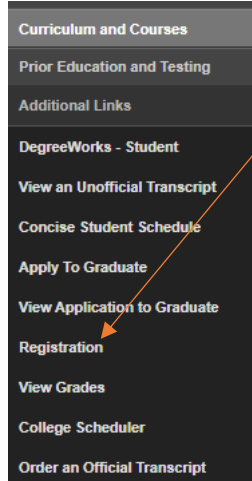# Banner Web Student Class Registration and Schedule Changes

1. Log into Banner Web

Log into Banner Web and click on **Student Profile Page**. Next, click on **Registration**.
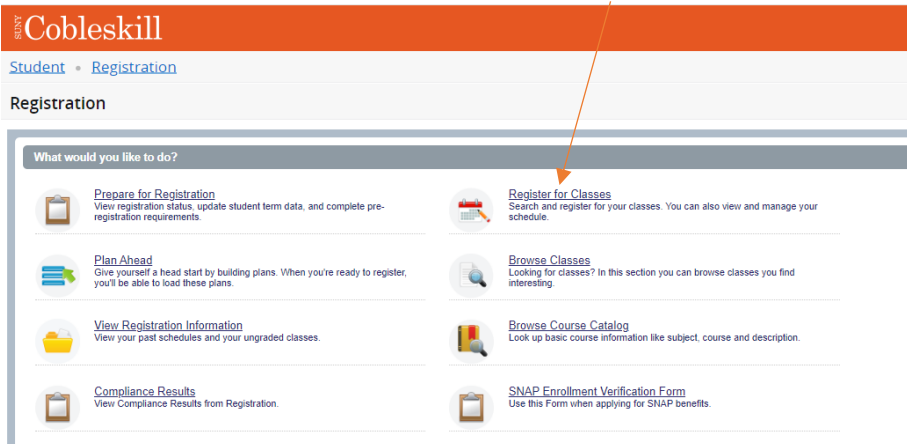
This is the entry page for Banner Student Self Service.
You can return to this page at any time by clicking on the Cobleskill logo at the top of the page.
Note: The first time clicking on each link may take a bit
but the second time you click on the link will be much faster.

- Student Profile Page
- Order an Official Transcript
- Billing and Payments
- Admissions Deposits
- Wellness Center Patient Portal
- Student Conduct Code Affirmation
- Chosen Name, Pronoun, and Gender Change Request Form
- Financial Aid Information
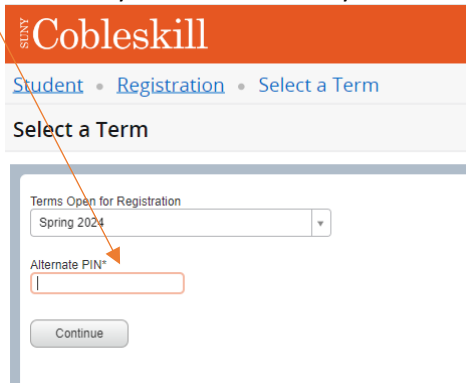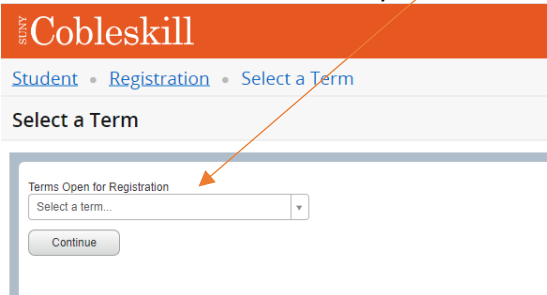- Remove Voluntary Fees
- Class Schedule
- College Scheduler

Curriculum and Courses

Prior Education and Testing

Additional Links

DegreeWorks - Student

View an Unofficial Transcript

Concise Student Schedule

Apply To Graduate

View Application to Graduate

Registration

View Grades

College Scheduler

Order an Official Transcript

2. Click on Register for Classes

The Registration screen appears. Click on **Register for Classes**.

SUNY Cobleskill

Student • Registration

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.

Plan Ahead
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.

Compliance Results
View Compliance Results from Registration.

SNAP Enrollment Verification Form
Use this Form when applying for SNAP benefits.

3. Select a Term and Enter Alt PIN

The **Select a Term** screen appears. Select the term you are creating a schedule or making changes for.
You will then be asked to enter your **Alternate PIN** which you received from your advisor for scheduling.

SUNY Cobleskill

Student • Registration • Select a Term

Select a Term

Terms Open for Registration
Select a term...

[Continue]

SUNY Cobleskill

Student • Registration • Select a Term

Select a Term

Terms Open for Registration
Spring 2024

Alternate PIN*

[Continue]

4. Search for Classes

The next screen to appear, if there isn't already a created schedule, is the **Register for Classes** screen. Enter your search criteria and click on **Search**. Otherwise, the full registration screen will appear.

5. Add Classes to your Schedule

The search results appear. For this example, we used AAMS 111. You will see the schedule details for the class. If you wish to register for the class, click on **Add**. Pay close attention to the **Status** column. It will indicate if the class has available seats or if it is full. If you decide that you don't want this class, you can click on **Search Again** to choose another.

For this example, we used ACCT 101. The **Status** column indicates Section A has available seats and Section B is Full. This column will also let you know if there is a Time Conflict with other classes in your schedule.

After you click on **Add**, you will now see your **Class Schedule** and registration **Summary** below the search results. You will continue to add courses using the **Search Again** button.

6. Click Submit to Process Registration

Once you have added your classes and they appear in the Summary area, click on **Submit** to process your registration. After clicking **Submit**, you will see, in the Summary area, your updated Status for each class.

7. Registration Status and Errors

If you successfully registered, you will see **Registered** in the **Status** column. If there was an error in registration, the **Status** column will indicate the error. For this example, we used BADM 449. The course has a prerequisite that hasn't been completed; therefore, you cannot register for the class.

In the **Summary** area, you can click on the error message to get further details regarding the error. To remove the class from the **Summary**, Remove is pre-selected in the **Action** column so all you have to do is click on **Submit**. The **Summary** area is also where you would drop or withdraw from a class. Choose the appropriate **Action** in the drop-down box for the class and click on **Submit**.

8. View Class Schedule

Class Schedule gives you a block schedule view of your classes. Be aware that this view does not indicate the start date nor location for your classes. You can click on **Schedule Details** to view detailed information. Your official schedule with complete details is viewable on the **Student Profile Page** by clicking on **Concise Student Schedule**. You can click on **Panels** to enlarge the schedule as well as switch back to Registration view.