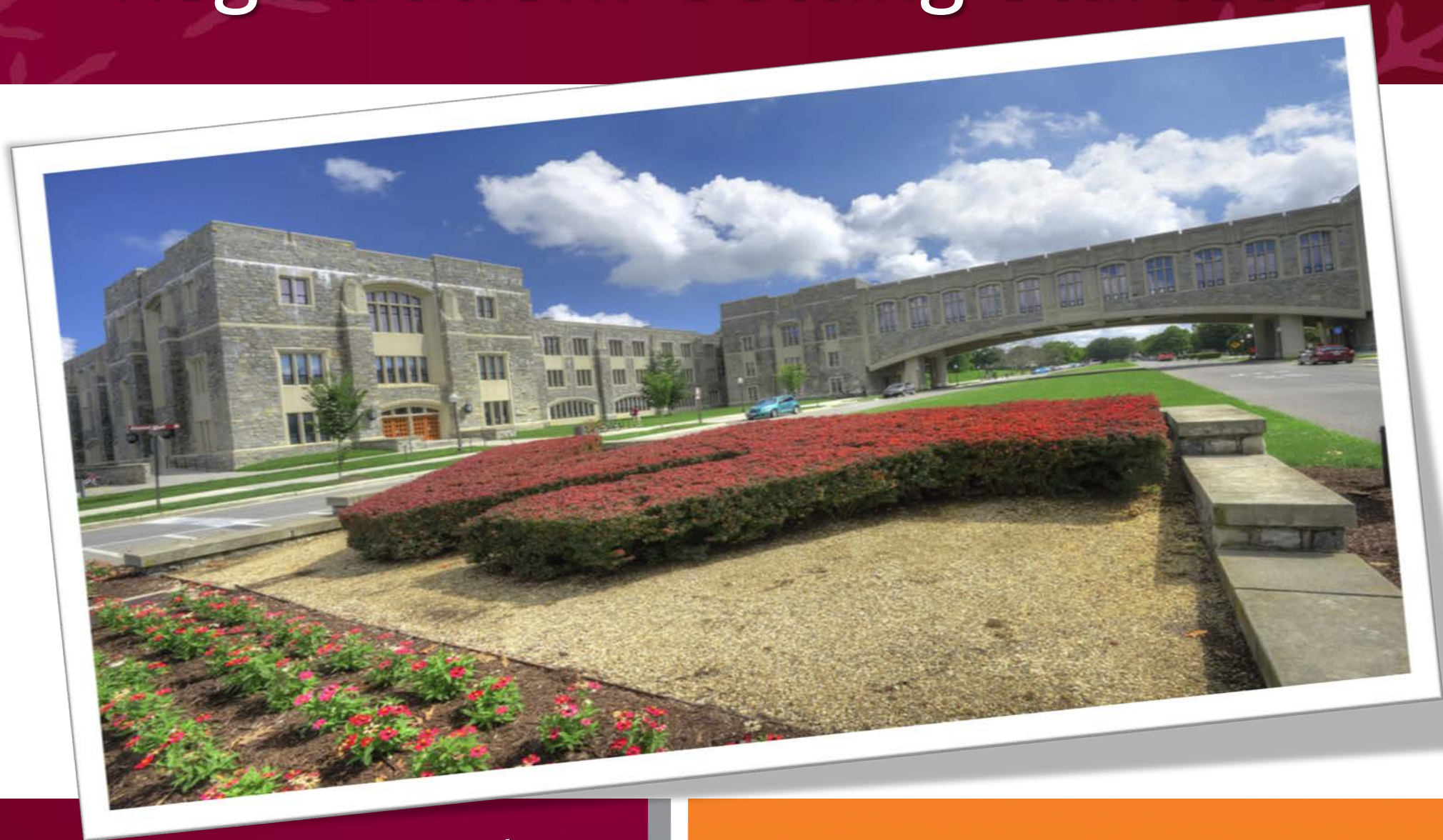


Registration: Getting Started



VirginiaTech

Office of the University Registrar

Login to Hokie Spa

- Go to Hokie Spa

Virginia Tech Information System

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Welcome to the Virginia Tech Student, Faculty, Employee and Alumni Information Gateway

Normal Hours of Operation are from 7:30 AM until 3:00 AM Daily. Please click 'Login to HokieSPA,' then enter your PID and password and click 'Login.' Follow the prompts to enroll in 2-Factor Authentication, or to authenticate using your second factor. By logging in with your PID and password you agree to abide by the terms and conditions of the Virginia Tech Policy: [Acceptable Use of Information Systems](#)

If you need to create a PID, please use the [PID Generation Tool](#)

Once logged in, you will see a menu corresponding to your role as a student, faculty, employee or alumnus.

When you are finished, please Exit and close your browser to protect your privacy.

IMPORTANT INFORMATION

PLEASE NOTE: Virginia Tech requires 2-Factor Authentication for all students, faculty, and staff. When you log into HokieSPA you will use your PID and password, AND authenticate using your 2nd Factor. For assistance with 2-Factor, contact 4Help at 4help.vt.edu, or by calling 540-231-4357.

[Login to HokieSpa >>>](#)

[[VT Alerts](#) | [Timetable of Classes](#) | [Undergraduate Admissions](#) | [Graduate Admissions](#) | [Faculty Online Credential System](#)]

- Enter your PID and password

Login with PID

Username

Password

[I forgot my username or password.](#)

[Terms of Use](#) | © 2016 Virginia Polytechnic Institute and State University

*You will be prompted to login with 2-factor *

Registration and Schedule

- Select **Registration and Schedule** from your Hokie Spa main menu.

NEW! [Hokie.COM \(Undergraduate Change of Major\)](#)

Use this form to begin the Major Change process.



[Guest Account Access](#)

Manage guest access to your academic record (grades) information and financial aid information.



[Registration and Schedule](#)

Course Request; Look Up Classes; Add or drop classes; Display your class schedule.



[Grades Menu](#)

View Midterm/Final Grades, Class Rank, Transfer and Other Additional Credit information, GPA Calculators.



[Degree Menu](#)

Undergraduate Students: Apply for your Degree, Request and view your Degree Audit Report (DARS), Add/Change your Diploma Address.

Graduate Students: Apply for your degree, view Plan of Study, view Checklist and let us know if you plan to attend commencement.








Preparing for Registration

- Once you have selected Registration and Schedule, click the **Prepare for Registration** link.

REGISTRATION

What would you like to do?

 <p>Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.</p>	 <p>Register for Classes Search and register for your classes. You can also view and manage your schedule.</p>
 <p>Browse Classes Looking for classes? In this section you can browse classes you find interesting.</p>	 <p>View Registration Information View your past schedules and your ungraded classes.</p>
 <p>Browse Course Catalog Look up basic course information like subject, course and description.</p>	

- This allows for a quick review of your student record to make sure you are ready for registration.

Preparing for Registration Cont'd

- Select the open term in which you are attempting to register.

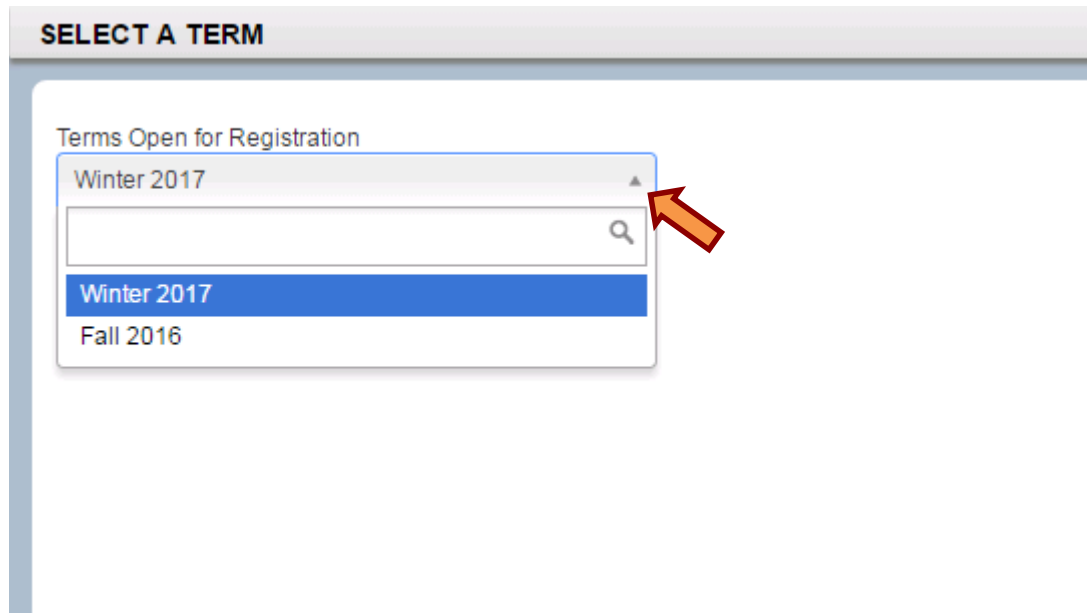
SELECT A TERM

Terms Open for Registration

Winter 2017

Winter 2017

Fall 2016



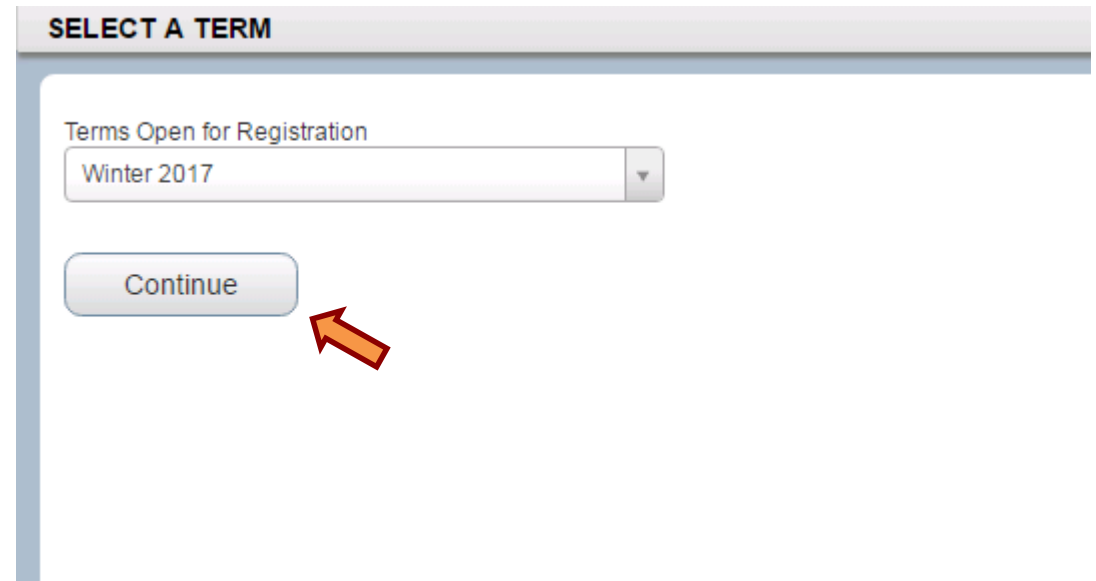
- Click the “Continue” button once you have selected the appropriate term.

SELECT A TERM

Terms Open for Registration

Winter 2017

Continue



Preparing for Registration Cont'd

- The Registration Status screen displays all the necessary pre-registration requirements you must complete before registering for classes.
- Once each requirement is met or updated, a green check mark will appear by that requirement and you will be able to register.

PREPARE FOR REGISTRATION

Registration Status

Registration Status
Term: Winter 2017

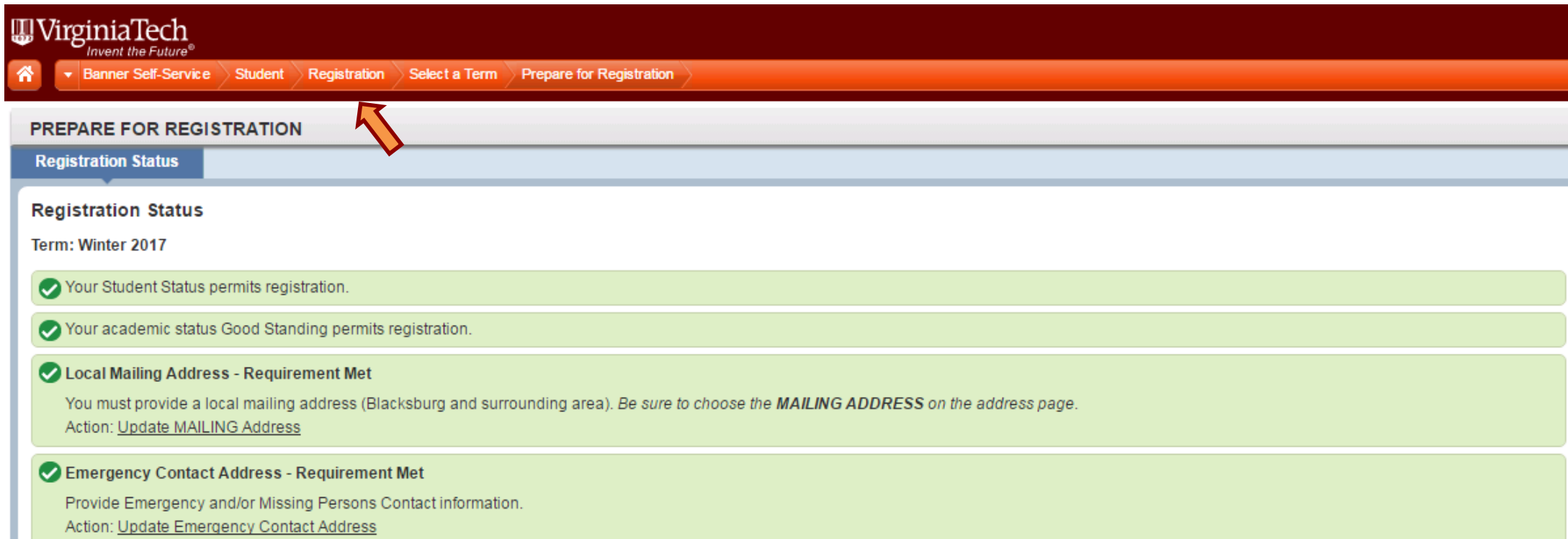
- ✓ Your Student Status permits registration.
- ✓ Your academic status Good Standing permits registration.
- ✓ **Local Mailing Address - Requirement Met**
You must provide a local mailing address (Blacksburg and surrounding area). *Be sure to choose the **MAILING ADDRESS** on the address page.*
Action: [Update MAILING Address](#)
- ✓ **Emergency Contact Address - Requirement Met**
Provide Emergency and/or Missing Persons Contact information.
Action: [Update Emergency Contact Address](#)
- ✓ **Emergency Contact Confirmed - Requirement Met**
You must confirm this information each academic year.
Action: [Confirm Emergency Contact Address](#)
- ⚠ **FERPA Release - Not Required**
Permits third parties (such as your parents) to discuss your educational records with university officials.
Action: [Add/Update](#)
- ✓ **Self-Disclosure of Arrest/Conviction - Requirement Met**
[Read](#) and acknowledge the VT Student Conduct policy on Arrests and Convictions. Must acknowledge understanding of policy annually.
Action: [Read/Confirm](#)
- ✓ **Student Financial Responsibility - Requirement Met**
Acknowledge the VT Student Financial Responsibility policy.
Action: [Read/Confirm](#)
- ✓ You have no holds which prevent registration.

Virginia Tech requires annually the collection of specific demographic data for each student: emergency contact entry or emergency contact confirmation, mailing address, annual self disclosure of arrests/convictions confirmation, and VT Alerts Opt In or Opt Out action. You will be prohibited from registration until the information is provided. Registration Holds may also prohibit your registration. When a hold exists, the information specific to the hold(s) will appear on this page. Check with the specific university office regarding the steps for removal of the registration hold. Also, the university provides a web FERPA disclosure form for your use in authorizing information for third parties. You may access this form via this page.

Primary Curriculum
Level: Graduate
College: Liberal Arts & Human Sciences
Degree: Master of Science in Education
Campus: Virtual
Catalog Term: Fall Semester 2009
Admit Term: Fall Semester 2009
Admit Type: Former VT Undergraduate
Major: Health & Physical Education

Preparing for Registration Cont'd

- Once all requirements are met, you are ready to register for classes. Select the “**Registration**” tab in the header.



The screenshot shows the Virginia Tech Banner Self-Service portal. The header includes the Virginia Tech logo and a navigation menu with the following items: Home, Banner Self-Service, Student, Registration, Select a Term, and Prepare for Registration. The 'Registration' tab is highlighted with a red arrow. Below the header, the page title is 'PREPARE FOR REGISTRATION'. The main content area is titled 'Registration Status' and shows the term 'Winter 2017'. There are four green status boxes, each with a checkmark icon and a link to update the information:






- ✓ Your Student Status permits registration.
- ✓ Your academic status Good Standing permits registration.
- ✓ Local Mailing Address - Requirement Met
You must provide a local mailing address (Blacksburg and surrounding area). *Be sure to choose the MAILING ADDRESS on the address page.*
Action: [Update MAILING Address](#)
- ✓ Emergency Contact Address - Requirement Met
Provide Emergency and/or Missing Persons Contact information.
Action: [Update Emergency Contact Address](#)

Registering for Classes

- Select the “**Register for Classes**” link when you are ready to register for classes.

REGISTRATION

What would you like to do?

 Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.	 Register for Classes Search and register for your classes. You can also view and manage your schedule.
 Browse Classes Looking for classes? In this section you can browse classes you find interesting.	 View Registration Information View your past schedules and your ungraded classes.
 Browse Course Catalog Look up basic course information like subject, course and description.	

Registering for Classes

- Select the term you wish to register. Only the terms open for registration are available in the drop down menu.

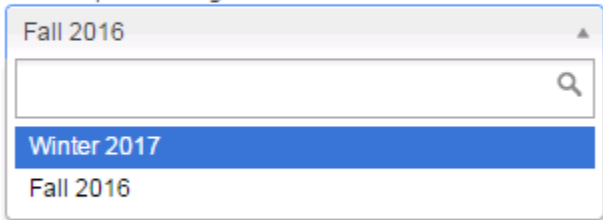
SELECT A TERM

Terms Open for Registration

Fall 2016

Winter 2017

Fall 2016



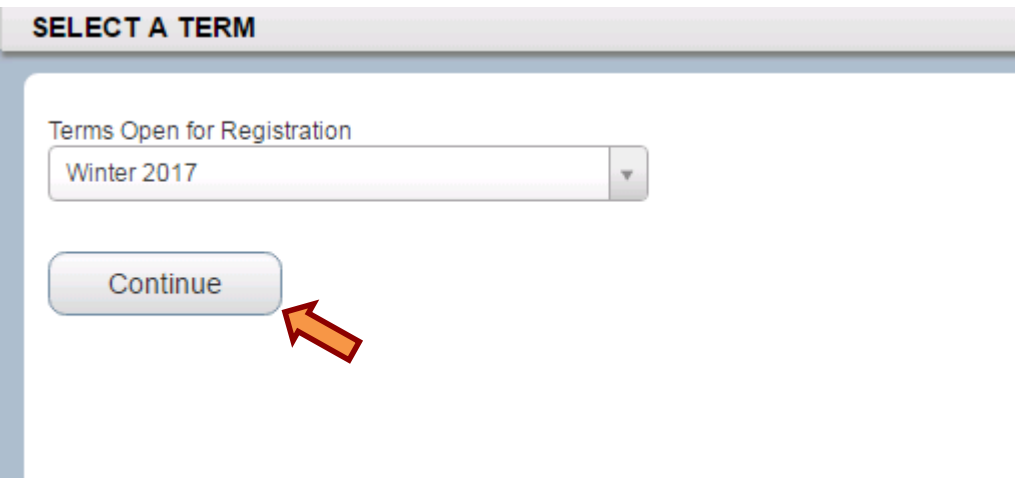
- Once you have selected the term, click the “Continue” button.

SELECT A TERM

Terms Open for Registration

Winter 2017

Continue



Registering for Classes

- You will see a financial and registration notice appear on the screen. After reading the notice, click the “Ok” button.

The screenshot displays the Banner Self-Service registration page. The breadcrumb trail at the top reads: Banner Self-Service > Student > Registration > Select a Term > Register for Classes. The main heading is "REGISTER FOR CLASSES". Below this, there are three tabs: "Find Classes" (selected), "Enter CRNs", and "Schedule and Options". The "Enter Your Search Criteria" section is active, showing "Term: Fall 2016" and three input fields for "Subject", "Course Number", and "Keyword". At the bottom of the search criteria are buttons for "Search", "Clear", and a link for "Advanced Search". On the right side, a yellow notice box is overlaid on the page. It contains two sections: "Financial Notice" with bullet points about penalties and a link for more information, and "Registration Notice" stating that requests will not be processed if credit hours drop below the minimum. An "Ok" button is at the bottom right of the notice box, with a red arrow pointing to it.

*Please note that these notices will appear every time you log onto the system. *

Searching for Courses

- Enter your search criteria.
- You can either select your desired subject from the drop down menu or type it directly into the subject search field.
 - You can search by each field separately or any combination of all three simultaneously.

REGISTER FOR CLASSES

Find Classes Enter CRNs Schedule and Options

Enter Your Search Criteria ⓘ

Term: Winter 2017

Subject Eng

Course Number Civil and Environmental Engin
Engineering Science and Mechan
Humanities

Keyword English

Search Clear Advanced Search

- If searching by subject, you can enter multiple subjects at one time.

REGISTER FOR CLASSES

Find Classes Enter CRNs Schedule and Options

Enter Your Search Criteria ⓘ

Term: Winter 2017

Subject English hu

Course Number Human Development
Human Nutrition, Foods, and Ex
Humanities

Keyword

Search Clear Advanced Search

REGISTER FOR CLASSES

Find Classes Enter CRNs Schedule and Options

Enter Your Search Criteria ⓘ

Term: Winter 2017

Subject English Human Development

Course Number

Keyword

Search Clear Advanced Search

Click **“Advanced Search”** for additional search criteria fields

Searching for Courses Cont'd

- Once you have entered the search criteria you would like to search, click the "Search" button.

REGISTER FOR CLASSES

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ


Term: Winter 2017

Subject:

Course Number:

Keyword:

[Advanced Search](#)



- Your search results will appear in a similar table as the one included below.

Find Classes | Enter CRNs | Schedule and Options

Search Results — 20 Classes
Term: Winter 2017 Subject: English, Human Development

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Building	Room	Start Date	Campus	Status	
Technical Writing Virtual Campus Lecture	English	3764	0	3	40297	Winter...	Grant, Leonard (Primary)	S M T W T F S	- Building: None	Room: None	Start Date	Virtual	19 of 20 seats rem...	<input type="button" value="Add"/>
Technical Writing Virtual Campus Lecture	English	3764	0	3	40298	Winter...	Gardner, Tracy (Primary)	S M T W T F S	- Building: None	Room: None	Start Date	Virtual	13 of 20 seats rem...	<input type="button" value="Add"/>
Business Writing Virtual Campus Lecture	English	3774	0	3	40299	Winter...	Lama, Prabir (Primary)	S M T W T F S	- Building: None	Room: None	Start Date	Virtual	15 of 20 seats rem...	<input type="button" value="Add"/>
Business Writing Virtual Campus Lecture	English	3774	0	3	40300	Winter...	Havel, Phillip (Primary)	S M T W T F S	- Building: None	Room: None	Start Date	Virtual	18 of 20 seats rem...	<input type="button" value="Add"/>
Business Writing Virtual Campus Lecture	English	3774	0	3	40301	Winter...	Frost, Serena (Primary)	S M T W T F S	- Building: None	Room: None	Start Date	Virtual	FULL: 0 of 20...	<input type="button" value="Add"/>
Business Writing Virtual Campus Lecture	English	3774	0	3	40302	Winter...	Colton, Laura (Primary)	S M T W T F S	- Building: None	Room: None	Start Date	Virtual	20 of 20 seats rem...	<input type="button" value="Add"/>
Study Abroad, Issues and Tests Lecture	English	4954	0	3	40303	Winter...	Wambacher, Jane (Primary)	S M T W T F S	- Building: None	Room: None	Start Date	Black...	FULL: 0 of 0 s...	<input type="button" value="Add"/>
Human Development Virtual Campus Lecture	Human Devel...	1004	0	3	40307	Winter...	Komelesi, Matthew (Primary)	S M T W T F S	- Building: None	Room: None	Start Date	Virtual	26 of 30 seats rem...	<input type="button" value="Add"/>
Human Sexuality Virtual Campus Lecture	Human Devel...	2314	0	3	40308	Winter...	Lexander, Stot, Edn (Prima...	S M T W T F S	- Building: None	Room: None	Start Date	Virtual	30 of 30 seats rem...	<input type="button" value="Add"/>
Study Abroad Lecture	Human Devel...	3954	0	3	40309	Winter...	Kim, Kee (Primary)	S M T W T F S	- Building: None	Room: None	Start Date	Black...	FULL: 0 of 0 s...	<input type="button" value="Add"/>

Page 2 of 2 | 10 Per Page | Records: 20

- As you search for classes, please pay particular attention to the schedule type found under the class type. This will indicate whether the class is traditional lecture or virtual.

Searching for Courses Cont'd

- The search results are organized with the following headings:
 - Title
 - Subject Description
 - Course Number
 - Section
 - Hours
 - CRN
 - Term
 - Instructor
 - Meeting Times
 - Campus
 - Status
- Search results are returned 10 at a time allowing you to page through large result sets.
- You can also change the number of results displayed per page.

Intro to Science Fiction Virtual Campus Lecture	English	1654	0	3	40291	Winte...
Intro Creative Writ Virtual Campus Lecture	English	2744	0	3	40292	Winter...
Intro Creative Writ Virtual Campus Lecture	English	2744	0	3	40293	Winter...
Literature and Cinema Virtual Campus Lecture	English	3544	0	3	40294	Winter...
Technical Writing Virtual Campus Lecture	English	3764	0	3	40295	Winter...
Technical Writing Virtual Campus Lecture	English	3764	0	3	40296	Winter...

Page 1 of 2 | 10 Per Page

- The settings cog, allows you to customize the fields you would like to display.

Search Again

Meeting Times	Campus	Status	
S M T W T F S - Building: None Room: None Start Da	Virtual	24 of 25 seats rem...	<input checked="" type="checkbox"/> Title
S M T W T F S - Building: None Room: None Start Da	Virtual	20 of 25 seats rem...	<input checked="" type="checkbox"/> Subject Description
S M T W T F S - Building: None Room: None Start Da	Virtual	24 of 25 seats rem...	<input checked="" type="checkbox"/> Course Number
S M T W T F S - Building: None Room: None Start Da	Virtual	24 of 25 seats rem...	<input checked="" type="checkbox"/> Section
S M T W T F S - Building: None Room: None Start Da	Virtual	24 of 25 seats rem...	<input checked="" type="checkbox"/> Hours
S M T W T F S - Building: None Room: None Start Da	Virtual	24 of 25 seats rem...	<input checked="" type="checkbox"/> CRN
S M T W T F S - Building: None Room: None Start Da	Virtual	21 of 25 seats rem...	<input checked="" type="checkbox"/> Term
S M T W T F S - Building: None Room: None Start Da	Virtual	20 of 22 seats rem...	<input checked="" type="checkbox"/> Instructor
S M T W T F S - Building: None Room: None Start Da	Virtual	19 of 22 seats rem...	<input checked="" type="checkbox"/> Meeting Times
S M T W T F S - Building: None Room: None Start Da	Virtual	25 of 25 seats rem...	<input checked="" type="checkbox"/> Campus
			<input checked="" type="checkbox"/> Status

Searching for Courses Cont'd

- When searching for courses, the bottom panels display extra registration information. Click the “**Panels**” button or the downward arrow in the center of the page to display this information.

REGISTER FOR CLASSES

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Winter 2017

Subject:

Course Number:

Keyword:

[Advanced Search](#)

- Once you click the “**Panels**” button or the downward arrow, a class schedule by day and time, as well as a summary of your registered or pending classes, will appear below the search criteria fields.

Schedule | Schedule Details | Summary

Class Schedule for Winter 2017

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12am							
1am							
2am							
3am							
4am							
5am							
6am							
7am							

No registered or pending classes.

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Conditional Add and Drop ⓘ

- The panel on the right provides a registration summary, similar to a workspace.
- The left panel shows a dynamic week at-a-glance view.

Searching for Courses Cont'd

- To find out additional information about a particular course, click the course title in the search results.

REGISTER FOR CLASSES

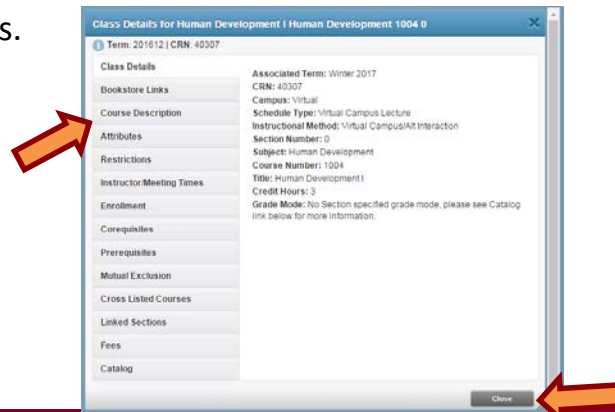
Find Classes Enter CRNs Schedule and Options

Search Results — 20 Classes
Term: Winter 2017 Subject: English, Human Development Search Again

Business Writing Virtual Campus Lecture	English	3774	0	3	40301	Winte...	Frost, Serena (Primary)	S M T W T F S - Building: None Room: None Start De	Virtual	! FULL: 0 of 20 ...	<input type="button" value="Add"/>
Business Writing Virtual Campus Lecture	English	3774	0	3	40302	Winte...	Collins, Laura (Primary)	S M T W T F S - Building: None Room: None Start De	Virtual	20 of 20 seats rem...	<input type="button" value="Add"/>
Study Abroad: Issues and Texts Lecture	English	4954	0	3	40303	Winte...	Wemhoener, Jane (Primary)	S M T W T F S - Building: None Room: None Start De	Black...	! FULL: 0 of 0 s...	<input type="button" value="Add"/>
Human Development Virtual Campus Lecture	Human Devel...	1004	0	3	40307	Winte...	Korneliski, Matthew (Primary)	S M T W T F S - Building: None Room: None Start De	Virtual	26 of 30 seats rem...	<input type="button" value="Add"/>
Human Sexuality Virtual Campus Lecture	Human Devel...	2314	0	3	40308	Winte...	Lavender-Stoff, Erin (Prima...	S M T W T F S - Building: None Room: None Start De	Virtual	30 of 30 seats rem...	<input type="button" value="Add"/>
Study Abroad Lecture	Human Devel...	3954	0	3	40309	Winte...	Kim, Kee (Primary)	S M T W T F S - Building: None Room: None Start De	Black...	! FULL: 0 of 0 s...	<input type="button" value="Add"/>

Page 2 of 2 | 10 Per Page Records: 20

- A pop up window with additional course information will appear. Select any of the tabs to see the related details. Click **“Close”** to return to your search results.



Adding Courses

- Once you find the course and section you would like to register for click the “Add” button.

REGISTER FOR CLASSES

Find Classes | Enter CRNs | Schedule and Options

Search Results — 20 Classes
Term: Winter 2017 Subject: English, Human Development [Search Again](#)

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	
Introduction to Poetry Virtual Campus Lecture	English	1604	0	3	40287	Winter...	Neilan, Leslie (Primary)	S M T W T F S - Building: None Room: None Start Da	Virtual	25 of 25 seats rem...	Add
Introduction to Short Fiction Virtual Campus Lecture	English	1614	0	3	40288	Winter...	Kinder, Alice (Primary)	S M T W T F S - Building: None Room: None Start Da	Virtual	20 of 25 seats rem...	Add
Intro to Detective Fiction Virtual Campus Lecture	English	1624	0	3	40289	Winter...	Bliss, Michael (Primary)	S M T W T F S - Building: None Room: None Start Da	Virtual	24 of 25 seats rem...	Add
Intro to World Literature Virtual Campus Lecture	English	1644	0	3	40290	Winter...	Canter, Robert (Primary)	S M T W T F S - Building: None Room: None Start Da	Virtual	24 of 25 seats rem...	Add
Intro to Science Fiction Virtual Campus Lecture	English	1654	0	3	40291	Winter...	Barton, Jennifer (Primary)	S M T W T F S - Building: None Room: None Start Da	Virtual	21 of 25 seats rem...	Add
Intro Creative Writ Virtual Campus Lecture	English	2744	0	3	40292	Winter...	Voros, Gyorgyi (Primary)	S M T W T F S - Building: None Room: None Start Da	Virtual	20 of 22 seats rem...	Add
Intro Creative Writ Virtual Campus Lecture	English	2744	0	3	40293	Winte...	Murphy, Aileen (Primary)	S M T W T F S - Building: None Room: None Start Da	Virtual	19 of 22 seats rem...	Add
Literature and Cinema Virtual Campus Lecture	English	3544	0	3	40294	Winter...	Oakey, Steve (Primary)	S M T W T F S - Building: None Room: None Start Da	Virtual	25 of 25 seats rem...	Add
Technical Writing Virtual Campus Lecture	English	3764	0	3	40295	Winter...	Lewis, Kevin (Primary)	S M T W T F S - Building: None Room: None Start Da	Virtual	18 of 20 seats rem...	Add
Technical Writing Virtual Campus Lecture	English	3764	0	3	40296	Winter...	Hutchison, Allison (Primary)	S M T W T F S - Building: None Room: None Start Da	Virtual	19 of 20 seats rem...	Add

Page 1 of 2 | 10 Per Page | Records: 20

Adding Courses Cont'd

- Once you click “Add”, you will notice the course appear on your class schedule and your summary.

The screenshot displays the 'REGISTER FOR CLASSES' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. Below this, a search results table is shown for 'Winter 2017' with the subject 'English, Human Development'. The table lists several courses, including 'Introduction to Poetry', 'Introduction to Short Fiction', 'Intro to Detective Fiction', 'Intro to World Literature', 'Intro to Science Fiction', and 'Intro Creative Writ'. Each row has an 'Add' button. Below the search results, there are two panels: 'Class Schedule for Winter 2017' and 'Summary'. The 'Class Schedule' panel shows a grid for the days of the week (Sunday through Saturday) and times (12am to 5am). The 'Summary' panel shows details for the selected course 'Intro Creative Writ', including its title, details, hours, CRN, schedule type, and status. The status is 'Pending', and there is a red arrow pointing to this status. Below the summary, there is a 'Submit' button.

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Action
Introduction to Poetry Virtual Campus Lecture	English	1604	0	3	40287	Winte...	Nellan, Leslie (Primary)	S M T W T F S - Building: None Room: None Start De	Virtual	25 of 25 seats rem...	Add
Introduction to Short Fiction Virtual Campus Lecture	English	1614	0	3	40288	Winte...	Kinder, Alice (Primary)	S M T W T F S - Building: None Room: None Start De	Virtual	20 of 25 seats rem...	Add
Intro to Detective Fiction Virtual Campus Lecture	English	1624	0	3	40289	Winte...	Bliss, Michael (Primary)	S M T W T F S - Building: None Room: None Start De	Virtual	24 of 25 seats rem...	Add
Intro to World Literature Virtual Campus Lecture	English	1644	0	3	40290	Winte...	Canter, Robert (Primary)	S M T W T F S - Building: None Room: None Start De	Virtual	24 of 25 seats rem...	Add
Intro to Science Fiction Virtual Campus Lecture	English	1654	0	3	40291	Winte...	Barton, Jennifer (Primary)	S M T W T F S - Building: None Room: None Start De	Virtual	21 of 25 seats rem...	Add
Intro Creative Writ Virtual Campus Lecture	English	2744	0	3	40292	Winte...	Voros, Gyorgyi (Primary)	S M T W T F S - Building: None Room: None Start De	Virtual	20 of 22 seats rem...	Add

Class Schedule for Winter 2017							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12am							
1am							
2am							
3am							
4am							
5am							

Title	Details	Hours	CRN	Schedule Type	Status	Action
Intro Creative Writ	ENGL 2744, 0	3	40293	Virtual C...	Pending	Registered Web

***IMPORTANT:** The status of the course will be “Pending” and you will not be registered for the course until you click the “Submit” button.*

- As you add classes to your summary, they are added in grey to the schedule panel on the left to indicate their pending status.

Adding Courses Cont'd

- Click the “**Submit**” button to have the changes to your registration processed.
 - This is when prerequisites and other requirements are checked and any error messages will be shown in the notifications area.
- If all prerequisites and other requirements have been met, the course status will change from “Pending” to “Registered”.

The screenshot displays the 'REGISTER FOR CLASSES' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. Below this, a search results table lists several English courses. The 'Intro Creative Writ' course is highlighted in the summary panel at the bottom right. The summary panel shows the course title, details, hours, CRN, schedule type, and status. The status is 'Registered', which is highlighted in green and pointed to by a red arrow. The 'Action' dropdown menu is set to 'None'. At the bottom of the interface, there is a 'Submit' button and a 'Conditional Add and Drop' checkbox.

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Building	Room	Start Date	Campus	Status	Action	
Introduction to Poetry Virtual Campus Lecture	English	1604	0	3	40267	Winte...	Nellan, Leslie (Primary)	S M T W T F S	-	None	None	Start De...	Virtual	25 of 25 seats rem...	Add
Introduction to Short Fiction Virtual Campus Lecture	English	1614	0	3	40268	Winte...	Kinder, Alice (Primary)	S M T W T F S	-	None	None	Start De...	Virtual	20 of 25 seats rem...	Add
Intro to Detective Fiction Virtual Campus Lecture	English	1624	0	3	40289	Winte...	Bliss, Michael (Primary)	S M T W T F S	-	None	None	Start De...	Virtual	24 of 25 seats rem...	Add
Intro to World Literature Virtual Campus Lecture	English	1644	0	3	40290	Winte...	Carter, Robert (Primary)	S M T W T F S	-	None	None	Start De...	Virtual	24 of 25 seats rem...	Add
Intro to Science Fiction Virtual Campus Lecture	English	1654	0	3	40291	Winte...	Barton, Jennifer (Primary)	S M T W T F S	-	None	None	Start De...	Virtual	21 of 25 seats rem...	Add
Intro Creative Writ Virtual Campus Lecture	English	2744	0	3	40292	Winte...	Morris, Gyongyi (Primary)	S M T W T F S	-	None	None	Start De...	Virtual	20 of 22 seats rem...	Add

Class Schedule for Winter 2017							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12am							
1am							
2am							
3am							
4am							
5am							

Title	Details	Hours	CRN	Schedule Type	Status	Action
Intro Creative Writ	ENGL 2744, 0	3	40292	Virtual C...	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 1 | Max: 6

Submit

- The once greyed out courses on your schedule panel on the left will change to color to indicate their registered status.

Adding Courses Cont'd

- After clicking “**Submit**”, you may get an error notification. This may be due to prerequisites and other requirements not being met. The specific error(s) that are preventing registration for that course will appear in the notifications area and under the status of the course.

The screenshot displays the Banner Self-Service registration page. At the top, there are navigation tabs: Banner Self-Service, Student, Registration, Select a Term, and Register for Classes. Below this is the 'REGISTER FOR CLASSES' section with tabs for Find Classes, Enter CRNs, and Schedule and Options. The 'Find Classes' tab is active, showing search results for 'Human Development' in Fall 2016. A table lists several courses with columns for Title, Subject Description, Course Num/Section, Hours, CRN, Term, Instructor, Meeting Times, Campus, and Status. Two error notifications are visible in a box at the top right: 'HD 1004 CRN 84402: Class Restriction' and 'HD 1004 CRN 84402: Field of Study Restriction - Major'. Below the search results, there is a 'Class Schedule for Fall 2016' grid and a 'Summary' panel for the selected course (Human Development I, CRN 84402). The summary panel shows the course details and a status of 'Errors Preventing R...', with a 'Remove' button next to it. A 'Submit' button is located at the bottom right of the interface.

When you have a registration error, the registration site will detail all errors in the notification for easy troubleshooting.

***IMPORTANT:** If an error is preventing registration, you are NOT registered for that course. If no further action is taken then the course will disappear the next time you visit the registration page. Your schedule will then reset to its official form.*

Adding Courses Cont'd

- To begin a new search, click the **“Search Again”** button to return to the search criteria and you can modify your previous search criteria.

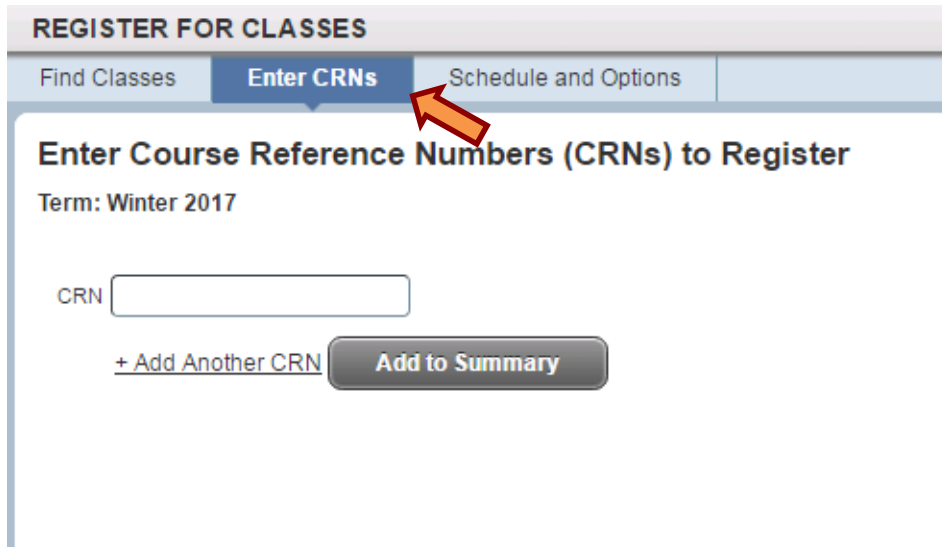
The screenshot shows the 'REGISTER FOR CLASSES' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. Below this, a search results window is open, displaying a table of courses. A red arrow points to a green 'Search Again' button in the top right corner of this window. The table lists several English courses, including 'Introduction to Poetry', 'Introduction to Short Fiction', 'Introduction to Detective Fiction', 'Introduction to World Literature', and 'Introduction to Science Fiction'. Each row includes details like course number, section, hours, CRN, term, instructor, meeting times, building, room, start date, campus, and status. Below the search results, there is a 'Schedule' section with a grid for the week of January 1st to 7th, 2017, and a 'Summary' section showing details for a selected course (ENGL 2744, 3, 40293, Virtual C., Registered).

The screenshot shows the 'REGISTER FOR CLASSES' search criteria form. The 'Find Classes' tab is selected. The 'Enter Your Search Criteria' section is active, showing the term 'Winter 2017'. The 'Subject' field contains two selected items: 'English' and 'Human Development'. The 'Course Number' and 'Keyword' fields are empty. The 'Search' button is highlighted, and there are 'Clear' and 'Advanced Search' options.

- After submitting a new search, your previous results will still be visible in the search results window while the new search results are being retrieved.

Adding Courses Cont'd

- Classes can still be added directly by CRN by using the second tab labeled “**Enter CRNs**”.



REGISTER FOR CLASSES

Find Classes **Enter CRNs** Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Winter 2017

CRN

[+ Add Another CRN](#) **Add to Summary**

- Click “**Add Another CRN**” to give yourself additional fields for more CRNs.



REGISTER FOR CLASSES

Find Classes **Enter CRNs** Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Winter 2017

CRN

CRN

CRN

[+ Add Another CRN](#) **Add to Summary**

- Then click “**Add to Summary**”.

Conditional Add/Drop

- Previously when you added a class that was at the same time as another class for which you had already registered, you had to drop the current class and then register for the one you wanted.
- By clicking the Conditional Add and Drop box, you can tell the system to only drop the class you have indicated if you get into the class you want to add.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Human Development I	HD 1004, 0	0	40307	Virtual C...	Withdrawn	None
Intro Creative Writ	ENGL 2744, 0	0	40293	Virtual C...	Withdrawn	None
Introduction to Poetry	ENGL 1604, 0	3	40287	Virtual C...	Registered	None

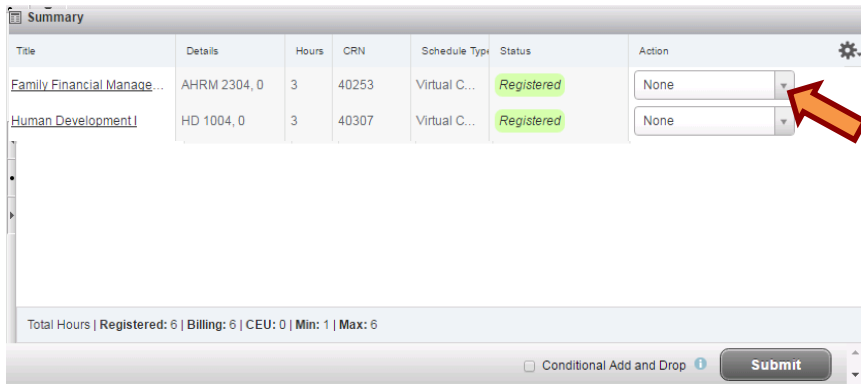
Total Hours | Registered: 3 | Billing: 9 | CEU: 0 | Min: 1 | Max: 6

Conditional Add and Drop i

- If there are any errors, no change is made to your registration.

Deleting/Dropping Courses

- To delete a course select the Action drop down menu. Then select the “Drop Web” action from the drop down menu.

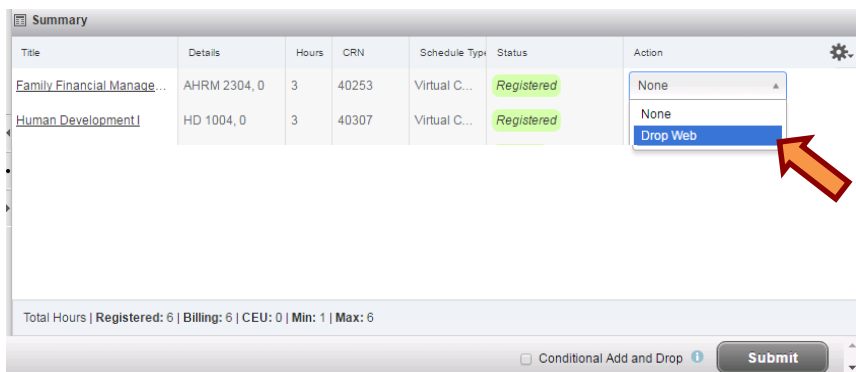


Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Family Financial Manage...	AHRM 2304, 0	3	40253	Virtual C...	Registered	None
Human Development I	HD 1004, 0	3	40307	Virtual C...	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 1 | Max: 6

Conditional Add and Drop **Submit**



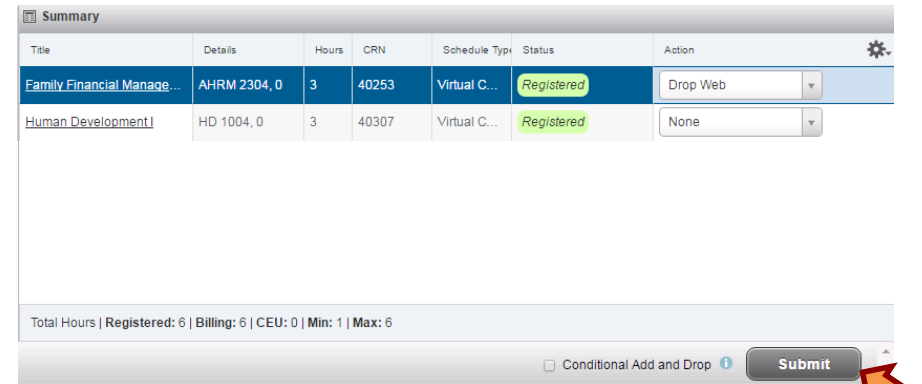
Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Family Financial Manage...	AHRM 2304, 0	3	40253	Virtual C...	Registered	Drop Web
Human Development I	HD 1004, 0	3	40307	Virtual C...	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 1 | Max: 6

Conditional Add and Drop **Submit**

- Once you have selected “Drop Web” click the “Submit” button.

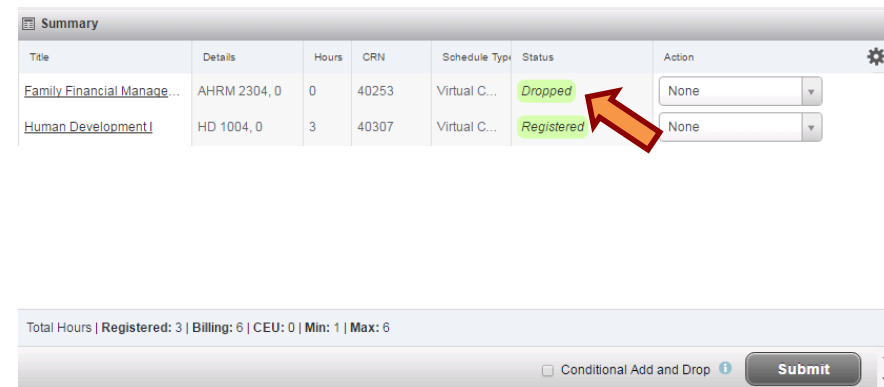


Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Family Financial Manage...	AHRM 2304, 0	3	40253	Virtual C...	Registered	Drop Web
Human Development I	HD 1004, 0	3	40307	Virtual C...	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 1 | Max: 6

Conditional Add and Drop **Submit**



Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Family Financial Manage...	AHRM 2304, 0	0	40253	Virtual C...	Dropped	None
Human Development I	HD 1004, 0	3	40307	Virtual C...	Registered	None

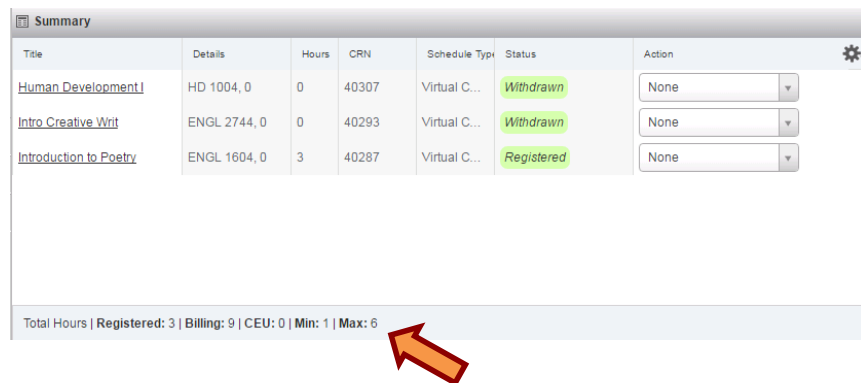
Total Hours | Registered: 3 | Billing: 6 | CEU: 0 | Min: 1 | Max: 6

Conditional Add and Drop **Submit**

You will now notice the status has updated to “Dropped” and you are no longer registered for that course.

Important Reminders

- If you select conditional add/drop when attempting to add two or more courses at the same time before clicking “**Submit**” (i.e. they are still in the “pending” status) and one course is not available or returns an error, you will NOT be registered for ANY of the selected courses.
- When you attempt to add a course that has a time conflict, it will be apparent in the schedule panel. If you attempt to register for that course, a detailed error is shown.
- Be mindful of the minimum and maximum total hours in which you can register.
 - This information is visible at the bottom of your registration summary.



The screenshot shows a registration summary table with the following data:

Title	Details	Hours	CRN	Schedule Type	Status	Action
Human Development I	HD 1004, 0	0	40307	Virtual C...	Withdrawn	None
Intro Creative Writ	ENGL 2744, 0	0	40293	Virtual C...	Withdrawn	None
Introduction to Poetry	ENGL 1604, 0	3	40287	Virtual C...	Registered	None

At the bottom of the table, there is a summary bar: Total Hours | Registered: 3 | Billing: 9 | CEU: 0 | Min: 1 | Max: 6. A red arrow points to this bar.

Schedule and Options

- The **Schedule and Options** tab is used to review your schedule.
 - Please note the two buttons to the far right.

REGISTER FOR CLASSES

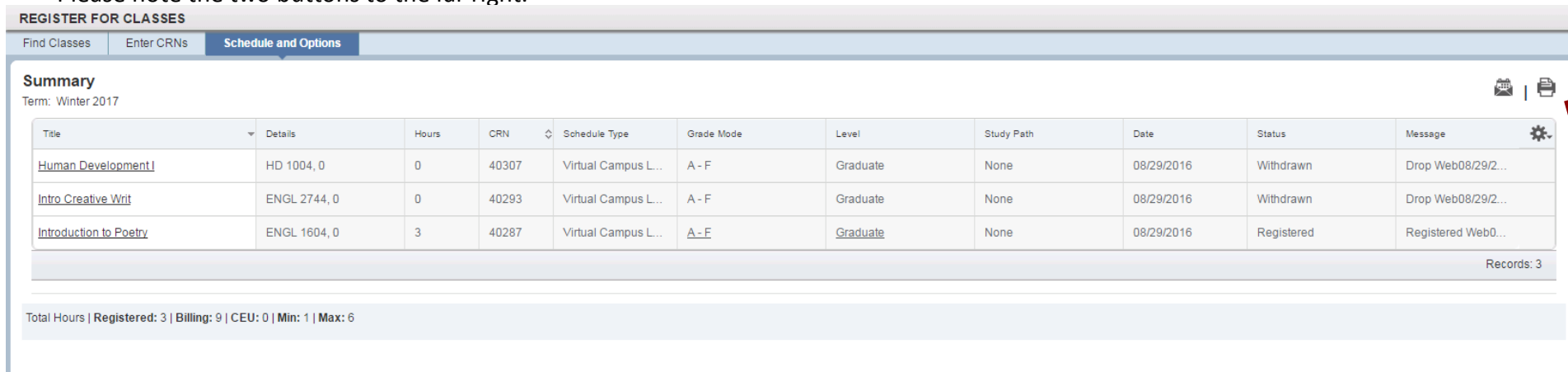
Find Classes | Enter CRNs | **Schedule and Options**



Summary
Term: Winter 2017

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
Human Development I	HD 1004, 0	0	40307	Virtual Campus L...	A - F	Graduate	None	08/29/2016	Withdrawn	Drop Web08/29/2...
Intro Creative Writ	ENGL 2744, 0	0	40293	Virtual Campus L...	A - F	Graduate	None	08/29/2016	Withdrawn	Drop Web08/29/2...
Introduction to Poetry	ENGL 1604, 0	3	40287	Virtual Campus L...	A - F	Graduate	None	08/29/2016	Registered	Registered Web0...

Records: 3

Total Hours | Registered: 3 | Billing: 9 | CEU: 0 | Min: 1 | Max: 6



-  Clicking on the printer icon provides your schedule in a layout for easy printing.
-  Clicking the calendar button allows you to email your schedule as an attachment to your primary email address by default.
 - You can also add additional email addresses
 - This feature allows you to conveniently add your class schedule to most digital calendars

Email Schedule and Downloadable Calendar File
Email your schedule and an .ics file to your calendar. Please send again if you make changes to your schedule.

Myself (njimenez@vt.edu)

Email

Email

Email

Subject

Keys to Success

- Plan for courses with prerequisites—you may not be allowed to register for a course if you do not meet the stated prerequisite.
- Use the Conditional Add and Drop box
 - As a reminder, if you select the box, you can tell the system to only drop the class you have indicated if you get into the class you want to add.
 - If there are any errors, no change is made to your registration.
- You are ultimately responsible for keeping informed and up to date on graduation requirements. As such, be proactive by applying for your degree and reviewing your pathways planner and DARS (Degree Audit Report) with your academic advisor.
- Please contact your Academic Advisor should you have any questions or concerns regarding registration.

