COURSE REGISTRATION INSTRUCTIONS

BannerWeb is a very secure website, accessible through Cor, that allows you to register for classes and view your grades, schedule, financial aid status, transcript and any holds on your account. This documentation outlines the class registration process. First, you should consult with your academic advisor. They will assist you with course selection and a program plan.

Step One: Get Your Course CRNs (course reference number) for Registration
1. Go to the Course Schedule page (this link will open in a new window so you can continue following this page).
2. Select Term
3. Select Undergraduate or Graduate
4. Select Campus Location
5. Click Continue
6. Find course and write down the five digit CRNs.
   - When selecting your CRNs please pay special attention to the dates and times of your courses. Also be sure to confirm whether the course is offered online or on campus.

Step Two: Login to Cor
- Cor is our student portal, which gives you direct access to campus news and announcements, your email, Blackboard and OneStop Student Services.
- Click on Cor Login on www.css.edu website.
  - Enter your User Name and Password
  - Click the Login button
Step Three: Register for classes

- Click the OneStop tab.

- On the OneStop page, find the box with the heading Registration Tools and the title "Begin Registration Here..."
- Click on Add or Drop Classes

- You will then be taken to BannerWeb.
  - Select the upcoming term from the drop-down menu
  - Click the "Submit" button

- You will then be taken to the alternate PIN page, which looks like this:
- Enter your alternate PIN. Online, Extended Studies and Graduate students enter six ones in a row – 111111. Traditional Undergraduate students obtain alternative pin from your academic advisor.
- Hit “Submit” and this will take you to the “Add or Drop Classes” page.

- Now enter in the CRNs you wrote down in step one (one CRN in each box). Click the "Submit Changes" button. If the course is full or you have other problems with the registration, contact your Academic Advisor. A page will come up confirming your courses that looks like this:

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Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj Crse Sec Level</th>
<th>Cred Grade Mode Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong> on Aug 25, 2015</td>
<td>None</td>
<td>20937 CIS</td>
<td>1205 700 Bachelors Semester Hours 4.000 Normal</td>
<td>Technology Ethics</td>
</tr>
<tr>
<td><strong>Web Registered</strong> on Aug 25, 2015</td>
<td>None</td>
<td>21647 MGT</td>
<td>3354 701 Bachelors Semester Hours 4.000 Normal</td>
<td>Management Ethics</td>
</tr>
</tbody>
</table>

Total Credit Hours: 8.000
Billing Hours: 8.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Aug 25, 2015 10:17 am
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