

How to Register in Courses in Banner Self-Service

Before you register.

- Review the course requirements for your program and understand the courses you need in your year of study. Locate this information in the academic calendar at <http://www2.mystfx.ca/registrars-office>, NSR website <http://www2.mystfx.ca/registrars-office/new-students-registration/guide> or contact Academic Advising.
- View the course timetable at <http://www2.mystfx.ca/registrars-office/Course-Timetable> This is a sample:

CRN	Course	College	Cred	Course Title	Professor	Term	Timeblocks	Room
43620	BIOL 111:11	SC	3	Intro Cell Biology	Bishop, Cory	1ST	K4/K5/K6	SCHW110
43621	BIOL 111:12	SC	3	Intro Cell Biology	Bishop, Cory	1ST	C4/C5/C6	SNP100
53081	BIOL 111:13S	SC	3	Intro Cell Biology	Cardinal-Aucoin, Michael	1ST	K4/K5/K6	IM114
43622	BIOL 111L:11	SC	0	BIOL 111 Lab	Bishop, Cory; Cardinal-Aucoin, Michael	1ST	A2/K1/L1	BB119
43626	BIOL 111L:12	SC	0	BIOL 111 Lab	Bishop, Cory; Cardinal-Aucoin, Michael	1ST	A3/B3/L2	BB119

Increase your chances of successfully registering in courses you need. Create a schedule and backup schedules.

- Record the following information for each course you wish to register for.
For example:

CRN	Subject/Course number/section	Term	Time block	Lab CRN	Lab Time block
44034	CHEM 100.13A	Full	L4/I5/I6	46752	U7/W7
46701	ECON 101:12	1st	W7/W8		

First-year students receive a temporary time for September; the real time will be posted on Friday, July 6.

When Your Registration Time Ticket Opens

- Log in to Banner Self-Service (BSS) using your student ID number and PIN.
- Click Registration twice:
- Select the term (Full Academic Year 2018-2019), select add/drop courses.
- On the Add/Drop page enter the CRNs of the courses and labs from your course wish list. You may enter up to 10 CRNs at one time. Remember to add the CRNs for the corresponding lab, if applicable, at the same submission.
- Click submit. The results of your registration will be displayed. Registration errors can be viewed at <http://www2.mystfx.ca/registrars-office/registration>

Register for courses in both the Fall and Winter terms.

View your class schedule as you make registration changes. Your class schedule is available on Banner, see link at bottom of page or on mesAMIS and select myClasses.

Registration Add Errors						
Status	CRN	Subj	Crse	Sec	Level	Cred Grade Mode Title
Time conflict with CRN 46750	46933	PSYC	100	11	Undergraduate	6.000 Numeric Intro Psychology
Corequisite BIOL 111L required	43621	BIOL	111	12	Undergraduate	3.000 Numeric Intro Cell Biology

To conduct a course search, click Look up Classes to add or Class search.
Select a subject in the listing, then courses. View sections for specific course information.

subject: **Biology**

- Business Administration
- Catholic Studies
- Coady International Institute
- Education
- English
- Human Nutrition
- Mathematics
- Music
- Nursing

Biology			View Sections
105	Basic Cell Biology		View Sections
105L	BIOL 105 Lab		View Sections
115	Microbes in Human Biology		View Sections

Connect with Academic Advising:
<https://www.mystfx.ca/academic-advising/>

Registration Help Centre
nsr@stfx.ca
Local Phone: (902) 867-3645/3646
Toll Free: (844) 888-7337

The following information shows: Select the CRN, click register or add to worksheet.

Sections Found										
Biology										
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap Act Rem
NR	21029	BIOL	105	77	D	3.000	Intro Cell & Molecular Biology		08:00 pm-11:00 pm	70 44 26
NR	21030	BIOL	105L	77	D	0.000	BIOL 105 Lab		08:00 pm-11:00 pm	50 44 6

Register Add to WorkSheet New Search

Cap: Total enrollment cap

Act: Current enrollment

Rem: Seats open