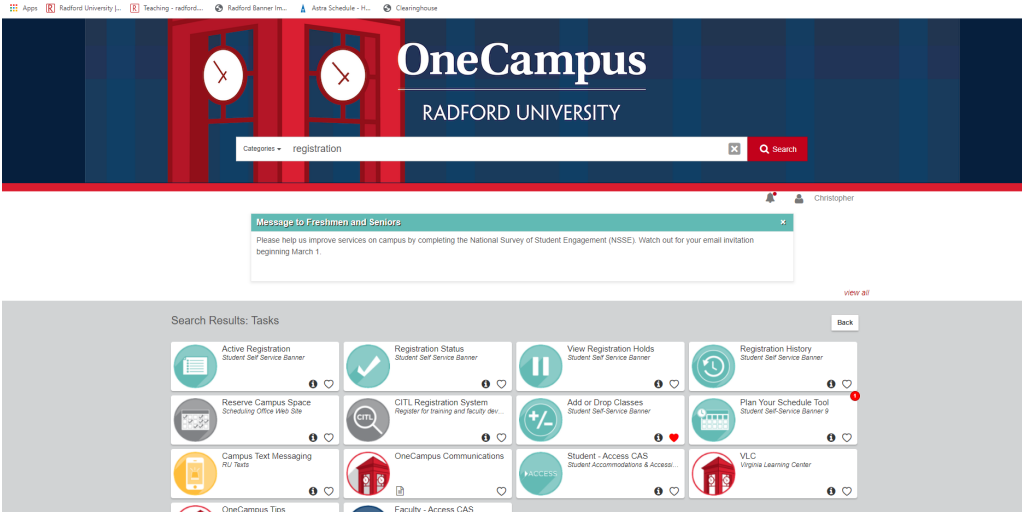


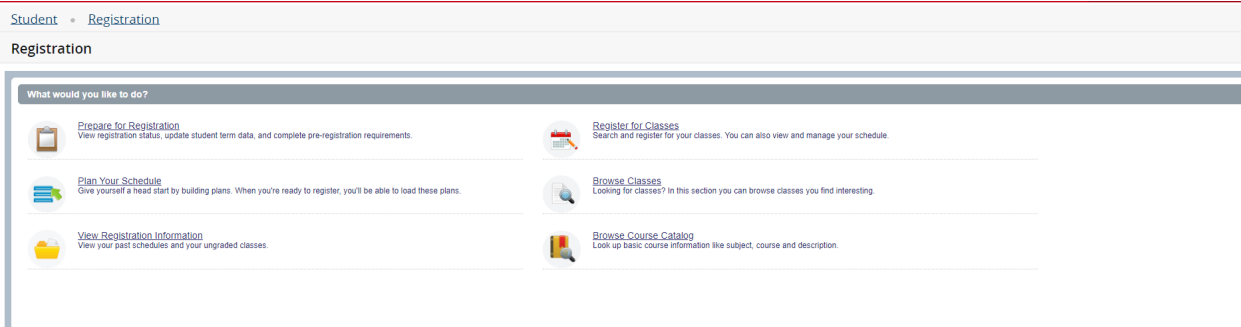
Register for Classes

These instructions will explain how to use the Banner Self Service menu to register for classes.

To begin, login to OneCampus. Type “registration” into the search field and press enter. This will populate your screen with several teal colored tiles.



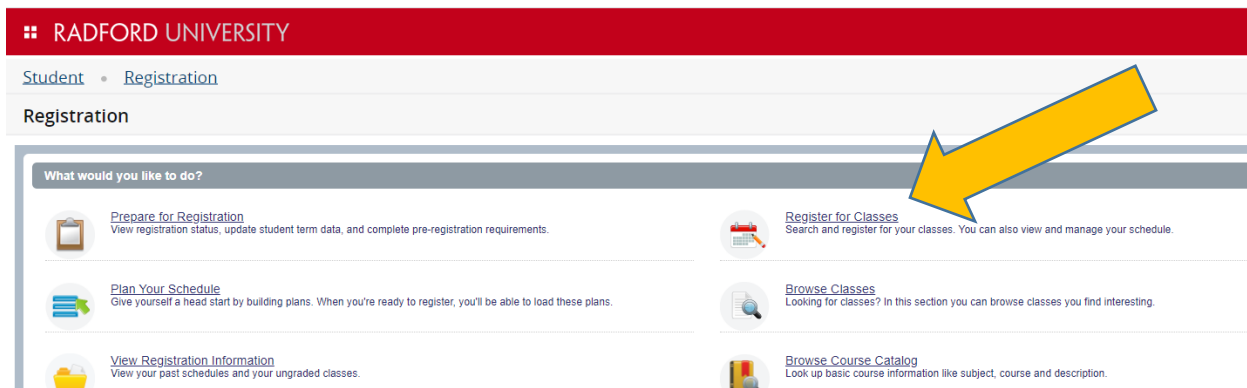
Any of the tiles associated with registration (Active Registration, Registration Status, View Registration Holds, Registration History, and Add or Drop Classes) can be used to get to the registration landing page:



Prepare for Registration allows you to view any holds that might prevent registration, your registration time ticket which will show the days and times you can register, and your curriculum information and academic standing.

Plan Your Schedule helps prepare a class schedule before you register. Another tutorial about this feature can be found at www.radford.edu/registrar.

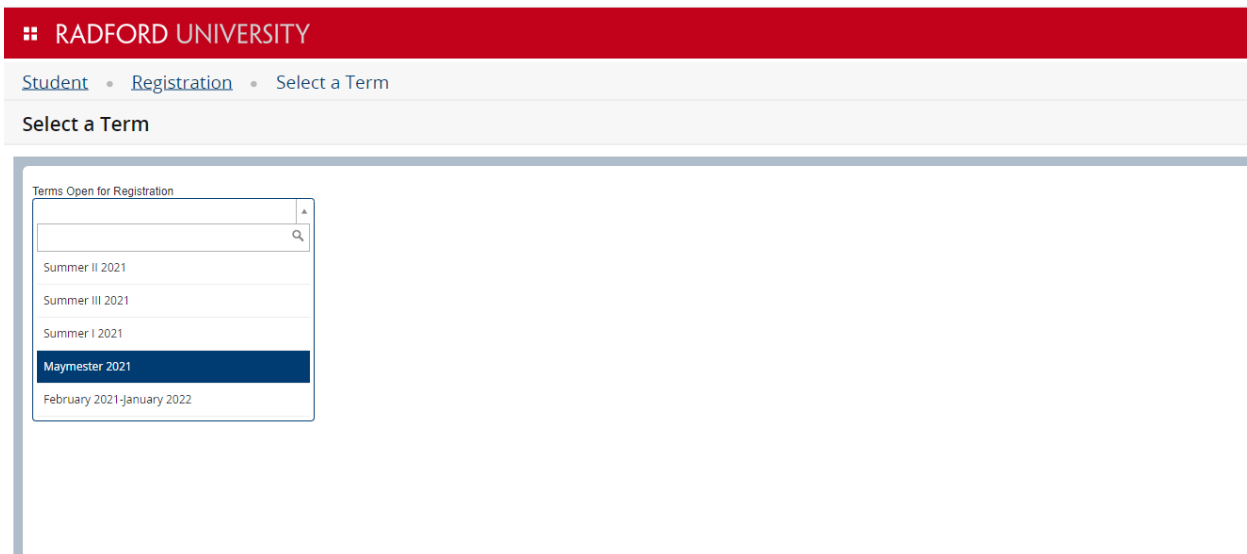
For now let's look at **Register for Classes**:



Radford University Registration page. The page title is "Registration". Under the heading "What would you like to do?", there are six options:

- 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. (Indicated by a yellow arrow)
- Plan Your Schedule**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- 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.

Once selected, you will be prompted to select the term you for which you want to register:



Radford University "Select a Term" page. The page title is "Select a Term". A dropdown menu titled "Terms Open for Registration" is open, showing the following options:

- Summer II 2021
- Summer III 2021
- Summer I 2021
- Maymester 2021** (Selected)
- February 2021-January 2022

This will bring you to the next screen:

The screenshot shows the Radford University website header with the navigation menu: Student > Registration > Select a Term > Register for Classes. Below the header is a sub-header 'Register for Classes' and a navigation bar with 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The main content area is titled 'Enter Your Search Criteria' and shows 'Term: Maymester 2021'. There are three input fields: 'Subject', 'Course Number', and 'Keyword'. Below these fields are buttons for 'Search', 'Clear', and a link to 'Advanced Search'.

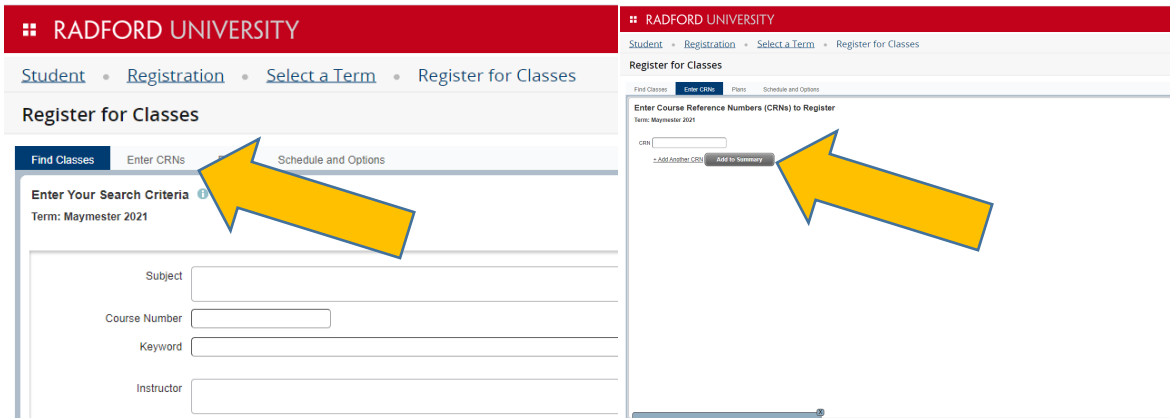
From here you can search for classes using the Subject, Course Number, and Keyword search criteria.

You can also use **Advanced Search**:

The left screenshot shows the 'Advanced Search' page with the same navigation as the first screenshot. It features a 'Term: Maymester 2021' and a list of search criteria, each with an input field: Subject, Course Number, Keyword, Instructor, Subject and Course Number, Keyword (With All Words), Keyword (With Any Words), Keyword (Exact Phrase), Keyword (Without The Word), Attribute, Campus, and Departments. The right screenshot shows the 'Advanced Search' page with the same navigation. It features a 'Term: Maymester 2021' and a list of search criteria, each with an input field: Attribute, Campus, Departments, Part Of Term, Title, Course Number Range (with 'to' and 'from' fields), Meeting Days (with checkboxes for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday), and Start Time (with dropdown menus for hour, minute, and second).

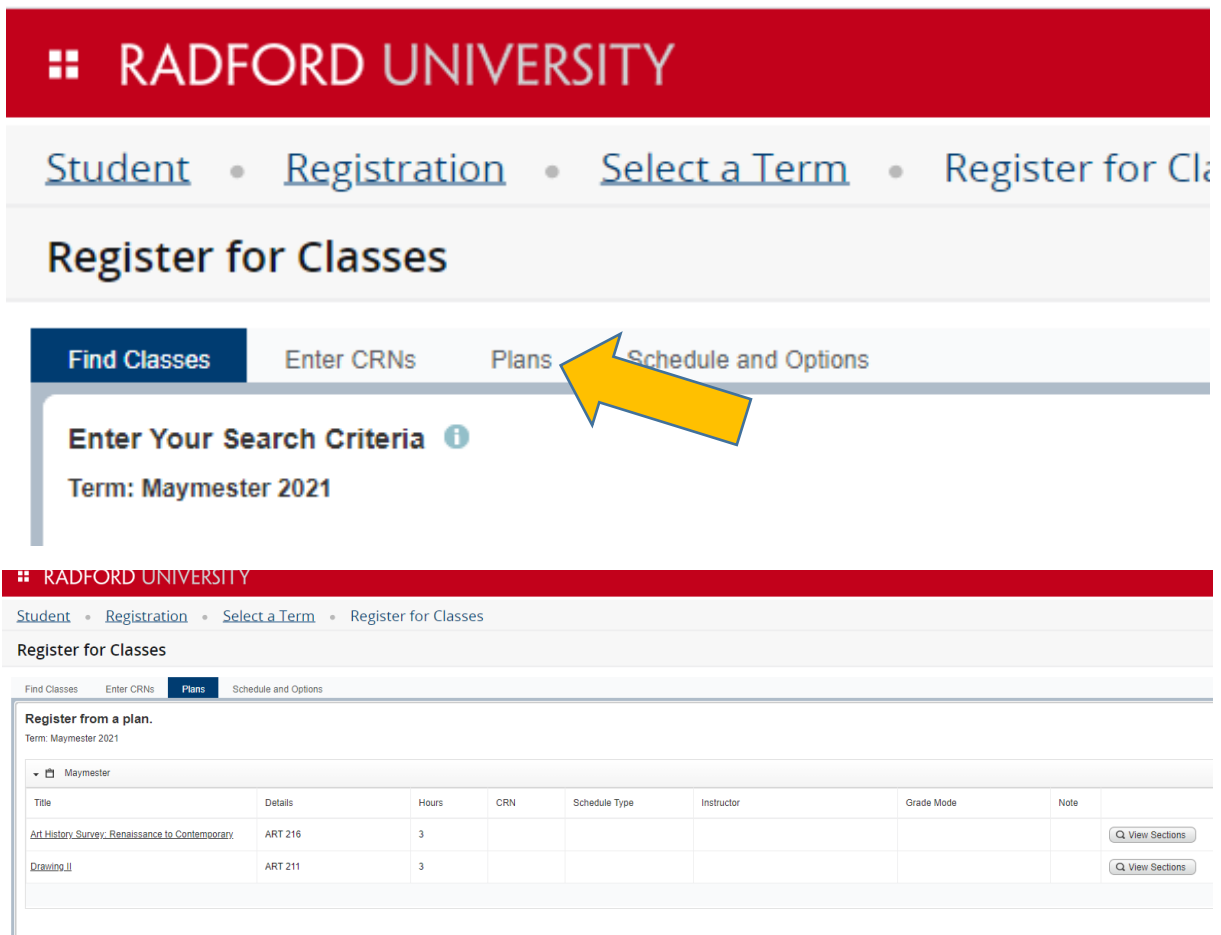
To search with more specific options like instructor, campus, and meeting days and times.

You can select the **Enter CRNs** tab:



If you have a course override, or if you already know the 5 digit CRN (course registration number) for the course, or courses, you want. Enter the CRN and select **Add to Summary**.

If you have worked with an advisor to plan your registration using the **Plan Your Registration** tool, you can select **Plans**:



Notice that the status for the courses you have added will show as “*Pending*,” and the Action to be performed is “*Web Registered*.” Selecting **Submit** will register you for these courses:

• [Select a Term](#) • Register for Classes

ins Schedule and Options

Created by: You (Preferred) + Add All

Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	
COMS 226, 01	3	31156	Lecture/Lab	Kovarik, William (Primary)	Standard Letter		<input type="button" value="View Sections"/> <input type="button" value="Add"/>

Records: 1

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Digital Imaging	COMS 226, 01	3	31156	Lecture/Lab	Pending	**Web Registered**

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

Created by: You (Preferred) +

Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	
COMS 226, 01	3	31156	Lecture/Lab	Kovarik, William (Primary)	Standard Letter		<input type="button" value="View Sections"/> <input type="button" value="Add"/>

Schedule Details


Register 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Digital Imaging	COMS 226, 01	3	31156	Lecture/Lab	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 7



If you are unable to register for a course for any reason (do not meet prerequisite, course is full, etc.), instead of a green “Save Successful” message in the top right corner of the screen, you will see a red error message that will tell you which courses you were unable to register.

Though the course used in this example is an online course and therefore does not have any meeting dates or times, you can view that information in the bottom left window of this screen, under the **Schedule** tab:

The screenshot shows the 'Register from a plan' window for the term Maymester 2021. A yellow arrow points to the 'Schedule' tab at the bottom. The 'Schedule' tab displays a grid for the week of Maymester 2021, with columns for Sunday through Saturday and rows for time slots from 6am to 10am. A tooltip at the bottom left of the grid says 'Open and close bottom panels to display extra registration information.' To the right, a 'Summary' panel shows a table with the following data:

Title	Details	Hours	CRN	Schedule Type	Status	Action
Digital Imaging	COMS 226, 01	3	31156	Lecture/Lab	Registered	None

And you can find details for any class you have successfully registered in the same window under the **Schedule Details** tab:

The screenshot shows the 'Register from a plan' window with the 'Schedule Details' tab selected. A yellow arrow points to the 'Schedule Details' tab. The 'Schedule Details' tab displays the following information for the class 'Digital Imaging':

Digital Imaging | Communication & Media Studies 226 Section 01 | **Class Begin:** 05/17/2021 | **Class End:** 06/05/2021 Registered

05/17/2021 -- 06/05/2021 | [S] [M] [T] [W] [T] [F] [S] - **Type:** Class **Location:** None **Building:** None **Room:** None
Instructor: Kovarik, William (Primary)
CRN: 31156

Message: "**Web Registered**" | **Hours:** 3 | **Level:** Graduate | **Campus:** Distance Learning | **Schedule Type:** Lecture/Lab | **Instructional Method:** Lecture | **Grade Mode:** Standard Letter | **Waitlist Position:** 0 | **Notification Expires:** None

At the bottom left, a tooltip says 'Open and close bottom panels to display extra registration information.'

There navigation tools you can use to minimize or maximize these panels at the bottom of the screen, or move them left and right:

Created by: You (Preferred)

	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
	COMS 226, 01	3	31156	Lecture/Lab	Kovarik, William (Primary)	Standard Letter	View Sections Add

Schedule Details | Summary

Maymester 2021
 Communication & Media Studies 226 Section 01 | Class Begin: 05/17/2021 | Class End: 06/05/2021 | Registered

[S] [M] [T] [W] [T] [F] [S] - Type: Class Location: None Building: None Room: None Primary

** | Hours: 3 | Level: Graduate | Campus: Distance Learning | Schedule Type: Lecture/Lab | Instructional Method: Lecture | Grade Mode: Standard Letter | Waitlist Position: 0 | Notification Expires: None

panels to display extra registration information.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Digital Imaging	COMS 226, 01	3	31156	Lecture/Lab	Registered	None

Total Hours | Registered: 3 | Billable: 3 | CEU: 0 | Min: 0 | Max: 7

If there is a course you would like to register that is not already included in your Plan, you can go back to the **Find Classes** tab:

[Student](#) | [Registration](#) | [Select a Term](#) | [Register for Classes](#)

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria
 Term: Maymester 2021

Subject
 Course Number
 Keyword

[Search](#) [Clear](#) [Advanced Search](#)

Schedule | Schedule Details | Summary

Class Schedule for Maymester 2021
 Digital Imaging | Communication & Media Studies 226 Section 01 | Class Begin: 05/17/2021 | Class End: 06/05/2021 | Registered

05/17/2021 - 06/05/2021 [S] [M] [T] [W] [T] [F] [S] - Type: Class Location: None Building: None Room: None
 Instructor: Kovarik, William (Primary)
 CRN: 31156
 Message: "Web Registered" | Hours: 3 | Level: Graduate | Campus: Distance Learning | Schedule Type: Lecture/Lab | Instructional Method: Lecture | Grade Mode: Standard Letter | Waitlist Position: 0 | Notification Expires: None

Open and close bottom panels to display extra registration information.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Digital Imaging	COMS 226, 01	3	31156	Lecture/Lab	Registered	None

Total Hours | Registered: 3 | Billable: 3 | CEU: 0 | Min: 0 | Max: 7

And search for that course by subject, course number, or any of the advanced search options available.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 3 Classes
Term: Maymester 2021 Subject: English Search Again

Title	Subject Description	Course#	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
Literary Texts and Contexts Lecture	English	200	01	3	31159	Maym...	Earnell, Kevin (Primary)	S M T W T F S	Type: Class Building: Online Room: Radio...	21 of 25 seats re...	Distance Learning; Async	Add
Sam Shepard: Surrealist Am The Lecture	English	470	01	3	31160	Maym...	Beach, David (Primary)	S M T W T F S	Type: Class Building: Online Room: Dista...	23 of 25 seats re...	Distance Learning; Sync	Add
Electronic Writing Portfolio Internet-Deliverable/Web-Based	English	612	01	1	31165	Maym...	Vernon, Laura (Primary)	S M T W T F S	Type: Class Building: Online Room: Dista...	FULL: 0 of 1 s...	Distance Learning; Async	Add

Page 1 of 1 | 10 Per Page

Schedule | Schedule Details

Class Schedule for Maymester 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Digital Imaging	COMS 226, 01	3	31156	Lecture/Lab	Registered	None

Clicking on the title of any course will open a tooltip that contains all available information for that course, including books needed, meeting dates and times, prerequisites, and assigned instructor:

egistration • Select a Term • Register for Classes

Classes

Enter CRNs | Plans | Schedule and Options

3 Classes
21 Subject: English

Title	Subject Description	Course#	Section#	Hours	CRN	Term
Literary Texts and Contexts	English	200	01	3	31159	Ma...
Sam Shepard: Surrealist Am The	English	470	01	3	31160	Ma...
Portfolio Web-Based	English	612	01	1	31165	Ma...

10 Per Page

Class Details for Literary Texts and Contexts English 200 01

Term: 202030 | CRN: 31159

<ul style="list-style-type: none"> Class Details Bookstore Links Course Description Attributes Restrictions Instructor/Meeting Times Enrollment/Waitlist Corequisites Prerequisites Mutual Exclusion Cross Listed Courses Fees 	<p>Associated Term: Maymester 2021 CRN: 31159 Campus: Radford University Carilion Schedule Type: Lecture Instructional Method: Lecture Section Number: 01 Subject: English Course Number: 200 Title: Literary Texts and Contexts Credit Hours: 3 Grade Mode: No Section specified grade mode, please see Catalog link below for more information.</p>
--	---

Close

Schedule Details

Maymester 2021

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Digital Imaging	COMS 226, 01	3	31156	Lecture/Lab	Registered	None

Select **Add** to add a course. Notice that the newly added course displays a *Pending* status until the **Submit** button is selected:

Register for Classes

Schedule and Options

Course#	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Action
200	01	3	31159	Maym...	Farral, Kevin (Primary)	S M T W T F S	- Type: Class Building: Online Room: Radio...	21 of 25 seats re...	Distance Learning: Async	Add
470	01	3	31160	Maym...	Beach, David (Primary)	S M T W T F S	- Type: Class Building: Online Room: Dista...	23 of 25 seats re...	Distance Learning: Sync	Add
612	01	1	31165	Maym...	Varnon, Laura (Primary)	S M T W T F S	- Type: Class Building: Online Room: Dista...	FULL: 0 of 1...	Distance Learning: Async	Add

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Literary Texts and Contexts	ENGL 200, 01	3	31159	Lecture	Pending	Web Drop
Digital Literacy	COMS 226, 01	3	31156	Lecture/Lab	Registered	Web Drop

Register for Classes

Schedule and Options

Course#	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Action
200	01	3	31159	Maym...	Farral, Kevin (Primary)	S M T W T F S	- Type: Class Building: Online Room: Radio...	21 of 25 seats re...	Distance Learning: Async	Add
470	01	3	31160	Maym...	Beach, David (Primary)	S M T W T F S	- Type: Class Building: Online Room: Dista...	23 of 25 seats re...	Distance Learning: Sync	Add
612	01	1	31165	Maym...	Varnon, Laura (Primary)	S M T W T F S	- Type: Class Building: Online Room: Dista...	FULL: 0 of 1...	Distance Learning: Async	Add

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Literary Texts and Contexts	ENGL 200, 01	3	31159	Lecture	Registered	Web Drop
Digital Literacy	COMS 226, 01	3	31156	Lecture/Lab	Registered	Web Drop

If you want to drop a class from this list, use the **Action** drop-down box in the **Summary** window and select “Web Drop” and click **Submit**:

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 3 Classes
Term: Maymester 2021 | Subject: English

Title	Subject Description	Course#	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Action
Literary Texts and Contexts Lecture	English	200	01	3	31159	Maym...	Farral, Kevin (Primary)	S M T W T F S	- Type: Class Building: Online Room: Radio...	21 of 25 seats re...	Distance Learning: Async	Add
Sam Sheppard: Surrealist Am The Lecture	English	470	01	3	31160	Maym...	Beach, David (Primary)	S M T W T F S	- Type: Class Building: Online Room: Dista...	23 of 25 seats re...	Distance Learning: Sync	Add
Electronic Writing Portfolio Internet Conversation/Video-Based	English	612	01	1	31165	Maym...	Varnon, Laura (Primary)	S M T W T F S	- Type: Class Building: Online Room: Dista...	FULL: 0 of 1...	Distance Learning: Async	Add

Page 1 of 1 | 10 Per Page

Schedule | Schedule Details

Class Schedule for Maymester 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Literary Texts and Contexts	ENGL 200, 01	3	31159	Lecture	Registered	None
Digital Literacy	COMS 226, 01	3	31156	Lecture/Lab	Registered	Web Drop

Search [Advanced Search](#)

Summary							
Day	Title	Details	Hours	CRN	Schedule Type	Status	Action
Monday	Digital Imaging	COMS 226, 01	0	31156	Lecture/Lab	Deleted	None
Tuesday	Literary Texts and Contexts	ENGL 200, 01	3	31159	Lecture	Registered	None
Wednesday							
Thursday							
Friday							
Saturday							

If you have any questions please contact the Registrar's Office at 540-831-5271, or by email at registrar@radford.edu.