

Guilford College Course Registration Step-by-Step Guide.

Please note: This information is available by reading the Course Registration Guide available at <http://www.guilford.edu/admission/enrollmenthandbookcourseregistrationguide.html>.

** Under separate email you have received, or will soon receive instructions for taking the Foreign Language Placement Test. Take the placement test. It will determine the correct placement for Foreign Language or allow you to place out of the general education requirement.

1. Open your internet browser. You will want to have multiple tabs or windows open.
2. In one window or tab, go to www.guilford.edu and click on the BannerWeb link at the bottom of the page. Login to BannerWeb with your G# and temporary PIN Number. You will be prompted to change your PIN number from the temporary PIN to a permanent 6 digit code that you should write down for future reference.
3. In a new tab or window, open www.guilford.edu/handbook. Click on Course Registration Guide.
4. In another tab or window, open www.guilford.edu/handbook. Click on Course Registration Guide, then click on Course Schedule.
5. Print the Blank Weekly Schedule (<http://www.guilford.edu/assets/pdf/admission/WeeklyScheduleWorksheet.pdf>) (also a link off the Course Registration Guide page) or have a blank piece of paper handy – write the days of the week (Monday through Friday) on the top of the paper. If you are a student athlete add your practice times to the schedule.
6. In yet another tab or window, open www.guilford.edu/handbook. Click on Course Registration Guide. Click on First Year Experience Course Description. There are 25 sections of First Year Experience (FYE 101) – you MUST read the descriptions to determine your top 3 choices. The professor who teaches your FYE 101 will also be your academic adviser until you declare a major. Write down the titles of the 3 FYE 101's that are most interesting to you. All FYEs meet from 10:00 – 11:15 a.m. 2 days per week. FYE 102 meets from 10:00 – 11:15 a.m. one day per week.
7. Go to the Course Schedule tab or window. It is already set to show you Fall 2009. There are multiple drop down boxes. In the drop down box next to “Subject” pull up First Year Experience. Write down the Course Registration Number (CRN), meetings and times for the FYE 101's that you have selected. Directly below the FYE title, there is the CRN for the FYE 102 that is linked to the FYE 101. Write down that CRN as well. Scroll down to the correct CRN and make note of the class meeting day. FYE's will begin to fill as the month of May progresses. If the number of seats taken matches the max seats available, the class is full. You will need to make another selection.

8. Open the BannerWeb tab. From the login screen, select “Student & Financial Aid”, then select “Registration”, then select “Add or Drop Classes”, then select “Fall 2009”. There are instructions on the top of the page, toward the bottom, there are blank rectangular spaces. Enter the CRN number for the FYE 101 and 102 that you have selected. If you receive the message that it has been “web registered” transfer the information about time and days of the week to your blank calendar.

8. In the same window where you reviewed the FYE Course Descriptions, roll back to the Course Registration Guide and then Click on Recommended Schedules for First Year Students (http://www.guilford.edu/academics/support_services/mentor_advising/handbook/majors/index.html). This provides you with a complete list of majors and suggested schedules for Fall and Spring of your First Year of college. You are just concerned about fall course registration at this time. Click on your intended major – there is even a link of those who are undecided. Read the suggested courses for fall. Make note of the suggested courses on the top of your weekly schedule or scrap paper.

9. Go back to the Course Schedule Tab or Window. Using the drop down box next to “Subject”, pull up the subject area for the courses that were suggested for you. Determine which courses have open spots for first year students or any students. You will have FYE 101 / 102 3 of the 5 days in the 10 – 11:15 am time block. You will need to select one or two additional courses. These could possibly be courses toward your major or other general academic requirements such as foreign language which includes a required language lab.

10. Finally, you will need to take English 101 or English 102. If your SAT critical reading score is 520 or above (or your ACT score is 24 or higher) you will take English 102. If your score is below 520, then you will take English 101. If you received a score of 3 or higher on an AP English exam (or you anticipate that you will), you are exempt from English 102 and you should register for a Historical Perspectives (HP) course in the fall.

11. Click on the Course Schedule and pull up the English 101 / 102 options. Select a section of English 101 or 102 that works best with your schedule. There are multiple sections for each course and they have a common course description, so just pick one that fits.

12. As you locate courses that work on your hand written weekly schedule, add them to BannerWeb in the same way that you added the FYE 101/102.

You should register for a total of 17credits. If you are a Bonner Scholar or a member of QLSP, you will register for 18 credits. Your 18th credit is considered an overload. Email Clay Harshaw at firstyear@guilford.edu with your G# and the CRN for the 18th credit of overload and he will add it to your schedule. (Note if you already have 18 credits: Your 19th credit is considered an overload. Email Clay Harshaw at firstyear@guilford.edu with your G# and the CRN for the 19th credit and he will add it to your schedule.)

If you are a participant in the Student Success Program, you are required to sign up for one section of the Learning Strategies Course (GST 120) listed on the Course Schedule under the subject General Studies.

13. Finally, if you have read all of the information and still need assistance, you can call the admission office 336-316-2100 Monday through Thursday from 9 am – 7 pm and Friday, 9 am – 5 pm. We are closed on Saturday's, Sunday's and all holidays.