Using Self-Service Registration

How to register for classes using the Banner Self-Service Registration website (a.k.a. SSB-9)

1. Go to <u>SalukiNet</u> and select the task, *Register for Classes*.

SalukiNet	All Categories - What would you like to do?	٩
	Browse Categories +	All Roles -
		↓ Sign in •
	Register for Spring Classes *	
	Spring 2022 registration is still open. Maybe you've put off registering because you think you must pay your full bill immediately. When you register, you can set up a monthly payment plan to take care of the portion of your bill that will not be covered by financial aid. Look here for details. Most on-campus face-to-face classes will meet virtually during the first week (January 10 to 16). Those that will still meet face-to-face that week are noted view more	
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Hint: If the task is not displayed, enter "register" in the search field near the top of the web page and click on the magnifying glass to search for the task.

2. On the main Registration page select Register for Classes. If you have not logged into your SIU network account you will be prompted to sign in with your SIU email and password. To manage your account (reset password, lookup email address and more), <u>click here</u>. If you don't know your Dawg Tag (student ID #) look up your <u>Dawg Tag here</u>.



Caution: If you open multiple browser tabs while on the Registration page, there is a known issue which causes information to display incorrectly or to appear "blank" when viewing search results. This occurs after a sequence of steps is performed utilizing more than one browser tab. For best results, we suggest using only one tab while attempting to register for classes.

3. After selecting *Register for Classes* on the Registration menu page, you will need to view the *"Registration User Agreement"*. Next, choose the appropriate **term** and click *Continue*.

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You must view our <u>REGISTRATH</u> <u>AGREEMENT</u> , before choosing a continuing. Select a term	on USER	

- You may be asked to enter your <u>Registration User Number</u> or you may receive an alert about <u>Holds</u> preventing registration:
 - <u>Registration User Number</u> This is usually referred to as your **RUN** number. Only some students require one and, if you are one of them, you would get it from your advisor. Most students do not require one and will not be prompted by the system to enter one. (The system may refer to a RUN as an "alternate PIN," but they are the same thing.) You can learn more about RUN numbers <u>here</u>.



- Holds
 - a) If you see alert messages, after reading each you will have to click "OK", then select the gold square in the upper right corner and then click "OK" again until all of the alert messages have been cleared. At that point, you can go back to the main page of Registration.

" SIU	* 🗈 🛶 🗛
Student + Registration + Select a Term	9 You have holds which prevent registration.
Select a Term	Admission Required From Date: 10/27/2017
You must view our <u>REGISTRATION USER</u> <u>AGREEMENT</u> , before choosing a term and continuing.	To Date: 12/31/2099 Originator: Undergraduate Adm. (536-4405) Processes Affected: Registration
Spring 2022	Ok
Continue	9 You require re-admission prior to registration.
	Student Status prevents registration.
	Student Status prevents registration.

b) On the Registration page select *Prepare for Registration* to view your complete registration status. Here you will find holds on your account, student standing, earned hours, and primary curriculum. Contact your advisor if you have questions about this information. Certain holds will list the department and phone number to contact in order to resolve the hold.



- 4. Once you are successfully on the *Register for Classes* page, you can add a course to your schedule (the "Summary") in three different ways: a) Find Classes, b) Enter CRNs, and c) Plans.
 - a) Find Classes
 - 1) Search for courses by subject, keyword, or other attributes listed under "Advanced Search".

Student - Registration -	Select a Term + Register for Classes
Register for Classes	
Find Classes Enter CRAs Pla	ts Schedule and Options
Enter Your Search Criteria () Term: Spring 2022 Sub Course Num Keyw	ect

2) Select **Add** to include the course in your schedule summary.

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Student • Registration • Select a Term • Register for Classes

3) Click **Submit** to complete the process of registering for the course.

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4) A positive confirmation message, "Save Successful" will display in the upper right and the Status column will indicate "Registered" for the properly-added course.

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b) <u>Enter CRNs</u> – Another option is to enter the Course Request Number (CRN) directly in the Enter CRNs tab and select Add to Summary. This is most useful if you have noted them in advance.

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c) <u>Plans</u> – If you have saved a "Plan" (in the *Plan Ahead* page) you may add courses directly from the **Plans** tab by clicking on the **Add** button listed for courses that already have a specific section saved. If the **Add** option is not present you will need to select **View Sections** to choose a section and add it to your Summary. After adding, select **Submit** in the lower right corner.

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- **5.** If you change your mind about a class that you have already registered for, and it is not too late to do so, you can drop the class.
 - a) Return to the Summary box.

Title	Details	Hour	CRN	Schedule Type	Status	Action	25
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Adaptive Fitness & So	REC 266, 950	2	23843	Lecture	Registered	None	+
Canoeino	REC 229, 900	ŧ	21296	Lecture	Registered	Note	+
Etness-Walking and J	KIN 104E, 251	2	20544	Lecture	Registered	None	•
from Paratester			-	1	Marshard .	Carrow .	11

b) Click on the Action box next to the desired course.

Title	Dataës	Hour	CRN	Schedule Type	Status	Action		* .
Adaptive Fitness & Sp	REC 266, 950	2	23843	Lecture	Registeried	None		
Canoeing	REC 220, 900	1	21296	Lecture	Registered	None		
Ethess Walking and J	KIN 104E, 251	2	20544	Lecture	Registered	None	+	
	Linet are		-	1144	Hartman I.a.	None		-
Total Hours Registered: 13	(Billing 15) CEU 5	Min: 0	Max: 10			***Class Brop	ped***	

c) Select *****Class Dropped***** and click the **Submit** button.

Title	Details	Hour	CRN	Schedule Type	Status	Action		袋.
Adaptive Filmens & Sp	REC 266, 950	2	23843	Lecture	Registered	None		
Canosing	REC 220, 900	1	21296	Lecture	Registered	None	+	
Ethess-Walking and J	KIN 104E, 251	2	20544	Lecture	Registered	***Class Dropped***	+	
Street Production			-	Trans.	Hermonica	Caracteristic		
Total Hours : Registered, 11	BRing 13 CEU 0	Min 1	Man: 15					

d) The resulting dropped class will be dimmed out with a Status of *Deleted*.

Title	Details	Hour	CRN	Schedule Type	Status	Action	袋-
Adaptive Fitness & Sp	REC 266, 950	2	23843	Lecture	Registered	None	+
Canoeing	REC 220, 900	٩	21296	Lecture	Registered	None	*
Education (Webbic Level J	1011 104E, 251	2	20544	Lacture	Desited	None	+
Distant Presidents					(monthering)	(blan a	

Help with Variable Hour & Waitlisted Courses:

- <u>Variable Hours Classes</u> To adjust credit hours on a variable hour course follow these steps:
 - 1. Register for the class as you would a normal class. The system will automatically default to the lowest available credit hours (typically "1").
 - 2. Go to the **Schedule and Options** tab on the *Register for Classes* page and click on the number listed under the Hours column for your variable hour course.

Find Classes Enter CRNs	Plans Schedul	e and Options	-			
Summary Ferm: Fail 2021			//			
Title	Details	Hours	CRN 0	Schedule Type	Grade Mode	Level
Business Communications	MGMT 202, 940	3	61499	Lecture	Standard/Normal	Under
Independent Study in AFR	AFR 399, 720	Must be from 1 to 6	60197	Lecture	Standard/Normal	Under
Marketing Research & Analysis	MKTG 480, 001	3	64459	Lecture	Standard/Normal	Under
Mktg Channels & Logistics	MKTG 329, 001	3	60006	Lecture	Standard/Normal	Under
Production-Operations Momt	MGMT 318, 001	3	60027	Lecture	Standard/Normal	Under

Updated 6/8/2023

3. Enter the correct number of hours and select **Submit** to save your selection.

arm: Spring 2022								0
Title		Hours	CRN	Grade Mode	Level		Study Path	\$ -
ANS Instr	uction	4	21704	Satisfactory/Unsat./De	fe Graduate, Ma	asters	None	
Companio	n Anim Clin Nutr	4	21348	Standard/Normal	Graduate, Ma	asters	None	
Inferential	Statistics	4	22307	Standard/Normal	Graduate, Ma	asters	None	
Nutrition E	Biochemistry	3	20529	Standard/Normal	Graduate, Ma	asters	None	
								Records: 4
								Records: 4
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Schedule for Sp Sur	Schedule Details pring 2022 Inday Mo Nutrison	nday Hochamistry	Tuesday	Wednesday	Thursday	Friday	mistry	Records: 4
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Schedule II Schedule for Sp Sur am am	Schedule Details pring 2022 nday Mc	nday. Eochemistry	Tuesday	Wednesday	Thursday	Friday	mistry	Records: 4

- <u>Waitlisted Courses</u> Find your waitlisted course status on the *Register for Classes* page in the **Schedule Details** tab.
 - 1. Click on the small arrow to the left of the class name.

Student • Registration • Select a Term • Register for Classes						
Register for Classes						
Find Classes Enter CRNs Plans Schedule and Options						
Enter Your Search Criteria 0 Term: Fall 2021						
Subject						
Course Number						
Keyword						
Search Clear + Advanced Search						
	;					
Schedule Defails	Summary		_	_		
lass Schedule to	Title	Details	Hou	CRN	Schedule Typ	Status
English Composition English 101 Section 026 Class Begin: 09/16/2021 Class End: Waitlated	English Compo	stion ENGL 101	0	61335	Lecture	Waitish
Reliding: Fare Hall Room: 2525 to specified instructor	Eitst Aid and C	PR PH 334, 989	3	62851	Lecture	Withdra
;RN: 61335	Human Experie	ANTH 104	3	61362	Lecture	Register

2. View Waitlisted information in the *Message* section that appears below the course details.

Schedule	1	Summary					
Class Schedule for Fall 2021	ſ	Title	Details	Hour	CRN	Schedule Typ	Status
English Composition J [English 101 Section 026 Class Begin: 08/16/2021 Class Wiadlated		English Composition I	ENGL 101	0	61335	Lecture	Wastisted
Optimized = 1210/2021 [3:0 and a r [3] 12:35 PM - 01:50 PM Type: Class Location: Carbondate Campus Building: Faner Hall Room: 2525 No specified instructor	1	Erst Aid and CER	PH 334, 909	3	62861	Lecture	Wordrawn
CRN: 61335 Massage: Wallisted I Hours: 0 Level: Undersraduate I Campus: Cathondaia Campus I Schedula Type:		Human Experience:	ANTH 104	3	61362	Lecture	Registered
Lecture Instructional Method: Lecture Grade Mode: Standard/Normal/PR Waltist Position: 1 Notification Expires: None	i	intro to Black America	AFR 109	3	60193	Lecture	Repatered
Einst Aid and CPB Public Health 334 Section 969 Class Begin: 05/16/2021 Class Withdrawn	1	introduction to PT	PTH 107,	3	60301	Lecture	Wordrawn
68/16/2021 - 12/12/2021 5 v T W T F S - Type: Class Location: Off Campus Building: Off-		Medical Terminology	AH 105, 943	2	62657	Lecture	Wordnawn

Messages that may appear before you are allowed the chance to try to select any classes for the term:

You are not permitted to register at this time	The registration starting date/time for your level, classification, and last name is in the future (see <u>https://registrar.siu.edu/students/advancereg.php</u>)
You may not add or drop classes due to holds on your record	You have holds that must be dealt with before you can register (you should review them in SalukiNet Self-Service)
You require readmission prior to registration	You haven't taken SIUC classes lately, so you must apply for readmission
Student status prohibits registration	You are currently coded as an inactive student, so you may need to apply for readmission
Enrollment status prohibits registration	You are otherwise not permitted to register now (perhaps because you had already registered but formally withdrew or otherwise had your registration cancelled)

Messages that may appear once you are in the registration module and are trying to select particular classes:

Closed Section	This class section has reached its maximum enrollment and is already full
Time conflict with CRN	You are already registered for class section that meets at the same time
Prerequisite or Test Score error	You haven't satisfied a prerequisite course or some minimum test score requirement
Corequisite required	You are required to also be registered in course during the term
SA Approval Required	A type of special approval is required of everyone wishing to take this course
Class Restriction	Your classification (FR, SO, etc.) is restricted from being able to take this course
College Restriction	Your college is restricted from being able to take this course
Level Restriction	Your level (undergrad, Masters, etc.) is restricted from taking this course
Program Restriction	Your program of study (basically, your major) is restricted from taking this course
Field of Study Restriction	Your major or minor is restricted from being able to take this course
Duplicate with Section	This course is basically the same as another course you are already registered for
Repeat hours exceed	Trying to repeat this course would put you over the maximum repeat hours
Repeat count exceeds	Trying to repeat this course would put you over the maximum repeat attempts
Maximum hours exceeded	You are trying to exceed your maximum permitted registration hours for the term
Minimum hours restriction	You are trying to drop below your minimum permitted number of registration hours
Section status prohibits registration	This class section is not currently active and so it cannot be registered for now

What is the best advice to deal with registration errors? <u>First</u>, try to understand any error messages by referencing the information above. <u>Second</u>, check with your advisor in case they are permitted to supply an appropriate override to allow for the particular registration. <u>Finally</u>, do not keep submitting the whole set of class requests over and over (thinking that the registration system will somehow give in to your persistence). Rather, try registering for only one class at a time. That way, you can isolate the class or classes that are causing the errors and have a better idea how to complete your registration.

For additional information about self-registration, please visit <u>https://registrar.siu.edu/webreg/</u>. Remember:

You need to know your Dawg Tag	If you don't know it, go to https://sisweb.eis.siu.edu/sis/dawgtag/
You must have a Network ID	To claim your Network ID or to manage it, go to <u>https://netid.siu.edu/</u> (for info on getting it, go to <u>https://oitkb.siu.edu/knowledge-base/account-claim/</u>)
For the main Schedule of Classes	Go to https://registrar.siu.edu/schedclass/
For the opening of registration schedule	Go to https://registrar.siu.edu/students/advancereg.php
For advisement questions or for help in planning your program of study	Contact your academic advisor (if you don't know who that is, go to <u>https://registrar.siu.edu/students/advisors.html</u> or look in DegreeWorks within SalukiNet)
If you need a RUN number in order to register	Contact your academic advisor to get your RUN (for more info about RUNs, go to <u>https://registrar.siu.edu/students/runnum.php</u>)
If you have a Bursar hold that is stopping you from registering	Contact the Bursar's Office, Mon-Fri 8:00 AM to 4:30 PM Central time, at 618-453-2221 (or go to the Student Services Building room 0280)
If you have a "Registration is not open" hold that is stopping you from registering near the opening of registration	This is a universal hold applied temporarily to most students in order to administratively prevent them from registering (the reason shown with this hold will indicate the anticipated duration of it [usually 1 day]), so there is nothing you can do about this hold except wait for it to expire
If you have some other hold that is stopping you from registering	Contact the office or department that originated the hold (which should be noted when you select View Holds in SalukiNet Self-Service), or see <u>https://registrar.siu.edu/luminis/holdshelp.php</u> for more info
If you get a registration error message while attempting to register	If you believe that you should be permitted to register for that particular class, see your academic advisor (in some cases they are permitted to supply an override that will allow you to successfully register for that class) or possibly see the class instructor
For other registration issues	Contact the Registration Office, Mon-Fri 8:00 AM to 4:30 PM Central time, at 618-453-2993 (or go to the Student Services Building room 0251)
To understand the waitlisting process	Go to https://registrar.siu.edu/students/waitlist.php
For Network ID and password issues	Go to <u>https://oit.siu.edu/salukitech/solution-center.php</u> for ways and times to contact the I.T. "SalukiTech" Help Desk in person in the Morris Library first floor, or else to contact them via phone or e-mail or live chat
For various admission or readmission questions	<i>Undergraduate:</i> 618-536-4405, joinsiuc@siu.edu, Student Srvcs Bldg 0181 <i>International:</i> 618-536-7771, intlinfe@siu.edu, Woody Hall 025 <i>Graduate:</i> 618-536-7791, gradschl@siu.edu, Student Services Bldg 0310 <i>Law:</i> 618-453-8858, lawadmit@siu.edu, Lesar Law Bldg Welcome Center
To withdraw from all of your classes	See <u>https://registrar.siu.edu/students/withdraw.php</u> for what you need to do in order to completely and properly withdraw from the University (please do NOT simply stop attending class and just leave without informing a campus official first and please do NOT simply try to drop all of your classes in SalukiNet Self-Service)
You need to get an SIU e-mail address	To get one after you register for the first time, go back to <u>https://netid.siu.edu/</u>
To check your SIU e-mail account	Go to <u>https://siu.edu/webmail/</u>
To learn how to use SalukiNet	Go to https://salukinet.siu.edu/launch-task/all/salukinet-tutorial