**How to Register for Classes**

**Do you have fewer than 30 credit hours?**

Step 1: Make an appointment or drop-in to see your CSS Coach during the pre-registration or registration periods.

Step 2: Review your curriculum sheet and complete the CSS Coach pre-registration worksheet with suggested courses. The worksheet can be found linked below or will be emailed to you by your CSS Coach.

Step 3: Get approval of your suggested schedule from your CSS Coach.

Step 4: Login in to “Self-Service Banner”

Step 5: Click on “Enter Secure Area”

Step 6: Enter your Banner ID and PIN

Step 7: Click on “Student”

Step 8: Click on “Registration”

Step 9: Click “Look Up Classes” this is to get the CRIN numbers for the classes you would like to add to your schedule. Write these down you will need them later.

Step 10: Click on “Student”

Step 11: Click on “Registration”

Step 12: Click on “Add or Drop Classes”

Step 13: Enter CRIN numbers and click “submit”

**If you have more than 30 credit hours, please continue to scroll down**

**Do you have more than 30 credit hours?**

Step 1: Review your curriculum sheet

Step 2: Meet with your faculty advisor in your major/college to discuss your curriculum and select recommended courses

Step 3: Login in to “Self-Service Banner”

Step 4: Click on “Enter Secure Area”

Step 5: Enter your Banner ID and PIN

Step 6: Click on “Student”

Step 7: Click on “Registration”

Step 8: Click “Look Up Classes” this is to get the CRIN numbers for the classes you would like to add to your schedule. Write these down you will need them later.

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Step 12: Enter CRIN numbers and click “submit”