REGISTRATION INSTRUCTIONS

HOW TO LOG IN TO BANNER WEB REGISTRATION

1. Go to CSB (https://registration.csbsju.edu/StudentRegistrationSsb/ssb/registration/?mepCode=B)| SJU (https://registration.csbsju.edu/StudentRegistrationSsb/ssb/registration/?mepCode=J)
2. Click on "Register for classes"
3. Enter Network Username
4. Enter Network Password
5. Click "Login"

After logging in successfully - Add Courses:

1. Select the appropriate semester from the terms open for registration
2. Enter Registration PIN number*
3. Click "Continue"
4. Find courses via "Find Classes," "Enter CRNs," or "Plans" tab
    - If searching, click "Add" to a course to the summary panel
    - If using CRNs, enter the CRNs and click on "Add to Summary"
    - If using a plan, locate your plan and click the "Add All' button.
5. After you have found and added classes, click the "Submit" button located in the summary panel to register for classes

When adding a variable credit course and you need to adjust the credits

1. While in student registration, click on "Schedule and Options" tab
2. Locate the course with variable credit
3. Click on the number in the "Hours" column, and enter new credit hours
4. Click "Submit" button at the bottom of the page

To reMOVE a course

1. From the summary panel, select the action "Drop/Delete Course" from the dropdown menu
2. Click "Submit" to save your changes

Please note: *You need your registration pin # to add or drop courses*

- *New undergraduate students cannot use Banner Self Service to make changes in their first term at CSB and SJU. New students need to work with Academic Advising to make any adjustments to their schedule.*
- *New graduate students should work with the program advisor in the SOT or Graduate Nursing Program to make changes to their schedule.*
- *Returning Students may drop and add courses in Banner Self-Service through the first 5 days of a semester.*

ADDING A CLASS

- During the Registration Period through the 5th day of the semester – no instructor consent need, register for courses using Banner Web Self-Service – http://www.csbsju.edu/it-services/banner (https://www.csbsju.edu/it-services/banner/)
- After Day 5 of the semester – instructor consent needed, registration must be made by submitting an add request form available on the Registrar's Online Forms (https://my.csbsju.edu/pages/registrar-online-forms/)page.

AUDITING A CLASS

1. Students intending to audit a course (earn no credit) are required to complete an Audit Change of Status Form – (https://forms.csbsju.edu/registrar/audit-change-of-status/) during the first week of class.
2. When auditing a course, students are expected to attend all regular classes.
3. Change of Status
    - A student who begins a semester registered for credit may change to audit status any time during the first 4 weeks of the semester.
    - A student who begins a semester auditing a course may change to credit-bearing status ONLY during the 1st week of the semester.
4. Courses audited are not included in determining the total credits earned toward a major, total credits earned toward a degree, or in the calculation of the cumulative grade point average.
5. The credit value of any audited course is calculated in the assessment of tuition.

DROPPING A CLASS

- During the Registration Period through the 5th day of the semester – Drop a full-term course using Banner Web Self-Service (https://www.csbsju.edu/it-services/banner/)
- Week 2-4 of the semester: Drop from a full-term course by submitting a course drop from, available on the Registrar's Online Forms (https://my.csbsju.edu/pages/registrar-online-forms/)page
- Week 5 – Seventeen (17) days before the end of classes: Withdraw from the full-term course with a grade of 'W' by submitting a course withdrawal form, available on the Registrar's Online Forms (https://my.csbsju.edu/pages/registrar-online-forms/)page
- Last sixteen (16) days of class: If you withdraw from a course in the last 16 days for the course, your instructor will assign you an 'F' at the end of the semester, if appropriate

For courses scheduled for less than a full term, withdrawal during the first third of the course will result in no record entry; during the second third, a "W" entry; during the final third, a failure if appropriate.

Students who fail to properly drop or withdraw from a course may be subject to a failing grade.

For specific dates each semester, review the module (mod) dates & deadlines (https://www.csbsju.edu/registrar/modules-fall/)

INDIVIDUAL LEARNING PROJECTS (ILPs)

To register for an Individual Learning project (ILP) please complete the ILP application - https://forms.csbsju.edu/registrar/ilp (https://forms.csbsju.edu/registrar/ilp/)

- Only 4 credits of ILP per term are allowed
- First-year students are not eligible for ILPs

- You should indicate your intent for an ILP by registering on Banner Web Self Service. Use the CRN listed below or look for DNA in the course schedule.

Fall semester ILP

- DNA 271-01A, CRN #17846

- DNA 371-01A, CRN #17847

Spring semester ILP

- DNA 271-01A, CRN #12797

- DNA 371-01A, CRN #13616

Once your ILP is processed (your official signed form is received), your registration will be updated with an appropriate course #.

 Also see: https://catalog.csbsju.edu/catalog/academic-programs-policies-regulations/special-academic-programs/experiential-learning-programs/

INTERNSHIPS FOR CREDIT

All CSB/SJU students who plan to do an internship for academic credit are required to complete a comprehensive registration process with the Office of Experience & Professional Development (XPD) to get registered with XPD and review all requirements and deadlines please visit XPD's Internship Registration - Saint Ben's and Saint John's (csbsju.edu) (https://my.csbsju.edu/pages/internship-registration/)

You should indicate your intent to register for an internship by registering on Banner Web Self Service:

- Fall semester internship: DNA 397-01A, CRN # 11192
- Spring semester internship: DNA 397-01A, CRN # 12799
- You will not be officially registered for your internship until the Registrar's Office receives your completed Internship Learning Contract form with all required electronic signatures.

Contact Student Accounts for information regarding cost of tuition for summer internships.

Also see: https://catalog.csbsju.edu/catalog/academic-programs-policies-regulations/special-academic-programs/experiential-learning-programs/

PERMISSION REQUIRED CLASSES

Before attempting to register for courses listed as "Permission of Instructor or Department", students must obtain written permission by completing an override request form found on the Registrar's Online Forms (https://my.csbsju.edu/pages/registrar-online-forms/)page

REPEATING COURSES

A course which has been failed may be repeated for credit. Courses which have been passed may not be repeated for credit. They may, however, be repeated for additional honor points. In the latter case, although the original grade is not removed from the transcript, it is the higher grade which is computed in the GPA. Credit for a course can be earned only once.

Coursework completed through AP, IB or PSEO may not be repeated at CSB/SJU for additional credit. If you choose to enroll in the equivalent course at CSB/SJU, the AP, IB or PSEO credits will be removed from your CSB/SJU transcript.

- **If you are registering for a course that you are repeating you must notify the Registrar's Office.**
- **Repeating a course in which a passing grade has already been earned may have financial aid implications.** For additional information, contact a Financial Aid Office. (https://csbsju.starfishsolutions.com/starfish-ops/dl/instructor/serviceCatalog.html?bookmark=service/4202)

For more information visit the Academic Catalog - Academic Policies - Grades and Credits (https://catalog.csbsju.edu/catalog/academic-programs-policies-regulations/grades/#gradesandhonorpointstext)

SEARCH BY ATTRIBUTE/CURRICULUM DESIGNATIONS

To search courses by Curriculum Designations/Attributes on Banner Web (Ways of Thinking, Themes, Engagements, etc.) using the Search tool in Banner Web Registration:

- Select the attribute(s) you wish to search for then click the "Search" button to complete your search
- You can also search by keywords in the search tool. Use the Keyword search to find courses for interdisciplinary majors/minors like Climate Studies, Gender Studies, Global Heatlh and more.
- Visit our YouTube Channel (https://www.youtube.com/@csbsjuregistrar330/) for a video on How to Search the Class Schedule

SUBSTITUTION

In exceptional circumstances and for appropriate reasons, students may petition for a substitution from specific academic regulations. Forms for requesting a substitution are available online:

- Integrations Curriculum Substitution Form (https://forms.csbsju.edu/RDDO027LJC/)
- Major/Minor Substitution (https://my.csbsju.edu/pages/registrar-online-forms/)
- Students should first consult with their academic advisor. Department chairs are the approving officials for substitutions from requirements within majors and minors. Substitutions from academic regulations beyond major and minor fields (including common curriculum requirements) require the approval of the Academic Dean or the dean's designee. Requests for these non-departmental substitutions should be directed first to the Academic Advising Office.

The guiding principle in considering requests for any substitution is fidelity to the academic standards of the colleges.

See also Academic Catalog: Substitution – https://catalog.csbsju.edu/catalog/academic-programs-policies-regulations/courses/#text

TRI-COLLEGE EXCHANGE

Enrolling in a Tri College Exchange course:

The Tri-College application (https://forms.csbsju.edu/registrar/tricollege/) should be completed by the student the form can be found the Registrar's Online Forms page under special registration forms.

- Once the student submits the Tri - College Application, it must be approved by the student's regular academic advisor before it is submitted to the Registrar.
- The registrar will determine whether space is available and confirm registration.
- Registration for Tri-College Exchange is limited to fall and spring semesters.

The exchange program is subject to change without notice or obligation. Students will be billed tuition and any fees (such as for laboratory or studio materials) at the rates prevailing at Saint Benedict's and Saint John's.

For additional information see

- St. Cloud State Searchable Course Schedule – https://eservices.minnstate.edu/registration/search/basic.html?campusid=073
- Academic Catalog: Tri-College Exchange – https://catalog.csbsju.edu/catalog/academic-programs-policies-regulations/special-academic-programs/tri-college-exchange/

VARIABLE CREDIT COURSES

To change the credits on a variable credit course

1. While in student registration, click on "Schedule and Options" tab
2. Locate the course with variable credit
3. Click on the number in the "Hours" column, and enter new credit hours
4. Click "Submit" button at the bottom of the page

COMMON REGISTRATION CONCERNS

Your PIN # doesn't work

Solution: If you are unsure if you have a correct/valid registration pin, you can always verify your pin by attempting to log into class registration.
If you attempt to login with an invalid registration PIN, you will get the following error message "Invalid alternate pin, please try again."
If you do not get this error message, re#check your PIN and carefully re#enter the PIN #. You may have to exit Self-Service completely and login again. Please note: the PIN # is not displayed (for security reasons) as you enter it on the computer.

You lost your PIN

Solution: Contact your Faculty Advisor to get your Pin # again, or bring your Advisor's signature to the Registrar's Office. (PIN #'s cannot be obtained in the Computer Access Areas)

You entered the wrong CRN

Solution: Search Self-Service and verfiy that you have the correct CRN # and try again. CRNs are unqique and if you enter the wrong number you will not get the course you desire. CRNs can be found using the search feature in Self-Service Web Registration under Browse for Course and/or in Register for Classes.

You cannot add a course or make changes to your schedule

Solution: Self-Service allows you to make changes to your registration. Returning students without registration holds (https://catalog.csbsju.edu/pages/a-guide-to-student-holds/) should be able to access Self-Service and make changes. You may make changes online through Self-Serivce through the first week of the semester.

While using Self-Service it displays: "This session for your login has expired"

Solution: Self-Service is programmed to log off of the registration screen if you **leave the screen idle for more than 15 minutes**. If this should this happen, simply sign on again.

Self-Service shows the status of a course as 'open' but it will not permit you to register for the course

Solution: You may not meet the prerequisites or restrictions for that course. Check the notes in the class schedule under that course or contact the Registrar's Office.

You cannot add a course or make changes to Plan Ahead

Solution: Returning students without registration holds (https://catalog.csbsju.edu/pages/a-guide-to-student-holds/) should be able to utilize. The Plan Ahead Tool. If you have a registration hold, you will need to wait to make your plan in Banner Web Registration until you clear your hold.