What is this – myULM?

- Access and manage your campus accounts (Email, Moodle, Flightpath, Atlas)
- Single sign-on to access multiple systems - ONE username ONE password
- Access to campus notifications, news feeds & other features
- Preview ULM email
- View ULM daily calendar

How do I log in?

- ULM-issued username and password

What is my username & password?

- The username is the first part of your campus email address. For eg, username@warhawks.ulm.edu

Example -
If your email address is ace1@warhawks.ulm.edu, your username is ace1.

- The initial password for all new ULM students is in the MMDDYY format. 2-digit birth month, 2-digit birth day and 2-digit birth year.

Example- If you were born on August 31, 1980, your PIN is 083180.
So, what is my username?

1. Go to http://my.ulm.edu and click the Help tab

2. Scroll down the page and look for the Campus-Wide ID Number (CWID) blank box.
   Enter your 8-digit CWID**
   Click Get Account Name.

3. Your username is now displayed.

** I do not know my CWID!!!
What is my CWID?

If you have received an email from the Financial Aid office, you can locate your CWID (Campus-Wide ID) in the salutation section. See example below.

From: "ULM OFFICE OF FINANCIAL AID" <FINAID@ULM.EDU>
To: studentname@warhawks.ulm.edu
Sent: Wednesday, January 5, 2011 11:42:52 AM
Subject: ULM OFFICE OF FINANCIAL AID

Dear:

ID: [redacted]

The Office of Financial Aid Services has received your FAFSA for the 2010-2011 academic year.

You will be required to submit additional information for us to continue processing your financial aid. For instructions to log on to the NEW Student Self Service, go to the Financial Aid website at http://finaid.ulm.edu and select Financial Aid for Fall 2010/Spring 2011. Please submit all requested information promptly to ensure your aid will be processed in a timely manner.

It is very important to monitor the status of your financial aid on Student Self Service Account. By doing so, you can make sure your information has

If you have received an acceptance letter from the Admissions Office, your assigned CWID (Campus-Wide ID) is listed in the letter. See example below.

January 5, 2011

Student’s Name
Student’s Address

Dear [Student]:

Congratulations! It is my pleasure to inform you of your admittance to the University of Louisiana Monroe for Fall 2011. You have been admitted as a(n) Pre-Nursing major in the College of Health Sciences. Your residency status for tuition and fee purposes is Louisiana resident.

Please note that you have been Provisionally admitted based on incomplete or unofficial credentials. In order to complete your admission, please submit an official copy of your high school transcript upon acceptance. In addition, please ensure that you have an official copy of your ACT scores submitted. Your admission is conditional and cannot be awarded without the above.

All students are assigned a campus-wide identification number (CWID). Your CWID is [redacted]. This number is how the university will identify your student record (including checking your admission status, scholarships, housing, and financial aid). Please secure this...
You may also log in to Banner at [http://banner.ulm.edu](http://banner.ulm.edu) using your SSN and PIN to locate your CWID.

1. **Login to Access Your Personal ULM Information**
   - (Including Fall 2010 Registration)
   - Apply for Admission
   - Class Schedule
   - Course Catalog

   RELEASE: 8.2

2. **User ID:** SS#
   **Enter your SSN**
   **PIN:** MMDDYY
   **Enter your birthday**
   - Login
   - Forgot PIN?
   - eg. 092292

3. **Student**

4. **Student Records**
   - View Holds
   - Academic Transcript
   - Course Catalog
   - View Student Information
   - Schedule of Classes

5. **Student Records**
   - click on any link

6. **View Holds**
   - Your assigned 8-digit CWID is listed here
   - CWID 30000000 John Smith
   - No holds exist on your record.
How to log in to the myULM portal

*** Your initial password is your PIN (2-digit birth month, 2-digit birth day and 2-digit birth year). You may change your password via the Campus Systems tab.

I am a very NEW student and this is my first login to myULM. Okay,

Once you are logged in, your name is displayed at the top right corner of the page. This main page displays a preview of your email inbox, and student notifications, news and announcements.
Click the **Campus Systems** tab.

On this page there are several links to the campus systems. Clicking on each link will launch a new window or tab (depending on the browser used).

![Campus Systems Links](image)

**IF YOU CHANGE your password make sure you **REMEMBER** the new password.**

The **new password** must contain a mixture of numbers & letters.

This **password change** is for myULM only, or for any login that requires the **username**.
Click to access your ULM-issued email account.
The web site is [http://mystudentmail.ulm.edu](http://mystudentmail.ulm.edu)

to log out.

Flightpath - for undergraduates only.
Click to access & check your progress towards a degree.
Once the instructor has set the course to be available to the students, the course subjects listing (as seen in the screenshot above) will be replaced with the listing of YOUR courses. Click on the course name (in blue) to access it. See example screenshot below.

This launches Moodle.

The web site is http://moodle.ulm.edu

⚠️ If you do not see your courses listed, check the announcements (if any) on the front page.

⚠️ If the semester has not started, the instructors may not set the course(s) to be available yet.

DO NOT search for your course(s).

⚠️ Only a listing of all course subjects is displayed (see image below). Some instructors may email the students in advance with information about the courses.

Once the instructor has set the course to be available to the students, the course subjects listing (as seen in the screenshot above) will be replaced with the listing of YOUR courses. Click on the course name (in blue) to access it. See example screenshot below.

<table>
<thead>
<tr>
<th>My courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computer Literacy - Sec 61691</strong></td>
</tr>
<tr>
<td>Instructor: @ULM Instructor</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Dec Making For Sch Imp Acct - Sec 60743</strong></td>
</tr>
<tr>
<td>Instructor: @ULM Instructor</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
1. Click on the banner link

2. Click on Login to Access Your Personal ULM Information

3. Enter CWID or SSN.

4. Enter PIN
   - New students use six digit date of birth in MMDDYY format
   - Continuing students use previous ARROW PIN

5. Click Login - you will be prompted to change your PIN
   - New PIN must be at least 6 characters (numbers and/or digits)
   - You will also be asked to set up a Security Question and Answer

Registration is done via the Banner system.

The web site is [http://banner.ulm.edu](http://banner.ulm.edu)
Make a note of your Student ID/CWID, new PIN, and your Security Question and Answer for future Banner Web login access.

To log out from each campus system (Email, Moodle, Banner, myULM)

If you log in with an incorrect ID or PIN, this error message is displayed.

Authorization Failure - Invalid User ID or PIN.
User ID: 
PIN: 
Login  Forgot PIN?

If you attempt to log in too many times, your account will be locked.

Please call the Registrar’s office at 318-342-5262 to have your PIN reset.

Please call the Registrar’s office at 318-342-5262 to have your PIN reset.

Please call the Registrar’s office at 318-342-5262 to have your PIN reset.

Make sure to mention that you are trying to log in to Banner and that your account has been locked and access disabled.

Forgot your PIN (for Banner)? Enter your User ID (CWID) again, and click on the Forgot PIN? button. If you can answer your own secret question, you will be prompted to change the PIN yourself. Remember this new PIN for future Banner web login access.
New User - Account not set up

⚠️ If you are a new user (NEW STUDENT) and this is the first time you are accessing the myULM portal, your account may not be fully set up yet.

⚠️ Upon your initial login to the myULM portal, you may see the following message as displayed below.

⚠️ **Please wait 2 – 3 days**, after the initial login, for the account to be fully set up to access myULM.

Once your myULM account is fully set up, the **Campus Systems** tab will be available for viewing.
The multiple systems are also accessible directly via the websites. If you are not able to access myULM yet, you may check your email by simply going to the URL. See information below.

⚠️ The web-based ULM student email site is also accessible at http://mystudentmail.ulm.edu/
Use the same username and password that was assigned for myULM.

![Zimbra Collaboration Suite](image)

⚠️ The ULM Moodle site is also accessible at http://moodle.ulm.edu/
Use the same username and password that was assigned for myULM.

![ULM Moodle Site](image)

⚠️ If the semester has not started, your courses will not be displayed in Moodle. DO NOT SEARCH for your course(s) on Moodle before the semester begins. Your instructors will set the course(s) to be available/accessible to the students when the term begins.

⚠️ All registration for classes is done via Banner (http://banner.ulm.edu) only.

If you are registering for a current semester, you may access the Banner site via http://banner.ulm.edu. Log in using your CWID and your 6-digit PIN (MMDDYY format).
Forgot your password for your username (for myULM?)

- Call the helpdesk at 318-342-3333 (during regular office hours).
- Email to helpdesk@ulm.edu and provide your CWID.

Forgot your PIN for Banner?

- Call the Registrar’s office at 318-342-5262 (during regular office hours).

Forgot your username? … to page 3.

Forgot your CWID? … to page 4.
Remember this...

- your 8-digit Campus-Wide ID (CWID)
- your username and password
- your CWID and PIN login

Login that requires a username refers to the first part of your ULM email account.

Example - If your email address is ace1@warhawks.ulm.edu; your username is ace1.

Login that requires a CWID or User ID refers to your 8-digit CWID.

call Registrar’s office (318-342-5262) to reset PIN for Banner

call Helpdesk (318-342-3333) or email helpdesk@ulm.edu to reset password for myULM
**TIPS FOR LOOKING UP & REGISTERING FOR COURSES IN BANNER**

& **OTHER USEFUL INFORMATION**

*To look up courses in a searchable listing on BANNER:

- At Main Menu, Click Student
- Click Registration
- Click Look up classes
- Click the Term drop down box & THE TERM IN WHICH YOU WISH TO SEARCH then submit
  You can then choose the subject, term, etc. for which you wish to search
  You can also click on "GOLD online degree course" under instructional method to *only look at GOLD courses*
  You will want to be sure to note the 5-digit CRN number for the classes in which you choose to register

* To Register for classes in BANNER:

- At Main Menu, Click Student
- Click Registration
- Click on “drop/add classes” – *ALWAYS ENSURE YOU ARE IN THE TERM IN WHICH YOU MEAN TO REGISTER*
- Enter the 5-digit CRN numbers for your classes
- Click submit
- Review your schedule - click “detailed schedule” (under Registration)

**List of codes needed to log into the ULM systems above:**

- **CWID** – 8-digit campus wide ID number
  If you do not know your CWID, you can login to BANNER with your Social Security number & PIN, then
  Click the “Student” tab; Click ‘Student Records'; Click ‘View Holds’
  Your CWID is the 8-digit number next to your name in the top, right-hand corner
- **PIN** – Initial PIN is set as your 6-digit date of birth (month, day, & year).
  Ex: If you were born April 1, 1974, you would enter 040174. If the initial combination does not work, try other
  combinations of your birthdate [ex: 041974 or 0474].

  If you need to have your PIN reset in BANNER, have difficulties getting into or registering in
  BANNER, contact the Registrar's Office at (318) 342-5262.
  ULM offices are open 7:30 am - 5:00 pm Monday - Thursday & 7:30 am - 11:30 am Friday.

- **USERNAME** - first part of Warhawk email account
- **PASSWORD** - your PIN as described above

**For technical assistance**, contact the help desk at 318-342-3333 during working hours, 318-342-5047
after hours or email helpdesk@ulm.edu.

**OTHER USEFUL INFORMATION:**

**Immunization Holds**
If you have an Immunization hold, contact Lola Templeton, RN, at Student Health Services Immunization Program. Phone
(318) 342-5238; Fax (318) 5239; email: templeton@ulm.edu
The Immunization Waiver form can be accessed at [http://www.ulm.edu/enroll/IForm.pdf](http://www.ulm.edu/enroll/IForm.pdf)

**Paying Your Bill**
Bills are available online via the BANNER system.
Go to Student Records, and select Account Summary. Select the term for which you are enrolled to check the balance on
your account. For assistance, call Student Account Services at 318-342-5116
You will not receive a bill in the mail from ULM.
You MUST CHECK BANNER for payment information.
Financial Aid
If you have applied for Financial Aid, you will need to contact Financial Aid about your FAFSA/Financial Aid — the GOLD Counselor is Jenni Anderson. You can call them at (318) 342-5320, go by the office in ADMN 1--123 (if you’re local), or contact them by email at finaid@ulm.edu. Counselors Available: Mon-Thurs 7:30 am - 5 pm & Fridays 7:30 am-11:30 am.

Ordering Your Textbooks
Students can order textbooks online from the ULM Bookstore at http://www.ulmbookstore.com/home.aspx or call 318-342-1982 for assistance. A list of needed textbooks and ISBN numbers for each class can be found on http://www.ulm.edu/ulmstudents/textbooks.html.

Testing
If you are interested in CLEP/DSST exams or need placement test information for developmental courses contact the Testing Center: General Information 318-342-5336; Computer-Based Testing 318-342-5349; FAX 318-342-3553. Please review the website to see a complete list of options: http://www.ulm.edu/testingcenter/

Counseling Center
For students with special needs (learning disabilities or challenges) call 318-342-5220 for assistance or email Kfoster@ulm.edu.
Before You Register

Who Is My Advisor?
When Do I Register?
Do I Have Any Holds?

Student Success Center
Spring 2011

- Login to Banner via MyULM or by going directly to www.banner.ulm.edu
- Remember, you’ll use your CWID and PIN to login to Banner.
Click on the Student tab to access your records

Who Is My Advisor?

Click on Student Records
Who Is My Advisor?

Select View Student Information

Select the term for which you would like to register

If your advisor has been assigned in Banner, your advisor's name will appear here. You can then use the ULM Search page at http://www.ulm.edu/search/ to search for contact information.

If your advisor's name has not been entered in Banner, contact your dean's office to find out who your advisor is.

- Arts & Sciences 342-1750
- Business Administration 342-1100
- Education and Human Development 342-1235
- Health Sciences 342-1622
- Pharmacy 342-1600
- Student Success Center 342-3667
Remember...

- Students should contact their advisor to schedule an appointment for advising.

- All ULM students must be advised before registering for classes.

Holds and Classification

After meeting with your advisor, check to see if you have any holds that must be cleared and to determine your Registration Classification.
Holds and Classification

Select the term for which you would like to register

Click on Registration Status to
- Check Holds
- Check Registration Classification
Holds and Classification

Indicates whether or not you have any holds

Your Classification for Registration Purposes.

Once you’ve determined your Classification for Registration Purposes, refer to the Banner Registration Schedule at http://ulm.edu/schedule/ to determine on which day you will register.
There Are No Waitlists, How Do I Try to Register For A Closed (full) Course?

- Look for other open sections in the same course or other courses that fulfill your academic requirements. Contact your advisor if you need help identifying other appropriate courses.
- Departments will be monitoring enrollments in course sections and may be able to offer additional sections as demand increases. Check back often to see if additional sections have been offered.
- Check with the department of the course you are interested in.

Search for Courses Terminology/Tips

Search Terminology
- Subject: Area of study e.g., Chemistry
- Course Number: The number following the four letter code for a course: i.e., HIST1012, the course number is 1012.
- Title: the title of the course from the course catalog. If you search by title, you can enter any part of the title for it to display upon the search.
- Credit Range: Search by credit range criteria.
- Course Level: i.e., Undergraduate, graduate etc.

Post Search-Terminology
- Select: Click in the select box to choose a class to attempt to register for.
- "C" indicates the course section is closed (full).
- "SR" indicates a Student Restriction. Check for holds.
- No Check Box indicates that you are already registered for that course.
- CRN: Course Reference Number-Identifies a specific section of course (5 digit number).
- Subj: Four letter code for the subject of the course e.g., ACCT.
- Crse: Four digit code for the Course Number e.g., 1016.
- Cred: Credit hours.
- Title: Title of course.
- Days: Days of the week the course meets.
- Time: Time of day the course meets.
- Cap: The total number of seats for a course.
- Act: Actual number of seats for course.
- Rem: Remaining seats.
- Instructor(s) of course, (P)=Primary.
- Date: (MM/DD): Semester dates.
- Location: Location where the course will meet.

Tips
- Check Registration Restrictions: Click on the CRN, then the course title, restrictions will appear on the Detail Class information screen if there are any.
- Select multiple criteria by holding the CTRL key and clicking.

Banner Tips

High speed internet access or on-campus connection is recommended

Registration Status

Check this area for registration information such as holds, classification, and override status

Registration History

This page will display courses a student was registered for in previous semesters.

Withdrawal Information

This page will detail the information the institution has regarding your withdrawal from the term selected.

To Reset Your Banner PIN

The Registrar’s Office:
ADMN 1-109
Phone: (318) 342-5262

Banner Student Registration Guide

What is Banner?

Banner is the University of Louisiana at Monroe student information/registration system.

Login to Banner

- Use a computer with high-speed Internet access.
- Open your Internet browser (see Banner Tips section)
- Go to www.banner.ulm.edu
- Enter your CWID
- Enter your PIN

Campus-Wide ID

⇒ Your CWID is an eight (8) digit unique value that identifies you as a ULM student.
⇒ Enter your Banner PIN (six characters)

Banner Pin (Personal Identification Number) =Password

The first time you login:
⇒ Your default Banner PIN is your date of birth in the MMYYYY six(6) number format. For example, if your birthday is January 3, 1985, your initial password is 011985.
⇒ You will be prompted to change your PIN during your first login.
⇒ You will be asked to create a security question/answer. You will need this if in the future you need to reset your PIN. It is recommended that you limit it to a one/two word answer you can remember.
⇒ If you do not know your Banner PIN, please contact the Registrar’s Office at 342-5262.
⇒ Choose Login.
Before you login to Banner you can search the class schedule (specific class sections) or the course catalog (all courses offered). The links are available on the Banner login page.

**Forgot Your Banner PIN?**

If you forget your PIN (and you have already logged in before):

- On the login screen, enter your CWID.
- Click the Forgot PIN option on the logon screen.
- Type the answer to the security question you created and choose Submit Answer.
- On the “reset your PIN” screen, enter a new PIN of your choice twice and choose Reset PIN.

If you continue to have a problem using your Banner PIN, please contact the Registrar’s Office. See initial PIN information on the front page if you have never logged in before.

**Find the Date You Can Begin Registering**

Your registration timeslot is in Banner. Registration begins at 6:00 am on your assigned day.

- Login to Banner.
- Choose Student
- Choose Registration
- Choose Registration Status.

**Term Selection**

Before you begin working in Banner registration, you may want to select the Term. If you do not, when you perform a function you will be asked to pick one. The one you choose will be active until you change it or you log off.

- To choose a Term, go to Student, Registration and click on “Term Selection.”

**Worksheet**

The worksheet is an electronic place to list courses you might like to register for, it is NOT your schedule. If you choose to add a course to your worksheet, remember you must submit your worksheet and confirm the courses are on your schedule before you are registered for the class. Seats are NOT saved for courses on your worksheet.

**Registration**

- Login to Banner

**Look Up CRN and Register**

- Choose Student
- Choose Registration
  - Enter criteria for a class section (see Course Search Terminology/Tips section).
  - Choose Class Search.
  - Click to enter a check mark in front of a class to register for. (a “C” indicates the course is closed, full)
  - Choose Register.

*Note: if you choose Add to Worksheet, you are not registered until you submit your worksheet, see worksheet section.*

- If there is a seat available and no errors appear, the class is added to your schedule (you are registered.)

**Enter a CRN to Register**

- Choose Add and Drop Classes.
  - You are brought to the “Add or Drop Classes” screen. Your current schedule will appear at the top and the worksheet at the bottom.
  - In the “Add Classes Worksheet” section you can enter CRN(s) for classes you would like to register.

*Note: If you do not know the CRN click on Class Search or refer to the Lookup CRN section.*

- Choose Submit Changes.
  - If there is a seat available and no errors appear, the class is added to your schedule (you are registered).
  - Your current schedule will appear on the same page above the worksheet area.
  - Choose Add and Drop Classes (if you are not already here)

**Drop a Class**

- Choose Add and Drop Classes (if you are not already here)
- On the schedule that appears here, choose Drop from the Action column for the class to drop.
- Choose Submit Changes (at the bottom, under the worksheet)
- Your current schedule should reflect the change.

**View and Print Your Class Schedule**

Use the Student Detail Class Schedule to see detailed information on the classes you are registered for in a printable format.
- Choose Student Detail Schedule.
- Choose the printer friendly version if desired (choose Submit).
- Choose to Print from your Internet browser.

**Registration Add Errors: Overrides**

When attempting to register you may receive a message indicating a “Registration Add Error.” This means that there is at least one course restriction which you do not qualify for or the course may be full.

*For information about what to do if the course is full, read How Do I Try to Register For A Closed (full) Course?*

If you want to pursue registering for the course, contact your advisor (email, phone call, in-person) to ask for an override for the restriction. There is a link to the campus directory on the ULM home page (www.ulm.edu)

**Registration Add Error: Steps to take**

- Student receives a “Registration Add Error” and wants to pursue registering for the course.
- Advisor determines (through department policy) if the student should be granted the override.
- The advisor contacts the student to let them know the status.
- The student can check for the override status in the Registration Status link in Banner.
- If the override is granted, then student can then attempt to register for the course again.

**Check Registration Restrictions on a Course**

- After you “Look Up Classes,” search for a course (see Lookup CRN section).
- Click on the CRN of the course.
- Click on the course Title.
- If there are any restrictions (other than course full or Instructor Permission), they are listed here.

CRN=Course Reference Number. Identifies a specific section of course. It is a five digit number.
Searching for Classes Using the Part of Term Filter

Student Success Center
March 2011

Parts of Term

Fall
- Full Term
- First Half Term
- Second Half Term

Spring
- Wintersession
- Full Term
- First Half Term
- Second Half Term

Summer
- May Intersession
- Summer I
- Summer II
From the Student Tab of Banner, select Look Up Classes and then proceed to select the term in which you wish to register.

This screen gives the user several options for filtering search results:

- Filter for a specific course number within the discipline, such as Mathematics 1011
- Filter your search for a particular discipline, such as Mathematics
- Filter for Instructional Method, such as Gold or 100% Web Based Courses
- Filter for part of Term, such as Intersession, Full Term, First Half Term, Summer II, Wintersession, etc.
To select more than one option in a list, use keyboard controls.

Ctrl + click allows the selection of each item clicked.

Shift + click selects the first item clicked, the second item clicked, and all items in between.

To select all Subjects, click on the first item on the list, then scroll to the bottom and hold down Shift while clicking on the last item.

To search for all online courses, students would click on Gold Online Degree Course, then hold down Control while clicking on Web Based 100% online course.

Use the same process for choosing part of Term.
The course dates will appear in the search results.

Once you’ve registered for your courses, be sure to check the Concise Student Schedule in Banner to confirm the dates of your courses.
Waitlisting Tutorial for Students

Student Success Center
Spring 2011

Waitlisting is the process by which students may sign up for a waiting list for a class that is full.

– The biggest advantage to students is that they will be notified when a seat becomes available on a first-come, first-served basis.
How Does Waitlisting Work?

- Students who attempt to register for a class that is full may put themselves on a waiting list on a first-come, first-served basis.
- When an open seat becomes available, an e-mail will be sent to the Warhawks email address of the student at the top of the waiting list.
- The student will have 24 hours from the time the e-mail was sent to go online and add the class. During the 24-hour time period, the student can add and drop the waitlisted class in the Add or Drop Classes screen in Banner. After the 24 hours has expired, if the student did not register for the waitlisted class, the next student on the list will be notified and have 24 hours to respond.
- Registration holds will prevent the student from adding a waitlisted class, even if the student was sent an e-mail.

How to Waitlist a Course

- The process of adding yourself to a waitlist for a course is similar to the process of registering for a course.
- Your first step is to search for classes.
- Click Look Up Classes
- Select Term
- Click Submit

- Select Subject and/or Course
- Click Class Search
### Search Results

<table>
<thead>
<tr>
<th>Select CRN</th>
<th>Daily</th>
<th>Crn</th>
<th>Soc</th>
<th>Cap</th>
<th>Grade</th>
<th>Title</th>
<th>Class</th>
<th>Start Time</th>
<th>End Time</th>
<th>Days</th>
<th>Cap Act</th>
<th>Act</th>
<th>Rem</th>
<th>Instructor</th>
<th>Time</th>
<th>Location</th>
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</tr>
</thead>
<tbody>
<tr>
<td>66012 ENG14 100.0</td>
<td>M</td>
<td>3,000</td>
<td>COMPOSITION</td>
<td>3</td>
<td>MTWF</td>
<td>10:15</td>
<td>am</td>
<td>12:15</td>
<td>pm</td>
<td>Wed</td>
<td>5</td>
<td>20</td>
<td>20</td>
<td>0</td>
<td>0</td>
<td>Meredith McKinnon</td>
<td>12/13/05/04</td>
</tr>
<tr>
<td>C</td>
<td>66049 ENG14 100.0</td>
<td>M</td>
<td>3,000</td>
<td>COMPOSITION</td>
<td>3</td>
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<td>Wed</td>
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</tr>
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<td>08:00</td>
<td>am</td>
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**Cap:** Number of students that can register for the class.

**Act:** Actual number of students registered for the class

**Rem:** Remaining seats available
**WL=Waitlist**

- **WL Cap:** How many students can be on the waitlist
- **WL Act:** How many students are on the waitlist
- **WL Rem:** How many open seats are on the waitlist

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- **NR=Not available for registration** (May be a previous part of term)
- **NR=C=Closed**
- **NR=Seats Remaining** (Students can still register for this class)
- **NR=Closed** (Waitlist may be available)
- **NR=Waitlist may be available (refer to WL Rem column)**
Click the box next to the section you want
Click Register

Because you attempted to register for a course that has a waitlist, after you click Register, the screen will say “Registration Add Errors” (you may have to scroll down to see this)

This student is not yet waitlisted; further action must be taken by the student in order to be placed on the wait list.
Click on the drop down box
Click Waitlist
Click Submit Changes

To add a class, enter the course reference number in the Add Class section. To drop a class, use the options available in the Action pull-down list.

After submitting your changes, you will be able to view the classes for which you are registered and waitlisted.
To confirm that you have been added to the Waitlist for the course, click on Registration History under the Student Tab.

### Waitlist Positions

- **When** you place a submission to be on a waitlist, you will be assigned a waitlist position on a first come, first-served basis.

- **If** your waitlist position is number 1 (one), it means that you are next in line to receive an e-mail when an open seat becomes available.

- **If** you are in the number 1 position when a seat becomes available, you will move into the number 0 (zero) position and an e-mail will be sent to your Warhawks email address.

- **With a 0 position**, you will be able to register for the class.

- Once you receive an email notifying you that you are able to register, you have 24 hours to logon to Banner and register for the class.
To Register for a Class You Previously Waitlisted

- Log into Banner
- Go to Add or Drop Classes
- Click on the Drop down arrow on the class you are waitlisted for
- Click **Web Registered**
- Click Submit changes

Any registration holds that you may have on your student account will prevent you from registering for classes, even if it is your “turn”.

To Drop Waitlisted Courses

- Log into Banner
- Go to Add or Drop Classes
- Click the drop down arrow on the class you are waitlisted for
- Click Web Drop/Delete
- Click Submit Changes
When you receive a waitlist email notifying you that you can now add the waitlisted class (unless you have a registration hold), there are a few steps you need to take.

1. See if you are registered for the same class, but a different section
2. If you are registered for the same class, but a different section, you need to drop the section you are registered for so you can add the waitlisted section
3. Register for the waitlisted section

If you are waitlisted for other sections that you no longer want, PLEASE drop them! This will enable other students to move up on the waitlist.

Summary

- Login to Banner
- Register for classes
  - If classes are full, add yourself to a waitlist
- Check your email often; at least once a day for waitlist email notification
- Clear all Registration Holds as soon as possible to prevent registration problems
  - Type of Holds: Past Due Account, Parking Fines, Advising Holds, Immunization Holds, Housing Holds, etc.