Banner 9 Self-Service Course Registration

Access Banner 9 Self-Service Registration via the Registration Information page in myBucknell

https://myweb.bucknell.edu/academic-areas/provost/registrar/course-registration

Banner 9 Self-Service Registration Landing Page
Prepare for Registration

Click on the Prepare for Registration link on the landing page to make sure you don’t have any holds that would impact your ability to register. You can also check to see if requested registration overrides have been entered.

Plan Ahead

You have the ability to create a schedule plan ahead of your registration time. You can add the courses you plan to take and then at your registration time you can load the plan to your registration all at once. Plan ahead will open a few weeks before registration. Your academic adviser can see your registration plans and can also propose a plan. You can have a total of 5 registration plans including any adviser created plans. **Please note, courses saved in the Plan Ahead feature are not officially added to your schedule until you complete the registration process starting at your assigned registration time.**

To start creating your plan select the Plan Ahead link from the landing page. Select the term and then select the Create New Plan. Use the search options along with the View Sections function to select sections to add to your plan. Once you have added your courses make sure to select Save Plan and then enter a name for this plan. See additional information below on how to use the search options under the Find Classes feature.
Register for classes

Select the correct term and enter the Alternate Registration PIN you received from your academic adviser. Hit Continue.
You can search for classes to add via the standard and advanced search features on the Find Classes tab or you can enter CRNs directly under Enter CRNs. You can also register by selecting one of your pre-populated plans on the Plans tab. You can add the entire plan at once or you can add specific courses from the plan. When considering courses for either your plan or for your registration, be sure to consult the Course Information page to see important information in departmental and course footnotes. You can access course information from the landing page under the Browse Classes link.

**Additional information for using the Find Classes search feature:** Basic searching can be done by selecting one or more subjects from the dropdown list and/or by entering the 3-digit course number. You can also search using keywords from the course subject, title and description. Advanced searching allows you to search by instructors, attributes, days/times and other search criteria. The dropdown lists will populate once you click on the specific search box. For example, if you click on Subject an alphabetical listing of the available subject descriptions will be shown starting with Acct & Financial Management. You can select additional subjects by clicking on the subject box and adding new subjects as desired. Courses from all selected subjects will be displayed.
Once you add the courses to your registration they will be listed as Pending. You need to submit the courses to be officially registered. Status on courses that were successfully added will change from Pending to Registered. The calendar view will change from greyed out to color. The Schedule and Options tab will show your registered courses in both the list and calendar views.
If you check *Conditional Add and Drop*, courses will only be removed if a new course is successfully added during the same submission. Note in the example below ARST 112 was not added because it is a time conflict with AFST 199. Since *conditional add and drop* was checked no registered course was removed.

For questions regarding Banner 9 Self-Service schedule planning and registration please contact the Registrar’s Office at 570-577-1201 or by emailing registrar@bucknell.edu.