

# How Do I Register for Classes?

- 1. Schedule an advising appointment with your faculty advisor:** This should be done at least a couple of weeks *before* registration begins. If you are not sure who your faculty advisor is, you can locate their name in BannerWeb under “Click Here to Change Advisor/Major/Minor.” Once you meet with your faculty advisor, they will provide you with an **Alternate PIN** (Alternate PINs are available only from your faculty advisor and are required for online registration. The alternate PIN is an additional, temporary number; it is not your regular, BannerWeb access PIN number. Alternate PIN numbers change every term.)
- 2. Make sure you can log onto BannerWeb:** Go to Guilford College’s website, [www.guilford.edu](http://www.guilford.edu), scroll to the bottom of the homepage, and click on BannerWeb to log on. Your User ID is your student ID number that begins with a “G”. If you have forgotten your pin number for logging onto BannerWeb you may click on the Forgot Pin button. If you answer the security question correctly you will be allowed to change your pin and continue logging onto BannerWeb. If the Forgot Pin button does not work, you must contact the IT&S Helpdesk at 316-2525 for help.
- 3. View holds:** In BannerWeb, choose “Student & Financial Aid,” then “Student Records,” then “View Holds.” All holds must be cleared with the appropriate office before you can register for any classes. **All students are required to clear a “Guilford College Confirmation” hold by going to [www.guilford.edu/verify](http://www.guilford.edu/verify) and following the instructions.**
- 4. Print a Degree Evaluation:** Here’s how: go to [www.guilford.edu/Registrar](http://www.guilford.edu/Registrar) and click on “How Do I Run an Electronic Degree Evaluation?” Students and advisors use the printout(s) to determine next term’s schedule and track curriculum progress.
- 5. Look at the online course schedule to see what’s offered:** To search for and identify courses for which to register, go to [www.guilford.edu](http://www.guilford.edu), click “Academics,” then “Courses,” then “Course Schedules,” then click the appropriate semester schedule.
- 6. Meet with your faculty advisor:** Take the copy of your Degree Evaluation with you.
- 7 Register online in Banner Web:** After you register, a screen appears that verifies course registration and/or states reason(s) for denied enrollment in certain courses. **(Once registered, you are officially enrolled at Guilford and financially responsible for charges. If you decide not to attend classes, you must complete a Withdrawal Form in Hendricks Hall. You cannot withdraw online or use a drop/add slip to withdraw.)**
- 8. Print** the registration page or student schedule for your records. It is your official receipt. You may need it to resolve potential problems or errors in your registration.

## **Additional information:**

Most **Schedule Changes** can be made in BannerWeb during the online registration period. But if a course is closed, for example, the instructor must sign a Drop/Add form which also requires advisor approval. The signed Drop/Add form must be submitted to the Registrar’s Office for processing. After the online registration period all schedule changes are processed in the Registrar’s Office with Registration form or Drop/Add slips. The Registration form and Drop/Add slips must have your advisor’s signature or a CCE advisor’s signature.

**Student Responsibility:** Each student is solely responsible for his/her schedule. Simply attending class does not mean that registration is complete, and non-attendance in a class for which you are registered does not mean it is dropped. An approved Drop/Add form must be received by the Registrar’s Office and processed by the published deadlines. Drop/Adds are processed date received in the Registrar’s Office.