Banner Registration

USER’S GUIDE

Fall, 2007

Brown University
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Introduction

This Banner Registration User’s Guide is based on student feedback to pre-registration last spring. Over 1,300 students responded to the online survey and shared thousands of comments and suggestions. Especially important was the work of students in Cognitive and Linguistic Sciences 116, Human Factors, some of whom studied Banner documentation in their final project. While it will take many semesters to respond to all of the feedback and requests from students and faculty, we’ve taken some first steps over the summer to address the most important concerns.

This user’s guide is one such step. We have attempted to include answers to the most common questions and solutions for the most frustrating problems in a format that allows for quick reference. This too is a work in progress; we’ll try it out this fall and improve it based on comments from the community.

We’ve developed some additional resources for students and faculty as well:

- **New Online Tutorials**: Students recommended that we shorten the video tutorials and limit each to a single topic. There are now individual tutorials on adding courses, dropping courses and changing grade options. Check out the new versions by selecting the link on the Banner project page (www.brown.edu/banner).

- There are new resources for finding courses:
  - A **PDF version of the fall course listing** is available on the Banner project and Registrar’s websites http://www.brown.edu/Administration/Registrar/. You can search both course titles and descriptions for specific words and phrases. If you need a hard copy of the courses in one or two departments, this PDF will make it easy for you to print selected portions. The PDF will be updated regularly, but remember: the Banner Class Schedule always has the official and most up-to-date information.
- **Instructor Permission marker**: In the fall printed summary course list, all courses that require instructor permission are marked with an asterisk (*) next to the Course Reference Number (CRN) to make these courses easier for students to identify.

- The Registrar’s web page will maintain lists of **cancelled courses** and courses that are **new to the curriculum**.

- **MOCHA** will be maintained as a student project this year. MOCHA creators and CIS are working together on evaluating the ongoing relationship between the two systems.

- The **FAQ** site is still available and has been reorganized to make finding questions and answers easier. If you have a question that is not answered in this User’s Guide, send it along via [www.brown.edu/banner/faq](http://www.brown.edu/banner/faq).

- The **Registration Hotline** 3-2300 will be available 8:30-5:00 during the add/drop period.

Thanks for your feedback!
Chapter One: Learning to Speak Banner

The Banner student information system uses lots of terminology that is new and, often, not particularly intuitive. Here’s a glossary with some terms you’ll encounter in Banner:

<table>
<thead>
<tr>
<th>Banner Term</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attribute</td>
<td>This is a descriptor attached to a particular set of courses, like Diversity Perspectives, First Year Seminars, Liberal Learning courses, etc. When searching Class Schedule or Course Catalog, you can pick First Year Seminar as a course attribute to narrow your search to pull up only First Year Seminars.</td>
</tr>
</tbody>
</table>
| BannerID    | Your individual student identification number. For incoming students, this will be printed on your Brown identification card, which you will receive when you arrive on campus in August. For current students, if you would like to have your Banner ID printed on your Brown card, just visit the Brown Card Office and they will make you a new card. **To find your Banner ID in Banner:**  
  - Go to [https://selfservice.brown.edu/menu](https://selfservice.brown.edu/menu)  
  - Log-in with your username and password  
  - Click on the “Student and Financial Aid” tab.  
  - Click on the “Registration” link.  
  - Click on the “Registration Status” link.  
  - Your Banner ID will be displayed in the upper right hand corner. It's nine characters long and starts with the letter B. |
<p>| Bannerweb   | This is where you go to access Banner. <a href="https://selfservice.brown.edu/menu">https://selfservice.brown.edu/menu</a>. From this page you can enter the Class Schedule or Course Catalog or login to the secure area of Banner to check on your financial aid, change an address, etc. |
| Catalog     | The Banner Catalog is the list and descriptions of ALL courses approved to be taught at Brown. That’s EVERY course that might EVER be offered in ANY semester. So it’s a good place to browse, but not to |</p>
<table>
<thead>
<tr>
<th><strong>plan a set of courses for a given semester. For that, go to Class Schedule.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HINT: if “primary meeting” is highlighted, then the course is offered in the term you selected; click it and you’ll move to the Class Schedule level. See chapter 2 for more information.</strong></td>
</tr>
</tbody>
</table>

| **Class Schedule** | The record of courses offered in a given semester. Course descriptions can be accessed from the class schedule by clicking on the blue “View Catalog Entry” link. |

| **Common meeting** | A Schedule Type (i.e. a type of class meeting): some courses in Engineering have a common meeting of several primary meetings or sections. Students need to register for the common meeting as well as one primary/section meeting. |

| **Course Number** | Course numbers are not CRNs. Departments develop numbering systems for their courses; 1000 level courses (which used to be 100 level courses) are open to both grads and undergrads; 2000 level are grad courses and 0-999 are generally undergrad courses. |

| **CRN** | CRN stands for Course Reference Number and is a unique identifier for a course. CRN's are simple shorthand codes that you will use when registering (beats typing in the much longer course number!) You can find your section’s CRN in Banner’s Schedule. It is usually a 5 digit number immediately after the section’s title. An example: Sappho: Poet and Legend - 12226 - CLAS 0210K - S01 The 12226 is that section’s CRN. |

| **PIN, Alternate PIN** | A special PIN (Personal Identification Number) required for first year undergraduates only. Advisors will give first year students the PIN during orientation. First years will use this PIN in order to gain access to Banner online registration. HEADS UP: the PIN changes for every registration period. |

| **Schedule** | Same as Class Schedule |

| **Schedule Type** | These are types of class meetings, including: |
|---|
| • primary meeting: the main section of a course |
- labs
- conferences (discussion sections)
- filmings/screenings
- independent studies
- common meetings (group meetings of several sections or primary meetings)

HINT: narrow your search by selecting “primary meeting” in schedule type. Then all of the other class meetings like labs and independent studies won’t show up.

HEADS-UP: do you have to register for each schedule type separately?? Often, yes! Read the course description to be sure.

| XLIST (cross-listed courses) | In Banner, every department has a course called XLIST. For example, if you go to Banner Class Schedule (not catalog), select Ethnic Studies, click Class Search, then go to the end of the courses, you'll find Ethnic Studies XLIST. That space lists courses offered in other departments that are relevant to Ethnic Studies. |
Chapter Two: Finding Courses in Banner

One of the most common comments from students after spring pre-registration was that the actual process of registration was a snap; even students who’d never seen a tutorial or attended a forum found the registration process pretty easy to manage. BUT, many students commented that finding courses in Banner was much more challenging. Students who had already found their courses and the associated CRNs finished registering very quickly; those who had to look up courses during registration often had a hard time moving between the registration and course database screens.

Whether you are browsing courses at your leisure, or registering on line, there are some tips and shortcuts that may help you. This chapter summarizes those.

What about MOCHA and Banner?
Thanks to a collaboration between the student MOCHA creators and CIS, MOCHA is still available. Over the course of the next academic year, we’ll figure out what the ongoing relationship between these systems will be. That being said, you need to know that Banner is the University’s official system of record. Generally the information in the two systems is the same. On the chance there’s a discrepancy, however, Banner rules.

PDF Fall Course List
Another resource is the PDF file of Fall, 2007 courses, available on the Banner Project and Registrar’s websites. This resource is designed to make searching easier (you can search for character strings in course descriptions, for example). This site will be refreshed regularly. But, just as with MOCHA, if there’s a discrepancy between this site and Banner, Banner rules.

Course Preview Pages
Many faculty have written Course Preview Pages that provide much more detail than the course description on the nature of the class, assignments, readings, and related links. You can get to the Course Preview Page Directory at: http://courses.brown.edu/.
TRY THIS FIRST:

The best place to start learning to navigate in Banner is in Class Schedule, which you can access from BannerWeb.

- Go to BannerWeb at https://selfservice.brown.edu/menu
- Then select “Class Schedule.”
- Under the red highlighted phrase “Search by Term,” click on the arrow to the right of “none,” choose “Fall 2007,” and click submit.

On the page you will see selection options you can use to narrow your search for courses. Try this approach:
- Click on an academic department (listed in the Subject field).
- Click on the white field of your screen to release your cursor from that box.
- Scroll down, and click “Class Search.”

All courses offered in fall 2007 by the academic department you selected will be displayed.
- If you click on the title of a course, you’ll see more information about the course, including restrictions on enrollment, the number of students enrolled, and final exam information.
- Clicking on “View Catalog Entry” will take you to a description of the course.

You can browse various academic departments’ courses this way to get a sense of your options and to generate lists of courses you might take.

With that experience under your belt, you can see that Banner is built in layers:
- Use Catalog to see the full list of approved courses and the descriptions regardless if a given course is offered or not in a given term. (If “primary meeting” is highlighted, then the course is offered in the term you selected; you can click the highlighted “primary meeting” to move to the Class Schedule level.)
• Use **Class Schedule** to see courses that will be taught in a specific semester. (You are in the middle layer here; you can click on the course title to get to “Detailed Information” or click on “View Catalog Entry” to move up to the Catalog level.)

• Use **“Detailed Information”** to see exam groups, course enrollments, course restrictions. From here you can also view the description by clicking on “View Catalog Entry.”

**More Tips and Tricks**

*Find Crosslistings as XLIST courses:*  
In Banner, all of a department’s cross-listed courses are brought together in a single location. Each department has a course called XLIST. So, there’s an Ethnic Studies XLIST, and Music XLIST, and so forth. XLIST is the last entry in the list of courses.

*Learn some Banner lingo: “schedule type”*  
Banner can schedule lots of different types of class meetings – labs; conferences (a.k.a. discussion sections); filmings (screenings); common meetings (these are sectioned courses that sometimes meet together. They are all in Engineering); independent studies (also known as reading & research in some departments); and **primary meetings** (which is what it sounds like: the main class). If you leave the default of “all” under schedule type, you’ll get every sort of class meeting. Chances are that often, you only want the primary meeting.

*Use subject and schedule type to focus your search*  
Suppose you are interested in chemistry courses, but you don’t need to know yet about labs and conferences. In **Schedule**, under **subject** select chemistry and, under **schedule type**, select **primary meeting**. Primary meeting will eliminate all the labs, etc., and give you only individual chemistry sections.

*Use a single letter to speed up your search:*
To search for a particular subject, instead of scrolling through all of the entries, try this: in the Subject field, click any subject, then just enter the first letter of the subject you want (C for Chemistry); the list will jump to the first entry for that letter.

*Use the shift and control keys to select more than one subject at a time*

*Use catalog to explore a range of courses in a few departments*

Suppose you are interested in 1000 level (the old 100 level) courses in Econ, Soc, and Anthro. offered this fall. In Catalog, not Schedule, select the fall term and then select those three departments while holding down the Ctrl key. Then indicate the course number range 1000-1999. You’ll get back ALL courses (both fall and spring) that meet these criteria. Notice that some of the links to the “primary meeting” are highlighted in blue; these are offered in Fall, 07, and you can click the link to move from catalog to schedule and get more detailed information about a particular course. [If you had started your search by selecting spring ‘08, the highlighted links would be for the Spring term.]

*Remember that Banner is case-sensitive.*

*Expedite a search with the “find” command:*

Once you are in Schedule looking at a long list of classes, you can type “control-f” to do a find search. You could type in, for example, a particular course number and avoiding scrolling through the offerings.

*Find courses by instructor*

In Schedule, select all subjects by clicking on the first and shift-clicking on the last; select the instructors name and click Class Search to find all classes taught by a particular instructor. Clicking in the instructor box and then typing the first letter of the instructor’s last name will move the list to that range of the alphabet.
Chapter Three: Registering Online: Adding courses, Dropping Courses and Changing Grade Options

The easiest way to learn about online registration is to view an online tutorial; grab the link on the Banner Project website. There are quick video tutorials on Adding Courses, Dropping Courses, and Changing Grade Options. Instructions are also provided below.

But first, make sure you are ready to register. Several things might prevent you from registering at all. First year Undergrads: remember that you must get your Alternate (or “advising”) PIN from your advisor. Second, there are a number of possible “holds” that will prevent your registration. Here’s a list of registration holds, what they mean, and what to do about them.

### Registrations Holds

<table>
<thead>
<tr>
<th>Hold</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concentration Hold</td>
<td>Students beginning their fifth (or higher) semester must have filed a concentration. If you have not done so, you will not be able to register. Take your concentration paperwork to room 312, University Hall.</td>
</tr>
<tr>
<td>No Local Address Hold</td>
<td>This hold will occur for returning students who have not filed a local address with the Office of Residential Life. You’ll need to file your local address before this hold can be removed.</td>
</tr>
<tr>
<td>Failure to Pre-Register Hold</td>
<td>If you did not pre-register, this hold will appear. You should go to the registration counter (University Hall, third floor) to have the hold removed and to pay the late pre-registration fee ($15).</td>
</tr>
<tr>
<td>Bursar Hold</td>
<td>Student accounts must be up-to-date. If they are not, you’ll get this hold. Contact the Bursars’ Office to resolve the matter.</td>
</tr>
</tbody>
</table>
Checking Registration Status

You can see if there are any holds on your record by checking your “Registration Status:”

- Go to http://selfservice.brown.edu/.
- Log-in with your username and password
- Click on the “Student and Financial Aid” tab.
- Click on the “Registration” link.
- Click on the “Registration Status” link.

Adding Courses

Students may add courses online until the end of the add/drop period – i.e. until September 18 at 5:00 p.m. After the 18th, course adds must be done in person at the Registrar’s Office (and there’s a late fee). The final deadline for adding courses is the end of the fourth week of classes, after which courses may not be added by any means. Also, remember that, in both fall and spring semesters, classes begin on a Wednesday so that the “last day” of the registration week is always a Tuesday.

The basic steps to add one or more courses are:

- Go to BannerWeb, select “enter secure area,” and log in.
- Select the “Applicant, Student, and Financial Aid” link.
- Select the “Registration” link.
- Select “Add/Drop Classes”
- (first year undergrads will be asked for their PIN at this point)
- Enter the CRN (course reference number) of the course(s) you wish to add.
- Select “Submit Changes” to complete your registration.

Dropping Courses

Students may drop courses online until 5 pm on the last day of classes.
The basic steps to drop one or more courses are:

- Go to BannerWeb, select “enter secure area,” and log in.
- Select the “Applicant, Student, and Financial Aid” link.
- Select the “Registration” link.
- Select “Add/Drop Classes”
- Select “DROP” on the drop-down menu under “Action”
- Select “Submit Changes” to complete the drop.

**Changing Grade Options**

The deadline to file a grade option change is 5 pm on the day marking the end of the 4th week of classes. Again, remember that, in both fall and spring semesters, classes begin on a Wednesday so that the “last day” of the registration week is always a Tuesday.

Here are the steps:

- Go to BannerWeb, select “enter secure area,” and log in.
- Select the “Applicant, Student, and Financial Aid” link.
- Select the “Registration” link.
- Select the “Change Class Options” link.
- Select your preferred grade option on the drop-down menu
- Select “Submit Changes” to complete the change.
Chapter Four: Getting into Classes: Course Restrictions, Error Messages, and Faculty Overrides

Brown courses are incredibly varied, including everything from large lecture courses open to students at all levels to small seminars restricted to specific class years and/or concentrations. Banner applies faculty- and CCC-approved course restrictions during the registration.

This chapter will explain:
- The types of possible course restrictions;
- Banner error messages for each restriction; and
- How to request permission from faculty to override restrictions

Where do course restrictions come from? All course restrictions are proposed by faculty when they submit course proposals to the College Curriculum Council. The CCC reviews all aspects of the course proposal – pedagogy, level, course restrictions – before the course is approved to be taught.

Where can I find the restrictions on a specific course? There are several answers. Many faculty identify restrictions in the course description. You can find almost all of the restrictions at the “Detailed Information” link in Banner Class Schedule. (Remember how to get there? go to Schedule; find the class; click on the course title.) One very important restriction is not listed at this location, and that’s the requirement of instructor permission. To make that easy to find, all courses that require instructor permission are marked on the printed summary class list with an asterisk (*) next to the CRN.

Here’s a summary of all Banner course restrictions:

<table>
<thead>
<tr>
<th>Restriction</th>
<th>What does it mean?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor permission required</td>
<td>NO students will be allowed to register until obtaining a “faculty override,” which is an electronic course permission, from the faculty member. Students who register for a course requiring written permission</td>
</tr>
<tr>
<td><strong>Restriction</strong></td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Enrollment limit</td>
<td>Students will be permitted to register up to the specified enrollment limit. Once the enrollment limit is reached, students will receive a message that the course is closed.</td>
</tr>
<tr>
<td>Program restriction</td>
<td>Courses may be limited to students in one or more specified concentrations. Students who have not declared a concentration or are not in the specified concentration(s) will receive a message that they do not meet the program restriction.</td>
</tr>
<tr>
<td>Level restriction</td>
<td>Courses may be limited to undergraduate, graduate or medical students</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>Banner has the capacity to check specified course pre-requisites or required AP scores. This functionality will not, however, be used until 2008</td>
</tr>
<tr>
<td>Time conflict</td>
<td>Students may not register for two courses that meet at the same hour or that overlap in time</td>
</tr>
<tr>
<td>Duplicate course</td>
<td>Students may not register for more than one section of the same course number. (In Banner, topics courses are independent courses. Therefore, the restriction does not apply.)</td>
</tr>
</tbody>
</table>

**Banner Error Messages**

When you are registering, you might run into one of the above restrictions. Banner will send you an error message. Specifically, after you have clicked the “Register” button, when the screen refreshes, you’ll get an error message under your current schedule.

Here’s a complete list of Banner Error Messages, along with a description of what they mean and what you should do to resolve them.
<table>
<thead>
<tr>
<th>Registration Error Messages</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Restriction</td>
<td>Courses may be restricted to a specific semester standing level – e.g. semester 6 and above.</td>
</tr>
<tr>
<td>Closed Section</td>
<td>The enrollment limit for the course has been reached.</td>
</tr>
<tr>
<td>Corq_Dept ####### xxxxx Req</td>
<td>The course you are registering for requires that you also register for a co-requisite. The 5-digit xxxxx is the CRN of the co-requisite course.</td>
</tr>
<tr>
<td>Duplicate CRN</td>
<td>You’ll get this message if you try to register for a duplicate course</td>
</tr>
<tr>
<td>Written Permission – Instructor</td>
<td>Instructor permission is required for the course.</td>
</tr>
<tr>
<td>Level Restriction</td>
<td>The course is restricted to a certain level (e.g. grads, undergrads, meds).</td>
</tr>
<tr>
<td>Link Error XX ZZ Reqd</td>
<td>If classes are “Linked” you will get this error message. This means you must register for the linked course or course elements simultaneously</td>
</tr>
<tr>
<td>Maximum Hours Exceeded</td>
<td>You are trying to register for more than five credits.</td>
</tr>
<tr>
<td>Program Restriction</td>
<td>The course is restricted to one or more concentrations.</td>
</tr>
<tr>
<td>Time Conflict with xxxxx</td>
<td>You are attempting to register for a course which conflicts with the time on another course you already registered for. The xxxxx is the CRN of the conflicting course.</td>
</tr>
<tr>
<td>Invalid Level for Course</td>
<td>You are a graduate student trying to register for an undergraduate level course (under 0999 course number). You must register in person at the Registrar’s Office.</td>
</tr>
<tr>
<td>Preq and test score error</td>
<td>You do not have the required course pre-requisite(s) and/or Test Scores (AP) to gain entry into this class.</td>
</tr>
</tbody>
</table>
Some questions related to error messages:

**Will I get an error message if I’m supposed to register for both a primary meeting (section) and a lab?**

Not usually. In most cases, the different meeting types are not linked. That means that Banner will let you register for a section and not the lab or it will even let you register for only the lab. **You should always register for the primary meeting or section;** this is the graded entity, or the central course component. If you register for only a conference or lab, and not the primary meeting, you are not really *in* the course. So always register for the primary meeting. When possible, register for other elements of the course as well.

**What if I get a “time conflict” error message from Banner with regard to courses I pre-registered for?**

Should a department need to change the class meeting time of a course that you have already registered for, the department should notify you of the change and that it may have produced a time conflict on your schedule. If the change has indeed caused a time conflict on your existing schedule, it is important that you **deal with this BEFORE you do anything else in Banner:** decide which course you want to keep (and drop the other). If you pursue other actions first (adding other courses, for example), Banner will select one of the two conflicting courses to drop at random.

**Will I get an error message if I register for two reading courses in the same department with different professors?**

Yes, it is a Duplicate course. The same course number means it’s a duplicate course. Contact the Registrar’s Office.

**Faculty Overrides**

Faculty can override all restrictions on their classes except for time conflicts, duplicate courses and the number of times a course can be repeated for credit. That is, faculty can override enrollment limits, as well as class, level and concentration restrictions in order to admit you to their class.
To issue an override for a specific course, a faculty member will enter your Banner ID into the system. (So, when you ask for an override, make sure you have your Banner ID.) Once the faculty member has entered an override, Banner will display a message, which you will see under “Registration Status”. Then you can go back into registration and sign up for the course. **The faculty member’s override does not register you for the course!** You must do the actual registration once you’ve received the override. (HINT: faculty aren’t too keen on students to request overrides and then don’t register, so don’t delay.)

So how do you request an override?
- Email the professor or visit office hours
- Make sure you have your Banner ID so that, if you are successful, the professor can grant your request.
- Once you secure an override, REGISTER.
- ALWAYS, ALWAYS, ALWAYS attend the first class meeting

Common questions about overrides:

*What if the instructor is “staff” or “tbd”?*
  
  Contact the department.

*Does Banner keep a waiting list for each course?*
  
  No. But many faculty do, so talk with the professor.

*Does the faculty member know I tried to register?*
  
  No. That’s why it’s important to contact the faculty member.

*Can a professor drop me from a class?*
  
  Students are expected to attend the classes they registered for if they intend to take them. Faculty may request that students who do not attend the first class meetings be dropped from the course.
Chapter Five: Technical Details

Students and faculty will use a product called "Self-Service Banner" for all of their Banner interactions. Self-Service Banner is a regular website, composed of html, images and server-side scripting. In these types of websites, the elements of the page can look better or worse in different web browsers, but they function in any modern browser. Nonetheless, the Sungard company which produces Self-Service Banner performs more testing on their recommended configuration and thus, we also recommend the following configurations.

Here are the desktop requirements as of Feb 12, 2007: Microsoft Windows XP with Service Pack 2 (SP2) with Microsoft Internet Explorer web browser v6+ or Apple Macintosh OS X 10.3+ with Apple Safari web browser 1.2+

Your computer display should be configured for at least a 1024x768 screen resolution.

What did we learn from pre-registration last spring? Virtually all students registered from their residences and access problems were not reported to the CIS help desk. From some reports, wired connections seemed better than wireless access.

Should you encounter any difficulties accessing Banner, contact the Help Desk: 863-HELP.
Access ALL Banner resources from the Banner Project website.  
www.brown.edu/banner

Registrar’s Office  
www.brown.edu/administration/Registrar

Banner Hotline  
863-2300