

Student Registration

How To Register For Classes Using The New
Self Service Banner



GEORGIA SOUTHWESTERN
STATE UNIVERSITY

Banner 9 Web Registration is Recommended on the Following Web Browsers



Edge



Safari



Firefox



Chrome

Getting Started

- Log in to your RAIN account
- Click on Student Services
- Click on Registration
- Click on Banner 9 Registration

Registration Main Menu

[Student](#) • [Registration](#)

Registration

What would you like to do?



[Prepare for Registration](#)

View registration status, update student term data, and complete pre-registration requirements.



[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.



[Plan Ahead](#)

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



[Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



[View Registration Information](#)

View your past schedules and your ungraded classes.



[Browse Course Catalog](#)

Look up basic course information like subject, course and description.

Note:

- [Browse Classes](#) and [Browse Course Catalog](#) do not require you to login.
- The [Plan Ahead](#) module is currently unavailable.

Prepare for Registration

- Click on 'Prepare for Registration' on the main menu
- You will then be directed to sign into Self Service Banner.
 - Your username is your CanesNet username. For example `jdoe@radar.gsw.edu`.
 - Your password is your CanesNet password.



Sign in with your organizational account

Sign in

[I forgot my password](#)

[Multi-Factor Authentication portal](#)

If you have problems logging in (and the [password reset](#) link above does not help), please contact GSW Technical support: techsupp@gsw.edu (or gaview@gsw.edu for GeorgiaVIEW issues) 229-931-2074

Prepare for Registration

- Choose registration term.
- The registration status screen will display:
 - Your student status
 - Your academic standing
 - Any registration holds on your account.

Registration Status

Term: Spring Semester 2020

- ✓ Your Student Status permits registration.
- ✓ Your academic status Good Standing permits registration.
- ! You have holds which prevent registration.
Advisement Necessary
Processes Affected: Registration

i Time tickets allow registration at this time. Please register within these times: 10/17/2019 01:00 AM - 03/01/2020 11:00 PM

Earned Hours

- i You have Earned Hours for Level: Graduate - Semester, Institution Hours: 30, Transfer Hours: 0
- i Your class standing for registration purposes is Freshman

Register for Classes

- Go back to the Registration Main Menu and click on 'Register for Classes'



Register for Classes

Search and register for your classes. You can also view and manage your schedule.

- Then choose the term you wish to register for and click 'Continue'.

Select a Term

Terms Open for Registration

Summer Term 2020

Spring Semester 2020

Fall Semester 2019

Register for Classes

You can add courses two ways

Register for Classes

Find Classes Enter CRNs Schedule and Options

Enter Your Search Criteria ?

Term: Spring Semester 2020

Subject

Course Number

Keyword

Search

Clear

▶ [Advanced Search](#)

Register for Classes

Find Classes Enter CRNs Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring Semester 2020

CRN

[+ Add Another CRN](#)

Add to Summary

Note: The 'Schedule Options' tab will populate once you are registered for the term.

Register for Classes

Find Classes												Enter CRNs		Schedule and Options	
Search Results — 112 Classes												Search Again			
Term: Spring Semester 2020 Subject: English, Art															
Composition I Lecture	English	1...	06	3	2...	S...	Argo, Elizabeth...	S M T W T F S	02:00 PM - 03:15	M...	19 of 22 s...	Add			
eCore Composition I Asynchronous Instructi	English	1...	0...	3	2...	S...		S M T W T F S	- Building: None	e...	FULL...	Add			
Composition I Lecture	English	1...	07	3	2...	S...	Dahlgren, Paul...	S M T W T F S	12:30 PM - 01:45	M...	15 of 22 s...	Add			
Composition I Lecture	English	1...	08	3	2...	S...	Rogers, Lydia (...)	S M T W T F S	12:30 PM - 01:45	M...	19 of 22 s...	Add			

- The search feature allows you to choose more than one subject.
- The courses will display with all the options for your chosen term.
- When you find the sections you would like to register for, click 'Add'.

Register for Classes

- As you click add, your classes will be listed as pending.
- On the left side, you will see a tentative schedule by day and time.

The screenshot displays a class registration interface. On the left, a calendar view titled "Class Schedule for Spring Semester 2020" shows a tentative schedule by day and time. On the right, a "Summary" table lists the classes added to the schedule.

Class Schedule for Spring Semester 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			Introduction to Psychology		Introduction to Psychology		
9am							
10am							
11am							
12pm							
1pm		Composition I		Composition I			

Summary

Title	Details	Hour	CRN	Schedule	Status	Action
Introduction to P...	PSYC 11...	3	20081	Lecture	Pending	**Web Registered**
Composition I	ENGL 11...	3	20128	Lecture	Pending	**Web Registered**
Human Growth-...	PSYC 21...	3	20133	Asyn...	Pending	**Web Registered**
Business Statistics	BUSA 30...	3	20655	Asyn...	Pending	**Web Registered**

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

Register for Classes

- When clicking 'Submit', if there are any registration errors they will appear at the top right hand corner of the screen.
- Courses that have no errors will be saved.

The screenshot displays a registration interface for the year 2019. At the top, there is a navigation bar with 'Select a Term' and 'Register for Classes'. Below this, a search bar contains 'Psychology'. A table lists available courses with columns for course ID, CRN, section number, instructor, and schedule. A blue error message box in the top right corner lists errors for BUSA 3050 CRN 20655: 'Prerequisite and Test Score error', 'Closed Section', 'Class Restriction', and 'College Restriction'. A green 'Save Successful' message is also visible. Below the course list, a 'Summary' table shows the status of registered courses. The 'Business Statistics' course is highlighted in red, indicating an error.

Title	Details	Hour	CRN	Schedule	Status	Action
Introduction to P...	PSYC 11...	3	20081	Lecture	Registered	None
Composition I	ENGL 11...	3	20128	Lecture	Registered	None
Human Growth...	PSYC 21...	3	20133	Asyn...	Registered	None
Business Statistics	BUSA 30...	3	20655	Asyn...	Errors Preve...	Remove

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 18

Submit

Register for Classes

To remove courses with errors, click on the drop down box on the course and choose remove. Then click submit.

The screenshot displays a course registration interface. On the left, a calendar view titled "Class Schedule for Spring Semester 2020" shows two courses, "Introduction to Psychology", scheduled for Tuesday and Thursday at 8am. On the right, a "Summary" table lists the following courses:

Title	Details	Hour	CRN	Schedule	Status	Action
Introduction to P...	PSYC 11...	3	20081	Lecture	Registered	None
Composition I	ENGL 11...	3	20128	Lecture	Registered	None
Human Growth-...	PSYC 21...	3	20133	Asyn...	Registered	None
Business Statistics	BUSA 30...	3	20655	Asyn...	Errors Preve...	Remove

The "Business Statistics" row is highlighted in red, and its "Action" dropdown menu is open, showing "Remove" and "**Web Registered**" options. A "Submit" button is visible at the bottom right. The summary table also includes a footer: "Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 18".

Register for Classes

Your schedule is now complete. You may go through the same steps to add or drop courses through the scheduled add/drop dates for each semester.

The screenshot displays a registration system interface. On the left, a calendar view titled "Class Schedule for Spring Semester 2020" shows a grid with days of the week (Sunday to Saturday) and times (8am to 12pm). Two classes, "Introduction to Psychology", are scheduled for Tuesday and Thursday at 8am. On the right, a "Summary" panel contains a table of registered courses and a "Submit" button at the bottom.

Title	Details	Hour	CRN	Schedule	Status	Action
Introduction to P...	PSYC 11...	3	20081	Lecture	Registered	None
Composition I	ENGL 11...	3	20128	Lecture	Registered	None
Human Growth:...	PSYC 21...	3	20133	Asyn...	Registered	None

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 18

Other Modules

- View Registration Information, Browse Classes, and Browse Course Catalog

Registration

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Plan Ahead

This module is currently unavailable.

View Registration Information

This module will allow you to view your current schedule and any past schedules. You will also be able to review your schedule for next semester, once you have completed your class registration.

Browse Classes

This module will allow you to search the class schedules just as you would through our current Banner Web Self-Service.

Browse Course Catalog

This module will allow you to search the course catalog information just as you would through our current Banner Web Self-Service.

If you have any questions or need assistance please
contact:

Office of the Registrar

Phone:229-928-1331

Email: gswreg@gsw.edu