

# 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	Delivery	Timeblock	Room
43621	BIOL 111:11	SC	3	Intro Cell Biology	Bishop, Cory	1ST	Online-Scheduled Delivery	C4/C5/C6	
43620	BIOL 111:12	SC	3	Intro Cell Biology	Bishop, Cory	1ST	Online-Scheduled Delivery	K4/K5/K6	
53081	BIOL 111:13S	SC	3	Intro Cell Biology	Cardinal-Aucoin, Michael	1ST	Online-Scheduled Delivery	K4/K5/K6	
43622	BIOL 111L:11	SC	0	BIOL 111 Lab	Bishop, Cory	1ST	In-Person	X1/Z1	BB119
43626	BIOL 111L:12	SC	0	BIOL 111 Lab	Bishop, Cory	1ST	In-Person	U2/Z2	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	Course	Term	Delivery	Timeblock	Lab CRN	Lab Timeblock
54421	CHEM 100.13A	1ST	In-Person	L4/I5/I6	54427	U7/W7
46701	ECON 101:12	1ST	In-Person	W1/W2		

First-year students receive a temporary time for September; the real time will be posted on Friday, July 24.

## 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 2020-2021), 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 term and Full year courses.

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			
105	Basic Cell Biology		<a href="#">View Sections</a>
105L	BIOL 105 Lab		<a href="#">View Sections</a>
115	Microbes in Human Biology		<a href="#">View Sections</a>

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

Registration Help Centre [nsr@stfx.ca](mailto:nsr@stfx.ca)

View Section information: 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