HOW TO REGISTER FOR eTEACH COURSES

If you are enrolling in **ONE** book study for the entire semester, skip to **"BANNER REGISTRATION STEPS"** below.

If you are interested in registering for **more than one book study** read the following:

-Because of all book studies having the same course number (CURR 5081), the system will only allow you to register for **ONE** without a course override. Therefore, you must first email the eTEACH office at, soegraduate@ulm.edu to receive a course override. If you fail to do this, you will receive a **"DUPLICATE COURSE ERROR"** when trying to register.

Email: soegraduate@ulm.edu the following information:

- Full Name
- CWID
- Term for which you are registering.
- Book Study Title and CRN number. This information can be found under eTEACH course offerings at https://www.ulm.edu/education/eteach/course_offerings.html

All email requests will receive a response within two business days letting you know the override has been completed and can proceed to register. Please take note of registration deadlines.

BANNER REGISTRATION STEPS

http://banner.ulm.edu/

1. Once you have successfully logged into Banner, click on **STUDENT**.
2. Once you have chosen **STUDENT**, click on **REGISTRATION**.
3. After you have clicked on **REGISTRATION**, click on **ADD** or **DROP CLASSES**.
4. After you have clicked on **ADD** or **DROP CLASSES** you will come to a page that says **REGISTRATION TERM**. Please select the term in which you are wanting to register Fall 2023, etc.) and then click **SUBMIT**.
5. After you have clicked **SUBMIT** you will come to a page that says **ADD** or **DROP CLASSES**.
6. At the bottom of the page there are ten boxes, labeled CRNs.
7. Enter the CRN Number(s) for the courses you wish to take. (This can be found under eTEACH course offerings) at https://www.ulm.edu/education/eteach/course_offerings.html
8. Once you have entered the CRN numbers, click **SUBMIT CHANGES**.
9. You are now **REGISTERED**!!
10. You can verify your selections by clicking **STUDENT - REGISTRATION - STUDENT DETAIL SCHEDULE - SELECT THE TERM - SUBMIT**
11. All your courses should now be visible.

If you have any questions, please email us at,

soegraduate@ulm.edu