Eligible Colgate students may use Banner Web/Self Service to:

- register for courses (with priority order based on class year and last name);
- modify course registration prior to the beginning of the term;
- view their course schedule;
- view final grades and unofficial transcript.
Log on to the Colgate University Portal (portal.colgate.edu)
Sign in using your network login and password.
In the Banner Self-Service portlet, click the Registrar Tab to access a variety of links associated with registration and your academic record.

To begin registering, click the Register for Classes link.
Check Your Registration Status

On this screen you can view your registration start time, whether you have any issues that will prevent registration, and when it’s your time you can access the Add or Drop Classes link to begin registering for courses.

At the start of your registration time, click Add or Drop Classes to begin registering.

Look here for your begin registration day and time

Confirm your eligibility

At the start of your registration time, click Add or Drop Classes to begin registering.
Select the term

From the drop-down menu, highlight the appropriate term, then click “Submit.”
Alternate PIN Verification

Enter the 6-digit registration PIN you received from your academic adviser, then click “Submit.”

Alternate PIN = Registration PIN
Add Classes Worksheet

Enter the CRN for each course/lab you wish to register for. Please note: you must submit lectures and their corequisite labs simultaneously. **Once you’ve entered all of your first-choice CRNs, you must click Submit Changes.**

The CRN (Course Reference Number) is the 5 digit course number found in the course offerings. You must Submit Changes.
Class Search

You may search for courses by selecting “Class Search.”
Class Search

Search for courses offered in the term using a variety of criteria.

You must select a subject.

Once you have specified your search criteria, select Section Search.

Choose additional criteria, if desired.
Class Search

If you find a course that you wish to add to your schedule, check the corresponding “Select” box in the far left column. Once you have selected all of the courses you want from this search, click “Register” to add the course(s) to your schedule.

<table>
<thead>
<tr>
<th>Select CRN</th>
<th>Subj</th>
<th>Curs</th>
<th>Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>WL</th>
<th>Act</th>
<th>WL</th>
<th>Rem</th>
<th>XL</th>
<th>Act</th>
<th>XL</th>
<th>Rem</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
<th>Location</th>
<th>Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>10512</td>
<td>ENGL</td>
<td>209</td>
<td>A</td>
<td>1</td>
<td>0.00</td>
<td>1.00 Amer Texts: Black Atlantic</td>
<td>TR</td>
<td>02:45-04:00</td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>50</td>
<td>0</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Lenora Dian Warren (P)</td>
<td>01/19-05/08</td>
<td>LATH 310</td>
<td>Humanities Requirement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10639</td>
<td>ENGL</td>
<td>254</td>
<td>B</td>
<td>1</td>
<td>1.00</td>
<td>1.00 Basic Acting</td>
<td>TR</td>
<td>02:45-04:00</td>
<td>16</td>
<td>0</td>
<td>16</td>
<td>50</td>
<td>0</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Adrian Giurgea (P)</td>
<td>01/19-05/08</td>
<td>RYAN 212</td>
<td>Humanities Requirement and THEA/Theater</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10559</td>
<td>ENGL</td>
<td>315</td>
<td>A</td>
<td>1</td>
<td>1.00</td>
<td>1.00 The Romantic Poets and Essayists</td>
<td>TR</td>
<td>02:45-04:00</td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>50</td>
<td>0</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Amelia M. Klein (P)</td>
<td>01/19-05/08</td>
<td>LATH 308</td>
<td>Humanities Requirement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10609</td>
<td>ENGL</td>
<td>377</td>
<td>A</td>
<td>1</td>
<td>1.00</td>
<td>1.00 Fiction Writing Workshop</td>
<td>TR</td>
<td>02:45-04:00</td>
<td>15</td>
<td>0</td>
<td>15</td>
<td>50</td>
<td>0</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Brian J. Hall (P)</td>
<td>01/19-05/08</td>
<td>LATH 410</td>
<td>Humanities Requirement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Register] [Add to Worksheet] [New Search]
Drop a Course

To drop a course, select the drop-down menu in the action column. Select Drop/Delete, then click Submit Changes to remove the course from your schedule. Confirm that the course no longer appears in the Current Schedule portion of the page.
When you are done registering, sign out of the portal and close your browser. You may continue registering past your registration group time, but please sign out when you are done to lessen the server load and allow faster transactions for other students.

Continue on for information on Registration Errors
Course Closed
This error indicates that the course is closed and a waitlist has started.
See the picture for instructions on how to add yourself to the waitlist.

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registered</strong></td>
<td>on OCT 16, 2014</td>
<td>None</td>
<td>10512</td>
<td>ENGL 209</td>
<td>A</td>
<td>Undergraduate 1.000 Graded</td>
<td>Amer Texts: Black Atlantic</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 1.000
Billing Hours: 1.000
Minimum Hours: 0.000
Maximum Hours: 4.500
Date: OCT 16, 2014 02:46

Registration Add Errors

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course closed - 1 on waitlist</td>
<td>None</td>
<td>10103</td>
<td>PSYC 150</td>
<td>A</td>
<td>Undergraduate 1.000 Graded</td>
<td>Introduction to Psychology</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Classes Worksheet

This number shows how many people are currently on the waitlist; your position would be +1
To add yourself to the waitlist, click the drop-down under Action and select Wait List
You MUST click Submit Changes after selecting waitlist in the action column. You will not be added if you skip this step.

Submit Changes Class Search Reset
Waitlisted Courses
After you “Submit Changes,” the waitlisted course will appear on the current schedule portion of the screen, with the status of “Wait List.”
**Restricted Courses**

You cannot register online for a restricted course. If you receive the “Instructor’s Signature” error, you must obtain the instructor’s signature. You must bring your signed registration form to the registrar’s office for processing. (Registration forms are available online or in the registrar’s office.)
Coreq Error
The course you entered has a corequisite (e.g., required lab). Check the Co-Req column in the Course Offerings result page. Add the course again with a lab section (or vice versa). Remember to submit the CRNs (lecture and lab) simultaneously. Both the lecture and the lab must have open seats to successfully register.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj Crse Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registered</strong> on OCT 16, 2014</td>
<td>None</td>
<td>10512 ENGL 209 A</td>
<td>Undergraduate 1.000 Graded</td>
<td></td>
<td></td>
<td>Amer Texts: Black Atlantic</td>
</tr>
<tr>
<td>Wait List on OCT 16, 2014</td>
<td>None</td>
<td>10103 PSYC 150 A</td>
<td>Undergraduate 0.000 Graded</td>
<td></td>
<td></td>
<td>Introduction to Psychology</td>
</tr>
</tbody>
</table>

Total Credit Hours: 1.000
Billing Hours: 1.000
Minimum Hours: 0.000
Maximum Hours: 4.500
Date: OCT 16, 2014 03:30

Registration Add Errors

Must register for coreq BIOL 181L simultaneously

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj Crse Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>10177</td>
<td>BIOL 181 A</td>
<td>Undergraduate 1.000 Graded</td>
<td>Evolution, Ecology, and Diversity</td>
<td></td>
</tr>
</tbody>
</table>
**Duplicate Equivalent**

You are already registered for a different section of the same course. You must choose a different course to add to your schedule.

### Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

### Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Registered</strong> on OCT 16, 2014</td>
<td>None</td>
<td>10512</td>
<td>ENGL</td>
<td>209</td>
<td>A</td>
<td>Undergraduate</td>
<td>1.000 Graded</td>
<td>Amer Texts: Black Atlantic</td>
<td></td>
</tr>
<tr>
<td>Wait List on OCT 16, 2014</td>
<td>None</td>
<td>10103</td>
<td>PSYC</td>
<td>150</td>
<td>A</td>
<td>Undergraduate</td>
<td>0.000 Graded</td>
<td>Introduction to Psychology</td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong> on OCT 16, 2014</td>
<td>None</td>
<td>10488</td>
<td>MATH</td>
<td>102</td>
<td>A</td>
<td>Undergraduate</td>
<td>1.000 Graded</td>
<td>Introduction to Statistics</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 2.000
Billing Hours: 2.000
Minimum Hours: 0.000
Maximum Hours: 4.500
Date: OCT 16, 2014 03:35

#### Registration Add Errors

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duplicate Equivalent with Section</td>
<td>10488</td>
<td>10485</td>
<td>CORE</td>
<td>1435</td>
<td>C</td>
<td></td>
<td></td>
<td>Introduction to Statistics</td>
</tr>
</tbody>
</table>
Maximum Hours Exceeded

You may not register for more than 4.50 course credits during registration. Students wishing to register for additional courses/course credits must wait until the Drop/Add period.

If you wish to add the course that received the error, you'll need to drop one of your registered courses and add the CRN again.
Missing Course Prerequisites
You have not fulfilled one or more prerequisites for the course. If you receive the instructor’s permission (i.e., signature) to register for the course, bring your signed registration form to the registrar’s office for processing.
Repeat Course

If you have already earned credit for a course and are eligible to repeat it, you may not register for it online. Please see “Repeating a Course” in the *Colgate University Catalogue* to determine your eligibility and whether you need the instructor’s permission (signature) to repeat the course.

### Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
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<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Registered</strong> on OCT 16, 2014</td>
<td>None</td>
<td>10512</td>
<td>ENGL</td>
<td>209</td>
<td>A</td>
<td>Undergraduate</td>
<td>1.000</td>
<td>Graded</td>
<td>Amer Texts: Black Atlantic</td>
</tr>
<tr>
<td>Wait List on OCT 16, 2014</td>
<td>None</td>
<td>10103</td>
<td>PSYC</td>
<td>150</td>
<td>A</td>
<td>Undergraduate</td>
<td>0.000</td>
<td>Graded</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td><strong>Registered</strong> on OCT 16, 2014</td>
<td>None</td>
<td>10488</td>
<td>MATH</td>
<td>102</td>
<td>A</td>
<td>Undergraduate</td>
<td>1.000</td>
<td>Graded</td>
<td>Introduction to Statistics</td>
</tr>
</tbody>
</table>

- Total Credit Hours: 2.000
- Billing Hours: 2.000
- Minimum Hours: 0.000
- Maximum Hours: 4.500
- Date: OCT 16, 2014 03:38

**Registration Add Errors**

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeat course--contact Registrar’s Office</td>
<td>10052</td>
<td>BIOL</td>
<td>101</td>
<td>A</td>
<td>Undergraduate</td>
<td>1.000</td>
<td>Graded</td>
<td>Organismal Biol: Parasites</td>
</tr>
</tbody>
</table>
**Time Conflict**

You cannot register for two courses that meet at the same time or have any time overlap. Either select another course or, if you prefer this course to the course with which it conflicts, change the “Action” of the registered course from “None” to “Drop/Delete” in the drop-down menu. Then, re-enter the CRN of the course you want in the “Add Classes Worksheet” section, and “Submit Changes.”
The Office of the Registrar is open during the evenings of Registration, in addition to regular business hours. If you need help while registering or have any questions, please contact the office for assistance.

For immediate assistance, please call or come to the office; there may be a delayed response to emails.

Office of the Registrar
126 McGregory Hall
315-228-7676
registrar@colgate.edu

Additional registration information can be found on the registrar’s web page (www.colgate.edu/registrar).