

COURSE REGISTRATION INSTRUCTIONS

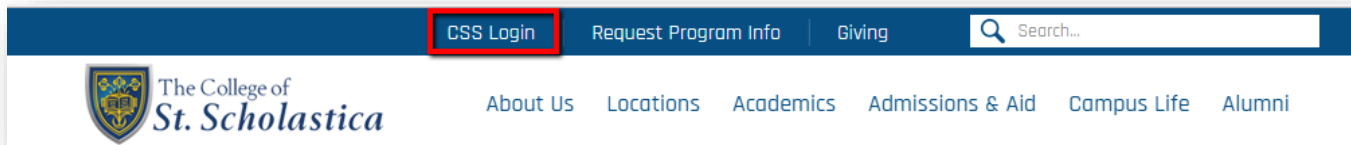
BannerWeb is a very secure website, accessible through Cor, that allows you to register for classes and view your grades, schedule, financial aid status, transcript and any holds on your account. This documentation outlines the class registration process. **First, you should consult with your academic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

The College of
St. Scholastica

[Help](#) [Password Reset](#) [Contact](#)

User Name:

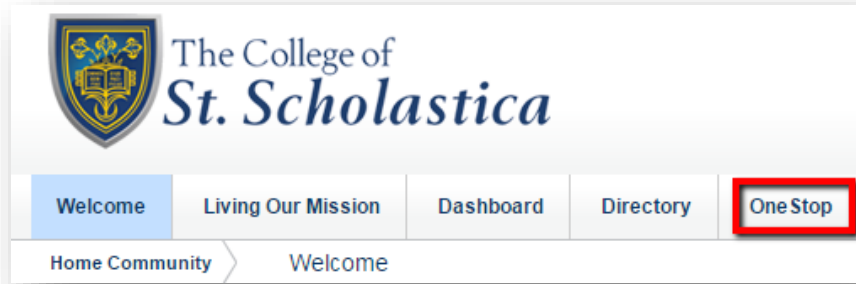
Password:

[clear](#)

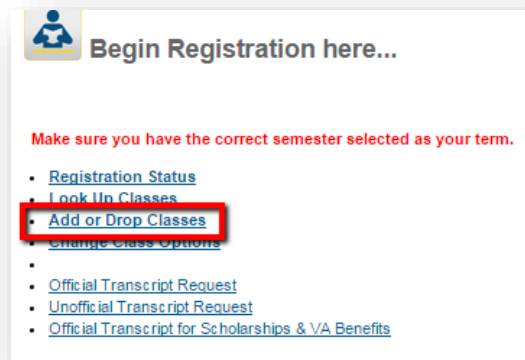
[Login Help](#)

Step Three: Register for classes

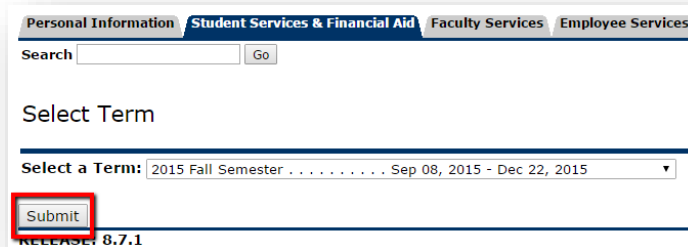
- Click the OneStop tab.



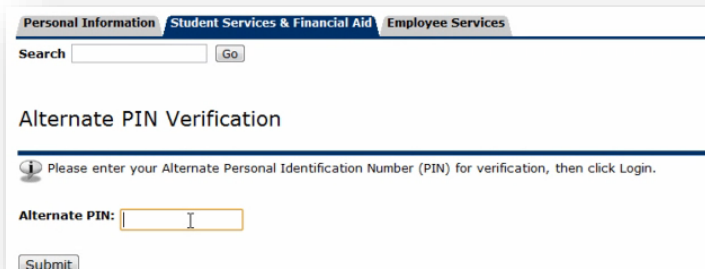
- On the OneStop page, find the box with the heading Registration Tools and the title "Begin Registration Here..."
- Click on Add or Drop Classes



- 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.

Add/Drop Classes: 2015 Fall Semester
Aug 25, 2015 10:11 am

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes. **By clicking on the "Submit changes" button, you confirm that you have read the terms and conditions of the payment and disclosure statement as described in the scroll down box below or on the printer-friendly version.**

PAYMENT AGREEMENT AND DISCLOSURE STATEMENT

Students who enroll at the College of St. Scholastica (the College) become obligated to pay for tuition, fees and other charges at the time of course registration. Students shall comply with the terms outlined in the Full Payment Plan unless they are enrolled in one of the College's optional payment plans.

FULL PAYMENT PLAN: Under the full payment plan, amounts due to the College are payable on or before the stated due date. The stated due date appears on the student's schedule/bill. Ordinarily, the due date for tuition, fees, and room and board is two weeks prior to the start of classes for any given term. The student is responsible to pay for other fees and charges as they are assessed throughout the semester. Bills may be paid in person at the cashier counter in the OneStop office located in T1130 or, by mail to: 1200 Kenwood Avenue, Duluth, MN 55811, or online via the College's web portal. Unless a student is enrolled in one of the College's optional payment plans, the full payment plan shall apply.

OPTIONAL PAYMENT PLANS:

a. **Automatic Payment Plan** - Under the College's automatic payment plan, the student agrees to make monthly electronic payments on the fifth day of each month throughout the semester. The student enrolls for this plan through the College's payment plan service provider, NelNet (800-609-8056). Finance Charges will not apply as long as each monthly payment is made when due. There is a non-refundable fee to enroll in the plan. Additional information can be found at www.csis.edu/autoplan.

b. **Employer Reimbursement Payment Plan** - Under the employer reimbursement payment plan, the student must show evidence of their

Add Classes Worksheet

CRNs

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Submit Changes | Class Search | Reset

- 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 your have other problems with the registration, contact your Academic Advisor. A page will come up confirming your courses that looks like this:

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Aug 25, 2015	None ▾	20397	CIS	1205	700	Bachelors Semester Hours	4.000	Normal		Technology Ethics
Web Registered on Aug 25, 2015	None ▾	21647	MGT	3354	701	Bachelors Semester Hours	4.000	Normal		Management Ethics

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