

Read me first!

What is my Username?

What is my CWID?

How to log in to myULM?

How to register for classes? @ log in to Banner

Forgot password/ PIN?

Finally! Remember this...



What is this - **myJLM**?

- Access and manage your campus accounts (Email, Moodle, Flightpath, Atlas)
- Single sign-on to access multiple systems - ONE username ONE password
- Access to campus notifications, news feeds & other features
- Preview ULM email
- View ULM daily calendar

How do I log in?

- ULM-issued username and password

What is my username & password?

- The username is the first part of your campus email address.
For eg, username@warhawks.ulm.edu

Example -

If your email address is ace1@warhawks.ulm.edu, your username is *ace1*.

- The initial password for all new ULM students is in the MMDDYY format.
2-digit birth month, 2-digit birth day and 2-digit birth year.

Example - If you were born on August 31, 1980, your PIN is 083180.





So, what is my username?



1. Go to <http://my.ulm.edu> and click the **Help** tab

2. Scroll down the page and look for the **Campus-Wide ID Number (CWID)** blank box.

Enter your 8-digit CWID**

Click **Get Account Name**.

Account Lookup

What's Your Account Name?

use this form to find out

Students, you may find this form useful in determining your network account name. All accounts are created by an automated process. The normal account name is composed of the first six characters of your lastname and the first letter of your first and middle name. But due to some common names and sequences, variations of the naming structure may result. So please use the following form to look up your account name.

IMPORTANT INFORMATION ABOUT YOUR EMAIL ACCOUNT

You will keep the same account name from 1 semester to the next, as long as you do not withdraw for longer than 1 full term semester (Fall or Spring). At that time your email account and all other associated access will be terminated. If you return later and are assigned a new account, the past emails and other system preferences will not be recoverable.

Please use your CWID (Campus-Wide ID) in reference to this lookup utility.

Note: If you do not know your CWID, login to [ARROW](#) with your Social Security number and you may obtain the CWID through that process.

CAMPUS-WIDE ID NUMBER (CWID):

Get Account Name

3. Your username is now displayed.

Account Lookup

What's Your Account Name?

use this form to find out

Your assigned account name is

Your password is initially assigned using your (birth month & year, ex 0981). This account provides you access to:

- myULM
- Moodle
- Email
- Wireless
- GoPrint Lab Printing
- ULM Dialup



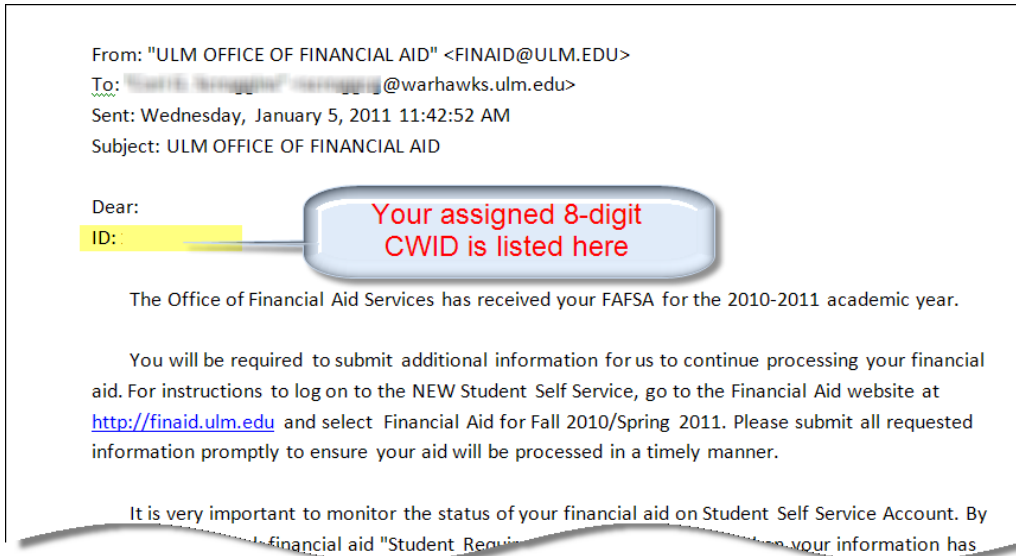
** I do not know my CWID!!!!



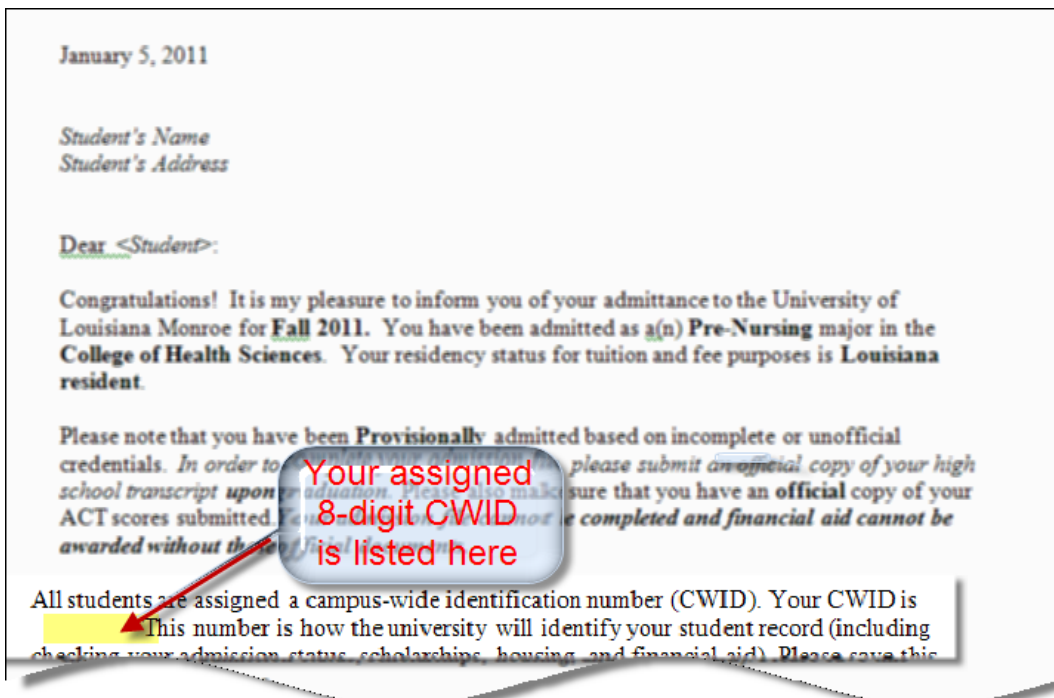


What is my CWID?

If you have received an email from the Financial Aid office, you can locate your CWID (Campus-Wide ID) in the salutation section. See example below.



If you have received an acceptance letter from the Admissions Office, your assigned CWID (Campus-Wide ID) is listed in the letter. See example below.



You may also log in to Banner at <http://banner.ulm.edu> using your SSN and PIN to locate your CWID.

1 Login to Access **Your** Personal **ULM** Information
(Including Fall 2010 Registration)
Apply for Admission
Class Schedule
Course Catalog

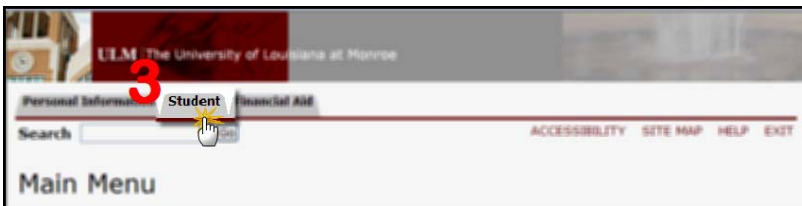
RELEASE: 8.2

2 User ID: SS# **Enter your SSN**
PIN: MMDDYY **Enter your birthday**

eg. 092292

Login

Forgot PIN?

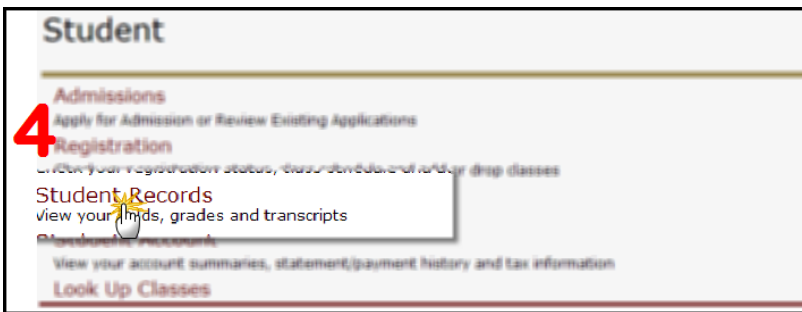


U.L.M. The University of Louisiana at Monroe

Personal Information **3** Student Financial Aid

Search ACCESSIBILITY SITE MAP HELP EXIT

Main Menu



4 Student

Admissions
Apply for Admission or Review Existing Applications

Registration
Check your registration status, class schedule and add or drop classes

Student Records
View your holds, grades and transcripts

Financial Accounts
View your account summaries, statement, payment history and tax information

Look Up Classes

Student Records

5

⚠ Evaluate your courses to view your final grades.
Click here to proceed.

View Holds
Academic Transcript
Course Catalog
View Student Information
Schedule of Classes

click on any link



Search Go

RETURN TO MENU SITE MAP HELP EXIT

6 CWID
30000000 John Smith
Jan 05, 2014 12:07 pm

Your assigned 8-digit CWID is listed here

View Holds

⚠ No holds exist on your record.



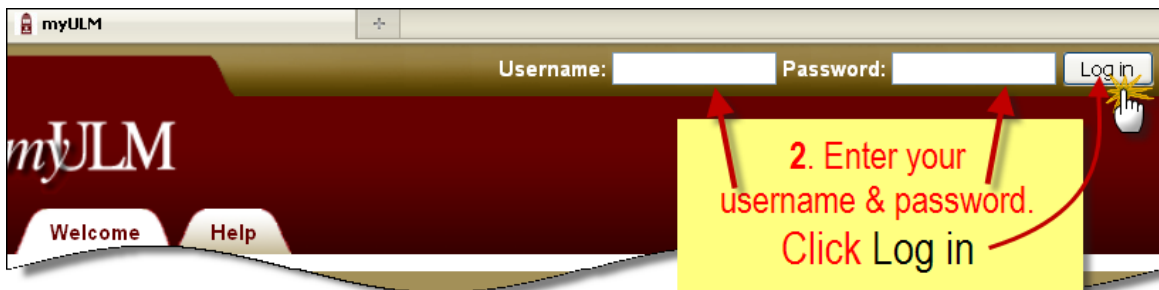
How to log in to the myULM portal



*** Your initial password is your PIN (2-digit birth month, 2-digit birth day and 2-digit birth year). You may change your password via the [Campus Systems](#) tab.



I am a very NEW student and this is my first login to myULM. Okay,



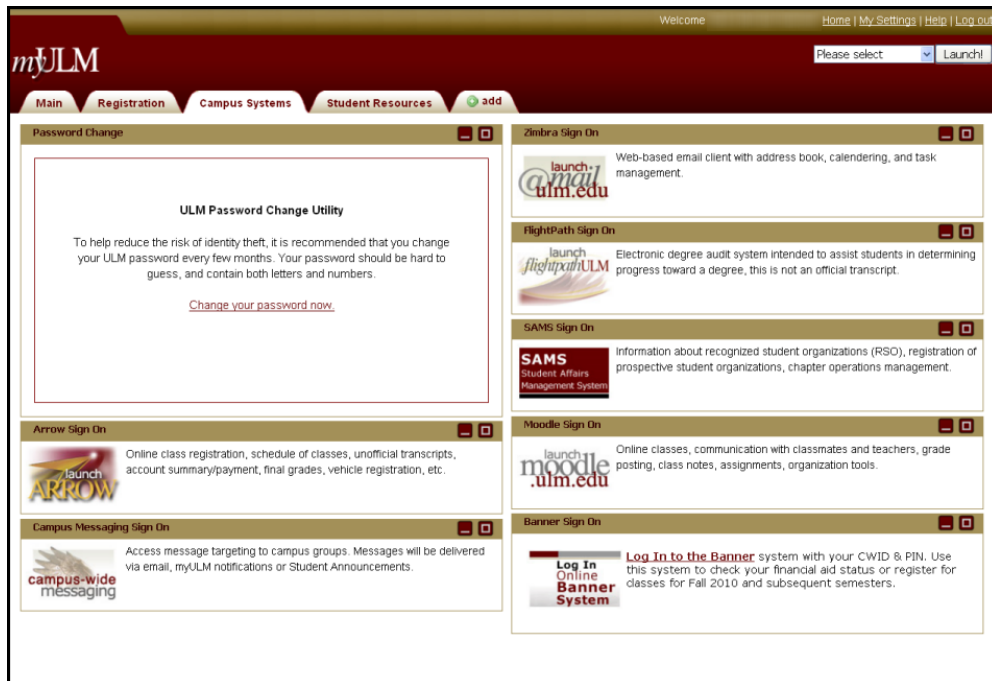
Once you are logged in, your name is displayed at the top right corner of the page. This **main** page displays a preview of your email inbox, and student notifications, news and announcements.





Click the **Campus Systems** tab.

On this page there are several links to the campus systems. Clicking on each link will launch a new window or tab (depending on the browser used).



IF YOU CHANGE your password make sure you **REMEMBER** the **new password**.

The **new password** must contain a mixture of numbers & letters.

This **password change** is for myULM only, or for any login that requires the username.

Zimbra Sign On

launch @mail ulm.edu Web-based email client with address book, calendaring, task management.

FlightPath Sign On

launch FlightPathULM Electronic degree audit system intended to assist students in determining progress toward a degree, this is not an official transcript.

Moodle Sign On

launch moodle ulm.edu Online classes, communication with classmates and teachers, grade posting, class notes, assignments, organization tools.

Banner Sign On

Log In Online Banner System Log in to the Banner system with your CWID & PIN. Use this system to check your financial aid status or register for classes for Fall 2010 and subsequent semesters.

Click to access your ULM-issued email account.

The web site is <http://mystudentmail.ulm.edu>



Flightpath - for undergraduates only.

Click to access & check your progress towards a degree.

Zimbra Sign On

launch @mail ulm.edu Web-based email client with address book, calendaring, and task management.

FlightPath Sign On

launch FlightPathULM Electronic degree audit system intended to assist students in determining progress toward a degree, this is not an official transcript.

Moodle Sign On

launch moodle ulm.edu Online classes, communication with classmates and teachers, grade posting, class notes, assignments, organization tools.

Banner Sign On

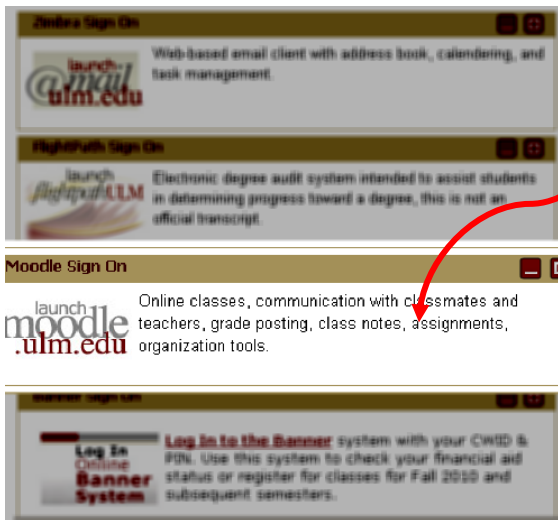
Log In Online Banner System Log in to the Banner system with your CWID & PIN. Use this system to check your financial aid status or register for classes for Fall 2010 and subsequent semesters.

REGISTRATION CONTINUES

If you have not yet been advised for Fall, call your advisor now. Registration continues for all eligible students.

Posted Tue, May 4th 2010 - 07:50am

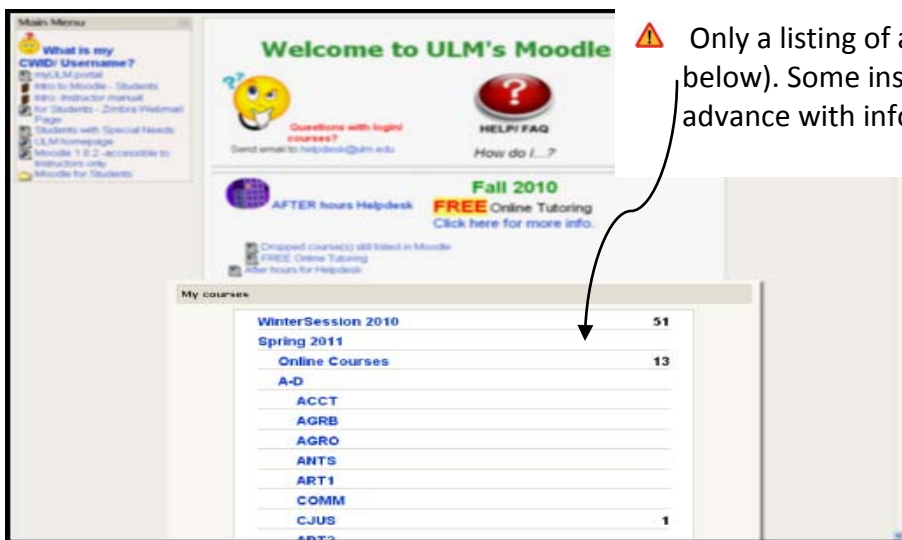
Freshman Year			Sophomore Year		
Course	Hrs	Grd Pts	Course	Hrs	Grd Pts
<input type="checkbox"/> BUSN 1001	3		<input type="checkbox"/> ACCT 2012	3	
<input type="checkbox"/> UNIV 1001	1		<input type="checkbox"/> ACCT 2013	3	
<input type="checkbox"/> Click >> to select 3 hours.			<input type="checkbox"/> CSCI 1070	3	
<input type="checkbox"/> Click >> to select 6 hours.			<input type="checkbox"/> ECON 2002	3	
<input type="checkbox"/> Click >> to select 3 hours.			<input type="checkbox"/> QMDS 2010	3	



This launches Moodle.

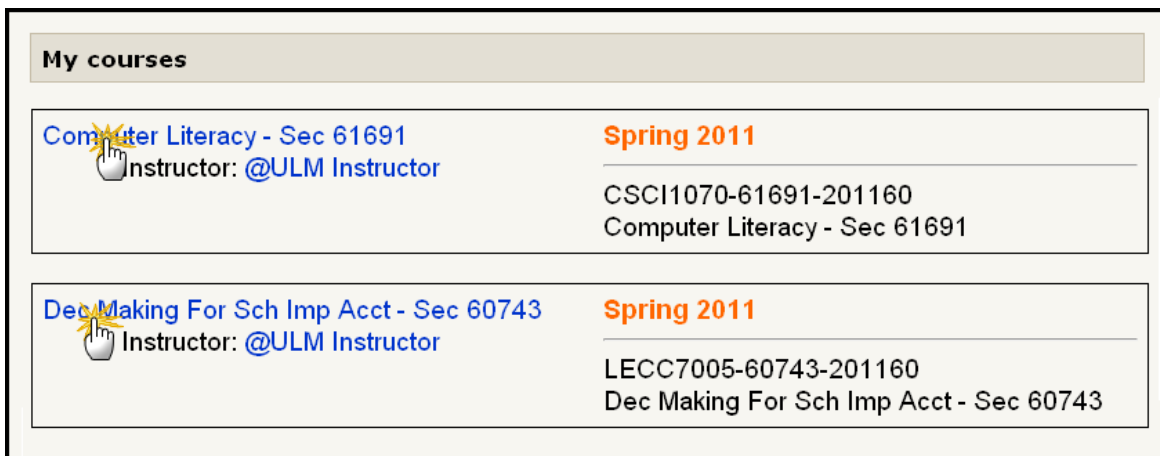
The web site is <http://moodle.ulm.edu>

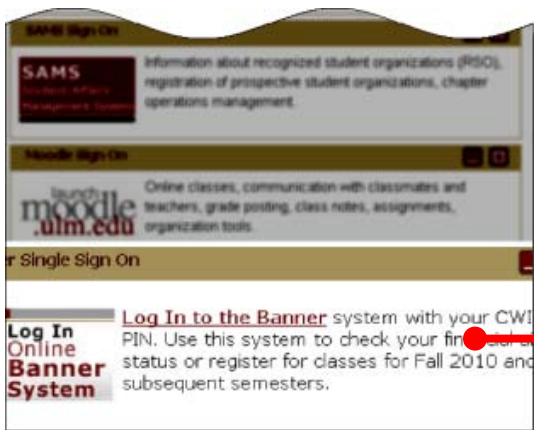
- ⚠ If you do not see your courses listed, check the announcements (if any) on the front page.
- ⚠ If the semester has not started, the instructors may not set the course(s) to be available yet.
DO NOT search for your course(s).




- ⚠ Only a listing of all course subjects is displayed (see image below). Some instructors may email the students in advance with information about the courses.

Once the instructor has set the course to be available to the students, the course subjects listing (as seen in the screenshot above) will be replaced with the listing of YOUR courses. Click on the course name (in blue) to access it. See example screenshot below.

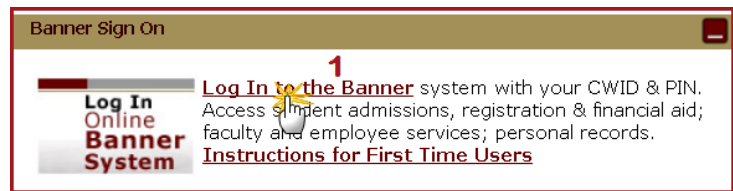




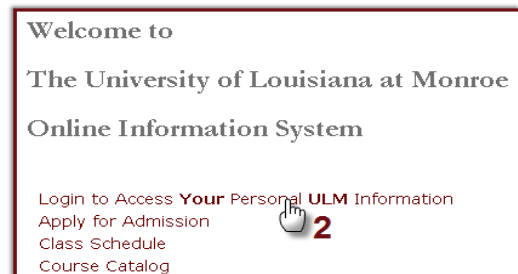
 Registration is done via the Banner system.

The web site is <http://banner.ulm.edu>

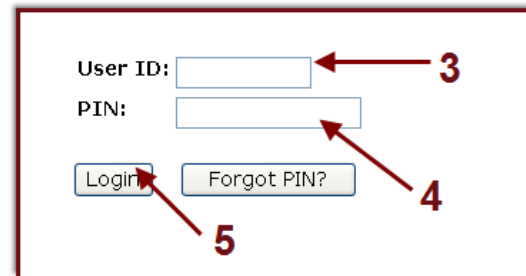
1. Click on the banner link



2. Click on **Login to Access Your Personal ULM Information**



3. Enter CWID or SSN.



4. Enter PIN

- New students use six digit date of birth in MMDDYY format
- Continuing students use previous ARROW PIN

5. Click Login - you will be prompted to change your PIN

- New PIN must be at least 6 characters (numbers and/or digits)
- You will also be asked to set up a Security Question and Answer



Make a note of your Student ID/CWID, new PIN, and your Security Question and Answer for future Banner Web login access.



To log out from each campus system (Email, Moodle, Banner, myULM)



If you log in with an incorrect ID or PIN, this error message is displayed.

Authorization Failure - Invalid User ID or PIN.

User ID:

PIN:

RELEASE: 8.2



If you attempt to log in too many times, **your account will be locked**.

Please call the Registrar's office at 318-342-5262 to have your PIN reset.

Please call the Registrar's office at 318-342-5262 to have your PIN reset.

Please call the Registrar's office at 318-342-5262 to have your PIN reset.

Make sure to mention that you are trying to log in to Banner and that your account has been locked and access disabled.



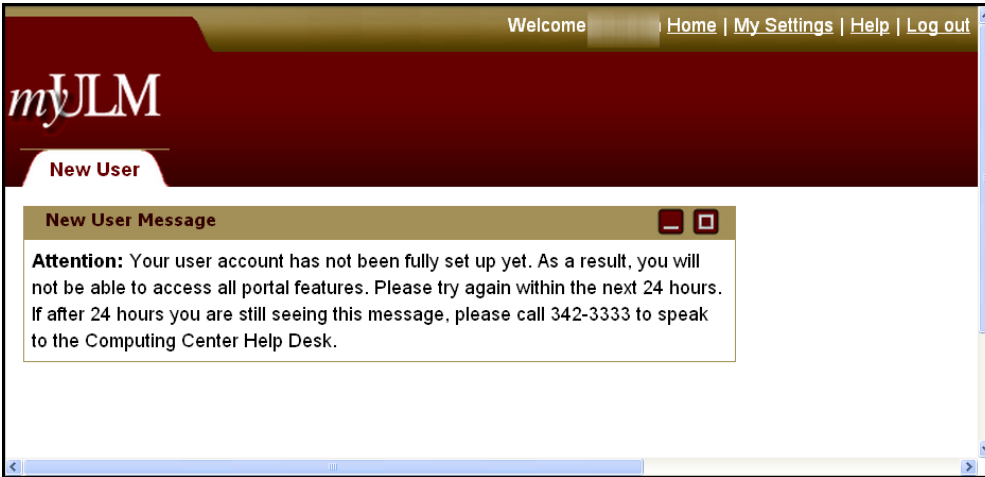
Forgot your PIN (for Banner)? Enter your User ID (CWID) again, and click on the Forgot PIN? button. If you can answer your own secret question, you will be prompted to change the PIN yourself. **Remember** this new PIN for future Banner web login access.



New User - Account not set up

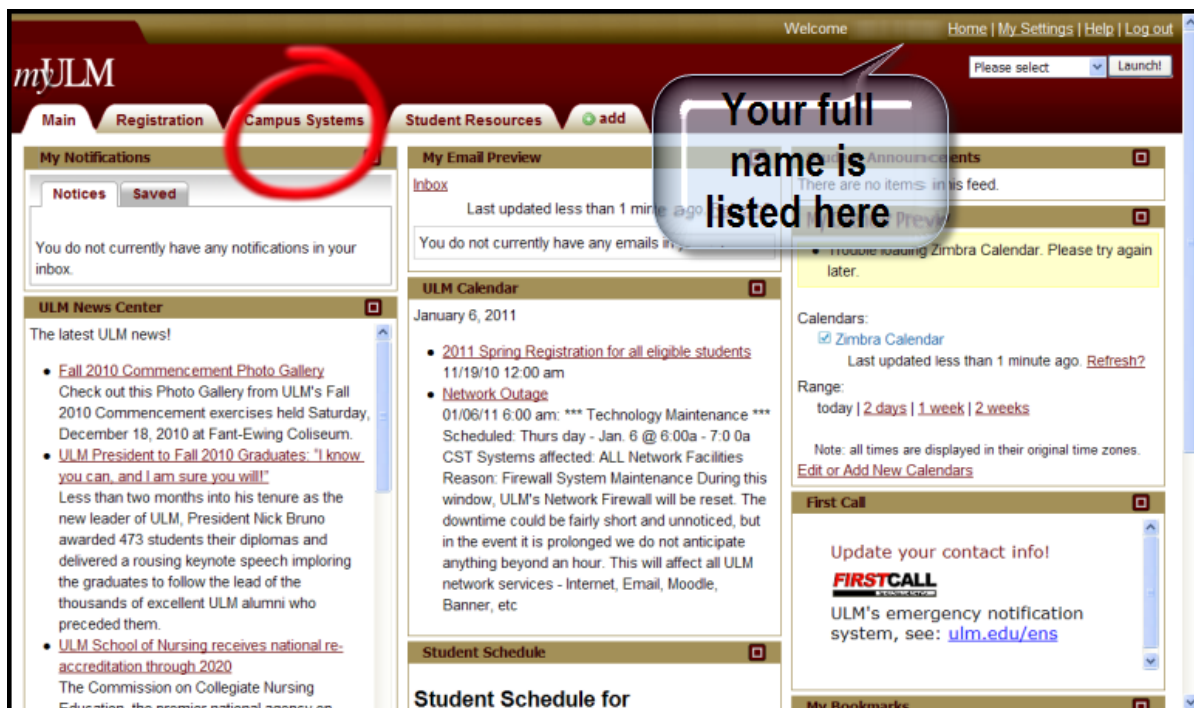
⚠ If you are a new user (NEW STUDENT) and this is the first time you are accessing the myULM portal, your account may not be fully set up yet.

⚠ Upon your initial login to the myULM portal, you may see the following message as displayed below.




⚠ **Please wait 2 – 3 days**, after the initial login, for the account to be fully set up to access myULM.

Once your myULM account is fully set up, the **Campus Systems** tab will be available for viewing.




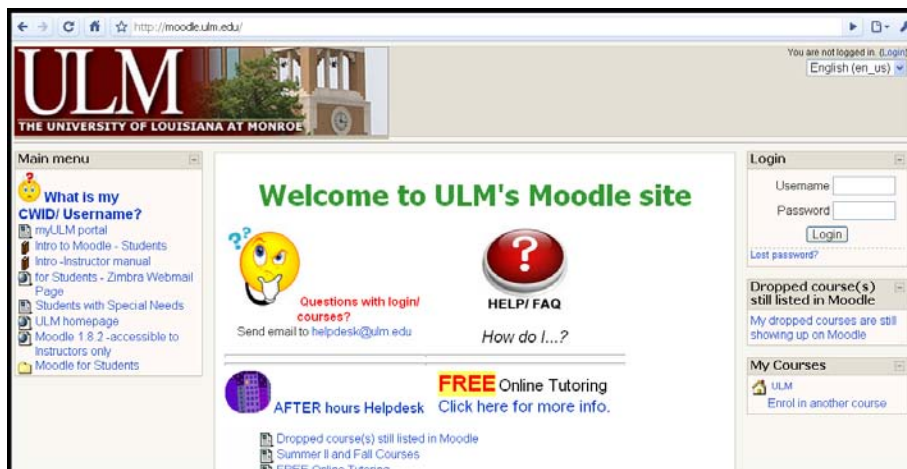
New User - Account not set up – cont'd


The multiple systems are also accessible directly via the websites. If you are not able to access myULM yet, you may check your email by simply going to the URL. See information below.

-  The web-based ULM student email site is also accessible at <http://mystudentmail.ulm.edu/>
Use the same username and password that was assigned for myULM.



-  The ULM Moodle site is also accessible at <http://moodle.ulm.edu/>
Use the same username and password that was assigned for myULM.



-  If the semester has not started, your courses will not be displayed in Moodle. **DO NOT SEARCH** for your course(s) on Moodle before the semester begins. Your instructors will set the course(s) to be available/ accessible to the students when the term begins.

-  All registration for classes is done via Banner (<http://banner.ulm.edu>) only.

If you are registering for a current semester, you may access the Banner site via <http://banner.ulm.edu>. Log in using your CWID and your 6-digit PIN (MMDDYY format).





Forgot your password for your username (for myULM?)

- Call the helpdesk at 318-342-3333 (during regular office hours).
- Email to helpdesk@ulm.edu and provide your CWID.



Forgot your PIN for Banner?

- Call the Registrar's office at 318-342-5262 (during regular office hours).



Forgot your username?



[... to page 3.](#)



Forgot your CWID?



[... to page 4.](#)



Remember this...



your 8-digit Campus-Wide ID (CWID)



your username and password



your CWID and PIN login



Login that requires a username refers to the first part of your ULM email account.

Example - If your email address is ace1@warhawks.ulm.edu; your username is *ace1*.



Login that requires a CWID or User ID refers to your 8-digit CWID.



call Registrar's office (318-342-5262) to reset PIN for Banner



call Helpdesk (318-342-3333) or email helpdesk@ulm.edu to reset password for myULM



TIPS FOR LOOKING UP & REGISTERING FOR COURSES IN BANNER & OTHER USEFUL INFORMATION

***To look up courses in a searchable listing on BANNER:**

- **At Main Menu, Click Student**
- **Click Registration**
- **Click Look up classes**
- **Click the Term drop down box & THE TERM IN WHICH YOU WISH TO SEARCH** then submit
You can then choose the subject, term, etc. for which you wish to search
You can also click on "GOLD online degree course" under instructional method to *only look at GOLD courses*
You will want to be sure to note the 5-digit CRN number for the classes in which you choose to register

*** To Register for classes in BANNER:**

- **At Main Menu, Click Student**
- **Click Registration**
- **Click on "drop/add classes" – ALWAYS ENSURE YOU ARE IN THE TERM IN WHICH YOU MEAN TO REGISTER**
- **Enter the 5-digit CRN numbers for your classes**
- **Click submit**
- **Review your schedule - click "detailed schedule" (under Registration)**

List of codes needed to log into the ULM systems above:

- **CWID – 8-digit campus wide ID number**
If you do not know your CWID, you can login to BANNER with your Social Security number & PIN, then
Click the "Student" tab; Click 'Student Records'; Click 'View Holds'
Your CWID is the 8-digit number next to your name in the top, right-hand corner
- **PIN – Initial PIN is set as your 6-digit date of birth (month, day, & year).**
Ex: If you were born April 1, 1974, you would enter 040174. If the initial combination does not work, try other combinations of your birthdate [ex: 041974 or 0474].

If you need to have your PIN reset in BANNER, have difficulties getting into or registering in BANNER, contact the Registrar's Office at (318) 342-5262.
ULM offices are open 7:30 am - 5:00 pm **Monday - Thursday** & 7:30 am - 11:30 am **Friday**.

- **USERNAME** - first part of Warhawk email account
- **PASSWORD** - your PIN as described above

For technical assistance, contact the help desk at 318-342-3333 during working hours, 318-342-5047 after hours or email helpdesk@ulm.edu.

OTHER USEFUL INFORMATION:

Immunization Holds

If you have an Immunization hold, contact Lola Templeton, RN, at Student Health Services Immunization Program. Phone (318) 342-5238; Fax (318) 5239; email: templeton@ulm.edu
The Immunization Waiver form can be accessed at <http://www.ulm.edu/enroll/IForm.pdf>

Paying Your Bill

Bills are available online via the BANNER system.

Go to Student Records, and select Account Summary. Select the term for which you are enrolled to check the balance on your account. For assistance, call Student Account Services at 318-342-5116

You will not receive a bill in the mail from ULM.

You *MUST CHECK BANNER* for payment information.

Financial Aid

If you have applied for Financial Aid, you will need to contact Financial Aid about your FAFSA/Financial Aid ~ the GOLD Counselor is Jenni Anderson. You can call them at (318) 342-5320, go by the office in ADMN 1--123 (if you're local), or contact them by email at finaid@ulm.edu. **Counselors Available:** Mon-Thurs 7:30 am - 5 pm & Fridays 7:30 am-11:30 am

Ordering Your Textbooks

Students can order textbooks online from the ULM Bookstore at <http://www.ulmbookstore.com/home.aspx> or call 318-342-1982 for assistance.

A list of needed textbooks and ISBN numbers for each class can be found on

<http://www.ulm.edu/ulmstudents/textbooks.html>.

Testing

If you are interested in CLEP/DSST exams or need placement test information for developmental courses contact the Testing Center: General Information 318-342-5336; Computer-Based Testing 318-342 5349; FAX 318-342-3553.

Please review the website to see a complete list of options: <http://www.ulm.edu/testingcenter/>

Counseling Center

For students with special needs (learning disabilities or challenges) call 318-342-5220 for assistance or email Kfoster@ulm.edu.

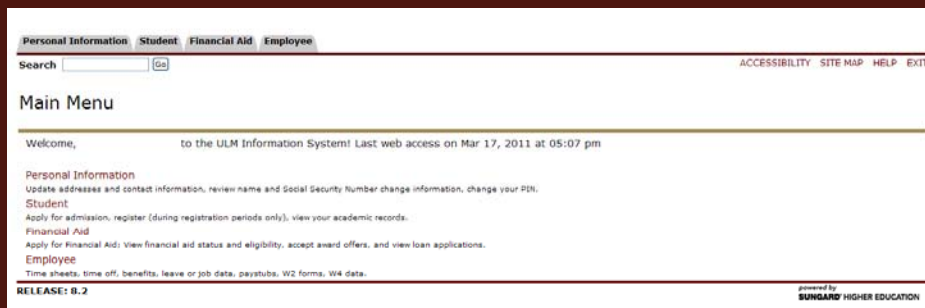
Before You Register

Who Is My Advisor?
When Do I Register?
Do I Have Any Holds?

Student Success Center
Spring 2011

❖ Login to Banner via MyULM or by going directly to www.banner.ulm.edu

❖ Remember, you'll use your CWID and PIN to login to Banner.



The screenshot shows the Banner Information System Main Menu. At the top, there are navigation tabs for Personal Information, Student, Financial Aid, and Employee. Below the tabs is a search bar with a 'Go' button and links for Accessibility, Site Map, Help, and Exit. The main menu lists several options: Personal Information (update addresses, review name and Social Security Number), Student (apply for admission, register, view academic records), Financial Aid (view status and eligibility, accept offers, view loan applications), and Employee (time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data). At the bottom left, it says 'RELEASE: 8.2' and at the bottom right, it says 'powered by SUNLAND HIGHER EDUCATION'.

❖ Click on the Student tab to access your records

The screenshot shows a web application interface with a dark red background. At the top, there are four tabs: "Personal Information", "Student", "Financial Aid", and "Employee". The "Student" tab is highlighted in blue. Below the tabs is a search bar with a "Go" button. To the right of the search bar are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". Below the search bar, the word "Student" is displayed in a large font. Underneath, there are several menu items: "Admissions" (Apply for Admission or Review Existing Applications), "Registration" (Check your registration status, class schedule and add or drop classes), "Student Records" (View your holds, grades and transcripts), "Student Account" (View your account summaries, statement/payment history and tax information), and "Look Up Classes". At the bottom left, it says "RELEASE: 0.2" and at the bottom right, it says "powered by SUNGARD HIGHER EDUCATION". A yellow arrow points from the "Student" tab to the "Student Records" menu item.

Who Is My Advisor?

This screenshot is identical to the one above, showing the same web application interface. However, a yellow callout box with the text "Click on Student Records" is positioned over the "Student Records" menu item. A yellow arrow points from the callout box to the "Student Records" menu item.

Who Is My Advisor?

Personal Information **Student** Financial Aid Employee

Search

Student Records

View Holds
 Final Grades
 Academic Transcript
 Course Catalog
 View Student Information
 Schedule of Classes

RELEASE: 8.2

Select View Student Information

Personal Information **Student** Financial Aid Employee

Search

Registration Term

Select a Term: Spring 2011

RELEASE: 8.1

Select the term for which you would like to register

Who Is My Advisor?

Personal Information **Student** Financial Aid Employee

Search

General Student Record

Student Information effective from Spring 2009 to The End of Time

Registered for Term: Yes
 First Term Attended: Fall 2008
 Last Term Attended: Spring 2011
 Status: Active
 Matric Term: Fall 2008
 Residence: Louisiana Resident
 Citizenship: Citizen
 Student Type: Continuing
 Class: Senior
 Academic Standing Term: Spring 2011
 Primary Advisor: Nikki H. Nichols

Curriculum Information

Current Program
 N/A
 Level: Undergraduate
 Program: Pre-Pharmacy
 Admit Term: Fall 2008
 Admit Type: First Time Freshman
 Catalog Term: Fall 2008
 College: Pharmacy
 Campus: Main Campus
 Major and Department: Pre-Pharmacy, Pharmacy

RELEASE: 8.0

If your advisor has been assigned in Banner, your advisor's name will appear here. You can then use the ULM Search page at <http://www.ulm.edu/search/> to search for contact information.

If your advisor's name has not been entered in Banner, contact your dean's office to find out who your advisor is.

- Arts & Sciences 342-1750
- Business Administration 342-1100
- Education and Human Development 342-1235
- Health Sciences 342-1622
- Pharmacy 342-1600
- Student Success Center 342-3667

Remember...

- ❖ Students should contact their advisor to schedule an appointment for advising.
- ❖ All ULM students must be advised before registering for classes.

Holds and Classification

After meeting with your advisor, check to see if you have any holds that must be cleared and to determine your Registration Classification.

The screenshot shows a student portal with a navigation menu. The menu items are: Admissions (Apply for Admission or Review Existing Applications), Registration (Check your registration status, class schedule and add or drop classes), Student Records (View your holds, grades and transcripts), Student Account (View your account summaries, statement/payment history and tax information), and Look Up Classes. A yellow arrow points from the 'Registration' link to a yellow box that says 'Click on Registration'. At the top of the page, there is a search bar and navigation links: RETURN TO MENU, SITE MAP, HELP, EXIT. At the bottom, it says 'RELEASE: 8.2' and 'powered by SUNLAND HIGHER EDUCATION'.

Holds and Classification

Personal Information **Student** Financial Aid Employee

Search (Go) RETURN TO MENU SITE MAP HELP EXIT

Registration

- Select Term
- Registration Status (check your status prior to registration) ← Click on Registration Status to
❖Check Holds
❖Check Registration Classification
- Add or Drop Classes
- Look Up Classes
- Change Class Options
- Week at a Glance
- Student Detail Schedule
- Active Registration
- Registration History
- Concise Student Schedule
- Warhawk Express
- Vehicle Registration

RELEASE: 8.2 powered by SUNGARD HIGHER EDUCATION

Holds and Classification

Personal Information **Student** Financial Aid Employee

Search (Go)

Registration Term

Select a Term: ← Select the term for which you would like to register

RELEASE: 8.1

Holds and Classification

Personal Information **Student** Financial Aid Employee

Search [] [Go]

Registration Status

You have no Holds which prevent registration. ← Indicates whether or not you have any holds

Your Academic Standing is Good Standing which permits registration.

Your Student Status permits registration.

Your Class for registration purposes is Senior. ← Your Classification for Registration Purposes.

Earned Credit

Level	Type	Hours
Undergraduate Transfer		45.000
Undergraduate Institutional		77.000

Curriculum Information

Current Program
N/A

Level: Undergraduate
Program: Pre-Pharmacy
Admit Term: Fall 2008
Admit Type: First Time Freshman
Catalog Term: Fall 2008
College: Pharmacy
Campus: Main Campus
Major and Department: Pre-Pharmacy, Pharmacy

[View Holds | Add or Drop Classes]

RELEASE: 0.0

Once you've determined your Classification for Registration Purposes, refer to the Banner Registration Schedule at <http://ulm.edu/schedule/> to determine on which day you will register.

There Are No Waitlists, How Do I Try to Register For A Closed (full) Course?

- **Look for other open sections in the same course or other courses that fulfill your academic requirements. Contact your advisor if you need help identifying other appropriate courses.**
- Departments will be monitoring enrollments in course sections and may be able to offer additional sections as demand increases. Check back often to see if additional sections have been offered.
- Check with the department of the course you are interested in.

Search for Courses Terminology/Tips

Search Terminology

- **Subject:** Area of study e.g., Chemistry
- **Course Number:** The number following the four letter code for a course: i.e. HIST1012, the course number is 1012.
- **Title:** the title of the course from the course catalog. If you search by title, you can enter any part of the title for it to display upon the search.
- **Credit Range:** Search by credit range criteria.
- **Course Level:** i.e. Undergraduate, graduate etc.

Post Search-Terminology

Select: Click in the select box to choose a class to attempt to register for.

- **"C"** indicates the course section is closed (full).
- **"SR"** indicates a Student Restriction. Check for holds.
- **No Check Box** indicates that you are already registered for that course.

CRN: Course Reference Number-Identifies a specific section of course (5 digit number).

Subj: Four letter code for the subject of the course e.g., ACCT.

Crse: Four digit code for the Course Number e.g., 1016.

Cred: Credit hours.

Title: Title of course.

Days: Days of the week the course meets.

Time: Time of day the course meets.

Cap: The total number of seats for a course.

Act: Actual number of seats for course.

Rem: Remaining seats.

Instructor(s) of course, (P)=Primary.

Date: (MM/DD): Semester dates.

Location: Location where the course will meet.

Tips

- **Check Registration Restrictions:** Click on the CRN, then the course title, restrictions will appear on the Detail Class information screen if there are any.
- Select multiple criteria by holding the CTRL key and clicking.

Banner Tips

High speed internet access or on-campus connection is recommended

Registration Status

Check this area for registration information such as holds, classification, and override status

Registration History

This page will display courses a student was registered for in previous semesters.

Withdrawal Information

This page will detail the information the institution has regarding your withdrawal from the term selected.

To Reset Your Banner PIN

The Registrar's Office:

ADMN 1-109

Phone: (318) 342-5262

Banner Student Registration Guide

What is Banner?

Banner is the University of Louisiana at Monroe student information/registration system.

Login to Banner

- Use a computer with high-speed Internet access.
- Open your Internet browser (see Banner Tips section)
- Go to www.banner.ulm.edu
- Enter your CWID
- Enter your PIN

Campus-Wide ID

- ⇒ Your CWID is an eight (8) digit unique value that identifies you as a ULM student.
- Enter your Banner PIN (six characters)

Banner Pin (Personal Identification Number) =Password

The first time you login:

- ⇒Your default Banner PIN is your date of birth in the MMYYY six(6) number format. For example, if your birthday is January 3, 1985, your initial password is 011985.
- ⇒You will be prompted to change your PIN during your first login.
- ⇒You will be asked to create a security question/answer. You will need this if in the future you need to reset your PIN. It is recommended that you limit it to a one/two word answer you can remember.
- ⇒If you do not know your Banner PIN, please contact the Registrar's Office at 342-5262.
- Choose Login.

Tip! Search the Class Schedule and/or Course Catalog Before Your Date to Register

Before you login to Banner you can search the class schedule (specific class sections) or the course catalog (all courses offered). The links are available on the Banner login page.

Forgot Your Banner PIN?

If you forget your PIN (and you have already logged in before):

- On the login screen, enter your CWID.
- Click the Forgot PIN option on the logon screen.
- Type the answer to the security question you created and choose Submit Answer.
- On the "reset your PIN" screen, enter a new PIN of your choice twice and choose Reset PIN.

If you continue to have a problem using your Banner PIN, please contact the Registrar's Office . See initial PIN information on the front page if you have never logged in before.

Find the Date You Can Begin Registering

Your registration timeslot is in Banner. Registration begins at 6:00 am on your assigned day.

- Login to Banner.
- Choose Student
- Choose Registration
- Choose Registration Status.

Term Selection

Before you begin working in Banner registration, you may want to select the Term. If you do not, when you perform a function you will be asked to pick one. The one you choose will be active until you change it or you log off.

- To choose a Term, go to Student, Registration and click on "Term Selection."

Worksheet

The worksheet is an electronic place to list courses you might like to register for, it is NOT your schedule. If you choose to add a course to your worksheet, remember you must Submit your worksheet and confirm the courses are on your schedule before you are registered for the class. Seats are NOT saved for courses on your worksheet.

Registration

- Login to Banner

Look Up CRN and Register

- Choose **Student**
- Choose **Registration**
 - ⇒ Choose **Look Up Classes**.
 - ⇒ Enter criteria for a class section (see Course Search Terminology/Tips section).
 - ⇒ Choose Class Search.
 - ⇒ Click to enter a check mark in front of a class to register for. (a "C" indicates the course is closed, full)
 - ⇒ Choose Register.

Note: if you choose Add to Worksheet, you are not registered until you submit your worksheet, see worksheet section.

- ⇒ If there is a seat available and no errors appear, the class is added to your schedule (you are registered.)

Enter a CRN to Register

- ⇒ Choose **Add and Drop Classes**.
- ⇒ You are brought to the "Add or Drop Classes" screen. Your current schedule will appear at the top and the worksheet at the bottom.
- ⇒ In the "Add Classes Worksheet" section you can enter CRN(s) for classes you would like to register.

Note: If you do not know the CRN click on Class Search or refer to the Lookup CRN section above.

- ⇒ Choose Submit Changes.
- ⇒ If there is a seat available and no errors appear, the class is added to your schedule (you are registered).
- ⇒ Your current schedule will appear on the same page above the worksheet area.
- ⇒ Choose **Add and Drop Classes** (if you are not already here)

Drop a Class

- ⇒ Choose Add and Drop Classes (if you are not already here)
- ⇒ On the schedule that appears here, choose Drop from the Action column for the class to drop.
- ⇒ Choose Submit Changes (at the bottom, under the worksheet)
- ⇒ Your current schedule should reflect the change.

View and Print Your Class Schedule

Use the Student Detail Class Schedule to see detailed information on the classes you are registered for in a printable format.

- ⇒ Choose **Student Detail Schedule**.
- ⇒ Choose the printer friendly version if desired (choose Submit).
- ⇒ Choose to Print from your Internet browser.

Registration Add Errors: Overrides

When attempting to register you may receive a message indicating a "Registration Add Error." This means that there is at least one course restriction which you do not qualify for or the course may be full.

For information about what to do if the course is full, read How Do I Try to Register For A Closed (full) Course?

If you want to pursue registering for the course, contact your advisor (email, phone call, in-person) to ask for an override for the restriction. There is a link to the campus directory on the ULM home page (www.ulm.edu)

Registration Add Error: Steps to take

- Student receives a "Registration Add Error" and wants to pursue registering for the course.
- Student contacts his advisor requesting an override for the restriction.
- Advisor determines (through department policy) if the student should be granted the override.
- The advisor contacts the student to let them know the status.
- The student can check for the override status in the Registration Status link in Banner.
- If the override is granted, then student can then attempt to register for the course again.

Check Registration Restrictions on a Course

- After you "Look Up Classes," search for a course (see Lookup CRN section).
- Click on the CRN of the course.
- Click on the course Title.
- If there are any restrictions (other than course full or Instructor Permission), they are listed here.

Tip!

CRN=Course Reference Number.
Identifies a specific section of course.
It is a five digit number.

Searching for Classes Using the Part of Term Filter

Student Success Center
March 2011

Parts of Term

Fall

- Full Term
- First Half Term
- Second Half Term

Spring

- Wintersession
- Full Term
- First Half Term
- Second Half Term

Summer

- May Intersession
- Summer I
- Summer II

From the Student Tab of Banner, select Look Up Classes and then proceed to select the term in which you wish to register.

This screen gives the user several options for filtering search results

Filter for a specific course number within the discipline, such as Mathematics 1011

Filter your search for a particular discipline, such as Mathematics

Filter for Instructional Method, such as Gold or 100% Web Based Courses

Filter for part of Term, such as Intersession, Full Term, First Half Term, Summer II, Wintersession, etc.

Personal Information **Student** Financial Aid Employee

Search

Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search. Search when your selection is complete.

Subject: Theatre
Toxicology
University

Course Number:

Title:

Schedule Type: AL
Lab
Lecture/Lab

Instructional Method: AL
Gold on-line degree course
Hybrid (2/3 class 1/3 online)

Credit Range: hours to hours

Course Level: AL
Graduate
Professional

Part of Term: AL
Non-date based courses only
First Half Term
Full Term

Instructor: AL
Aaen, Kelly
Adams, Bernadine

To select more than one option in a list, use keyboard controls.

Ctrl + click allows the selection of each item clicked.

Shift + click selects the first item clicked, the second item clicked, and all items in between.

To select all Subjects, click on the first item on the list, then scroll to the bottom and hold down Shift while clicking on the last item.

Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search. Search when your selection is complete.

Subject: Theatre
Toxicology
University

Course Number:

Title:

Schedule Type: AL
Lab
Lecture/Lab

Instructional Method: Hybrid (2/3 class 1/3 online)
Interactive Video course
Web Based 100% online course

Credit Range: hours to hours

Course Level: AL
Graduate
Professional

Part of Term: AL
Non-date based courses only
First Half Term
Full Term
Second Half Term

Instructor: AL
Aaen, Kelly
Adams, Bernadine

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

To search for all online courses, students would click on Gold Online Degree Course, then hold down Control while clicking on Web Based 100% online course

Use the same process for choosing part of Term

Sections Found																		
English																		
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Dets (MM/DD)	Location
NR	60459	ENGL	0090	0	M	5.000	GRAMMAR & COMPOSITION	TBA	24	17	7	20	0	20	Megan W. Martin (P)	01/18-05/13	TBA	
NR	62059	ENGL	0090	0	M	5.000	GRAMMAR & COMPOSITION	TBA	20	16	4	20	0	20	Megan W. Martin (P)	01/18-05/13	TBA	
NR	60472	ENGL	1001	0	M	3.000	COMPOSITION I	TBA	25	18	7	20	0	20	Jerry L. Griggs (P)	01/18-05/13	TBA	
NR	61672	ENGL	1001	0	M	3.000	COMPOSITION I	TBA	25	5	20	20	0	20	Jerry L. Griggs (P)	12/13-01/14	TBA	
NR	61788	ENGL	1001	0	M	3.000	COMPOSITION I	TBA	25	21	4	0	0	0	Susan N. Smith (P)	01/18-03/11	TBA	
NR	60526	ENGL	1002	0	M	3.000	COMPOSITION II	TBA	25	23	2	20	0	20	Jerry L. Griggs (P)	01/18-05/13	TBA	
C	60527	ENGL	1002	0	M	3.000	COMPOSITION II	TBA	25	28	-3	20	8	12	Susan N. Smith (P)	03/14-05/13	TBA	
NR	60534	ENGL	2003	0	M	3.000	WORLD LITERATURE I	TBA	25	17	8	20	0	20	David W. Nunnery (P)	01/18-03/11	TBA	
NR	60535	ENGL	2003	0	M	3.000	WORLD LITERATURE I	TBA	25	20	5	20	0	20	Julia C. Guernsey-Pitchford (P)	01/18-05/13	TBA	
NR	62060	ENGL	2003	0	M	3.000	WORLD LITERATURE I	TBA	25	21	4	20	0	20	Julia C. Guernsey-Pitchford (P)	01/18-05/13	TBA	
NR	60541	ENGL	2004	0	M	3.000	WORLD LITERATURE II	TBA	25	15	10	20	0	20	Amy M. Johnson (P)	01/18-05/13	TBA	
<input type="checkbox"/>	60542	ENGL	2004	0	M	3.000	WORLD LITERATURE II	TBA	25	23	2	20	16	4	Amy M. Johnson (P)	03/14-05/13	TBA	
NR	61673	ENGL	2004	0	M	3.000	WORLD LITERATURE II	TBA	25	14	11	0	0	0	James L. Pettit (P)	12/13-01/14	TBA	
NR	60549	ENGL	2005	0	M	3.000	AMERICAN LITERATURE I	TBA	25	17	8	20	0	20	Megan W. Martin (P)	01/18-03/11	TBA	
C	60550	ENGL	2005	0	M	3.000	AMERICAN LITERATURE I	TBA	25	27	-2	20	0	20	Meredith McKinnie	01/18-	TBA	

The course dates will appear in the search results.

Once you've registered for your courses, be sure to check the Concise Student Schedule in Banner to confirm the dates of your courses.

Waitlisting Tutorial for Students

Student Success Center
Spring 2011

- ❖ Waitlisting is the process by which students may sign up for a waiting list for a class that is full.
 - The biggest advantage to students is that they will be notified when a seat becomes available on a first-come, first-served basis.

How Does Waitlisting Work?

- ❖ Students who attempt to register for a class that is full may put themselves on a waiting list on a first-come, first-served basis.
- ❖ When an open seat becomes available, an e-mail will be sent to the Warhawks email address of the student at the top of the waiting list.
- ❖ The student will have 24 hours from the time the e-mail was sent to go online and add the class. During the 24-hour time period, the student can add and drop the waitlisted class in the Add or Drop Classes screen in Banner. After the 24 hours has expired, if the student did not register for the waitlisted class, the next student on the list will be notified and have 24 hours to respond.
- ❖ Registration holds will prevent the student from adding a waitlisted class, even if the student was sent an e-mail.

How to Waitlist a Course

- ❖ The process of adding yourself to a waitlist for a course is similar to the process of registering for a course.
- ❖ Your first step is to search for classes

❖ Click Look Up Classes

❖ Select Term
❖ Click Submit

Personal Information Student Financial Aid Employee

Search

Student

- Admissions
Apply for Admission or Review Existing Applications
- Registration
Check your registration status, class schedule and add or drop classes
- Student Records
View your holds, grades and transcripts
- Student Account
View your account summaries, statement/payment history and tax information
- Look Up Classes**

RELEASE: 8.2

Personal Information Student Financial Aid Employee

Search

Select Term or Date Range

Search by Term:

RELEASE: 8.0

❖ Select Subject and/or Course
❖ Click Class Search

Look Up Classes Spring 2011
Jan 19, 2011 01:38 pm

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

Subject:

Course Number:

Title:

Schedule Type:

Instructional Method:

Credit Range: hours to hours

Course Level:

Part of Term:
Non-date based courses only

Instructor:

Start Time: Hour Minute am/pm
End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

❖ Search Results


Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	Instructor	Date	Location	Attribute
													Cap	Act	Rem		(MM/DD)		
NR	60012	ENGL	1002	0	M	3.000	COMPOSITION II	MTWRF	10:15 am-12:15 pm	25	5	20	20	0	20	Meredith McKinnie (P)	12/13-01/14	ULIB 3-D	
C	60491	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	08:00 am-08:50 am	25	25	0	20	0	20	Susan N. Smith (P)	01/18-05/13	ADMN 2-94	
C	60492	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	08:00 am-08:50 am	25	25	0	20	0	20	Allison L. Thompson (P)	01/18-05/13	ADMN 2-95	
C	60494	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	09:00 am-09:50 am	25	25	0	20	0	20	Delliah D. Clark (P)	01/18-05/13	ADMN 2-91	
C	60495	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	09:00 am-09:50 am	25	25	0	20	0	20	Jackie Tucker (P)	01/18-05/13	ADMN 3-62	
<input type="checkbox"/>	60496	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	10:00 am-10:50 am	25	24	1	20	4	16	Jerry L. Griggs (P)	01/18-05/13	ADMN 2-95	
C	60497	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	10:00 am-10:50 am	25	25	0	20	0	20	Delliah D. Clark (P)	01/18-05/13	ADMN 2-94	
C	60499	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	11:00 am-11:50 am	25	26	-1	20	0	20	James L. Pettit (P)	01/18-05/13	ADMN 3-90	
C	60501	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	11:00 am-11:50 am	25	26	-1	20	0	20	Meredith McKinnie (P)	01/18-05/13	ADMN 3-93	
C	60502	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	12:00 pm-12:50 pm	25	25	0	20	0	20	Jackie Tucker (P)	01/18-05/13	ADMN 3-53	
C	60503	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	12:00 pm-12:50 pm	25	25	0	20	0	20	Delliah D. Clark (P)	01/18-05/13	ADMN 2-91	
<input type="checkbox"/>	60504	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	12:00 pm-12:50 pm	25	24	1	20	0	20	Susan N. Smith (P)	01/18-05/13	ADMN 2-94	
C	60506	ENGL	1002	0	M	3.000	COMPOSITION II	MW	01:00 pm-02:15 pm	25	25	0	20	0	20	Jana M. Giles (P)	01/18-05/13	ULIB 3-B	
C	60507	ENGL	1002	0	M	3.000	COMPOSITION II	MW	01:00 pm-02:15 pm	25	25	0	20	0	20	Bridgette D. Copeland (P)	01/18-05/13	ADMN 3-63	
C	60508	ENGL	1002	0	M	3.000	COMPOSITION II	MW	01:00 pm-02:15 pm	25	25	0	20	1	19	David W. Nunnery (P)	01/18-05/13	ADMN 3-62	
C	60509	ENGL	1002	0	M	3.000	COMPOSITION II	MW	02:30 pm-03:45 pm	25	25	0	20	0	20	James L. Pettit (P)	01/18-05/13	ADMN 3-84	
C	60510	ENGL	1002	0	M	3.000	COMPOSITION II	MW	04:00 pm-05:15 pm	25	25	0	20	0	20	Amy M. Johnson (P)	01/18-05/13	ADMN 3-62	
C	60511	ENGL	1002	0	M	3.000	COMPOSITION II	MW	04:00 pm-05:15 pm	25	25	0	20	0	20	Anna M. Spann (P)	01/18-05/13	ADMN 3-91	
C	60513	ENGL	1002	0	M	3.000	COMPOSITION II	TR	08:00 am-09:15 am	25	25	0	20	1	19	Jerry L. Griggs (P)	01/18-05/13	ADMN 2-94	
C	60514	ENGL	1002	0	M	3.000	COMPOSITION II	TR	08:00 am-09:15 am	25	25	0	20	0	20	Meredith McKinnie (P)	01/18-05/13	ADMN 2-91	
<input type="checkbox"/>	60515	ENGL	1002	0	M	3.000	COMPOSITION II	TR	09:30 am-	25	24	1	20	2	18	Susan N. Smith (P)	01/18-05/13	ADMN 3-	

Cap: Number of students that can register for the class.
 Act: Actual number of students registered for the class
 Rem: Remaining seats available




Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	Instructor	Date	Location	Attribute
													Cap	Act	Rem		(MM/DD)		
NR	60012	ENGL	1002	0	M	3.000	COMPOSITION II	MTWRF	10:15 am-12:15 pm	25	5	20	20	0	20	Meredith McKinnie (P)	12/13-01/14	ULIB 3-D	
C	60491	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	08:00 am-08:50 am	25	25	0	20	0	20	Susan N. Smith (P)	01/18-05/13	ADMN 2-94	
C	60492	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	08:00 am-08:50 am	25	25	0	20	0	20	Allison L. Thompson (P)	01/18-05/13	ADMN 2-95	
C	60494	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	09:00 am-09:50 am	25	25	0	20	0	20	Delliah D. Clark (P)	01/18-05/13	ADMN 2-91	
C	60495	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	09:00 am-09:50 am	25	25	0	20	0	20	Jackie Tucker (P)	01/18-05/13	ADMN 3-62	
<input type="checkbox"/>	60496	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	10:00 am-10:50 am	25	24	1	20	4	16	Jerry L. Griggs (P)	01/18-05/13	ADMN 2-95	
C	60497	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	10:00 am-10:50 am	25	25	0	20	0	20	Delliah D. Clark (P)	01/18-05/13	ADMN 2-94	
C	60499	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	11:00 am-11:50 am	25	26	-1	20	0	20	James L. Pettit (P)	01/18-05/13	ADMN 3-90	
C	60501	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	11:00 am-11:50 am	25	26	-1	20	0	20	Meredith McKinnie (P)	01/18-05/13	ADMN 3-93	
C	60502	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	12:00 pm-12:50 pm	25	25	0	20	0	20	Jackie Tucker (P)	01/18-05/13	ADMN 3-53	
C	60503	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	12:00 pm-12:50 pm	25	25	0	20	0	20	Delliah D. Clark (P)	01/18-05/13	ADMN 2-91	
<input type="checkbox"/>	60504	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	12:00 pm-12:50 pm	25	24	1	20	0	20	Susan N. Smith (P)	01/18-05/13	ADMN 2-94	

WL=Waitlist
 WL Cap: How many students can be on the waitlist
 WL Act: How many students are on the waitlist
 WL Rem: How many open seats are on the waitlist



Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute
NR	60012	ENGL	1002	0	M	3.000	COMPOSITION II	MTWRF	10:15 am-12:15 pm	25	5	20	20	0	20	Meredith McKinnie (P)	12/13-01/14	ULIB 3-D	
C	60491	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	08:00 am-08:50 am	25	25	0	20	0	20	Susan N. Smith (P)	01/18-05/13	ADMN 2-94	
C	60492	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	08:00 am-08:50 am	25	25	0	20	0	20	Alison L. Thompson (P)	01/18-05/13	ADMN 2-95	
C	60494	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	09:00 am-09:50 am	25	25	0	20	0	20	Delliah D. Clark (P)	01/18-05/13	ADMN 2-91	
C	60495	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	09:00 am-09:50 am	25	25	0	20	0	20	Jackie Tucker (P)	01/18-05/13	ADMN 3-62	
<input type="checkbox"/>	60496	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	10:00 am-10:50 am	25	24	1	20	4	16	Jerry L. Griggs (P)	01/18-05/13	ADMN 2-95	
C	60497	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	10:00 am-10:50 am	25	25	0	20	0	20	Delliah D. Clark (P)	01/18-05/13	ADMN 2-94	
C	60499	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	11:00 am-11:50 am	25	26	-1	20	0	20	James L. Pettit (P)	01/18-05/13	ADMN 3-90	
C	60501	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	11:00 am-11:50 am	25	26	-1	20	0	20	Meredith McKinnie (P)	01/18-05/13	ADMN 3-93	
C	60502	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	12:00 pm-12:50 pm	25	25	0	20	0	20	Jackie Tucker (P)	01/18-05/13	ADMN 3-53	
C	60503	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	12:00 pm-12:50 pm	25	25	0	20	0	20	Delliah D. Clark (P)	01/18-05/13	ADMN 2-91	
<input type="checkbox"/>	60504	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	12:00 pm-12:50 pm	25	24	1	20	0	20	Susan N. Smith (P)	01/18-05/13	ADMN 2-94	

NR=Not available for registration (May be a previous part of term)
=Seats Remaining Students can still register for this class
 C=Closed Waitlist may be available (refer to WL Rem column)



Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute
NR	60012	ENGL	1002	0	M	3.000	COMPOSITION II	MTWRF	10:15 am-12:15 pm	25	5	20	20	0	20	Meredith McKinnie (P)	12/13-01/14	ULIB 3-D	
C	60491	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	08:00 am-08:50 am	25	25	0	20	0	20	Susan N. Smith (P)	01/18-05/13	ADMN 2-94	
C	60492	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	08:00 am-08:50 am	25	25	0	20	0	20	Alison L. Thompson (P)	01/18-05/13	ADMN 2-95	
C	60494	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	09:00 am-09:50 am	25	25	0	20	0	20	Delliah D. Clark (P)	01/18-05/13	ADMN 2-91	
C	60495	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	09:00 am-09:50 am	25	25	0	20	0	20	Jackie Tucker (P)	01/18-05/13	ADMN 3-62	
<input type="checkbox"/>	60496	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	10:00 am-10:50 am	25	24	1	20	4	16	Jerry L. Griggs (P)	01/18-05/13	ADMN 2-95	
C	60497	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	10:00 am-10:50 am	25	25	0	20	0	20	Delliah D. Clark (P)	01/18-05/13	ADMN 2-94	
C	60499	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	11:00 am-11:50 am	25	26	-1	20	0	20	James L. Pettit (P)	01/18-05/13	ADMN 3-90	
C	60501	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	11:00 am-11:50 am	25	26	-1	20	0	20	Meredith McKinnie (P)	01/18-05/13	ADMN 3-93	
C	60502	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	12:00 pm-12:50 pm	25	25	0	20	0	20	Jackie Tucker (P)	01/18-05/13	ADMN 3-53	
C	60503	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	12:00 pm-12:50 pm	25	25	0	20	0	20	Delliah D. Clark (P)	01/18-05/13	ADMN 2-91	
<input type="checkbox"/>	60504	ENGL	1002	0	M	3.000	COMPOSITION II	MWF	12:00 pm-12:50 pm	25	24	1	20	0	20	Susan N. Smith (P)	01/18-05/13	ADMN 2-94	

❖ Click the box next to the section you want
 ❖ Click Register

<input type="checkbox"/>	C	60513 ENGL 1002 0	M	3.000 COMPOSITION II	TR	08:00 am-09:15 am	25	25	0	20	1	19	Jerry L. Gnggs (P)	01/18-05/13	ADMN 2-94
<input type="checkbox"/>	C	60514 ENGL 1002 0	M	3.000 COMPOSITION II	TR	08:00 am-09:15 am	25	25	0	20	0	20	Meredith McKinnie (P)	01/18-05/13	ADMN 2-91
<input checked="" type="checkbox"/>	C	60515 ENGL 1002 0	M	3.000 COMPOSITION II	TR	09:30 am-10:45 am	25	24	1	20	2	18	Susan N. Smith (P)	01/18-05/13	ADMN 3-62
<input type="checkbox"/>	C	60516 ENGL 1002 0	M	3.000 COMPOSITION II	TR	09:30 am-10:45 am	25	25	0	20	0	20	Kimberley E. Hogan (P)	01/18-05/13	ADMN 2-95
<input type="checkbox"/>	C	60517 ENGL 1002 0	M	3.000 COMPOSITION II	TR	11:00 am-12:15 pm	25	25	0	20	10	10	Megan W. Martin (P)	01/18-05/13	ADMN 3-62
<input type="checkbox"/>	C	60518 ENGL 1002 0	M	3.000 COMPOSITION II	TR	11:00 am-12:15 pm	25	24	1	20	10	10	Jackie Tucker (P)	01/18-05/13	ULIB 3-A
<input type="checkbox"/>	C	60520 ENGL 1002 0	M	3.000 COMPOSITION II	TR	12:30 pm-01:45 pm	25	24	1	20	6	14	Meredith McKinnie (P)	01/18-05/13	ADMN 2-91
<input type="checkbox"/>	C	60521 ENGL 1002 0	M	3.000 COMPOSITION II	TR	12:30 pm-01:45 pm	25	25	0	20	2	18	James L. Pettit (P)	01/18-05/13	ADMN 3-84
<input type="checkbox"/>	C	60522 ENGL 1002 0	M	3.000 COMPOSITION II	TR	02:00 pm-03:15 pm	25	25	0	20	1	19	Jane M. Giles (P)	01/18-05/13	ULIB 3-A
<input type="checkbox"/>	C	60523 ENGL 1002 0	M	3.000 COMPOSITION II	TR	03:30 pm-04:45 pm	25	25	0	20	7	13	Megan W. Martin (P)	01/18-05/13	ADMN 2-95
<input type="checkbox"/>	C	60524 ENGL 1002 0	M	3.000 COMPOSITION II	TR	03:30 pm-04:45 pm	25	25	0	20	0	20	Bridgette D. Copeland (P)	01/18-05/13	ADMN 3-63
<input type="checkbox"/>	C	60526 ENGL 1002 0	M	3.000 COMPOSITION II	TBA	TBA	25	26	-1	20	7	13	Jerry L. Gnggs (P)	01/18-05/13	TBA
<input type="checkbox"/>	C	60527 ENGL 1002 0	M	3.000 COMPOSITION II	TBA	TBA	25	27	-2	20	6	14	Susan N. Smith (P)	03/14-05/13	TBA

Register Add to WorkSheet Class Search

Because you attempted to register for a course that has a waitlist, after you click Register, the screen will say "Registration Add Errors" (you may have to scroll down to see this)

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

If you are attempting to drop all courses (i.e., resign from ULM), you are not allowed to drop your last course via the web. You must contact the Registrar's Office for assistance (Admin 1-109, 318.342.5262).

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Nov 15, 2010	None	60142	BIOL	1022	0	Undergraduate 3.000	Standard			PRINCIPLES OF BIOLOGY II
Web Registered on Nov 15, 2010	None	60144	BIOL	1023	0	Undergraduate 1.000	Standard			PRINCIPLES BIOLOGY II LAB
Web Registered on Nov 15, 2010	None	60164	BIOL	3012	0	Undergraduate 3.000	Standard			HUMAN PHYSIOLOGY II
Web Registered on Nov 15, 2010	None	60165	BIOL	3013	0	Undergraduate 1.000	Standard			HUMAN PHYSIOLOGY LABORATORY
Web Registered on Nov 15, 2010	None	61477	CHEM	2020	0	Undergraduate 3.000	Standard			INTRO TO PHYSICAL CHEMISTRY
Web Registered on Nov 15, 2010	None	61721	AHSC	2000	0	Undergraduate 2.000	Standard			MEDICAL TERMINOLOGY

Total Credit Hours: 13.000
 Billing Hours: 13.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Jan 19, 2011 01:41 pm

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Open - 2 Waitlisted	None	60515	ENGL	1002	0	Undergraduate 3.000	Standard			COMPOSITION II

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

This student is not yet waitlisted; further action must be taken by the student in order to be placed on the wait list.

- ❖ Click on the drop down box
- ❖ Click Waitlist
- ❖ Click Submit Changes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

If you are attempting to drop all courses (i.e., resign from ULM), you are not allowed to drop your last course via the web. You must contact the Registrar's Office for assistance (Admin 1-109, 318.342.5262).

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Nov 15, 2010	None	60142	BIOL	1022	0	Undergraduate	3.000	Standard		PRINCIPLES OF BIOLOGY II
Web Registered on Nov 15, 2010	None	60144	BIOL	1023	0	Undergraduate	1.000	Standard		PRINCIPLES BIOLOGY II LAB
Web Registered on Nov 15, 2010	None	60164	BIOL	3012	0	Undergraduate	3.000	Standard		HUMAN PHYSIOLOGY II
Web Registered on Nov 15, 2010	None	60165	BIOL	3013	0	Undergraduate	1.000	Standard		HUMAN PHYSIOLOGY LABORATORY
Web Registered on Nov 15, 2010	None	61477	CHEM	2020	0	Undergraduate	3.000	Standard		INTRO TO PHYSICAL CHEMISTRY
Web Registered on Nov 15, 2010	None	61721	AHSC	2000	0	Undergraduate	2.000	Standard		MEDICAL TERMINOLOGY

Total Credit Hours: 13.000
 Billing Hours: 13.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Jan 19, 2011 01:41 pm

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Open - 2 Waitlisted	Waitlisted	60515	ENGL	1002	0	Undergraduate	3.000	Standard		COMPOSITION II

Add Classes Worksheet

CRNs

After submitting your changes, you will be able to view the classes for which you are registered and waitlisted.

Add or Drop Classes Spring 2011
Jan 19, 2011 01:43 pm

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

If you are attempting to drop all courses (i.e., resign from ULM), you are not allowed to drop your last course via the web. You must contact the Registrar's Office for assistance (Admin 1-109, 318.342.5262).

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Nov 15, 2010	None	60142	BIOL	1022	0	Undergraduate	3.000	Standard		PRINCIPLES OF BIOLOGY II
Web Registered on Nov 15, 2010	None	60144	BIOL	1023	0	Undergraduate	1.000	Standard		PRINCIPLES BIOLOGY II LAB
Web Registered on Nov 15, 2010	None	60164	BIOL	3012	0	Undergraduate	3.000	Standard		HUMAN PHYSIOLOGY II
Web Registered on Nov 15, 2010	None	60165	BIOL	3013	0	Undergraduate	1.000	Standard		HUMAN PHYSIOLOGY LABORATORY
Web Registered on Nov 15, 2010	None	61477	CHEM	2020	0	Undergraduate	3.000	Standard		INTRO TO PHYSICAL CHEMISTRY
Web Registered on Nov 15, 2010	None	61721	AHSC	2000	0	Undergraduate	2.000	Standard		MEDICAL TERMINOLOGY
Waitlisted on Jan 19, 2011	None	60515	ENGL	1002	0	Undergraduate	0.000	Standard		COMPOSITION II

Total Credit Hours: 13.000
 Billing Hours: 13.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Jan 19, 2011 01:43 pm

Add Classes Worksheet

CRNs

To confirm that you have been added to the Waitlist for the course, click on Registration History under the Student Tab

Personal Information **Student** Financial Aid Employee

Search RETURN TO MENU SITE MAP HELP EXIT

Registration History

Jan 19, 2011 01:44 pm

The following represents active as well as completed registrations. Withdrawn, dropped, and/or cancelled classes are also displayed. An asterisk preceding the final grade denotes that this grade will be displayed on your transcript.

Associated Term	CRN	Course	Course Title	Credits Level	Status	Midterm Grade	Final Grade
Spring 2011	61721	AHSC 2000	MEDICAL TERMINOLOGY	2.000	Undergraduate Web Registered	Nov 15, 2010	
Spring 2011	60142	BIOL 1022	PRINCIPLES OF BIOLOGY II	3.000	Undergraduate Web Registered	Nov 15, 2010	
Spring 2011	60144	BIOL 1023	PRINCIPLES BIOLOGY II LAB	1.000	Undergraduate Web Registered	Nov 15, 2010	
Spring 2011	60164	BIOL 3012	HUMAN PHYSIOLOGY II	3.000	Undergraduate Web Registered	Nov 15, 2010	
Spring 2011	60165	BIOL 3013	HUMAN PHYSIOLOGY LABORATORY	1.000	Undergraduate Web Registered	Nov 15, 2010	
Spring 2011	61477	CHEM 2020	INTRO TO PHYSICAL CHEMISTRY	3.000	Undergraduate Web Registered	Nov 15, 2010	
Spring 2011	60515	ENGL 1002	COMPOSITION II	0.000	Undergraduate Waitlisted	Jan 19, 2011	
Fall 2010	40170	BIOL 3011	HUMAN PHYSIOLOGY I	3.000	Undergraduate Web Registered	Apr 19, 2010	
Fall 2010	40270	CHEM 3050	BIOCHEMISTRY I	3.000	Undergraduate Web Registered	Apr 19, 2010	
Fall 2010	40663	ENGL 3020	PROF WRITING & COMM: PHARMACY	3.000	Undergraduate Web Registered	Apr 19, 2010	A
Fall 2010	40836	KINS 2001	FIRST AID AND CPR	1.000	Undergraduate Web Registered	Apr 19, 2010	A
Fall 2010	41573	PHYS 2003	GENERAL PHYSICS I	3.000	Undergraduate Web Registered	Aug 21, 2010	A
Fall 2010	41578	PHYS 2009	PHYSICS LABORATORY I	1.000	Undergraduate Web Registered	Apr 19, 2010	A

Waitlist Positions

- When you place a submission to be on a waitlist, you will be assigned a waitlist position on a first come, first-served basis.
- If your waitlist position is number 1 (one), it means that you are next in line to receive an e-mail when an open seat becomes available.
- If you are in the number 1 position when a seat becomes available, you will move into the number 0 (zero) position and an e-mail will be sent to your Warhawks email address.
- With a 0 position, you will be able to register for the class.
- Once you receive an email notifying you that you are able to register, you have 24 hours to logon to Banner and register for the class.

To Register for a Class You Previously Waitlisted

- ❖ Log into Banner
- ❖ Go to Add or Drop Classes
- ❖ Click on the Drop down arrow on the class you are waitlisted for
- ❖ Click ****Web Registered****
- ❖ Click Submit changes
 - Any registration holds that you may have on your student account will prevent you from registering for classes, even if it is your “turn”.

To Drop Waitlisted Courses

- Log into Banner
- Go to Add or Drop Classes
- Click the drop down arrow on the class you are waitlisted for
- Click Web Drop/Delete
- Click Submit Changes

Add or Drop Classes Spring 2011
Jan 19, 2011 01:45 pm

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

If you are attempting to drop all courses (i.e., resign from ULM), you are not allowed to drop your last course via the web. You must contact the Registrar's Office for assistance (Admn 1-109, 318.342.5262).

Current Schedule

Status	Action	CAN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Nov 15, 2010	None	60142	BIOL	1022	0	Undergraduate	3.000	Standard		PRINCIPLES OF BIOLOGY II
Web Registered on Nov 15, 2010	None	60144	BIOL	1023	0	Undergraduate	1.000	Standard		PRINCIPLES BIOLOGY II LAB
Web Registered on Nov 15, 2010	None	60164	BIOL	3012	0	Undergraduate	3.000	Standard		HUMAN PHYSIOLOGY II
Web Registered on Nov 15, 2010	None	60165	BIOL	3013	0	Undergraduate	1.000	Standard		HUMAN PHYSIOLOGY LABORATORY
Web Registered on Nov 15, 2010	None	61477	CHEM	2020	0	Undergraduate	3.000	Standard		INTRO TO PHYSICAL CHEMISTRY
Web Registered on Nov 15, 2010	None	61721	AHSC	2000	0	Undergraduate	2.000	Standard		MEDICAL TERMINOLOGY
Waitlisted on Jan 19, 2011	None WebDrop/Delete (no "W" grade)	60515	ENGL	1002	0	Undergraduate	0.000	Standard		COMPOSITION II

Total Credit Hours: 13.000
Billing Hours: 13.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jan 19, 2011 01:45 pm

When you receive a waitlist email notifying you that you can now add the waitlisted class (unless you have a registration hold), there are a few steps you need to take.

1. See if you are registered for the same class, but a different section
2. If you are registered for the same class, but a different section, you need to drop the section you are registered for so you can add the waitlisted section
3. Register for the waitlisted section

If you are waitlisted for other sections that you no longer want, PLEASE drop them! This will enable other students to move up on the waitlist

Summary

- ❖ Login to Banner
- ❖ Register for classes
 - ❖ If classes are full, add yourself to a waitlist
- ❖ Check your email often; at least once a day for waitlist email notification
- ❖ Clear all Registration Holds as soon as possible to prevent registration problems
 - ❖ Type of Holds: Past Due Account, Parking Fines, Advising Holds, Immunization Holds, Housing Holds, etc.