

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

CRN: Course Reference Number-Identifies a specific section of course.(4 digit number).

Course 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

Special Term: Separates course search results by level (such as undergraduate, graduate, law, etc.)

Course Req: Search by special requirements such as honors, writing, or diversity

Sort Criteria: Get search results customized to your requirements

Search Results

Days of the Week: Get more specific search results by choosing classes that occur on a specific day(s). For example, if you wanted to display Monday classes only, check that option

Start/End Time: Search classes that fall within a range. You can also see all classes that start and/or end before or after a certain time.

Display Options: Display additional information by selecting different options in the "Display Options." For example, if you wanted to see if any pre-requisites existed for a class, click the "Co- and Pre- Requisites" box

Search View: By default, the results will display as a detailed tabular list. To view the results in separate blocks or as an Excel spreadsheet, select the appropriate "View As" option.

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
- Banner will not run with Norton Anti-Virus. Disable the Norton software before trying to use Banner
- The following are the recommended Internet browsers:
 - Microsoft Internet Explorer 6.0 (not approved with IE 7.0)
 - Netscape 7.01 or 7.2
 - Mozilla 1.7
 - Microsoft Internet Explorer 5.2 for Macintosh OS X
 - Macintosh client - Safari 1.2 for Mac OS X
- Go ahead, use the "Back" button in your browser to navigate
- Check the MySanDiego Web site for important Banner information

<http://my.sandiego.edu/>

MySanDiego Non-Law Student Registration Guide



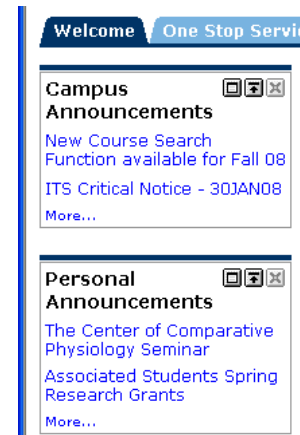
What is Banner?

Banner is the new University of San Diego student information/registration system.

Login to MySanDiego

Use a computer with high-speed Internet access.

- Open your Internet browser (see Banner Tips section.)
- **Go to:** <http://my.sandiego.edu>.
- Enter your MySanDiego user name and password and login



Keep an eye on the Personal Announcements channel under the Welcome tab!

News and updates will be posted here frequently.

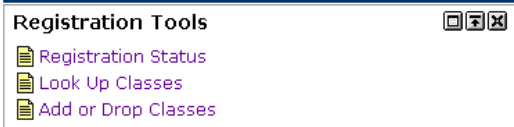
Having Issues with Online Registration? Contact:

bliss@sandiego.edu

Tip!

Search the 'Course Schedule' and check your 'Registration Status' before your date to register

Before you attempt to register for any classes in Banner, go to the One-Stop Tab. In the Left column are all the channels relating to the Banner system and Fall registration activities. You should check the following:



When Can I Register?

Use the 'When Can I Register?' link in the **BANNER for Fall 2008 Channel** at the top left part of the One-Stop Tab.

What is my Registration Status?

Use the 'Registration Status' link in the **Registration Tools channel** to determine if you have:

- Any Holds. Be sure to resolve any hold prior to attempting to register for classes.
- Your class standing and program of study for the term
- If you need to be re-admitted or notify the Registrar's Office of a return from leave of absence or withdrawal.

Course Schedule Search Tool

You can use the 'Course Schedule' link in the Registration Tools channel or in the Banner Channels Fall 2008 to search for classes before starting the registration process.

Add or Drop Classes

Click this link in the Registration Tools

Lookup CRN and Register

Check your **Registration Status**

- Select the appropriate term and hit "Submit"
- Check your information (see **What is my Registration Status?** section)

Choose **Back to One-Stop Service Tab** (at the upper-left corner of the screen).

Choose **Add and Drop Classes**.

- Select the appropriate term and hit "Submit"
- 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 Class Search section below.
- 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.
- When you have added all your classes, double check the list, and you are done!

Class Search

Please see **Search for Courses Terminology/Tips** for more detailed information. Note that if you call **Class Search** from the **Add or Drop Classes** screen the class search results will have checkboxes next to the classes which, if checked and the **Register** button selected, will add the class to your schedule. Courses that are closed will not have the checkbox but instead display a "C" in that area.

The **Register** and **Add to Worksheet** (which puts the CRNs into the **Add or Drop Classes** screen but doesn't add them) buttons will *not* appear on class searches performed from locations other than the **Add and Drop Classes** area. However, if you write down the CRN numbers, you'll easily be able to quickly type them in to the **Add or Drop Classes** form.

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.

Registration Add Error: Steps to take

- Student receives a "Registration Add Error" and wants to pursue registering for the course.
- Student contacts the instructor of the course requesting an override for the restriction.
- Instructor determines (through department policy) if the student should be granted the override.
- The instructor 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, the student can then attempt to register for the course again.

Check Registration Restrictions on a Course

- If you want to see pre- and co-requisite classes, ensure that when you search, under "Display Options" the "Co- and Pre-requisites" box is checked.
- If, when you try to add the CRN, you receive "INVALID LEVEL FOR COURSE", then you are probably registering for a course outside of your program (Law or Graduate level course for an Undergraduate).