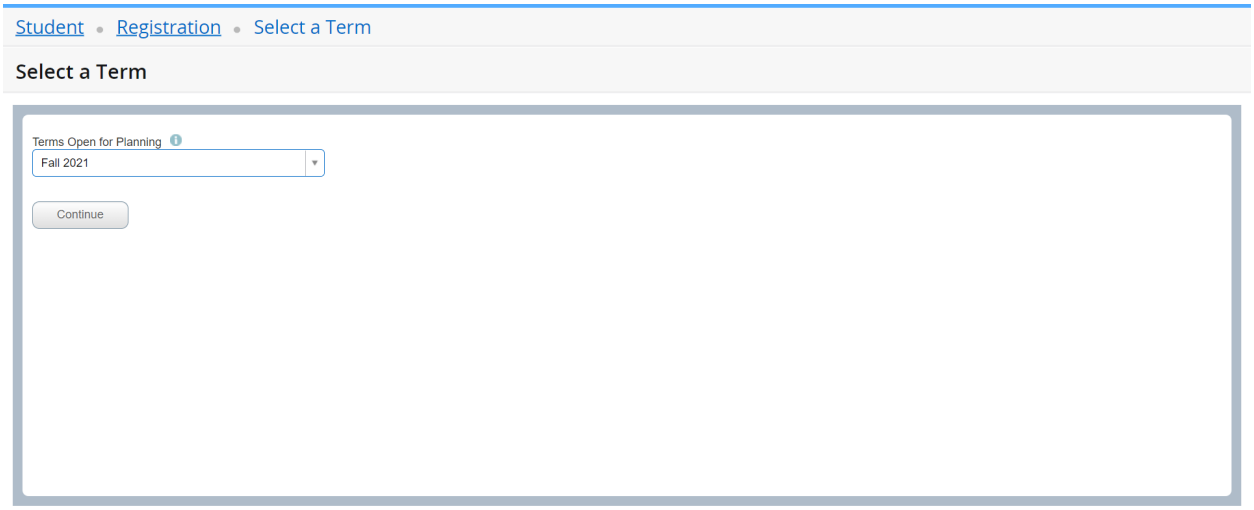


Check Registration Status

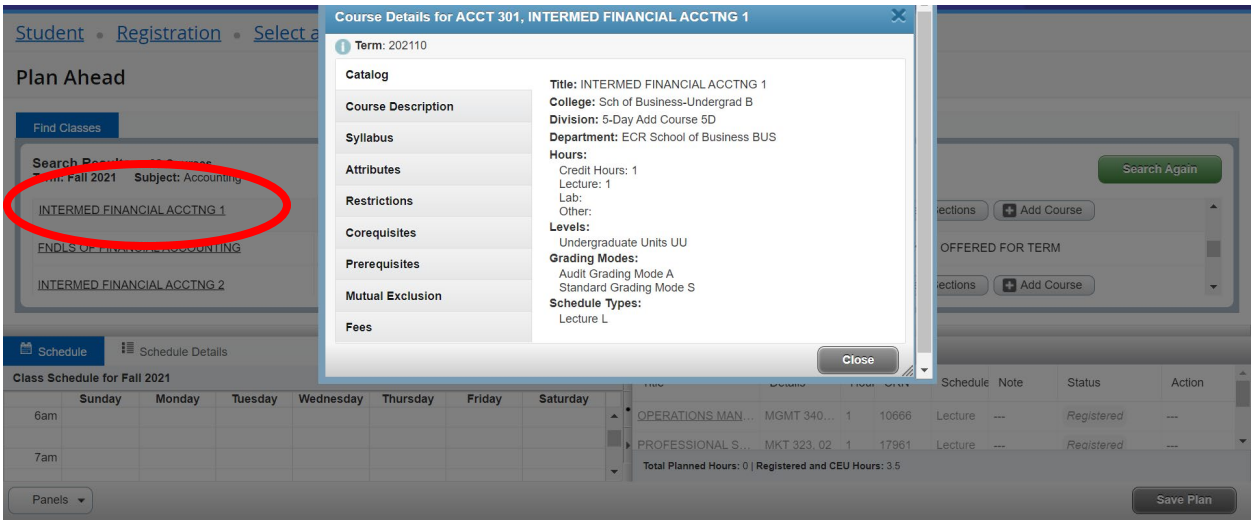


Plan Ahead – plan in advance of registration; you can register from in when registration opens during your registration rotation.

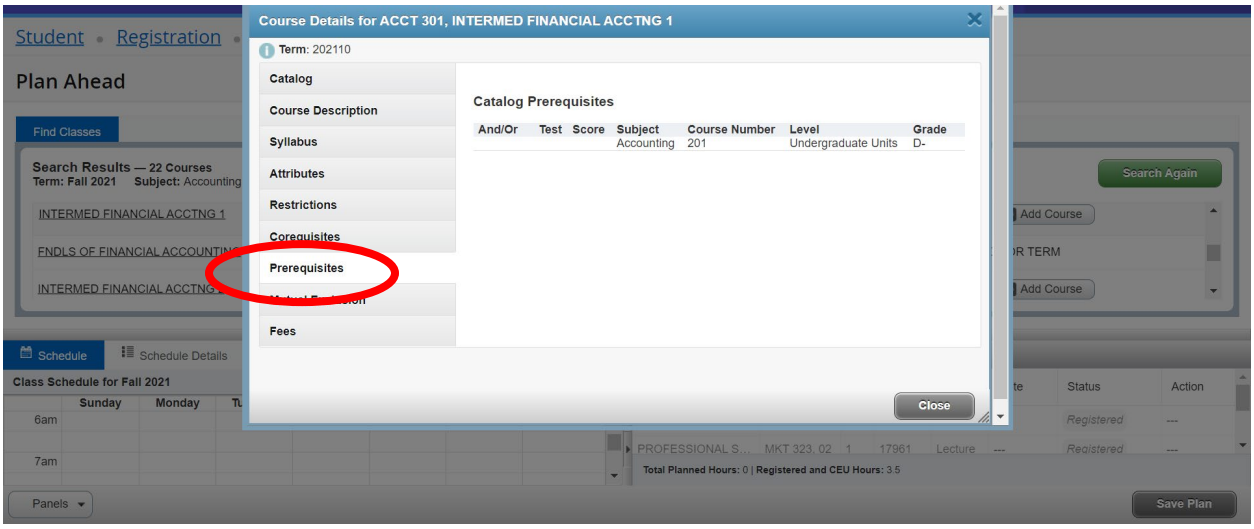




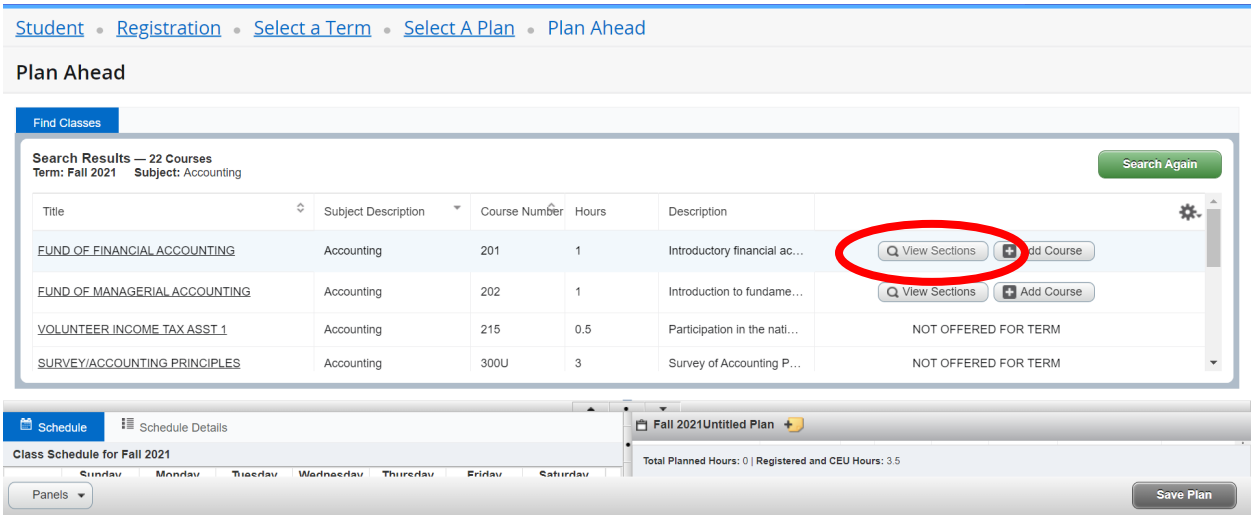
Explore courses and their prerequisites; attributes, co-requisites, etc. Click on the link on the left side and the information will appear in the wind.



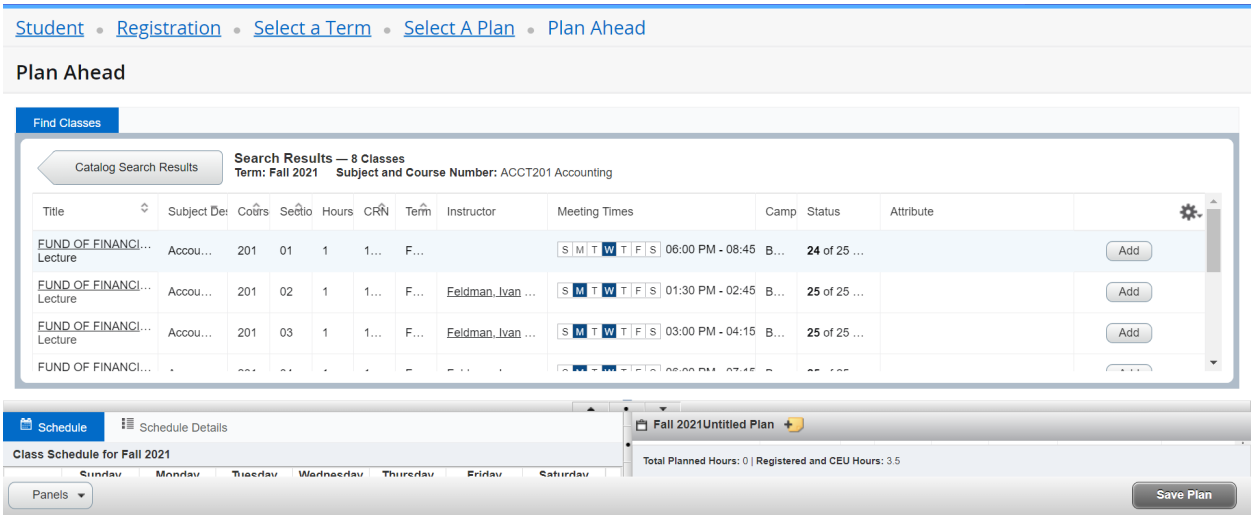
For instance – this course has a Prerequisite

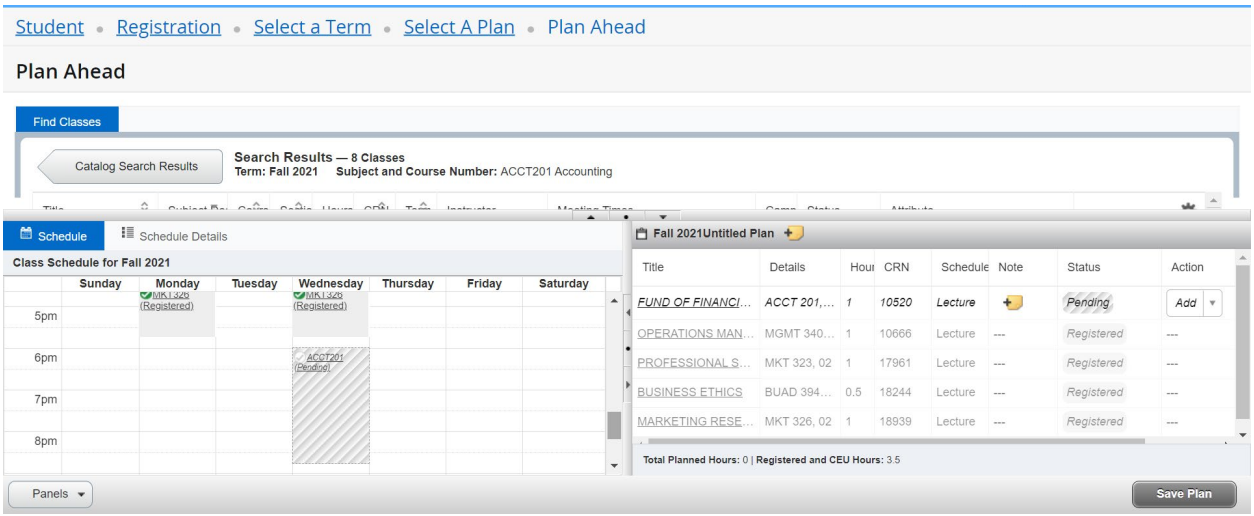


Click view sections to see what sections are available this term.

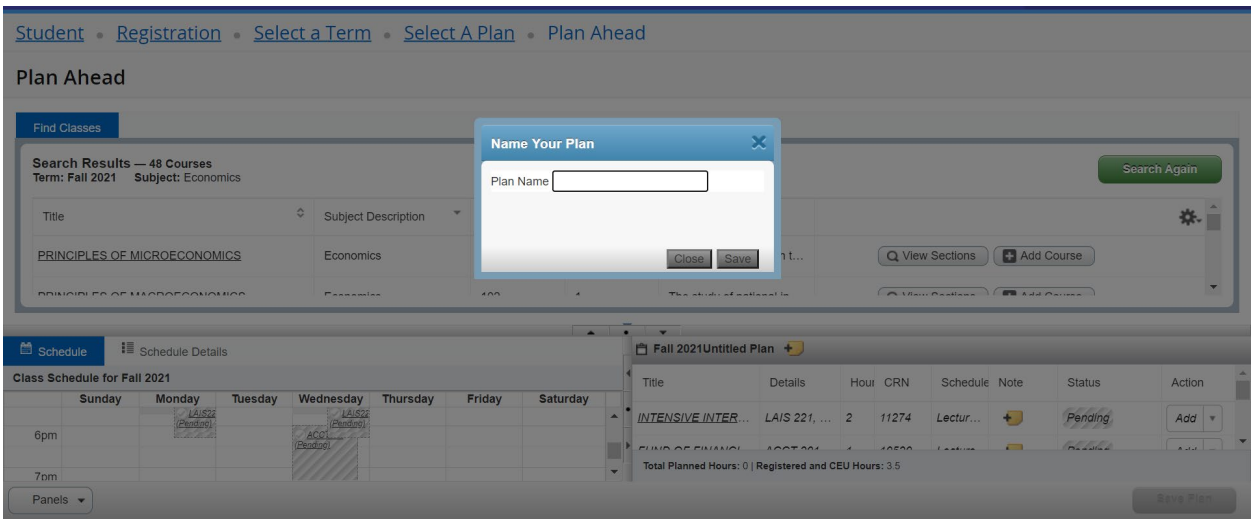


In the view sections you can add a specific section to your plan. In the bottom left corner, you will see where it fits on your schedule, day/time block.

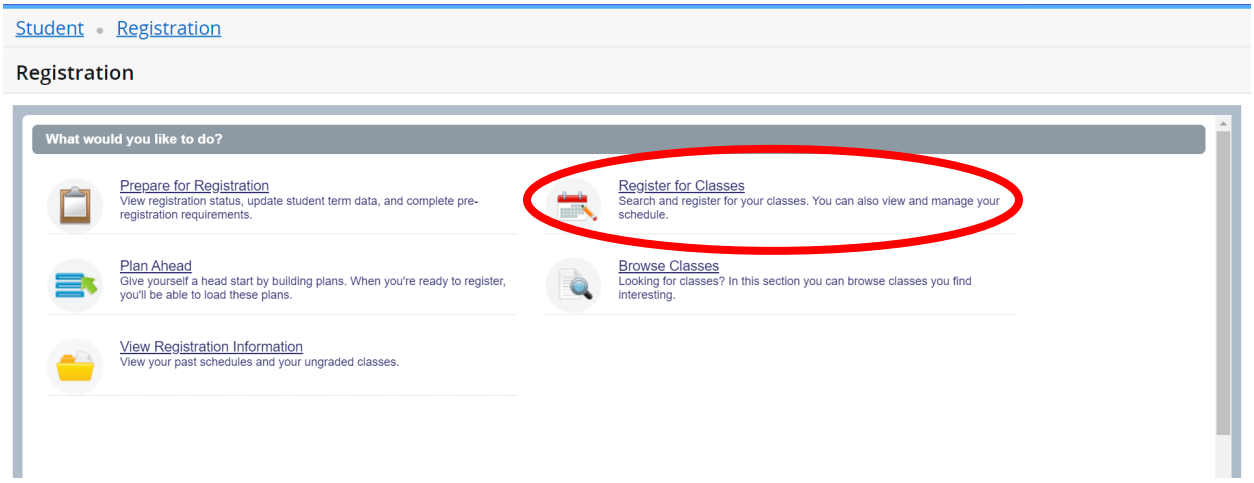




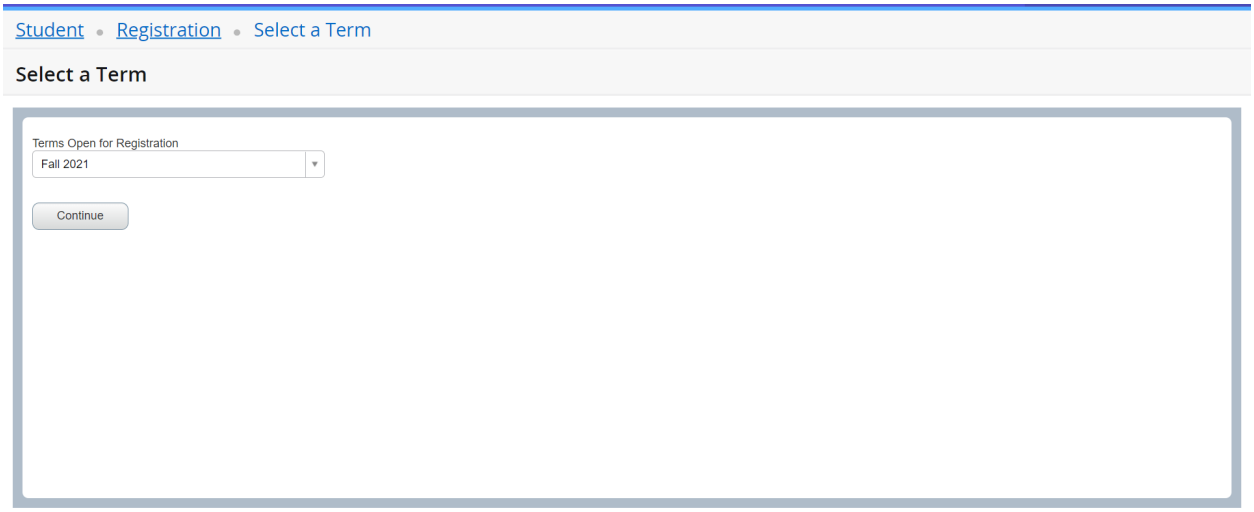
Once you have created a plan you can save the plan and use it at registration. Click save and name the plan. **Students need to select CRNs when finalizing plans. If you attempt to register and your plan is missing CRNs, Banner will require you to add that CRN, thereby slowing your registration.**



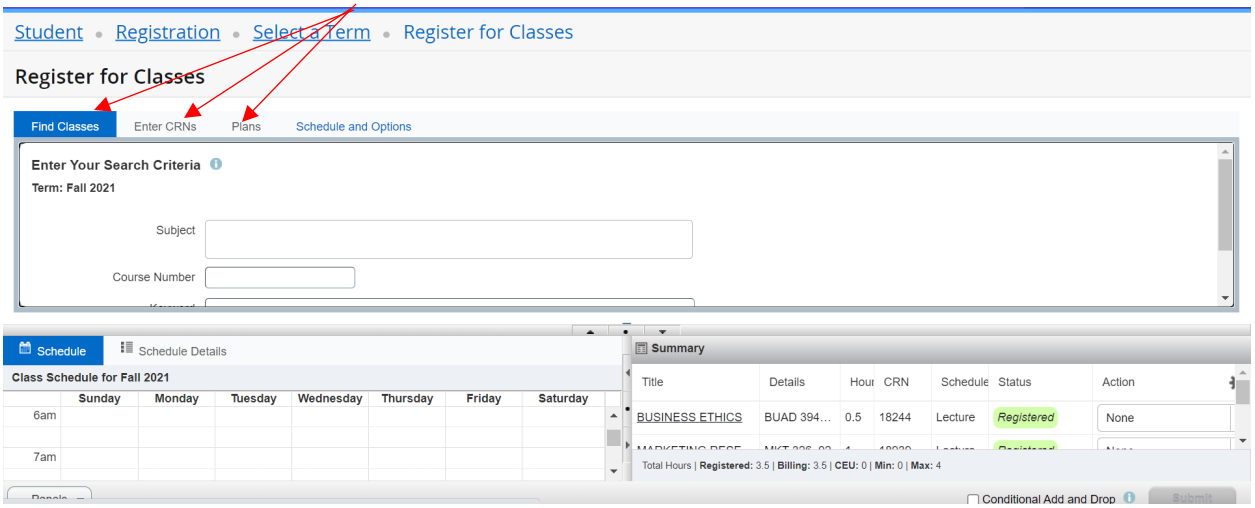
To Register for classes (at registration time)



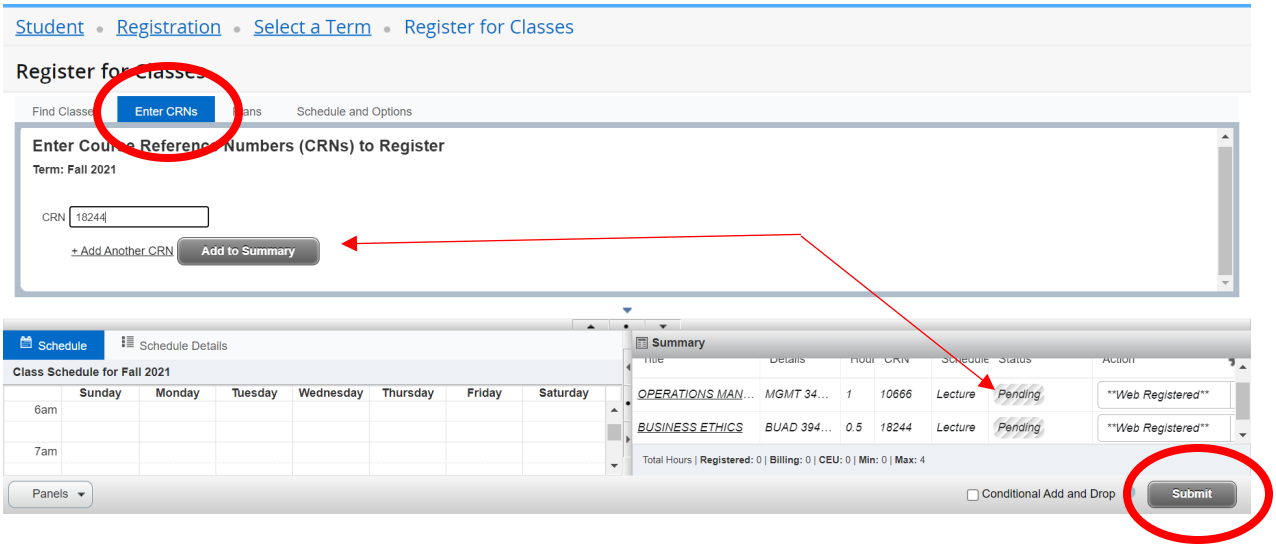
Select you term you are registering for:



Across the top of the screen there are options to register from your plan, or manually enter CRNS

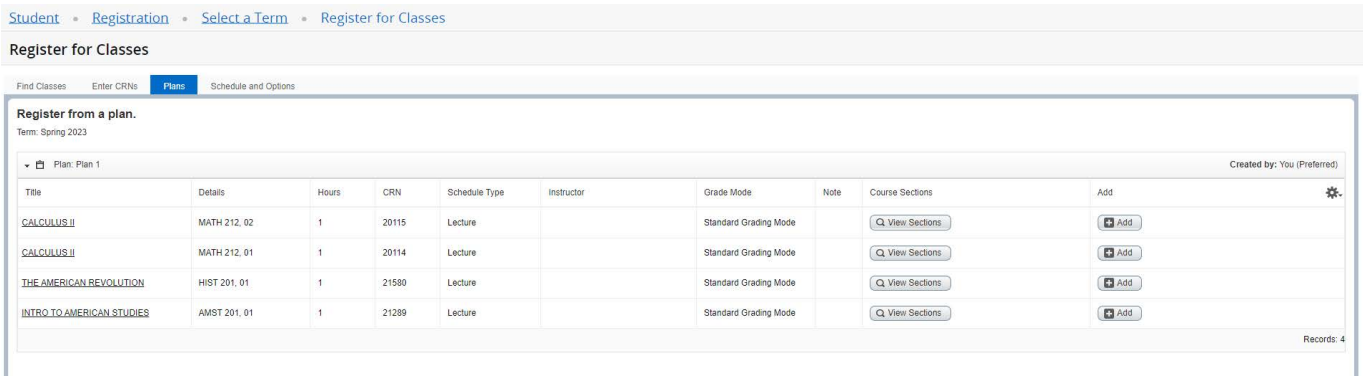


To Enter by CRN, enter each CRN and click “add to summary” then +Add another CRN until you have input your CRNs.

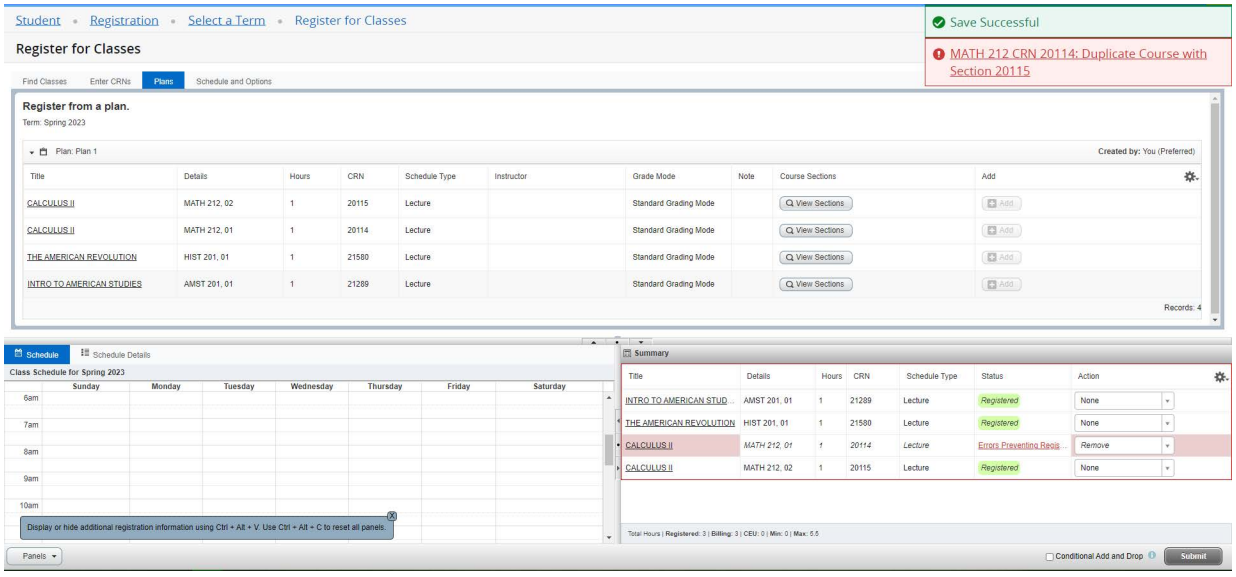


When you click “add to summary” they are pending registration. You must click Submit to complete the registration.

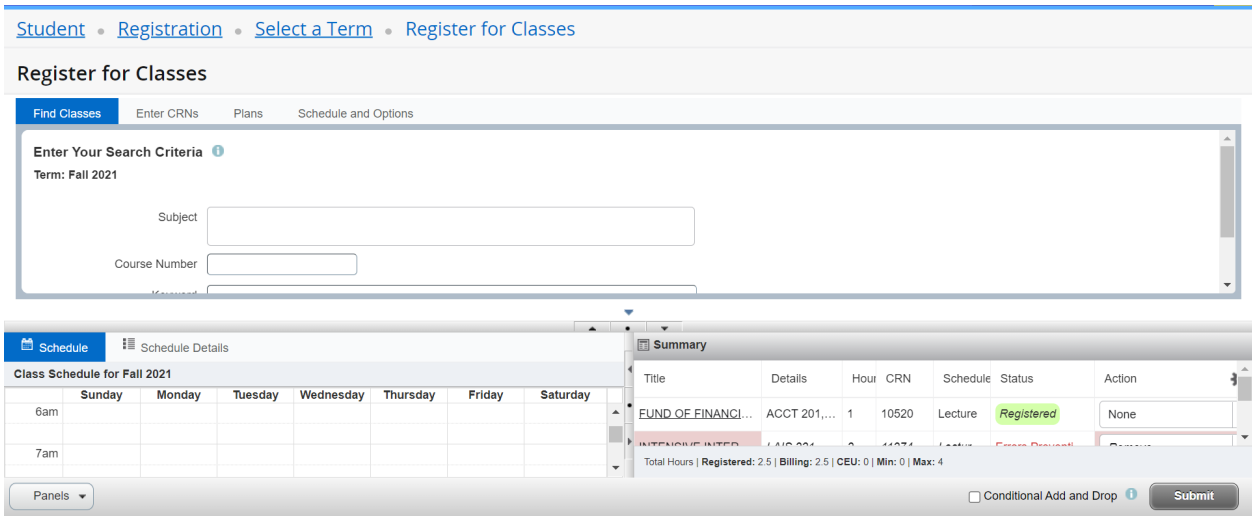
Register from your plan. Students need to select CRNs when finalizing plans. If you attempt to register and your plan is missing CRNs, Banner will require you to add that CRN, thereby slowing your registration.



Go to the plan tab and hit “Add" next to each course. This will individually put courses in the named plan in the summary, ready for submission to complete registration. They will all show as "*Pending*" until you have submitted. Once you submit if you have any errors you will see an error message. While planning, pay attention to the calendar view and if courses overlap in the view they will cause errors. Also check prerequisites etc on courses to avoid generating an error at registration time.



To fill in gaps in your schedule, or if you have generated an error and need a different section. Go to the Find classes tab.

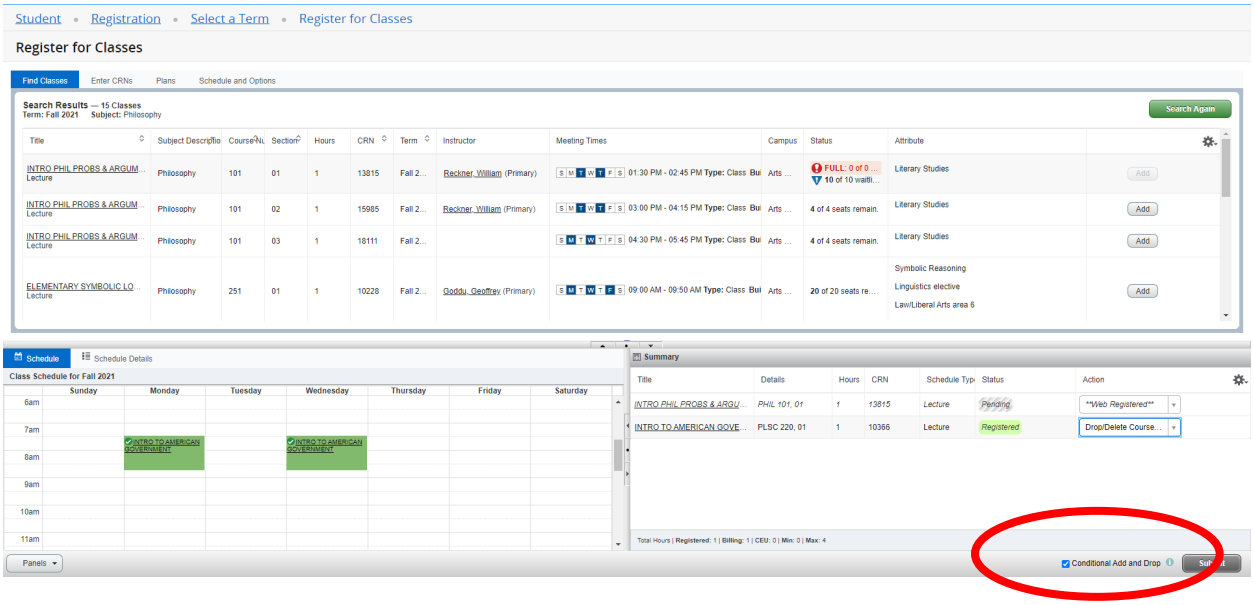


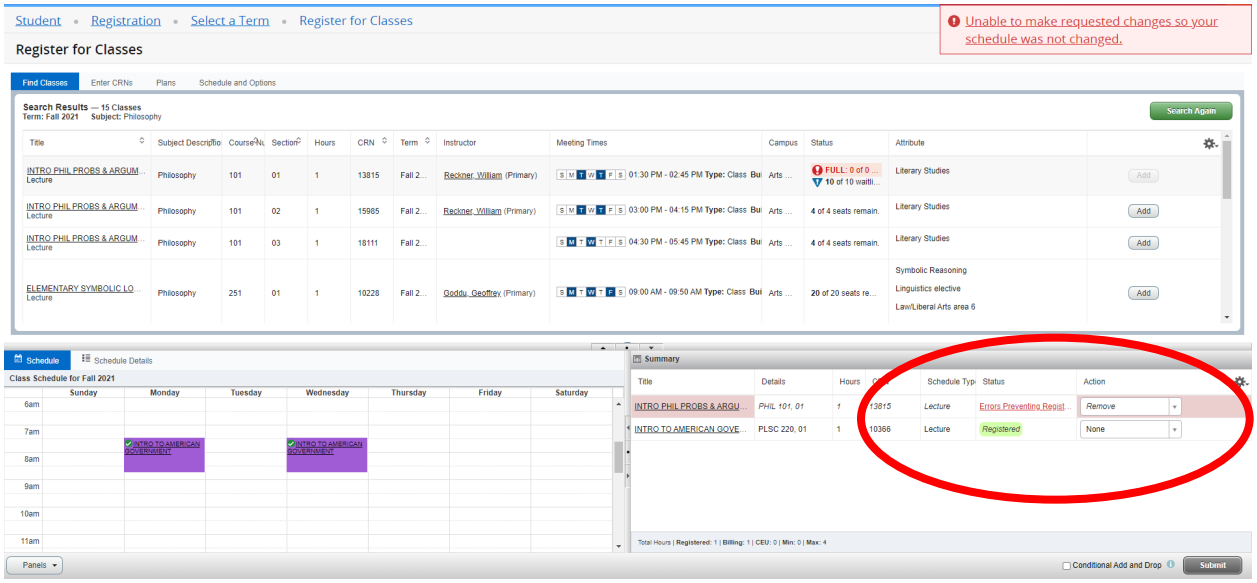
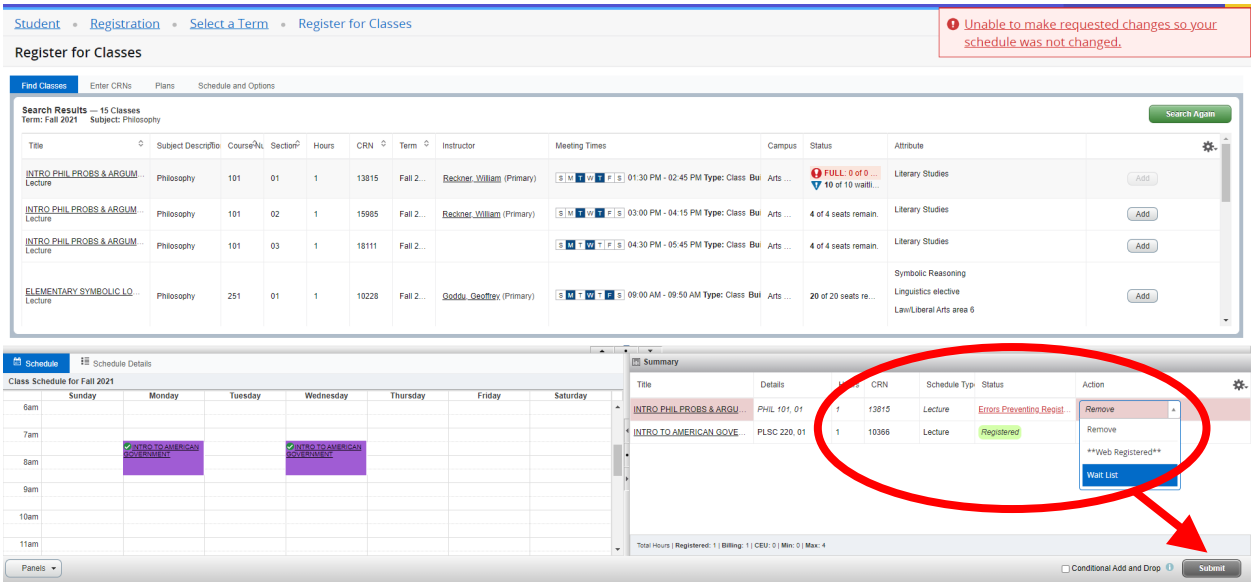
Conditional Add and Drop

Conditional Add and Drop ensures that the class selected to conditionally drop will not be dropped until another class was successfully added. Students have to check the Conditional Add and Drop check box to activate.

This is a one for one swap. If you have a link lab make sure to add/remove it as part of the submission.

If a seat only exists on the WL – the swap will not drop you from the course selected to drop on the swap.





You can't swap, since there is only Waitlist seats the conditional drop/add will prevent the transaction. However, you can then accept a spot on the waitlist on the drop down menu and then click SUBMIT.