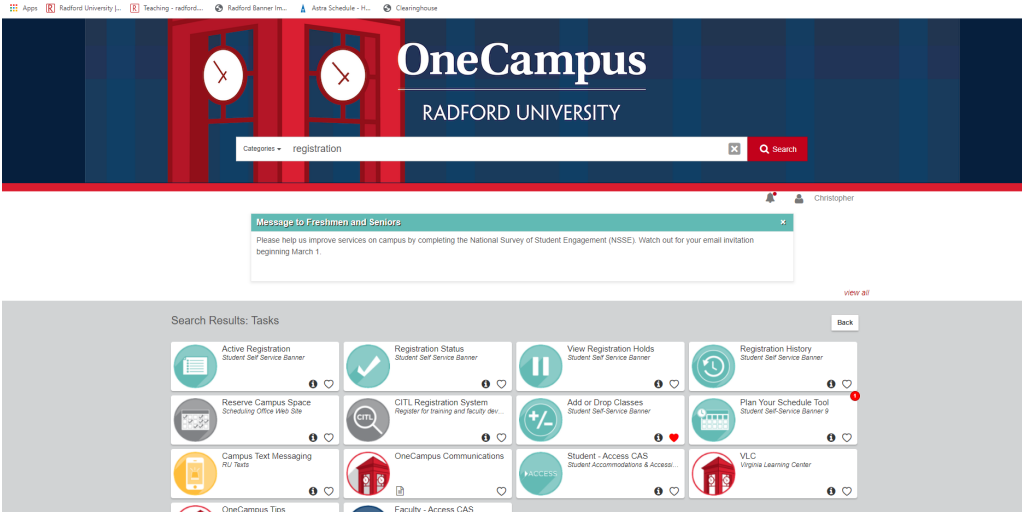# Register for Classes

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.
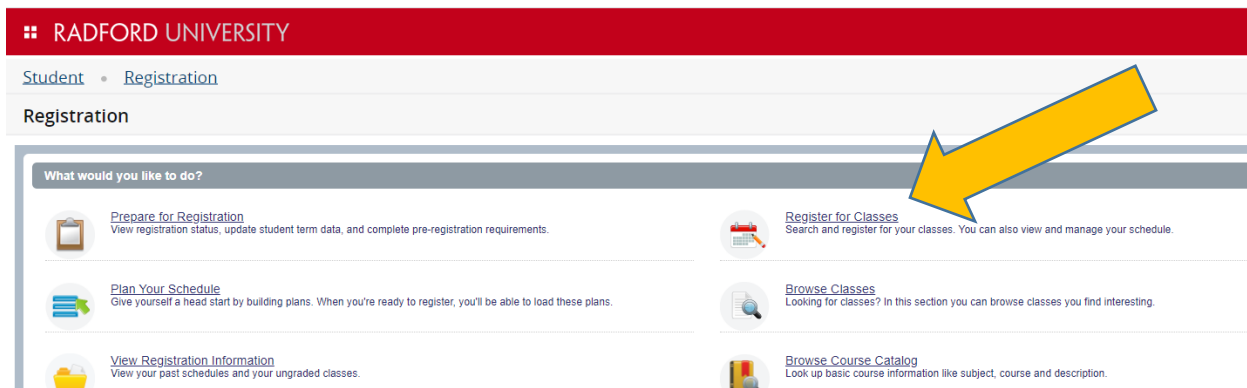

Any of the tiles associated with registration (Active Registration, Registration Status, View Registration Holds, Registration History, and Add or Drop Classes) can be used to get to the registration landing page:
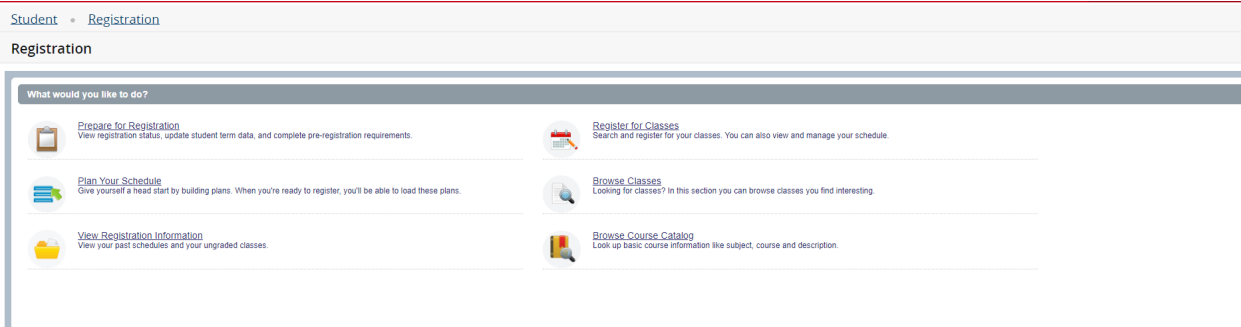
Prepare for Registration allows you to view any holds that might prevent registration, your registration time ticket which will show the days and times you can register, and your curriculum information and academic standing.

Plan Your Schedule helps prepare a class schedule before you register. Another tutorial about this feature can be found at www.radford.edu/registrar.
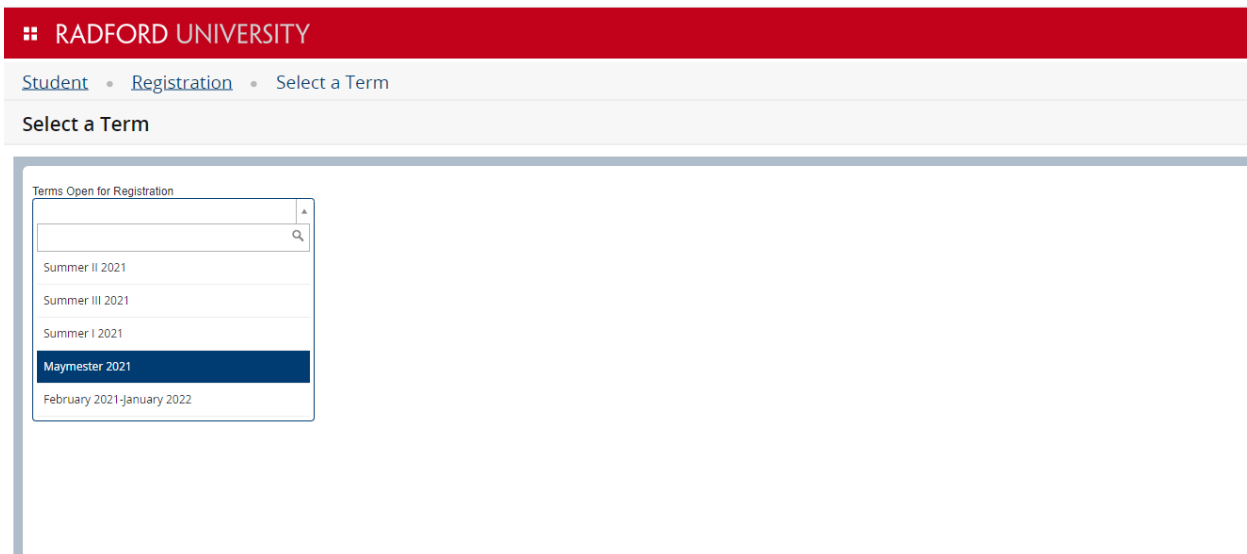
For now let's look at **Register for Classes:**

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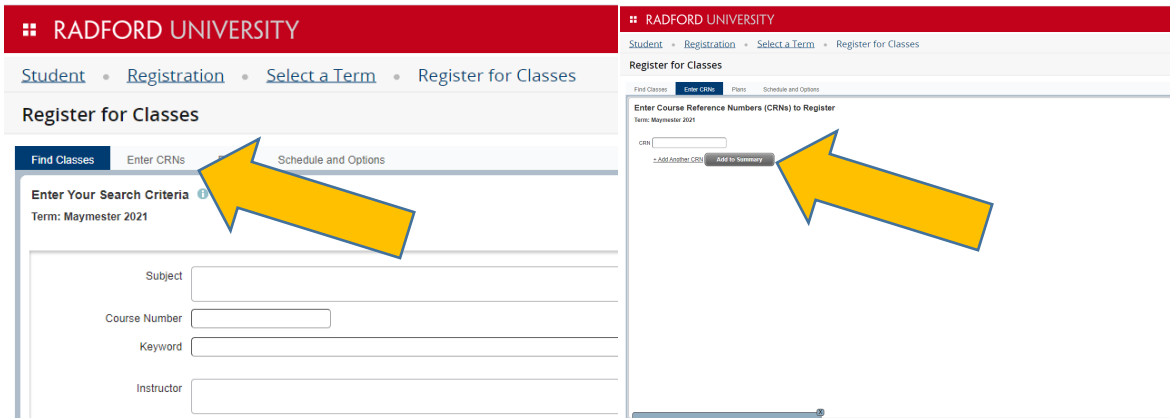
This will bring you to the next screen:

From here you can search for classes using the Subject, Course Number, and Keyword search criteria.
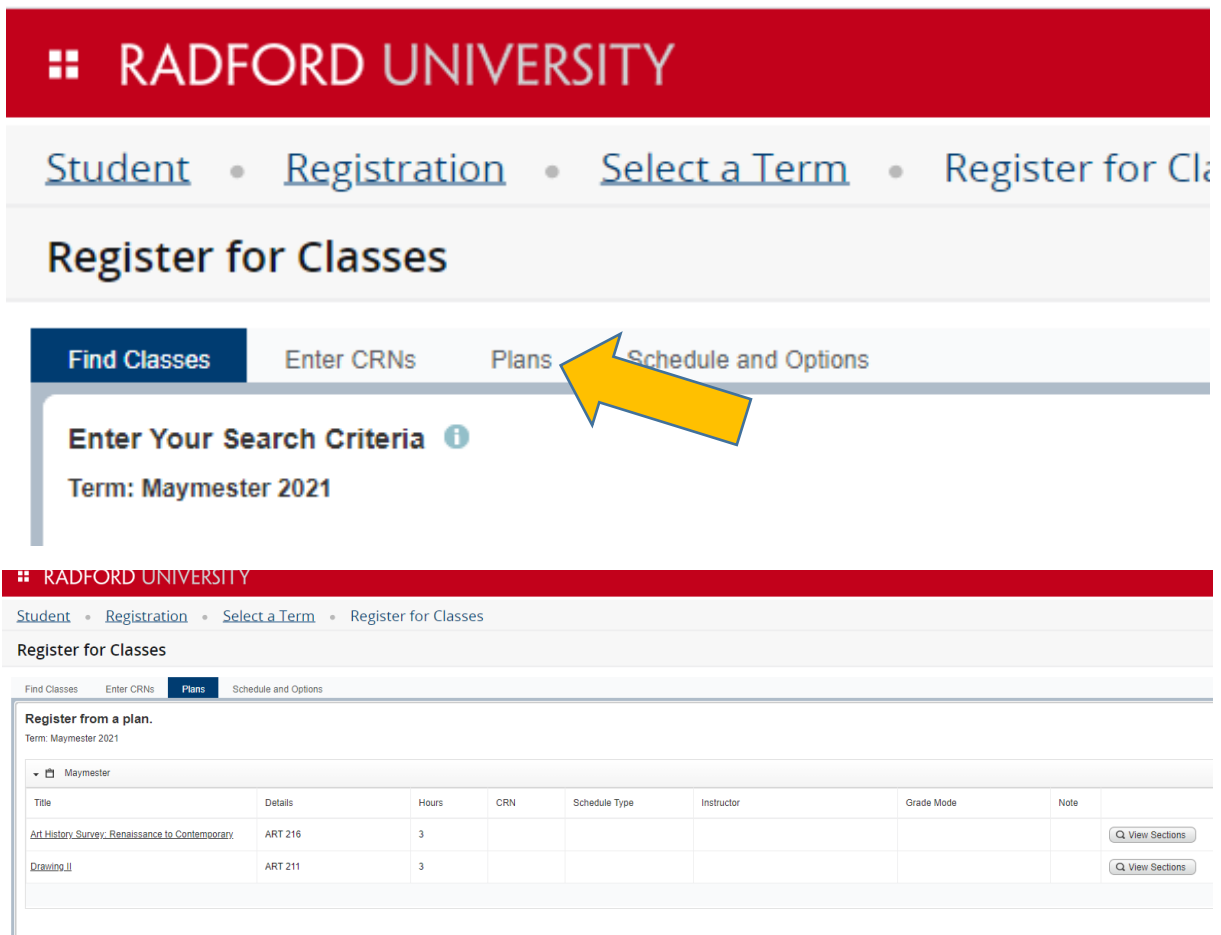
You can also use **Advanced Search:**

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:**

You can register for classes directly from your plan.

If you want to register for everything listed in your plan, use the **Add All** button:

Or, you can select individual courses and CRNs to add using the **Add** button:

Once added, courses will appear in your registration summary at the bottom of the screen:

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:

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:

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

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

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:

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

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:

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

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**:

	Tuesday	Wednesday	Thursday	Friday	Saturday
nday					

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action	
Digital Imaging	COMS 226, 01	0	31156	Lecture/Lab	*Deleted*	None	▾
Literary Texts and Contexts	ENGL 200, 01	3	31159	Lecture	Registered	None	▾

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