

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
Click ADVANCED SEARCH if you want to be able to narrow fields in which you search (ex: Method of Instruction)
You will want to be sure to note the 5-digit CRN number for the classes in which you choose to register

To look at a list of available ONLINE classes...

Go into Searchable Course Listings in Banner - CLICK Advanced Search

CLICK the first subject in the list (probably Accounting) scroll down to the bottom of the list and HOLD the SHIFT key while you click the last subject. This should highlight all subjects...

Then scroll down the page a bit to the Instructional Method box - CLICK **both** *eULM Online Degree Program* and (while holding the shift or control key) *100% online Web*.

Scroll down to the bottom of the page and CLICK Section Search.

It will take a bit, but you should get a Banner list of all the online classes offered.

Be careful about the dates of the courses – MAYMESTER & WINTERSESSION classes will be mixed in on the list because MM is a part of term for Summer & WTR is a part of term for Spring.

TO FIND CLASSIFICATION FOR REGISTRATION PURPOSES

- Go to Banner
- Click the "Student" tab.
- Click on "Registration."
- Click on "Registration Status."

This info is ONLY available from the student's login, not a faculty/staff login to Banner.

*To Register for classes

- With your campus ID and PIN, **Log** onto BANNER, either via MyULM or at www.banner.ulm.edu
- **Click** on the "Student Tab"
- **Click** on "Registration"
- **Click** on "Add or Drop classes" (Under Registration)
- **Select** the term in which you want to register
 - May Intersession, Summer I and Summer II are all terms within SUMMER**
 - Wintersession is a term within Spring**
- **Enter** the 5-digit CRNs for your classes into the boxes provided
- **Click** submit
- **Review your schedule** - **click** "Concise Student Schedule" (under Registration)
*It is vital that you check your schedule to ensure that you have registered for classes in the specific term(s) for which you intend to take them. **Pay attention to the COURSE DATES.***

Use the following link to access the ULM "How To" videos (includes instructional videos on how to access MyULM, Search and Register for Classes, Pay Bill, etc):
<http://www.ulm.edu/howto/>

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

OTHER USEFUL INFORMATION:

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

Immunization Holds

Hold is lifted after signed Immunization Form is provided to Recruitment and Admissions. Immunization Forms can be faxed to 318-342-1915 or scanned to docman@ulm.edu. Call 318-342-3831 with any questions. The Immunization Waiver form can be accessed at www.ulm.edu/immunization/

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 318-342-5124

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 and/or have questions about Financial Aid, you will need to contact the Financial Aid office about your FAFSA/Financial Aid. You can call them at (318) 342-5320, go by the office in Sandel Hall (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 www.ulmbookstore.com/ or call 318-342-1982 for assistance. The bookstore website allows students to search for required texts by entering course and CRN info.

Testing

If you are interested in CLEP/DSST exams or need placement test information for developmental courses, contact the Testing Center at 318-342-5430; FAX 318-342-3553. Please review the website to see a complete list of options and rules/regulations: www.ulm.edu/testingcenter/

Counseling Center

For students with special needs (learning disabilities or challenges) call 318-342-5220 for assistance.