New First-Year Banner Web Registration Guide

Incoming first-year students will submit courses on two plans for fall 2024 classes, one with FYS 100 options titled “FYS,” and a second with other classes, titled “Fall.” Plans will be submitted in BannerWeb. The Office of the University Registrar will register all incoming students for one FYS 100 section from the student’s FYS plan and one course section from the student’s other plan, with two exceptions:

1. NCAA student athletes, Bonner Scholars, Oliver Hill Scholars, and Richmond Scholars will be registered for a total of 4 units (1 FYS from their “FYS” plan, plus 3 additional units from the “Fall” plan) and WELL 100 (0 units);
2. Students participating in Endeavor will be registered for whichever course they are not pre-registered for as a condition of the Endeavor program (i.e. if the community has an FYS associated with it, students will only complete the “Fall” plan, and vice versa).

Please review the course offerings here (Course Selection Options for First-Year Students on the right side of the page) before logging into BannerWeb to create your plans.

Below are some tips for submitting your plan to ensure that we are able to register you for one of your top choices.

**DO**

1. **DO** only include FYS 100 on the FYS plan.
2. **DO** make sure that the course sections on your plan are being offered in the fall. Click “View Sections” next to the class to ensure that there are specific sections listed.
3. **DO** add at least 20 course sections to each plan to ensure that you are able to be registered. Multiple sections of the same class may be included, but there need to be different courses as well for a range of options.
4. **DO** check the list of first-year course selection options for which you are eligible to register before making your plan.
5. **DO** only use an Arabic number when entering a rank for a class. Do not add spaces, punctuation, symbols, or words.

**DO NOT**

1. **DO NOT** include FYS 100 on the second plan.
2. **DO NOT** add course sections for which you are not eligible to register including
   a. those with the subject code LAWE, LAW, MBA, FIN, MGMT, IBUS, INFO, or MKT
   b. those with a U at the end of the course number
3. **DO NOT** put WELL 100 on your plan unless otherwise advised.
4. **DO NOT** include military science course sections on the plan. If needed, they can be registered for during open registration.
5. **DO NOT** add spaces, punctuation, symbols, or words to the number rank you give a course section.
Steps to Create Plans:

1) Log into BannerWeb at bannerweb.richmond.edu using your NetID and Password and then click on the “Student Services” tab (your menu may look different upon initial log in)

   Personal Information
   Update addresses, review name or social security number change information. Change your PIN.

   Student Services
   Review status of application for admission. Register for classes. Display your class schedule. View your holds.

   Employee
   Employee Dashboard: My Profile, My Team, Full Leave Balance Information, Pay Information, Earnings, Benefits

   OneCard Services Main Menu
   Check your OneCard balance and other OneCard related functions.

   Online Check Request
   For reimbursement of an individual’s University-related expenditures (not travel-related)
   Effective January 27, 2020, all reimbursement and refund requests must be processed through Chrome River processed on this form.

   University New Vendor Request
   Request Accounts Payable create a new vendor in Banner for future payments/reimbursements.

   Manage Direct Deposit and Personal Information
   Update Addresses, Phone Numbers and Direct Deposit Information

   Banner Communications Management
   Administrative BCM users can create and manage communications across the institution.

   Return to Homepage

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2) Click on “Registration”

3) Click on “Student Registration Menu” and then “Student Registration Self Service” to take you to Banner 9 registration
Then...

Banner 9 Registration Menu

**Student Registration Self-Service**
Check your registration status; Add or drop classes. Display your class schedule.

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4) Click on “Plan Ahead” to start creating your two plans – One for FYS course sections and one for other course sections of interest.
5) Select the “Fall 2024” semester from the drop-down menu for “Select a term...”

6) You will see that two plans have already been created for you, one titled “FYS” and the other titled “Fall” and the “Fall” plan is marked as preferred. **DO NOT DELETE OR ADJUST THESE PLANS OR SETTINGS.**
7) Click on the “Edit” button within the “FYS” plan to add FYS course sections to this plan

8) Type either “FYS” or “First-Year Seminar” into the “Subject” box and click “Search”

9) Once the search for “FYS” executes, click the “View Sections” button to look at all FYS 100 course sections being offered
10) You can now see all of the course section offerings of FYS 100 for the semester.

11) If you click on the course title, a pop-up box will open to view additional information about the course, such as the “Course Description” or “Prerequisites” (Note: Prerequisites are courses that must be taken prior to being allowed to register for and take the course you are viewing – there are no prerequisites for any FYS 100 course).
12) When you have found a course section that you are interested in, click the “Add” button on the line associated with the course section.
   a. As you add course sections to your plan, they will populate in the lower right corner of your planning tool (you can select up to 20 sections to add to the plan).

13) After you have added all course sections of interest, you can rank your course section selections by preference.
   To do so click on the yellow “sticky note” icon with the plus sign in the “Note” column of your plan (➕) and add the appropriate number in the “Note” field as seen below, “1” for first preference, “2” for second preference, etc. **USE AN ARABIC NUMBER WHEN ENTERING A RANK FOR A CLASS – DO NOT USE SPACES, PUNCTUATION, SYMBOLS, OR WORDS OR THE PROGRAM WILL NOT RECOGNIZE THE PREFERENCE AND, THEREFORE, NOT RANK IT.**
14) Once you have made all course section selections and added a preference number note to the courses, click the “Save Plan” button in the bottom right corner of your screen.

15) Once the plan is saved, the “Save Plan” button will be grayed out so that it cannot be clicked and each course will have a status of “Planned” in the status column, highlighted in green.

*Continue below to step 16 to create the second plan*
16) Click “Select A Plan” to take you back to the plan creation screen so you can create the other plan, “Fall”

17) Once again, click on the “Edit” button next to the “Fall” plan

18) Enter the course search criteria (Subject and if you know the course number, enter that in the applicable field
19) Click on “View Sections” for the applicable course and then add course sections to your plan. You can use the green “Search Again” button to get back to the “Course Search Criteria” to adjust to a different subject and/or course number.

20) After you have made all selections for course preferences, be sure to add any notes to rank your courses and then click on the “Save Plan” button. Once saved, all courses will have a green highlighted “Planned” status in the Status column. **REMEMBER, USE AN ARABIC NUMBER WHEN ENTERING A RANK FOR A CLASS – DO NOT USE SPACES, PUNCTUATION, SYMBOLS, OR WORDS OR THE PROGRAM WILL NOT RECOGNIZE THE PREFERENCE AND, THEREFORE, NOT RANK IT.**

21) Click on “Select A Plan” again to take you back to the plan home screen to view both created plans.
22) You have now added courses to both plans, “FYS” and “Fall.”

**Please Note:** You can make edits to these plans until July 1 by clicking on the “Edit” button next to each plan.
Additionally, after the Office of the Registrar does the initial registration for you, the plan feature will re-open in mid to late July for the creation of additional plans to be utilized for round two of registration.