Colgate University
Banner Self-Service Registration Instructions

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.

Colgate University

Secure Sign In

Username

jstudent

Password

•••••••••

Sign In

Forgot your password?

This sign-in page is for students, faculty, staff, and applicants only.

If you are a new student or employee, please set your password before signing in.

If you are a new applicant and you've lost your password, please contact the Admission Office.

To protect your privacy, please quit your web browser when you are done accessing Colgate services.

Problem? Call (315) 228-7111 or Get ITS help

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.

Colgate University

Welcome   **Home**   Student Toolbox

▾ BANNER SELF–SERVICE

Registrar   Financial Aid   Accounts   InfoShare

Registrar

Student Course Schedule (Drop/Add and Final)

Student Schedule by Day and Time

Course Booklet

Register for Classes

View Final Grades

View Holds

Get Unofficial Transcripts

All Banner Self-Service Links

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.

Check Your Registration Status:

⚠ Displayed below are various items which may affect your registration. Your Time Ticket, Holds, Academic Standing, Student Status, Class, and Curriculum may prevent registration or restrict the courses you will be permitted to select.

Once you have completed your registration you must log out of the portal and close your browser. Failure to close your browser will result in subsequent log in errors.

You may register during the following times

From	Begin Time	To	End Time
MAR 21, 2014	10:00	SEP 08, 2014	04:30

Look here for your begin registration day and time

✔ You have no Holds which prevent registration.
✔ Your Academic Standing permits registration.
✔ Your Student Status permits registration.
  Your Class for registration purposes is Sophomore.

Confirm your eligibility

Earned Credit

Level	Type	Hours
Undergraduate	Transfer	4.250

Curriculum Information
Current Program
Bachelor of Arts (AB)
Level: Undergraduate
Admit Term: Fall 2002
Catalog Term: Fall 2014
College: Colgate University
Major: Art & Art History
Major Concentration: Emphasis in Studio Art

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

[View Holds | Add Or Drop Classes

Select the term

From the drop-down menu, highlight the appropriate term, then click "Submit."

Colgate UNIVERSITY   **Banner Administrative System**

Personal Information   Alumni and Friends   **Student**   InfoShare

Search [   ] [Go]   RETURN TO MENU   SITE MAP   HELP   EXIT

000482025 Jane D. Student
OCT 16, 2014 11:59

Select Term

Term not available for Registration processing. Please select an available term or return to the menu and select a different option.

Select a Term: Spring 2015 ▼

[Submit]

RELEASE: 8.4

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Alternate PIN Verification

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

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Search [_____] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

000482025 Jane D. Student
Spring 2015
OCT 16, 2014 12:02

Alternate PIN Verification

Please enter your Alternate Personal Identification Number (PIN) for verification, then click Login.

Alternate PIN = Registration PIN

Alternate PIN: [_____]

[Submit]

RELEASE: 8.5.1.2

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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.**

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Personal Information   Alumni and Friends   Student   InfoShare

Search [_____] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

000482025 Jane D. Student
Spring 2015
OCT 16, 2014 01:19

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.

> The CRN (Course Reference Number) is the 5 digit course number found in the course offerings.

> **You must Submit Changes**.

Add Classes Worksheet

CRNs

| 10003 | 10125 | 10365 | 10145 | 10002 | | | | | |

Submit Changes   Class Search   Reset

[View Holds]

Class Search

You may search for courses by selecting "Class Search."

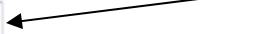**Colgate UNIVERSITY** | **Banner Administrative System**

Personal Information | Alumni and Friends | **Student** | InfoShare

Search [_____] [Go]   RETURN TO MENU   SITE MAP   HELP   EXIT

000482025 Jane D. Student
Spring 2015
OCT 16, 2014 01:19

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.

Add Classes Worksheet

CRNs

10003	10125	10365	10145	10002					

[Submit Changes] [Class Search] [Reset]

[View Holds]

Class Search

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

Colgate UNIVERSITY Banner Administrative System

Personal Information Alumni and Friends **Student** InfoShare

Search [   ] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

000482025 Jane D. Student
Spring 2015
OCT 16, 2014 02:14

Look-Up Classes to Add:

Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to narrow your search, but you must select at least one Subject. When your selection is complete, click Get Classes to perform the search.

Subject:
Africana & Latin Amer Studies
Anthropology
Art and Art History
Astronomy
Biology
Chemistry
Chinese
Classics
Computer Science
Core Curriculum

You must select a subject.

Course Number: [   ]

Title: [   ]

Credit Range: [   ] hours to [   ] hours

Part of Term:
Non-date based courses only

Instructor:
All
Abdal-Ghaffar, Nady
Aizawa, Yoichi

Choose additional criteria, if desired.

Session:

Attribute Type:
All
ALS1/African American Studies
ALS2/African Studies

Start Time: Hour 00 ▼   Minute 00 ▼   am/pm am ▼
End Time: Hour 00 ▼   Minute 00 ▼   am/pm am ▼
Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

Section Search   Reset

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

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.

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Search [_____] [Go]   RETURN TO MENU   SITE MAP   HELP   EXIT

000482025 Jane D. Student
Spring 2015
OCT 16, 2014 02:33

Look-Up Classes to Add:

To register for classes, check the box in front of the CRN (**C** identifies a closed class, **NR** identifies a course that is not allowed for Registration, **SR** identifies that there is a Student Restriction preventing Registration for the course) and click Register or Add to Worksheet.

Sections Found
English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
☐	10512	ENGL	209	A	1	1.000	Amer Texts: Black Atlantic	TR	02:45-04:00	25	0	25	50	0	50	0	0	0	Lenora Diann Warren (P)	01/19-05/08	LATH 310	Humanities Requirement
☐	10639	ENGL	254	B	1	1.000	Basic Acting	TR	02:45-04:00	16	0	16	50	0	50	0	0	0	Adrian Giurgea (P)	01/19-05/08	RYAN 212	Humanities Requirement and THEA/Theater
☐	10559	ENGL	315	A	1	1.000	The Romantic Poets and Essayists	TR	02:45-04:00	25	0	25	50	0	50	0	0	0	Amelia M. Klein (P)	01/19-05/08	LATH 308	Humanities Requirement
☐	10609	ENGL	377	A	1	1.000	Fiction Writing Workshop	TR	02:45-04:00	15	0	15	50	0	50	0	0	0	Brian J. Hall (P)	01/19-05/08	LATH 410	Humanities Requirement

[Register] [Add to WorkSheet] [New Search]

[Student Schedule by Day & Time | Student Detail Schedule | View Fee Assessment]

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.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on OCT 16, 2014	None	10512	ENGL	209	A	Undergraduate	1.000	Graded	Amer Texts: Black Atlantic
Wait List on OCT 16, 2014	None	10103	PSYC	150	A	Undergraduate	0.000	Graded	Introduction to Psychology
Registered on OCT 16, 2014	None / None / Drop/Delete	10488	MATH	102	A	Undergraduate	1.000	Graded	Introduction to Statistics
Registered on OCT 16, 2014		10069	ARTS	100	B	Undergraduate	1.000	Graded	Introduction to Studio Art
Registered on OCT 16, 2014	None	10311	CORE	108S	A	Undergraduate	1.000	Graded	The Science of Art

Total Credit Hours: 4.000
Billing Hours: 4.000
Minimum Hours: 0.000
Maximum Hours: 4.500
Date: OCT 16, 2014 03:49

Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes] [Class Search] [Reset]

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

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on OCT 16, 2014	None	10512	ENGL	209	A	Undergraduate	1.000	Graded	Amer Texts: Black Atlantic

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

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

🔴 Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Course closed - 1 on waitlist	None ▾	10103	PSYC	150	A	Undergraduate	1.000	Graded	Introduction to Psychology

None
Wait List

Add Classes Worksheet

You MUST click Submit Changes after selecting waitlist in the action column. You will **not** be added if you skip this step.

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

[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."

Search [_____] [Go]   RETURN TO MENU   SITE MAP   HELP   EXIT

000482025 Jane D. Student
Spring 2015
OCT 16, 2014 03:04

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

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on OCT 16, 2014	None ▼	10512	ENGL	209	A	Undergraduate	1.000	Graded	Amer Texts: Black Atlantic
Wait List on OCT 16, 2014	None ▼	10103	PSYC	150	A	Undergraduate	0.000	Graded	Introduction to Psychology

Total Credit Hours: 1.000
Billing Hours: 1.000
Minimum Hours: 0.000
Maximum Hours: 4.500
Date: OCT 16, 2014 03:04

Add Classes Worksheet

CRNs

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.)

Search [   ] [Go]   RETURN TO MENU   SITE MAP   HELP   EXIT

000482025 Jane D. Student
Spring 2015
OCT 16, 2014 03:10

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

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on OCT 16, 2014	None ▼	10512	ENGL	209	A	Undergraduate	1.000	Graded	Amer Texts: Black Atlantic
Wait List on OCT 16, 2014	None ▼	10103	PSYC	150	A	Undergraduate	0.000	Graded	Introduction to Psychology

Total Credit Hours: 1.000
Billing Hours: 1.000
Minimum Hours: 0.000
Maximum Hours: 4.500
Date: OCT 16, 2014 03:10

ⓘ Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Instructor signature required	10609	ENGL	377	A	Undergraduate	1.000	Graded	Fiction Writing Workshop

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 vise versa). Remember to submit the CRNs (lecture and lab) simultaneously. Both the lecture and the lab must have open seats to successfully register.

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Search [_____] [Go]   RETURN TO MENU   SITE MAP   HELP   EXIT

000482025 Jane D. Student
Spring 2015
OCT 16, 2014 03:30

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

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on OCT 16, 2014	None ▼	10512	ENGL	209	A	Undergraduate	1.000	Graded	Amer Texts: Black Atlantic
Wait List on OCT 16, 2014	None ▼	10103	PSYC	150	A	Undergraduate	0.000	Graded	Introduction to Psychology

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**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Must register for coreq BIOL 181L simultaneously	10177	BIOL	181	A	Undergraduate	1.000	Graded	Evolution, Ecology, and Diversity

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

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on OCT 16, 2014	None	10512	ENGL	209	A	Undergraduate	1.000	Graded	Amer Texts: Black Atlantic
Wait List on OCT 16, 2014	None	10103	PSYC	150	A	Undergraduate	0.000	Graded	Introduction to Psychology
Registered on OCT 16, 2014	None	10488	MATH	102	A	Undergraduate	1.000	Graded	Introduction to Statistics

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

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Duplicate Equivalent with Section 10488	10485	CORE	143S	C	Undergraduate	1.000	Graded	Introduction to Statistics

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.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on OCT 16, 2014	None	10512	ENGL	209	A	Undergraduate	1.000	Graded	Amer Texts: Black Atlantic
Wait List on OCT 16, 2014	None	10103	PSYC	150	A	Undergraduate	0.000	Graded	Introduction to Psychology
Registered on OCT 16, 2014	None	10488	MATH	102	A	Undergraduate	1.000	Graded	Introduction to Statistics
Registered on OCT 16, 2014	None	10069	ARTS	100	B	Undergraduate	1.000	Graded	Introduction to Studio Art
Registered on OCT 16, 2014	None	10311	CORE	108S	A	Undergraduate	1.000	Graded	The Science of Art

Total Credit Hours: 4.000
Billing Hours: 4.000
Minimum Hours: 0.000
Maximum Hours: 4.500
Date: OCT 16, 2014 03:40

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.

⚠ Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Max course credits exceeded	10082	ANTH	102	A	Undergraduate	1.000	Graded	Introduction to Cultural Anthropology

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.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on OCT 16, 2014	None	10512	ENGL	209	A	Undergraduate	1.000	Graded	Amer Texts: Black Atlantic
Wait List on OCT 16, 2014	None	10103	PSYC	150	A	Undergraduate	0.000	Graded	Introduction to Psychology
Registered on OCT 16, 2014	None	10069	ARTS	100	B	Undergraduate	1.000	Graded	Introduction to Studio Art
Registered on OCT 16, 2014	None	10311	CORE	108S	A	Undergraduate	1.000	Graded	The Science of Art

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 4.500
Date: OCT 16, 2014 03:54

❗ Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Missing course prerequisite(s)	10521	MATH	312	A	Undergraduate	1.000	Graded	Applied Mathematics: Social Sciences

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

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on OCT 16, 2014	None	10512	ENGL	209	A	Undergraduate	1.000	Graded	Amer Texts: Black Atlantic
Wait List on OCT 16, 2014	None	10103	PSYC	150	A	Undergraduate	0.000	Graded	Introduction to Psychology
Registered on OCT 16, 2014	None	10488	MATH	102	A	Undergraduate	1.000	Graded	Introduction to Statistics

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

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Repeat course--contact Registrar's Office	10052	BIOL	101	A	Undergraduate	1.000	Graded	Organismal Biol: Parasites

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."

Current Schedule

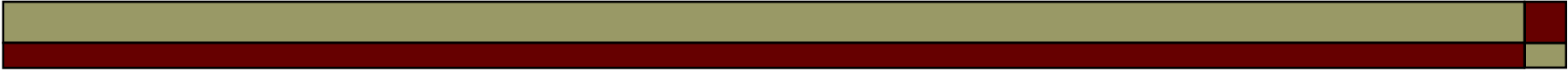| Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on OCT 16, 2014	None	10512	ENGL	209	A	Undergraduate	1.000	Graded	Amer Texts: Black Atlantic
Wait List on OCT 16, 2014	None	10103	PSYC	150	A	Undergraduate	0.000	Graded	Introduction to Psychology
Registered on OCT 16, 2014	None	10488	MATH	102	A	Undergraduate	1.000	Graded	Introduction to Statistics

Total Credit Hours: 2.000
Billing Hours: 2.000
Minimum Hours: 0.000
Maximum Hours: 4.500
Date: OCT 16, 2014 03:39

⊘ Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Time conflict with CRN 10512	10053	ARTS	100	A	Undergraduate	1.000	Graded	Introduction to Studio Art

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 of the registrar's web page (www.colgate.edu/registrar).