New First-Year Banner Web Registration Guide

Incoming first-year students will submit two plans for fall 2023 classes, one with FYS options and a second with other classes. Plans will be submitted in BannerWeb. The Office of the University Registrar will register all incoming students for one FYS from their FYS plan and one class from their other plan (student-athletes and designated scholars will be registered for four units total).

Please review the course offerings here 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. Include “FYS” in the plan title for the plan with FYS classes.
2. Only include FYS classes on the FYS plan.
3. Name your plan correctly the first time you save it. Plans cannot be re-named once they are saved, so naming correctly at the beginning is important.
4. Name the plan with classes other than FYS “Plan 2.”
5. Mark Plan 2 “preferred” using the radio button.
6. Make sure that the classes on your plan are being offered in the fall. Click “View Sections” next to the class to ensure that there are specific sections listed.
7. Add at least 20 classes 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 multiple different classes as well.
8. Check the list of first-year classes for which you are eligible to register before making your plan.
9. Only use an Arabic number when entering a rank for a class. Do not add spaces, punctuation, symbols, or words.

**DO NOT**
1. Mark the FYS plan as “preferred.”
2. Include FYS classes on the second plan.
3. Add classes for which you are not eligible to register including
   a. those with the subject code LAWE, LAWR, MBA, FIN, MGMT, IBUS, INFO, or MKT
   b. those with a U at the end of the course number
4. Put wellness classes on your plan.
5. Include military science classes on the plan. If needed, they can be registered in open registration.
6. Do not add spaces, punctuation, symbols, or words to the number rank you give a class.
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**
   - **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.
   - **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”

   - **Personal Information**
   - **Student Services**
   - **Employee**

Search

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**Admission**
- Review the completeness of your undergraduate application.

**Registration**
- Check your registration status, add or drop classes, display your class schedule.

**Student Records**
- View your holds, display your grades and transcripts, review charges and payments, apply to graduate.

**Student Profile**
- View detailed student information, bio, graduation, and advisor information, primary and secondary curricula, hours/gpa, registered courses, etc.

**Financial Aid**
- Review the status of your financial aid applications, check status of document requirements, review financial aid awards and loans.

**Pay Tuition and Fees**
- View current/previous invoices, review account status and setup a payment plan.

**National Student Clearinghouse**
- Get certificates of enrollment, view enrollment information, electronic notifications and deferments, and view lists of lenders and loan information.

**Consent/Release For Off-Campus Experiences**
- Emergency Information Collection
- View or Update Emergency Contact Information.

**GradTracker Login**
- View degree evaluations.

**Summer Experience Survey**
- Summer Experience Survey

**ARMS Compliance System (For Student Athletes Only)**
- Access to ARMS Compliance System, allows student-athletes to complete required forms and review practice logs submitted by coaches. Please contact Student Information for Academic Advisor Form.

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

If you'd like more information about BannerWeb registration, you can view BannerWeb tutorials.

Student Registration Menu
- Select Term
- Add/Drop Classes
- Look-up Classes to Add
- Week at a Glance
- Student Detail Schedule
- Check Your Registration Status

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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 courses and one for other courses of interest
5) Select the “Fall 2023” semester from the drop down menu for “Select a term…”

6) Click the “Create a New Plan” button to open up the plan creation tool
7) For the first plan, type either “FYS” or “First-Year Seminar” into the “Subject” box and click “Search”

8) Once the search for “FYS” executes, click the “View Sections” button to look at all FYS 100 courses being offered
9) Once you view sections, you can see all of the course options for the course that you have selected.

10) 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).
11) When you have found a course that you are interested in, please click the “Add” button on the line associated with the course.

a. As you add courses to your plan, they will populate in the lower right corner of your planning tool (you can select up to 20 courses to add to the plan).

12) To rank your course selections by first preference, second preference, and so on, 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.**
13) Once you have made all course selections and added a preference number note to the courses, click the “Save Plan” button in the bottom right corner of your screen.

14) Give your plan the appropriate name
   a. “FYS Plan” for your first plan with only FYS course selections

*Continue below to step 15 to create the second plan
15) Click “Select A Plan” to take you back to the plan creation screen so you can create “Plan 2”

16) Once again, click on the “Create A Plan” button and add in different subject areas that you would be interested in taking courses within. You can do this individually by subject area, across multiple subject areas, or if you know of a specific course number, you can enter that information into the search function.
17) 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 and save this as “Plan 2”. 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.

18) Click on “Select A Plan” again to take you back to the plan home screen to view both created plans.
19) You have now created both plans, FYS and Plan 2.

**IMPORTANT NOTE:** Please click the “Make Preferred” link on your Plan 2.

Please Note: You can make edits to these plans until July 1 when they become locked 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.

Please revisit the top of this document and review the “DO” and “DO NOT” lists to ensure plans are created appropriately.