

REGISTRATION GUIDE

Direct Link to Banner Web Registration Main Menu:

CSB Students (<https://registration.csbsju.edu/StudentRegistrationSsb/ssb/registration/?mepCode=B>) **SJU Students** (<https://registration.csbsju.edu/StudentRegistrationSsb/ssb/registration/?mepCode=J>)

Current and Continuing Students

Continuing students register online using Banner Web Self Service during the advance registration period. When registering for courses for the coming term, please follow the registration instructions carefully. Proper registration is the student's responsibility. If you have questions about registration, contact the Registrar's Office at 320.363.3396 or registrar@csbsju.edu.

Continuing students are eligible to register only if they have:

- Met with their advisor and obtained their registration pin number
- Settled all current charges with the Student Accounts Office
- Complied with Minnesota immunization regulations
- Submitted a final High School transcript (applies to first-year students)
- Completed the mandated sexual misconduct training (applies to first semester, new students)
- Selected a new advisor (applies only to first-year students in their second semester)
- Been accepted by a department (applies only if a junior or senior during the next full term.)
- Applied for graduation (applies to all seniors or 4th year students)
- Have no other outstanding holds on their registration

We strongly urge you to meet with your advisor early and enter your registration on Banner Web Self Service on the date provided by your advisor. Delaying your registration will affect course selection and availability.

Students who are ineligible to register for any of these reasons may register on Banner Web Self Service after they have cleared all registration holds.

New Incoming Students

New Students will be registered by Academic Advising for their first term at CSB and SJU. Please complete the CSB and SJU Advising and Registration Form, located in the Forms Portal, (<https://apps.csbsju.edu/enrolledstudents/>) in order to provide the Academic Advising Office with accurate information to complete your initial class registration.

Registration Adjustments

Registration adjustments (Drop/Add) can be completed on Banner Web Self Service through the 5th class day of each semester. You will need

your registration pin number that you received from your advisor. To drop a course after the 5th day of the semester, you must complete the appropriate online request form available at Registrar's Online Forms or come to the Registrar's Office at SJU (Quad 163).

Listings of cancelled or closed courses will be electronically updated in the Class Schedule on Banner Web Self Service. Students should check whether a space has become available in a course that was previously closed. Full term courses may be added through the first 5 class days of the semester.

If a course is closed, check whether there are any other sections of the same course that have spaces available in them and register for an alternate section. If this option is not available to you, consider alternate courses and register accordingly. Your advisor is a good resource to help determine an appropriate alternate. In some cases, it may be appropriate for the department chair or instructor to "override" a student beyond the course limit. Override registrations are completed by the student using the appropriate the Override Request Form.

Withdrawal from the College, any student who decides to discontinue either during the semester or between semesters must complete the proper withdrawal form with the Residence Life or Academic Advising Office at Saint Benedict's or with the Campus Life, Academic Advising or Financial Office at Saint John's.

No official record of attendance for that term is kept if a student withdraws from school during the first 20 days of the semester. Students who withdraw from school after that date, but before the final 16 class days of the semester, receive a grade of "W" for all courses registered for that semester. Official withdrawal during the last 16 class days of any semester is not possible.

Students who have withdrawn from Saint Benedict's or Saint John's and intend to return to continue their studies may apply for readmission to the colleges. Consult the Admission Office, admissions@csbsju.edu, for further information.

See also Academic Catalog: Withdrawal from College – <https://catalog.csbsju.edu/catalog/academic-programs-policies-regulations/withdrawal/>

Minnesota Students Eligible for The Minnesota State Grant Program

Minnesota students eligible for the Minnesota Grant Program must register for and attend a minimum of 15 credits each semester to receive a Minnesota Grant at the full-time student rate. Students who register for 12-14 credits may still receive a Minnesota Grant, but the award amount will be substantially reduced.

For all other financial aid programs, 12 credits is considered full-time.

For any questions regarding the Minnesota Grant Program, contact the Financial Aid Office. (<https://www.csbsju.edu/financialaid/contact-staff/>)

Official Communications from the Office of the Registrar

The Registrar's Office will use electronic mail (e-mail) as the most expeditious means of communicating with student. Ensure that junk mail filtering is not blocking messages from the Registrar's Office

(registrar@csbsju.edu) in order to receive important notices regarding registration, graduation, cancellation of courses, etc.

The Registrar's Office will also utilize tools in the HIVE such as flags, to-do's, referrals, and high fives to communicate concerns regarding Graduation Requirements, the need to Apply for Graduation and other processes impacting your registration. If you see a message from The HIVE (<https://csbsju.starfishsolutions.com/starfish-ops/>) please be sure to take action as needed based on the specific flag/to-do/referral being raised.

Also, please make sure you're logged into myCSBSJU (<http://my.csbsju.edu/dashboard/>) to receive important campus information and announcements. myCSBSJU is your one-stop-shop for all other information and services at Saint Ben's and Saint John's!

Sexual Misconduct and Title IX Policy

The College of Saint Benedict and Saint John's University comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment, sexual misconduct and sexual violence) based on sex in the college's educational programs and activities. The college and university have zero tolerance for sexual misconduct in any form.

The Sexual Misconduct Policy for the College of Saint Benedict and Saint John's University is available at Policy and Reporting – CSB +SJU ((<https://www.csbsju.edu/title-ix/policy-and-reporting/>)<https://www.csbsju.edu/title-ix/policy-and-reporting> (<https://www.csbsju.edu/title-ix/policy-and-reporting/>)). To file a report visit File a Report – CSB +SJU (<https://www.csbsju.edu/title-ix/policy-and-reporting/file-a-report/>).