WEB REGISTRATION HELP MENU

*** To verify your web registration, select Student Schedule by Day & Time ***

1.) Wait Lists.
In the Action column of the course for which you wish to waitlist yourself, click on the drop down box and select WAITLIST, then Submit Changes.

   NOTE: Wait listed classes do display on the web site but you are NOT registered for a class if you are wait listed. Not all academic departments collect wait list information.

2.) Lectures with labs.
Courses which have a lecture and a lab component are linked. You must be registered for both the lecture and the lab.

3.) Variable credit courses.
After registering for the course, click on the number of credits shown which should be highlighted in red
Enter the correct number of credit hours in the box and click on submit changes.

4.) Independent Studies.
An Independent Study Form is required unless the department lists the course on the schedule.

5.) Courses requiring departmental or instructor’s approval.
Departmental approval must be collected on the registration form and submitted to the Registrar’s Office.

6.) College holds.
College holds such as a Business Office, academic, health, incomplete file or exit hold must be cleared before web registration is allowed. A student may collect initials indicating a hold has been lifted and then turn the registration form in to the Registrar’s Office.

7.) Cross registration courses with UMD or UWS.
Paperwork must be processed through the degree granting school and submitted to the Registrar’s Office.

8.) Students enrolling for more than 18 semester credits.
The 19th and higher credit hour is considered an overload and must be submitted to the Registrar’s Office on the registration form.

9.) Dropping Classes.
Select Add/Drop Classes on the menu.
This will take you to the screen where you initially registered for classes.
In the Action column of the course you wish to drop click on the drop down box and select DROP, then Submit Changes.
NOTE that you cannot drop your last class on BannerWeb.