Banner 9 student registration instructions

- **Log in to Banner Web**
  - This can be accessed at [www.sgsc.edu](http://www.sgsc.edu) under the ‘MY SGSC’ section

- Once logged into Banner Web, click the ‘Student’ tab
• Click ‘Registration’

**Student Services & Financial Aid**

- **Registration**
  - Check your registration status: Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.
- **Student Records**
  - View your holds; Display your grades and transcripts; Review charges and payments.
- **Financial Aid**
  - Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.
- **Student Account**
- **Guaranteed Tuition Plan**
  - See your current Guaranteed Tuition Attribute
- **View Student Information(Advisor Info)**
  - View academic information including your advisor.

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• Click ‘Banner 9 Student Registration’

**Registration**

- **Banner 9 Student Registration**
- **New Banner 9 Student Registration**

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• Click ‘Register for Classes’

• If necessary, complete any Action Items that display
  o For more information visit http://www.sgsc.edu/current-students/reginfo.cms

• Select the term that you would like to register for
• If you already know the CRN of a specific class, you can enter it on the ‘Enter CRNs’ tab

• You can also search by Subject, Course Number, or Keyword on the ‘Find Classes’ tab
  o Advanced search criteria can be opened by clicking ‘Advanced Search’
- A list of results that meet your search criteria will display after you click the ‘Search’ button
- Click the ‘Add’ button next to the class you would like to add to your prospective schedule

The class(es) will appear in your Summary window as ‘Pending’
  - If you do not see the ‘Summary’ window, click the ‘Panels’ button in the bottom left

*Note* You are not yet registered for the class(es)
- Click the ‘Submit’ button to attempt to register for the selected class(es)
- If successful, the class(es) will have a status of **Registered** in the ‘Summary’ window.

- If unsuccessful, a notification will display in the top right of the page that lists the reason(s).

- To remove the class(es) with errors, click the ‘Submit’ button again.
To drop a class that you’re already registered for, select ‘Drop Via Web’ from the Summary’s action tile and click ‘Submit’
  
  If you don’t see the Summary window, click the ‘Panels’ button in the bottom left.