

Student Registration Guide

Using BannerWeb to Prepare and Register for Classes

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Student Registration Guide

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Student Registration Guide

1. Log into Banner at bannerweb.richmond.edu

Welcome to Banner Self-Service!

 DUO is required for access to Banner Self-Service from off campus. Please see <https://is.richmond.edu/accounts-passwords/duo/index.html> for enrollment instructions and additional information.

NOTE: New incoming first-year and transfer students do NOT need Duo until the start of their first semester. If you experience problems, please contact [the Help Desk](#).

All Users Students Financial Aid

2. Click on the **Students** tile

All Users Students Financial Aid

Students



Student Profile

View detailed student information including biographical, curriculum, etc.



Academic Transcripts

Display Transcripts.



Direct Deposit

Create, view and update your direct deposit allocation(s).



Enrollment Verifications

Links to National Student Clearinghouse for verifications.



FERPA Waiver Form

Complete waiver form.



Grades

View grades by term and level, or across terms, or across levels.



GradTracker Login

View degree evaluations. You may also access GradTracker through the Student Profile.



Graduation Application

Apply to graduate. Open at times specified on academic calendar.



Informed Consent

Complete consent/release for off-campus experiences.



Pay Tuition and Fees

View current/previous invoice, review account status and setup a payment plan.



Personal Information

View and update your biographical and demographic information.



Tax Notification (1098-T)

Review your 1098-T form for a specific tax year.

3. Students will see a **Students** section, and if they scroll down the page, students will also see a **Registration** section

Registration



Browse Classes

Look up class offerings by term.



Plan Ahead

Get a head start by building plans. When you're ready to register, you'll be able to load these plans into registration.



Prepare for Registration

View registration status, update student term data, and complete pre-registration requirements.



Register for Classes

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



View Registration Information

View your past schedules and your ungraded classes.

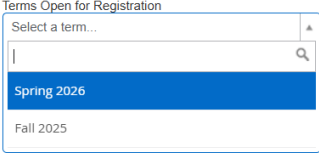
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Check Your Registration Status

1. In the **Registration** section, students can click on **Prepare for Registration** to ensure their status is eligible for registration
2. Select the appropriate **Term** for registration

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

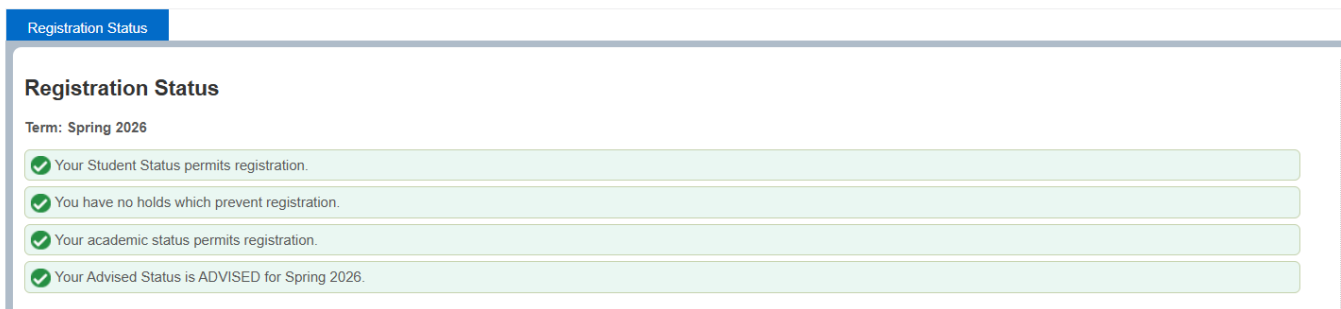


The screenshot shows a dropdown menu titled "Terms Open for Registration". The menu is open, displaying a search bar with the placeholder text "Select a term..." and a magnifying glass icon. Below the search bar, two options are listed: "Spring 2026" (highlighted in blue) and "Fall 2025".

3. **Check Your Registration Status** will inform students if there are any holds on the account that need to be cleared prior to registration

[Student](#) • [Registration](#) • [Select a Term](#) • [Prepare for Registration](#)

Prepare for Registration



The screenshot shows the "Registration Status" page. At the top, there is a blue header with the text "Registration Status". Below the header, the page title "Registration Status" is displayed. Underneath the title, it says "Term: Spring 2026". There are four green status bars, each with a green checkmark icon and a message:

- ✓ Your Student Status permits registration.
- ✓ You have no holds which prevent registration.
- ✓ Your academic status permits registration.
- ✓ Your Advised Status is ADVISED for Spring 2026.

Student Registration Guide

Using Plan Ahead

1. Use the **Plan Ahead** feature to create registration plans ahead of the registration window; students can also register for classes during their registration window directly from plans built ahead of registration

[Student](#) • [Registration](#)

Registration

What would you like to do?

**Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.

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

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

**Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.

**View Registration Information**
View your past schedules and your ungraded classes.

2. Students may click on the **Create a New Plan** button to build up to three (3) plans for each registration semester

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#) • [Plan Ahead](#)

Plan Ahead

Find Classes

Enter Your Search Criteria

Term: Spring 2026

Subject

Course Number

Keyword

[Advanced Search](#)

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Panels

3. Students can then search for courses by **Subject**, **Course Number**, or use the **Advanced Search**, and add courses or course sections

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#) • [Plan Ahead](#)

Plan Ahead

Find Classes

Catalog Search Results

Search Results — 4 Classes
Term: Spring 2026 Subject and Course Number: BIOL200 Biology

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Linked Sections	Add
INTEGRD BIOLGC...	Biology	200	01	1	20...	Spr...			Art...	14 of 14 se... Restriction!	Lecture ...			Add
INTEGRD BIOLGC...	Biology	200	02	1	20...	Spr...			Art...	14 of 14 se... Restriction!	Lecture ...			Add
INTEGRD BIOLGC...	Biology	200	03	1	20...	Spr...			Art...	14 of 14 se... Restriction!	Lecture ...			Add
INTEGRD BIOLGC...	Biology	200	04	1	22...	Spr...			Art...	14 of 14 se... Restriction!	Lecture ...			Add

Page 1 of 1 | 10 Per Page | Records: 4

Student Registration Guide

- Students can click on the **Course Title** to view details about the course including the description, enrollment, prerequisites, and course restrictions

Class Details for INTEGRTD BIOLGCL PRINC I W/LAB Biology 200 01

Term: 202520 | CRN: 20664

Class Details

Bookstore Links

Course Description

Syllabus

Attributes

Restrictions

Instructor/Meeting Times

Enrollment/Waitlist

Corequisites

Prerequisites

Mutual Exclusion

Cross Listed Courses

Linked Sections

Fees

Catalog

First of two-part series on the fundamental principles of biology. Examines genetics, cellular and molecular biology, and physiology within the context of biological evolution. Builds upon the competencies and skills learned in BIOL 199. Serves as preparation for upper level biology courses and beyond. Intended for majors in biology and biochemistry and molecular biology. Lab component required.

Section information text:
To request an override, please complete the form at this link:
https://docs.google.com/forms/d/e/1FAIpQLScjzfJTYM19o uAgmTMM5SjAM7wZBJT_Z6B_BWKGBd9wj_84Q/viewform

Close

- Students can add courses to their plan by clicking on the **Add** button and the course will then appear in the lower right corner

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#) • [Plan Ahead](#)

Plan Ahead

Find Classes

Catalog Search Results

Search Results — 4 Classes
Term: Spring 2026 Subject and Course Number: BIOL200 Biology

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Linked Sections	Add
INTEGRD BIOLGC...	Biology	200	01	1	20...	Spr...			Art...	14 of 14 se... Restriction!	Lecture ...			Add
INTEGRD BIOLGC...	Biology	200	02	1	20...	Spr...			Art...	14 of 14 se... Restriction!	Lecture ...			Add
INTEGRD BIOLGC...	Biology	200	03	1	20...	Spr...			Art...	14 of 14 se... Restriction!	Lecture ...			Add
INTEGRD BIOLGC...	Biology	200	04	1	22...	Spr...			Art...	14 of 14 se... Restriction!	Lecture ...			Add

Schedule | Schedule Details

Class Schedule for Spring 2026

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Spring 2026Untitled Plan

Title	Details	Hour	CRN	Schedule	Note	Status	Action
INTEGRD BIOLGC...	BIOL 200, 01	1	20664	Lectur...		Pending	Add

Total Planned Hours: 0

Save Plan

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6. Students can then return to the search by clicking the **Catalog Search Results** button to find additional courses and add them to the plan

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#) • [Plan Ahead](#)

Plan Ahead

The screenshot shows the 'Plan Ahead' interface. At the top, there's a 'Find Classes' button. Below it, a 'Catalog Search Results' button is circled in red. The search results show 4 classes for Spring 2026, all in Biology. Each row has an 'Add' button. Below the search results, there's a 'Class Schedule for Spring 2026' section with a grid for days of the week and times. To the right, there's a 'Spring 2026Untitled Plan' section with a table showing the added class: INTEGRTD BIOLGC... (BIOL 200, 01) with a status of 'Pending'. At the bottom right, there's a 'Save Plan' button.

7. Once all courses have been added to the plan, students may click on the **Save Plan** button and will be prompted to name the plan

The screenshot shows a 'Name Your Plan' dialog box. It has a text input field for 'Plan Name' with the value 'Spring 2026 Plan 1'. There are 'Close' and 'Save' buttons at the bottom right.

8. The status of the courses will then update from *Pending* to *Planned*

Spring 2026 Plan 1								Preferred
Title	Details	Hour	CRN	Schedule	Note	Status	Action	
CHAMPLAIN TO NA...	HIST 199, 01	1	20851	Lecture	+	Planned	None	
INTEGRTD BIOLGC...	BIOL 200, 01	1	20664	Lectur...	+	Planned	None	
STATISTICS FOR B...	BUAD 202, 02	1	20649	Lecture	+	Planned	None	
THE RUMORS OF W...	AFST 201, 01	1	21914	Lecture	+	Planned	None	
Total Planned Hours: 4								

Student Registration Guide

Register for Classes

1. Students can click on **Register for Classes** from the landing page or the Registration menu from the Student Profile

Registration



Browse Classes

Look up class offerings by term.



Plan Ahead

Get a head start by building plans. When you're ready to register, you'll be able to load these plans into registration.



Prepare for Registration

View registration status, update student term data, and complete pre-registration requirements.



Register for Classes

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



View Registration Information

View your past schedules and your ungraded classes.

OR

[Student](#) • [Registration](#)

Registration

What would you like to do?



[Prepare for Registration](#)

View registration status, update student term data, and complete pre-registration requirements.



[Register for Classes](#)

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



[Plan Ahead](#)

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[Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



[View Registration Information](#)

View your past schedules and your ungraded classes.

2. Students will need to **Select a Term** for registration

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Registration

Spring 2026



Continue

Student Registration Guide

- Students may choose to register by finding classes, entering individual CRNs, or through plans built prior to registration

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria

Term: Spring 2026

Subject

Course Number

Keyword

[Clear](#) [Advanced Search](#)

- To register from the **Find Classes** tab, search for a course and once a section is found, press the **Add** button to register for the course. Students will first see a Status of *Pending* and an Action of *Web Registered*.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 3 Classes
Term: Spring 2026 Subject: Africana Studies

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Linked Sections	Add
THE RUMORS OF WA...	Africana...	201	01	1	21...	Spr...			Art...	16 of 16 se...	Lecture	AI-Historical Inquiry American studies electives CBL-Study Trips IF-Power/Equity/Identity/Cult		Add
SEM/BLACK POLIT...	Africana...	301	01	1	22...	Spr...			Art...	20 of 20 se...	Lecture	Political science elective		Add

Schedule

Class Schedule for Spring 2026

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
THE RUMORS OF WA...	AFST 201, 01	1	21914	Lecture	Pending	Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

☐ Conditional Add and Drop

- Click the **Submit** button and, if accepted with no errors, the course will reflect a Status of *Registered*.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
THE RUMORS OF WA...	AFST 201, 01	1	21914	Lecture	Registered	None

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- To register by CRN, click on **Enter CRN** and type one or more CRNs into the available boxes and click **Add to Summary** and when finished, click the **Submit** button and if accepted with no errors, the course will reflect a Status of *Registered*.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2026

CRN

CRN

[+ Add Another CRN](#)

Add to Summary

- To register from a plan, students may click on **Plans** and choose the plan they wish to register from. Students may either add courses individually from the plan by clicking the **+Add** button next to the section, or by clicking the **Add All** button at the top of the plan.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes Enter CRNs **Plans** Schedule and Options

Register from a plan.
Term: Spring 2026

Plan: Spring 2026 Plan 1 Created by: You (Preferred) **+ Add All**

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
STATISTICS FOR BUS & ECON	BUAD 202, 02	1	20649	Lecture		Standard Grading ...		View Sections	+ Add
THE RUMORS OF WAR SEMI	AFST 201, 01	1	21914	Lecture		Standard Grading ...		View Sections	+ Add
CHAMPLAIN TO NAPOLEON	HIST 199, 01	1	20851	Lecture		Standard Grading ...		View Sections	+ Add

- Once added to the Summary, students will see the courses in the Summary box with a Status of *Pending*

Summary

Title	Details	Hours	CRN	Schedule T	Status	Action
INTEGRD BIOLGCLP...	BIOL 200, 01	1	20664	Lecture ...	Pending	**Web Registered**
CHAMPLAIN TO NAPO...	HIST 199, 01	1	20851	Lecture	Pending	**Web Registered**
STATISTICS FOR BUS...	BUAD 202, 02	1	20649	Lecture	Pending	**Web Registered**
THE RUMORS OF WA...	AFST 201, 01	1	21914	Lecture	Registered	None

Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 5.5

☐ Conditional Add and Drop **Submit**

Student Registration Guide

- Students may then press the **Submit** button and, if accepted with no errors, the Status will reflect *Registered*. If an error does occur, students will see a red pop-up message listing the exact error to be resolved.

Register for Classes

Find Classes Enter CRNs **Plans** Schedule and Options

Register from a plan.
Term: Spring 2026

▼ Plan: Spring 2026 Plan 1

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
STATISTICS FOR BUS & ECON	BUAD 202, 02	1	20649	Lecture		Standard Grading ...		<button>Q View Sections</button>	<button>+ Add</button>
THE RUMORS OF WAR SEMI...	AFST 201, 01	1	21914	Lecture		Standard Grading ...		<button>Q View Sections</button>	<button>+ Add</button>
CHAMPLAIN TO NAPOLEON	HIST 199, 01	1	20851	Lecture		Standard Grading ...		<button>Q View Sections</button>	<button>+ Add</button>

Created by: You (Preferred) Add All

Schedule | Schedule Details

Class Schedule for Spring 2026

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Summary

Title	Details	Hours	CRN	Schedule T	Status	Action
INTEGRD BIOLGCL P	BIOL 200, 01	1	20664	Lecture ...	Errors Preventing...	<button>Remove</button>
CHAMPLAIN TO NAPO	HIST 199, 01	1	20851	Lecture	Registered	<button>None</button>
STATISTICS FOR BUS	BUAD 202, 02	1	20649	Lecture	Registered	<button>None</button>
THE RUMORS OF WA	AFST 201, 01	1	21914	Lecture	Registered	<button>None</button>

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 5.5

☐ Conditional Add and Drop **Submit**

10. Students may use the **Conditional Add and Drop** feature within registration to make a one-for-one exchange of a course on their schedule. They should select *Remove* from the Action for the course that they like to drop and add the course to the summary that they want to add, then they should check the box next to **Conditional Add and Drop**. If accepted, the courses will be dropped and added respectively. To view more information about this, view the video [here](#).