

# How to Register for Classes in BannerWeb

BannerWeb is used for a variety of purposes, including searching for courses and registering for them each semester. Once you login to Banner, you can begin the process of registering for courses through the Student tab or Student & Financial Aid link.

**1**

**GUILFORD COLLEGE**

Personal Information **Student**

Search  Go

Main Menu

Welcome, Student Test, to Guilford College BannerWeb! Last web access on Jan 24, 2020 at 10:32 am

[Personal Information](#)  
Review addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile. Register your vehicle and review parking information.

[Student & Financial Aid](#)  
Apply for Admission or Housing, Register, View your academic records and Financial Aid

RELEASE: 8.9.1

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## Student & Financial Aid

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**Evaluation of Academic Advising**  
Please complete the **anonymous** evaluation of the Academic Advising that you have received this year. Thank you for your help in this important assessment process!

**Admissions**  
Apply for Admission or Review Existing Applications

**Registration** ← **Click on Registration**  
Check your registration status, class schedule and add or drop classes

**Student Records**  
View your holds, grades, and account summary

**Change Advisor/Major(s)/Minor(s)**  
The Change of Advisor/Major/Minor form is available during drop/add and following Fall/Spring break until the opening week of registration for the upcoming semester.

**TouchNet**  
Student billing and refunds

**Graduation Application**

**3**

## Registration

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Select Term

Drop or Add Classes ← **Click Drop or Add Classes when you are ready to register.**

Request for Independent Study

**Look-up Classes** ← **Look-up Classes shows available classes, but does not allow for registration**

[Change Class Options](#)

[Student Schedule](#)

[Student Detail Schedule](#)

[Registration Fee Assessment](#)

[Registration Status](#)

# How to Register for Classes in BannerWeb

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## Alternate PIN Verification

Enter your Alternate Pin to register. Problem? Contact your advisor.

Alternate PIN:

Submit

Enter the alternate PIN received from your faculty advisor or Guilford Guide and click Submit. Note that PINs change each semester

5a

Total Credit Hours: 16.000  
 Billing Hours: 16.000  
 Minimum Hours: 0.000  
 Maximum Hours: 18.000  
 Date: Feb 27, 2020 01:14 pm

## Add Classes Worksheet

CRNs

Submit Changes Class Search

Type in the CRN numbers for each course that you want to register for and click Submit Changes.

If you need to search for more courses, click Class Search. This feature allows you to find a course, check the box next to the course, and register for it.

## Look Up Classes

- Use **Advanced Search** for better results!
- You must select at least **one** Subject.
- For **ALL** subjects click inside the box and hit **CTRL-A** or click top subject SHIFT key and bottom subject.
- To select **multiples**, hold down the **Ctrl** key, and click on the different Subject, Attribute, etc. that you want to browse.

Subject: Accounting  
 Business  
 Chemistry  
 Computing Technology & Info Sys  
 Economics  
 Education Studies  
 Environmental Studies  
 French  
 Geology  
 German

Course Search is a basic search, while Advanced Search allows you to filter the info you want

Course Search Advanced Search

## Look Up Classes

Fall 2020  
**Sport Studies**

120	Intro Exercise & Sport Science	<input type="button" value="View Sections"/>
130	Introduction Sport Management	<input type="button" value="View Sections"/>
142	First Aid	<input type="button" value="View Sections"/>
211	Health and Wellness Promotion	<input type="button" value="View Sections"/>
231	Facility Design & Management	<input type="button" value="View Sections"/>
241	Motor Learning	<input type="button" value="View Sections"/>
247	HP:History of Sport	<input type="button" value="View Sections"/>
250	Special Topics	<input type="button" value="View Sections"/>
251	Health,Culture & Sustainability	<input type="button" value="View Sections"/>

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Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

## Sections Found

Sport Studies

Select	CRN	Subj	Crse	Sec	Comp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date	Location	Attribute
													Cap	Act	Rem	Cap	Act	Rem		(MM/DD)		
NR	30212	SPST	247	001	G	4.000	HP:History of Sport	MWF	11:30 am-12:45 pm	18	0	18	0	0	0	0	0	0	IBA	09/14-12/18	RBFH R11	Historical Perspective

New Search

If you don't have CRN numbers, you'll need to search for classes. By clicking on Look-up Classes from the Registration page, you'll see a list of course subjects. Pick a Subject, click Course Search, and you'll see all courses offered that semester within the Subject. Choose a class by clicking View Sections and the details about the class are provided.

# How to Register for Classes in BannerWeb

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- You must select at least **one** Subject.
- For **ALL** subjects click inside the box and hit **CTRL-A** or click top subject SHIFT key and bottom subject.
- To select **multiples**, hold down the **Ctrl** key, and click on the different Subject, Attribute, etc. that you want to browse.

Subject: Accounting  
Business  
Chemistry  
Computing Technology & Info Sys  
Economics  
Education Studies  
Environmental Studies  
French  
Geology  
German

Course Number:

Title:

Credit Range:  hours to  hours

Campus: All  
Bennett College  
Biosphere

Part of Term: All  
Non-date based courses only  
3 Week Session  
Full Semester Courses

Instructor: All  
Akims, Damon B  
Amado, Maria Luisa

Session: All  
Day  
Evening

Attribute Type: All  
Arts  
Arts/Humanities

Start Time: Hour  Minute  am/pm

End Time: Hour  Minute  am/pm

Days:  Mon  Tue  Wed  Thur  Fri  Sat  Sun

Section Search Reset

When looking for a specific type of class (i.e. 3 week, 12 Week, Sociocultural), use the Advanced Search button. Choose the Subject(s) and the filters you need. Click on Section Search and the result looks much different than the basic Course Search option.

Looking for Critical Bases courses? Use the Attribute Type filter!

Sections Found

Sport Studies

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	XL	XL	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute	
NB	30207	SPST	120	001	G	4.000	Intro Exercise & TR Sport Science	TR	10:45 am-12:45 pm	25	0	25	0	0	0	0	0	0	0	0	Craig Alan Ellbacher (P)	09/14-12/18	RBFH R12	
NB	30209	SPST	130	001	G	4.000	Introduction Sport Management	MTWRF	09:00 am-12:00 pm	25	0	25	0	0	0	0	0	0	0	0	Michael Scott White (P)	08/19-09/09	RBFH R11	Business & Policy Studies
NB	30219	SPST	130	002	G	4.000	Introduction Sport Management	MF	11:30 am-12:45 pm	20	0	20	0	0	0	0	0	0	0	0	IJA	09/14-12/18	RBFH R12	Business & Policy Studies
NB	30217	SPST	142	001	G	2.000	First Aid	R	06:00 pm-08:00 pm	14	0	14	0	0	0	0	0	0	0	0	IJA	09/14-12/18	RBFH R11	
NB	30220	SPST	211	001	G	4.000	Health and Wellness Promotion	MWF	11:30 am-12:45 pm	20	0	20	0	0	0	0	0	0	0	0	IJA	09/14-12/18	KING 203	Business & Policy Studies and IDS Major-Health Sciences and IDS Major-Public Health
NB	30215	SPST	231	001	G	4.000	Facility Design & TR Management		01:00 pm-03:00 pm	25	0	25	0	0	0	0	0	0	0	0	IJA	09/14-12/18	RBFH R11	
NB	30203	SPST	241	001	G	4.000	Motor Learning	TR	01:00 pm-03:00 pm	20	0	20	0	0	0	0	0	0	0	0	Lavon Williams (P)	09/14-12/18	RBFH R12	
NB	30212	SPST	247	001	G	4.000	HP:History of Sport	MWF	11:30 am-12:45 pm	18	0	18	0	0	0	0	0	0	0	0	IJA	09/14-12/18	RBFH R11	Historical Perspective
NB	30213	SPST	250	001	G	4.000	Sport Programming	TR	08:30 am-10:30 am	25	0	25	0	0	0	0	0	0	0	0	IJA	09/14-12/18	RBFH R12	
C	30208	SPST	251	001	G	4.000	Health,Culture & Sustainability	MTWRF	09:00 am-03:00 pm	0	0	0	0	0	0	0	0	0	0	0	Lavon Williams (P)	08/19-09/09	KING B24	Business & Policy Studies and Evaluating Systems & Envir and Intercultural and Social/Behavioral Science and Sociocultural Engagement and Social Justice/Environmtl Resp
NB	30214	SPST	291	001	G	1.000	Internship Seminar	W	08:30 am-09:45 am	25	0	25	0	0	0	0	0	0	0	0	IJA	09/14-12/18	RBFH R11	

## Current Schedule

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Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Nov 11, 2019	None	10141	CHEM	115	001	Undergraduate	4.000	Standard	(Audit, Letter)	Chemistry of Food and Cooking
**Web Registered** on Nov 11, 2019	None	10142	CHEM	115	002	Undergraduate	0.000	Standard	(Audit, Letter)	Lab
**Web Registered** on Nov 11, 2019	None	10024	PSY	445	002	Undergraduate	4.000	Standard	(Audit, Letter)	Contemporary Issues in Psy
**Web Registered** on Nov 11, 2019	None	10503	MUS	153	001	Undergraduate	4.000	Standard	(Audit, Letter)	Roots Music in the U.S.
**Web Registered** on Dec 17, 2019	None	10470	PSY	337	001	Undergraduate	4.000	Standard	(Audit, Letter)	Child/Adolescent Psychopathlogy

Total Credit Hours: 16.000  
Billing Hours: 16.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Feb 27, 2020 01:14 pm

Once you Submit Changes on the Drop/Add page, you'll see the courses and number of credits that you have for the semester

## Registration

Select Term



Drop or Add Classes



Request for Independent Study

Look-up Classes

Change Class Options

Student Schedule

Student Detail Schedule

Registration Fee Assessment

Registration Status

To check your schedule anytime, you have two options on the Registration page. Student Schedule gives you a daily rundown of your classes. Student Detail Schedule provides all of the info about your classes in list format

Previous Week	Week of Feb 24, 2020 (7 of 14)			
	Monday	Tuesday	Wednesday	Thursday
11am				
12pm		BIOL 334-002 10421 Class 11:45 am-2:45 pm FRNK 129		
1pm				
2pm				
3pm	BIOL 334-001 10420 Class 2:45 pm-4:45 pm FRNK 129		BIOL 334-001 10420 Class 2:45 pm-4:45 pm FRNK 129	

### Student Detail Schedule

Total Credit Hours: 4.000

#### Animal Behavior - BIOL 334 - 001

**Associated Term:** Spring 2020  
**CRN:** 10420  
**Status:** \*\*Web Registered\*\* on Jan 21, 2020  
**Assigned Instructor:** Christine M. Stracey Richard

**Grade Mode:** Standard (Audit, Letter)  
**Credits:** 4.000  
**Level:** Undergraduate  
**Campus:** Gullford

#### Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	2:45 pm - 4:45 pm	MW	Frank Family Science Center 129	Jan 13, 2020 - Apr 17, 2020	Lecture	Christine Marie Stracey Richard (P)

#### Lab - BIOL 334 - 002

**Associated Term:** Spring 2020  
**CRN:** 10421  
**Status:** \*\*Web Registered\*\* on Jan 21, 2020  
**Assigned Instructor:** Christine M. Stracey Richard

**Grade Mode:** Standard (Audit, Letter)  
**Credits:** 0.000  
**Level:** Undergraduate  
**Campus:** Gullford

#### Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	11:45 am - 2:45 pm	T	Frank Family Science Center 129	Jan 13, 2020 - Apr 17, 2020	Lab	Christine Marie Stracey Richard (P)