

PREPARE FOR REGISTRATION

Prior to Registration, schedule an appointment with your primary faculty advisor. The advising period typically takes place two weeks prior to the start of registration. **Consultation with your faculty advisor is required prior to registration.**

Your primary faculty advisor is listed in Banner Web Self-Service (<http://www.csbsju.edu/it-services/banner/>), on Degree Works (<https://dw.csbsju.edu/>) and on your Network in The HIVE (<https://csbsju.starfishsolutions.com/starfish-ops/>).

Plan ahead and create a schedule

Develop a class schedule that helps you progress toward your degree. Degree Works can help you determine outstanding Integrations Curriculum and major/minor requirements.

Review course offerings

- Consider balance between major/minor/Common Curriculum courses
- Consider balance courses that may require more/less focus
- Know what classes you NEED to take, as well as those you WANT to take
- Have a back-up plan in case your first choice courses are unavailable at your time of registration

Draft your tentative schedule(s) for review with your faculty advisor using:

- Plan Ahead feature in Banner Web Registration
- The registration worksheet, as a guide - <http://www.csbsju.edu/documents/Registrar/forms/M-F%20worksheet.pdf> (<http://www.csbsju.edu/documents/Registrar/forms/M-F%20worksheet.pdf>)

Registration PIN

Upon approval of your proposed schedule, your faculty advisor will issue your registration PIN which is required for registration in Banner. Record this registration pin for future reference. New registration pins are issued for each registration period. PINs are sent to Faculty Advisors two weeks prior to the start of registration.

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." Follow up with your faculty advisor, department chair or Academic Advising, as needed.

Check for Registration Holds

To be cleared for registration, all students must have:

- Settled (paid) their student account with the college
- Complied with Minnesota immunization regulations
- Have an approved faculty advisor

Other processes that could lead to a hold to your registration include:

- 1st semester first years - students must have a final High School transcript on file

- 1st semester new students - all students must have completed the mandated sexual misconduct training
- 1st semester junior - students must be accepted or conditionally accepted to a major by the end of their 2nd year
- Seniors - Seniors who are 1 semester from completing their degree must have a degree application prior to registration for their final semester

To see if you have any holds go to Banner Web Registration: CSB Students (<https://registration.csbsju.edu/StudentRegistrationSsb/ssb/registration/?mepCode=B>) or SJU Students (<https://registration.csbsju.edu/StudentRegistrationSsb/ssb/registration/?mepCode=j>)

- Click on the link to **Prepare for Registration** to make sure you are ready for and eligible for registration.
- If you have any registration holds, contact the appropriate office to resolve them.
 - See the Guide to Registration Holds (<https://catalog.csbsju.edu/registration/general/#guidetoregistrationholdstext>) to see what office manages each hold

Course Load

For undergraduate students a typical course load will be 16 credits comprised of four 4-credit courses.

Keep in mind:

- Variations may occur due to need for 1, 2, or 3 credit courses in some programs.
- **Minimum**- Enrollment in 12 credits is required to maintain full-time student ("in-residence") status and having less than 12 credits may impact your financial aid.
- **MN State Grant**- Minnesota students receiving Minnesota State Grant funds must enroll in at least 15 credits to receive the full awarded grant amount.
- **Maximum** - The enrollment maximum is 18 credits
- **Overload** - Credits in excess of 18 may only be attempted by students in good academic standing and special approval from Academic Advising. Additional Fees may apply. See Credit Overload in the Registration Glossary (<https://catalog.csbsju.edu/registration/general/#registrationglossarytext>) for additional information

Helpful Links

Banner Web Registration Instructions

Visit the Registration Instructions (<https://catalog.csbsju.edu/registration/instructions/>) page in this guide for directions on how to register for classes, adding a variable credit course, searching for classes by attribute and commonly asked questions.

Registrar's YouTube Channel

Find videos our CSB/SJU Registrar's YouTube Channel (<https://www.youtube.com/@csbsjuregistrar330/>) that walk you through essential pieces of the web registration process