



Samford University

Academic Success

How To Register for
Classes or Make Schedule
Changes in Banner 9

How to Register for Classes and Make Schedule Changes

- This guide will walk you through the steps to register for classes in the **new Banner 9 platform**, as well as make schedule changes.
- For more information on registration processes and schedules, visit the [Registrar website](#).
- For specific questions about your course selection and registration PIN, contact your advisor. Many advisors also store information in [DegreeWorks](#), so be sure to check there also.

First, you will need to log in to the [portal](#) with your Samford username and password, and then click on the links indicated below.

The screenshot shows the Samford University portal interface. At the top left is the Samford University logo. To its right is a search bar labeled "Search Portal...". Below the search bar is a navigation menu with tabs for "Student", "Faculty", "Employee", "Calendars", and "Feedback". The "Student" tab is highlighted in red. Below the navigation menu is a row of service icons: Banner, Bulldog Mail, DegreeWorks, Canvas, Qualtrics, Bulldog Central, Directory, Alert Samford, and Healthcheck. Below the icons is a horizontal menu with tabs for "Convo", "Financial Aid", "Housing", "Registration", "Schedules", and "Student Affairs". The "Registration" tab is highlighted in red. Below the "Registration" tab is a list of registration options: "New! Registration - Banner 9 Registration", "Classic Registration - Look Up Courses", "Classic Registration - Drop and Add", and "Classic Registration - Registration Status". A red box with the text "Click on the Registration tab" has an arrow pointing to the "Registration" tab. Another red box with the text "Select New Banner 9 Registration" has an arrow pointing to the "New! Registration - Banner 9 Registration" link. On the left side of the page, there are two main sections: "Return to Campus" with the heading "Am I Clear to Return to Campus?" and "Homecoming Court" with the heading "2020 Homecoming Court Voting". At the bottom of the page is a banner for "Academic Services" featuring a photo of students in graduation caps.

Click on the Registration tab

Select New Banner 9 Registration

This screen lets you access the three links you need to register in three steps:

- Step 1: Prepare for Registration
- Step 2: Browse for Classes
- Step 3: Register for Classes

Samford University

Student • Registration

Registration

What would you like to do?

[Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.

[Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

[View Registration Information](#)
View your past schedules and your ungraded classes.

[Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.

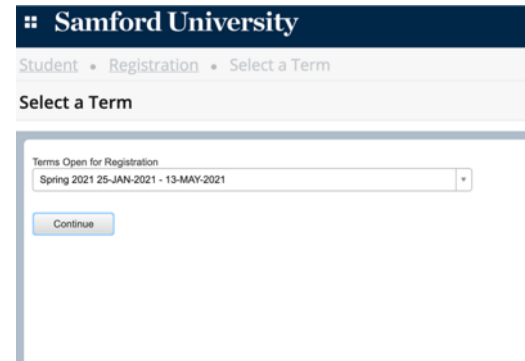
[Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.

[Browse Course Catalog](#)
Look up basic course information like subject, course and description.

Note: The "Plan Ahead" link is not available for Samford students. See DegreeWorks for advising plans.

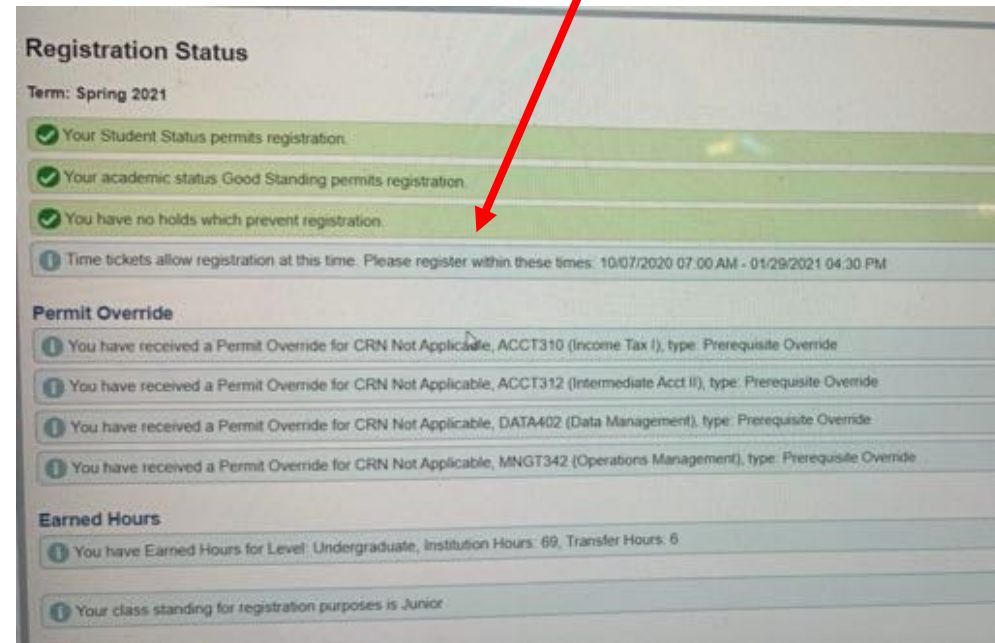
Step 1: Prepare for Registration

- Select the term you wish to register for.
- Review the Registration Status screen.
- Everything look good? You are all set to continue.
- Is there a hold or something you do not understand on this screen? Contact your advisor or email success@samford.edu with a screenshot of what you do not understand.



The screenshot shows the top navigation bar for Samford University with the breadcrumb 'Student > Registration > Select a Term'. Below this is a 'Select a Term' section with a dropdown menu currently set to 'Spring 2021 25-JAN-2021 - 13-MAY-2021' and a 'Continue' button.

Tip: This screen lets you verify your registration start and end date and time. Make sure to check that closely to know when you can register.



The screenshot displays the 'Registration Status' page for the Spring 2021 term. It includes several sections: 'Your Student Status permits registration', 'Your academic status Good Standing permits registration', and 'You have no holds which prevent registration', all with green checkmarks. A red arrow points from the tip box to the third green checkmark. Below these are 'Time tickets allow registration at this time' with dates 10/07/2020 07:00 AM - 01/29/2021 04:30 PM. The 'Permit Override' section lists four overrides for CRN Not Applicable courses (ACCT310, ACCT312, DATA402, MNGT342) with the type 'Prerequisite Override'. The 'Earned Hours' section shows 'You have Earned Hours for Level: Undergraduate, Institution Hours: 69, Transfer Hours: 6' and 'Your class standing for registration purposes is Junior'.

Step 2: Browse Classes

- To complete this step, you will need to know the classes recommended by your advisor or listed on your degree plan.
- Enter one or more classes that you want to look up in the subject field.
- Review your search results. You can see instructor, day/time class meets, and whether seats are available.
- Make a note of the “CRN” of the class/es you want to register for. This will let you quickly add them to your schedule later.

Samford University

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

Browse Classes

Enter Your Search Criteria
Term: Spring 2021

Subject: You can add another

Course Number:

Keyword:

[Advanced Search](#)

Tip: Once your registration window opens, you can also add classes from this screen.

Samford University

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

Browse Classes

Search Results — 71 Classes
Term: Spring 2021 Subject: Communication Arts-UCCA, Cultural Perspectives-UCCP

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
Communication Arts I Lecture	Commun...	101	H01	4	22...	Sp...		S M T W T F S 01:00 PM - 02:50 PM T	Main	2 of 6 seats ...
Communication Arts II Lecture	Commun...	102	H02	4	24...	Sp...	McClus, Jennifer ...	S M T W T F S 08:00 AM - 09:05 AM T	Main	1 of 6 seats ...
Communication Arts II Lecture	Commun...	102	H04	4	24...	Sp...	Vaughn Cross, Ca...	S M T W T F S 09:15 AM - 10:20 AM T	Main	FULL: 0...
Communication Arts II Lecture	Commun...	102	H05	4	22...	Sp...	Eslery, Steven (Pri...	S M T W T F S 09:15 AM - 10:20 AM T	Main	FULL: 0...
Communication Arts II Lecture	Commun...	102	H06	4	22...	Sp...	Eslery, Steven (Pri...	S M T W T F S 10:30 AM - 11:35 AM T	Main	FULL: 0...

Step 3: Register for Classes: Enter PIN

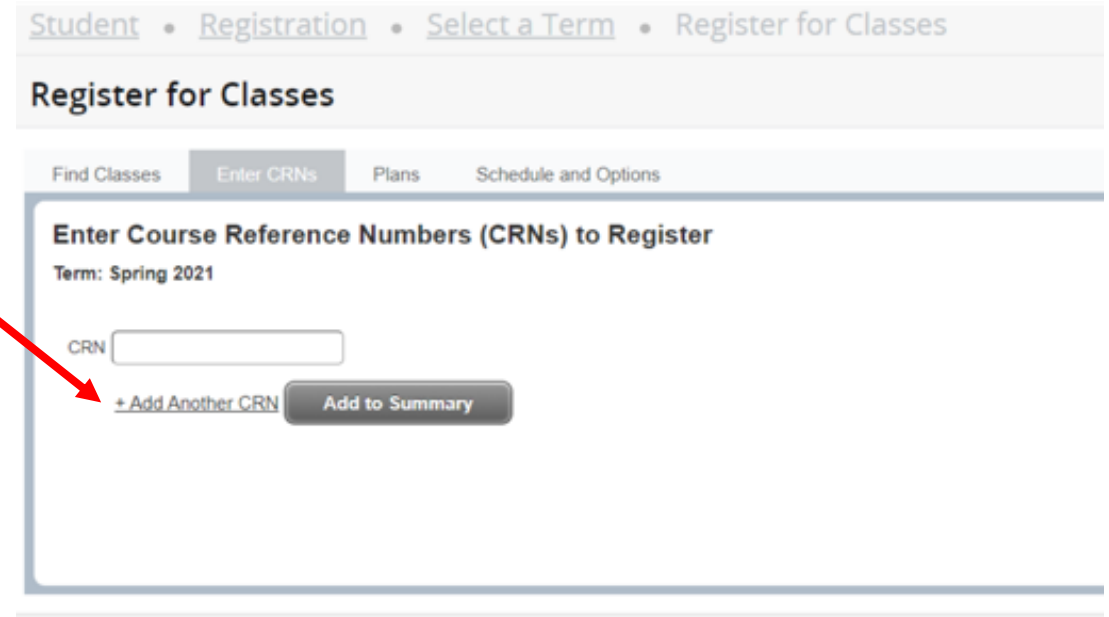
- Select the term you are registering for and enter your “Alternate” Registration PIN provided by your advisor.
- Note: you will be able to navigate past this screen only once your registration window opens.
- Have a problem with your PIN? Contact your advisor.



The screenshot shows a web interface for selecting a registration term. At the top, there is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#). Below this is a section titled "Select a Term". Underneath, there is a dropdown menu labeled "Terms Open for Registration" with the selected option "Spring 2021 25-JAN-2021 - 13-MAY-2021". Below the dropdown is a text input field labeled "Alternate PIN*" containing six asterisks. At the bottom of the form is a "Continue" button.

Register for Classes: Enter CRNs

- If you are registering for multiple classes, you can click “Add Another CRN” to add more boxes and enter CRNs for all your classes at the same time.
- Enter the CRNs for the classes you looked up earlier and click “Add to Summary.”



The screenshot shows a web interface for registering for classes. At the top, there is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#). Below this is the main heading **Register for Classes**. Underneath, there are four tabs: [Find Classes](#), [Enter CRNs](#) (which is active), [Plans](#), and [Schedule and Options](#). The main content area is titled **Enter Course Reference Numbers (CRNs) to Register** and shows the term **Term: Spring 2021**. There is a text input field labeled **CRN**. Below the input field, there is a link [+ Add Another CRN](#) and a button **Add to Summary**. A red arrow points from the text in the first bullet point of the list to the [+ Add Another CRN](#) link.

Register for Classes: Review or Make Changes

The screenshot displays the 'Register for Classes' interface. At the top, there is a breadcrumb trail: 'Student > Registration > Select a Term > Register for Classes'. Below this, the title 'Register for Classes' is followed by tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Enter CRNs' tab is active, showing a form to 'Enter Course Reference Numbers (CRNs) to Register' for the term 'Spring 2021'. The form includes three input fields for CRNs, with the first containing '23440' and the corresponding course 'Marketing Communications (MKTG 410, 01)'. A red arrow points from a text box to the second CRN input field. Below the input fields is a button labeled 'Add to Summary'. The bottom section of the screenshot is split into two views. On the left is a 'Class Schedule for Spring 2021' calendar view, showing a grid of days from Sunday to Saturday. Classes are represented by colored blocks: purple for 'Intermediate Finance II' and pink for 'Advanced Data Analysis'. A red arrow points from a text box to the Tuesday block. On the right is a 'Summary' table listing the registered classes. The table has columns for Course Name, Course ID, Credits, Section ID, Section Name, and Status. The status for all listed classes is 'Registered'. A red arrow points from a text box to the dropdown menu next to the 'Registered' status for the 'Operations Management' class.

Student > Registration > Select a Term > Register for Classes

Register for Classes

Find Classes | **Enter CRNs** | Plans | Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2021

CRN: 23440 Marketing Communications (MKTG 410, 01)

CRN:

CRN:

[Add Another CRN](#)

Class Schedule for Spring 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am		Intermediate Finance II	Advanced Data Analysis	Intermediate Finance II	Advanced Data Analysis	Intermediate Finance II	
9am							
10am							
11am			Business		Business		

Summary

Course	Section	Credits	Section ID	Section Name	Status	Drop
Advanced Data Analysis	DATA 401, H01	3	23790	Lecture	Registered	None
Intermediate Finance II	FINC 426, H01	3	20749	Lecture	Registered	None
Investments	FINC 434, H01	3	20748	Lecture	Registered	None
Operations Management	MNGT 342, ...	3	20808	Lecture	Registered	None

Total Hours | Registered: 12 | Billing: 12 | CES: 0 | Min: 0 | Max: 18

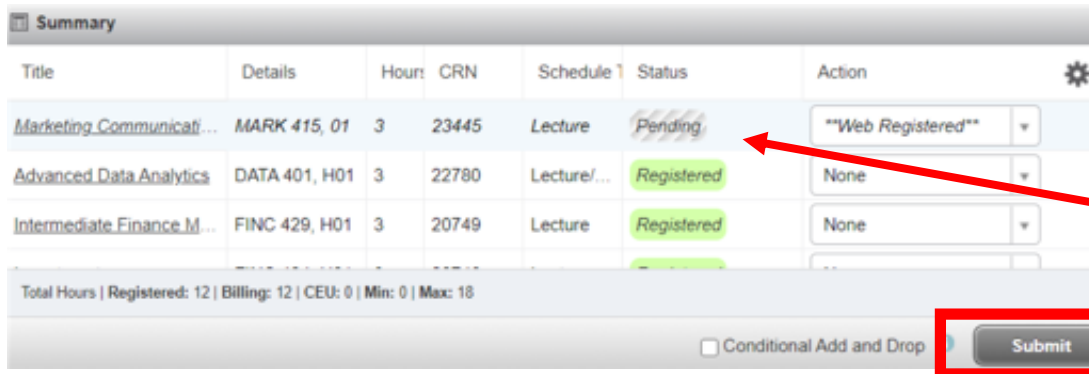
Conditional Fee and Drop

You can continue to make additions to your schedule from this screen if you have the CRN.

Classes you have registered for will appear here in a "calendar" view.

The "summary" view lets you review a list of your classes. You can also select "Web Drop" from the menu here to remove a class from your schedule.

Register for Classes: Don't forget to submit!



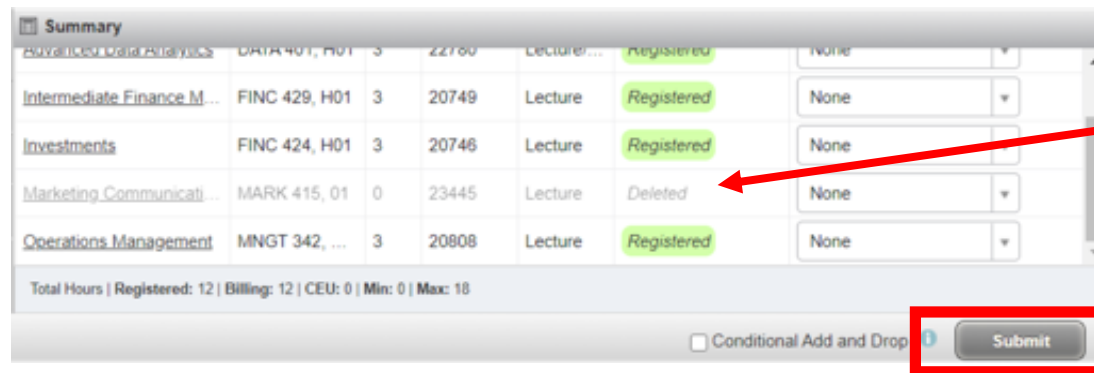
Summary

Title	Details	Hours	CRN	Schedule	Status	Action
Marketing Communicati...	MARK 415, 01	3	23445	Lecture	Pending	**Web Registered**
Advanced Data Analytics	DATA 401, H01	3	22780	Lecture/...	Registered	None
Intermediate Finance M...	FINC 429, H01	3	20749	Lecture	Registered	None

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop

When you make changes, be sure to hit the "Submit" button at the bottom so any "Pending" or "Deleted" classes are confirmed. Look for the green "Registered" status to be sure you have the class on your schedule.



Summary

Advanced Data Analytics	DATA 401, H01	3	22780	Lecture/...	Registered	None
Intermediate Finance M...	FINC 429, H01	3	20749	Lecture	Registered	None
Investments	FINC 424, H01	3	20746	Lecture	Registered	None
Marketing Communicati...	MARK 415, 01	0	23445	Lecture	Deleted	None
Operations Management	MNGT 342, ...	3	20808	Lecture	Registered	None

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop

Still have questions?

Email us at success@samford.edu or
complete an [Information Request Form](#) and
let us know how we can help!



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