

Using Self-Service Registration

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

1. Go to [SalukiNet](#) and select the task, **Register for Classes**.

The screenshot shows the SalukiNet homepage. At the top, there is a search bar with the text "What would you like to do?" and a magnifying glass icon. Below the search bar, there is a navigation menu with "All Categories" and "Browse Categories". A notification banner for "Register for Spring Classes" is visible. The main content area is divided into "Featured" and "Most Popular" sections. In the "Featured" section, the "Register For Classes" task is highlighted with a red circle. The "Most Popular" section includes tasks like "MyCourses", "View Your Class Schedule (Student View)", "SIU Email", and "Current Balance".

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), [click here](#). If you don't know your Dawg Tag (student ID #) look up your [Dawg Tag here](#).

SIU

Student • Registration

Registration

What would you like to do?

- Prepare for Registration**
View your registration status, academic status, and holds.
- 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**
Search the schedule of classes here. To register, go to the Register for Classes link above.
- View Registration Information**
View your current and past schedule details by semester.
- Browse Course Catalog**
Search and view basic course information such as title, course number, description and more.

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*.

Student • Registration • Select a Term

Select a Term

You must view our REGISTRATION USER AGREEMENT before choosing a term and continuing.

Select a term...

Continue

- You *may* be asked to enter your Registration User Number or you may receive an alert about Holds preventing registration:
- Registration User Number – 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 [here](#).

Student • Registration • Select a Term

Select a Term

You must view our REGISTRATION USER AGREEMENT before choosing a term and continuing.

Spring 2022

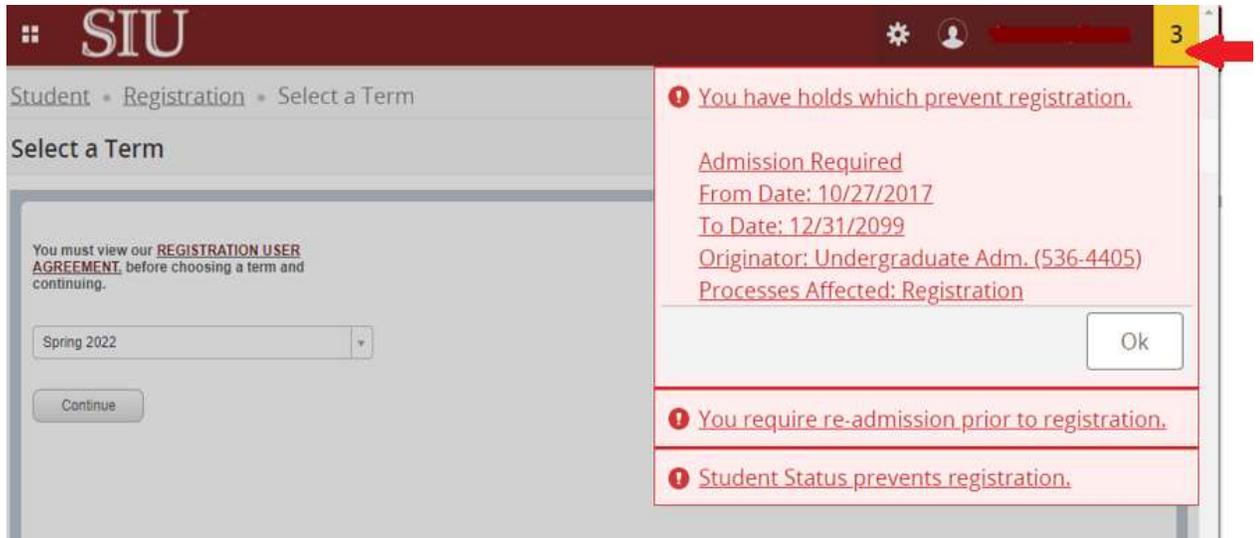
Registration User Number*

enter your "RUN" here

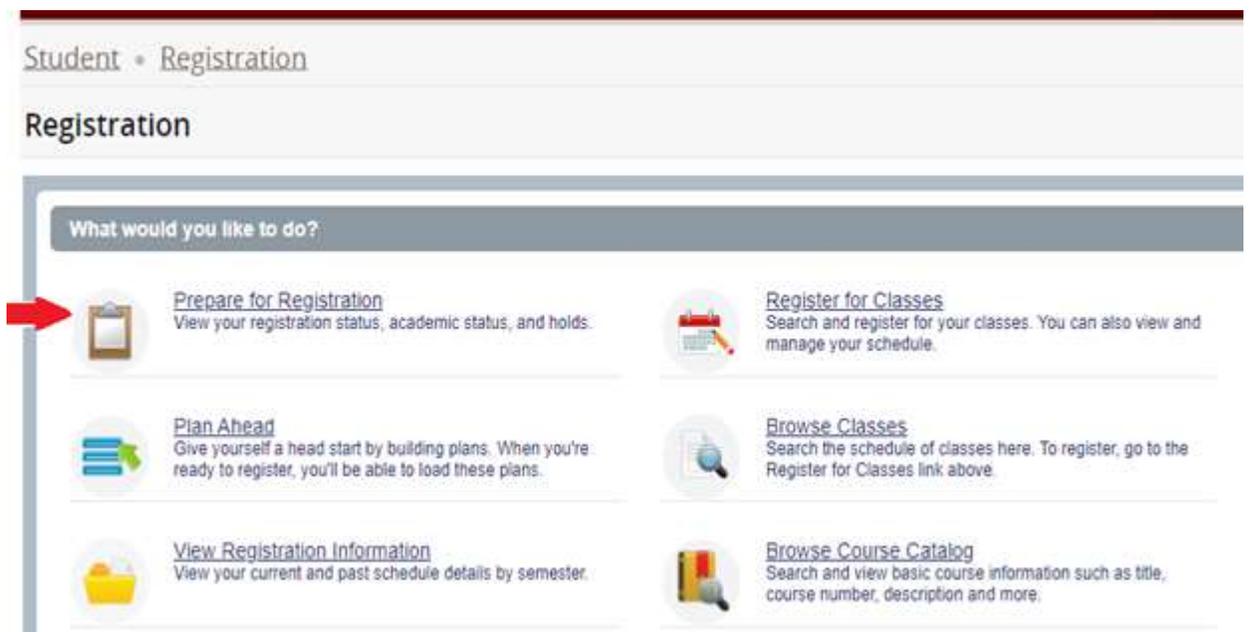
Continue

- 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.



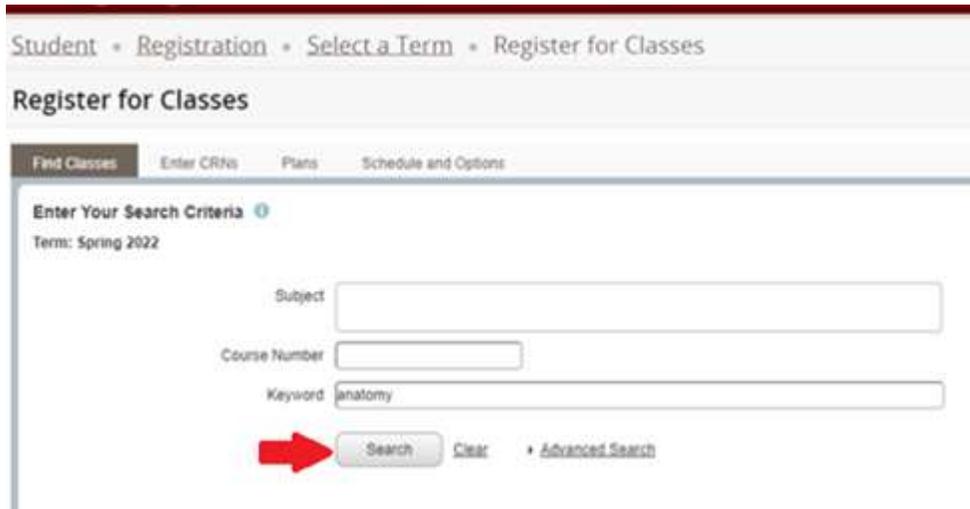
b) On the Registration page select **Prepare for Registration** to view your complete registration status. Here you will find holds on your account, student standing, earned hours, and primary curriculum. Contact your advisor if you have questions about this information. Certain holds will list the department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



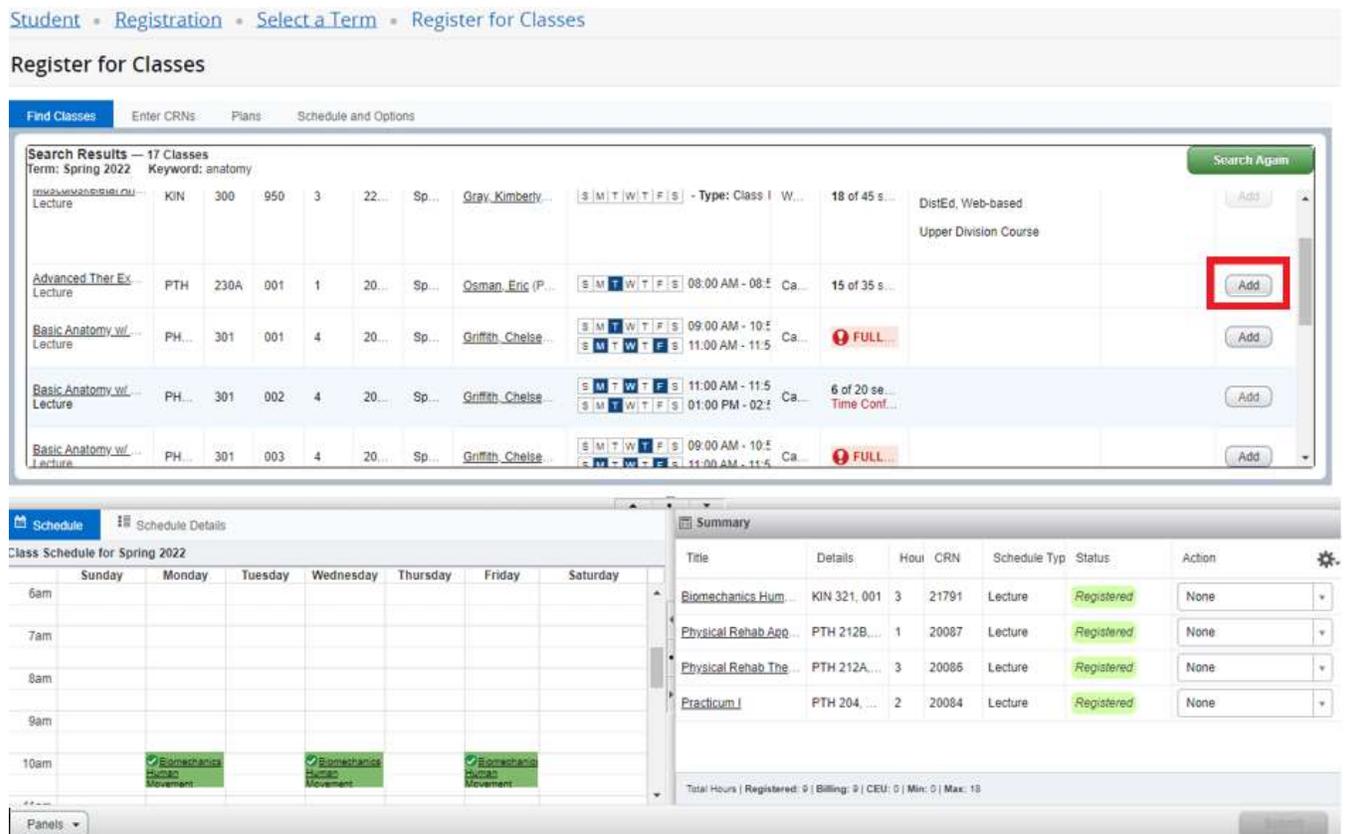
4. Once you are successfully on the **Register for Classes** page, you can add a course to your schedule (the “Summary”) in three different ways: a) **Find Classes**, b) **Enter CRNs**, and c) **Plans**.

a) **Find Classes**

1) Search for courses by subject, keyword, or other attributes listed under “Advanced Search”.



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



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

The screenshot shows the 'Register for Classes' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below this is a search results table with columns for Title, Subject, Course, Section, Hours, CRN, Term, Instructor, Meeting Times, Campus, Status, Attribute, and Linked Sections. The 'Advanced Ther Eval' course is highlighted in red. Below the search results is a 'Schedule' section showing a class schedule for Spring 2022. To the right is a 'Summary' table with columns for Title, Details, Hour, CRN, Schedule Typ, Status, and Action. The 'Advanced Ther Eval' course is highlighted in red in the summary table, and its status is 'Pending'. A red arrow points to the 'Submit' button at the bottom right.

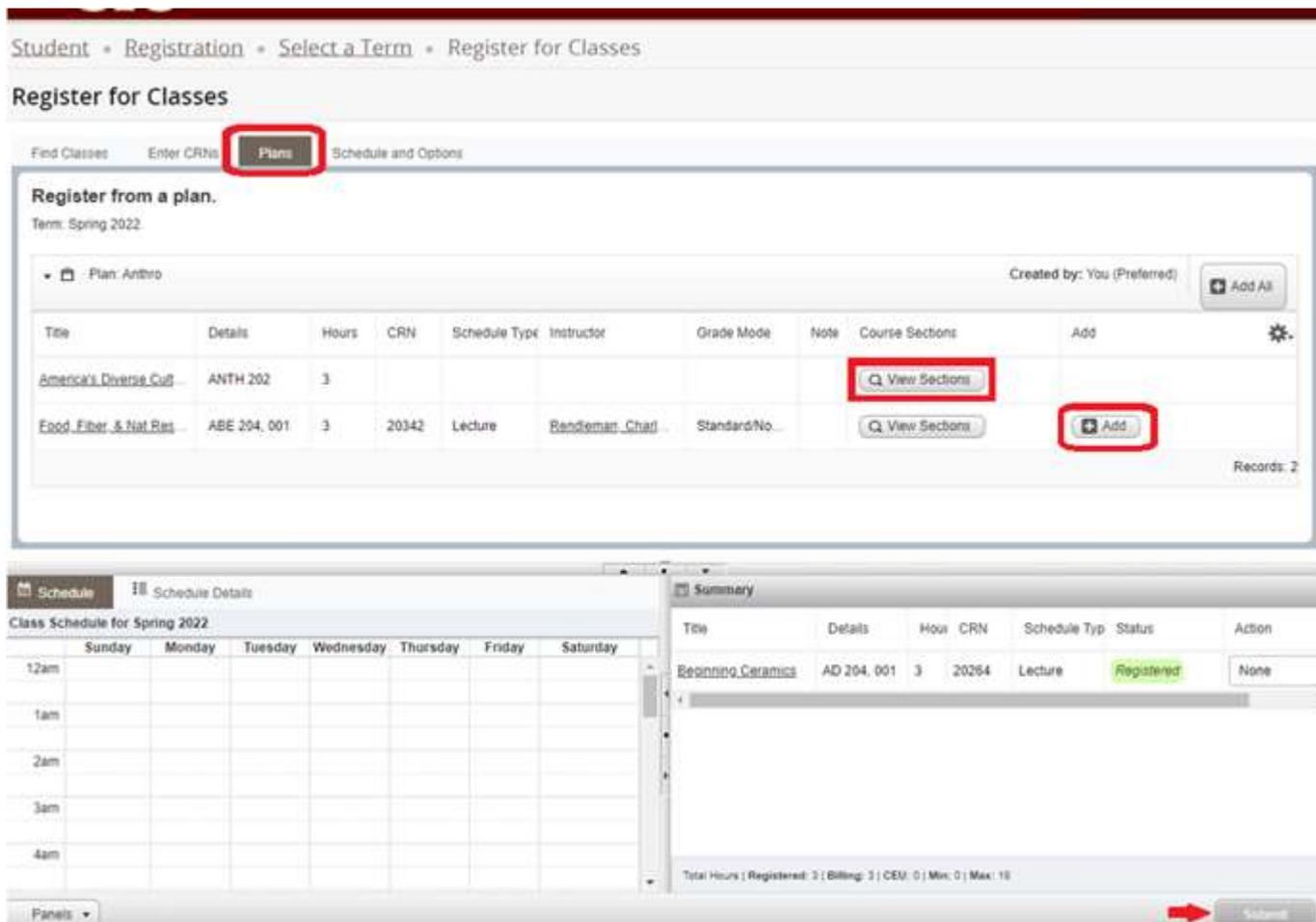
4) A positive confirmation message, "Save Successful" will display in the upper right and the Status column will indicate "Registered" for the properly-added course.

The screenshot shows the 'Register for Classes' interface after a successful registration. At the top right, a green message box says 'Save Successful'. Below this is the search results table, which is the same as in the previous screenshot. Below the search results is the 'Schedule' section, which now shows the 'Advanced Ther Eval' course as a registered class. To the right is the 'Summary' table, which now shows the 'Advanced Ther Eval' course with a status of 'Registered' (circled in red). The 'Submit' button is now disabled.

- b) **Enter CRNs** – 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.



- c) **Plans** – 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.



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
Adaptive Fitness & Sp	REC 266, 950	2	23843	Lecture	Registered	None
Canoeing	REC 220, 900	1	21296	Lecture	Registered	None
Fitness-Walking and J	KIN 104E, 251	2	20544	Lecture	Registered	None

Total Hours | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 18

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



Title	Details	Hour	CRN	Schedule Type	Status	Action
Adaptive Fitness & Sp	REC 266, 950	2	23843	Lecture	Registered	None
Canoeing	REC 220, 900	1	21296	Lecture	Registered	None
Fitness-Walking and J	KIN 104E, 251	2	20544	Lecture	Registered	None ***Class Dropped***

Total Hours | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 18

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



Title	Details	Hour	CRN	Schedule Type	Status	Action
Adaptive Fitness & Sp	REC 266, 950	2	23843	Lecture	Registered	None
Canoeing	REC 220, 900	1	21296	Lecture	Registered	None
Fitness-Walking and J	KIN 104E, 251	2	20544	Lecture	Registered	***Class Dropped***

Total Hours | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 18

Submit

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



Title	Details	Hour	CRN	Schedule Type	Status	Action
Adaptive Fitness & Sp	REC 266, 950	2	23843	Lecture	Registered	None
Canoeing	REC 220, 900	1	21296	Lecture	Registered	None
Fitness-Walking and J	KIN 104E, 251	2	20544	Lecture	Deleted	None

Total Hours | Registered: 11 | Billing: 11 | CEU: 0 | Min: 0 | Max: 18

Help with Variable Hour & Waitlisted Courses:

- Variable Hours Classes – 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.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans **Schedule and Options**

Summary

Term: Fall 2021

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level
<u>Business Communications</u>	MGMT 202, 940	3	61499	Lecture	Standard/Normal	Under
<u>Independent Study in AFR</u>	AFR 399, 720	3 Must be from 1 to 6	60197	Lecture	Standard/Normal	Under
<u>Marketing Research & Analysis</u>	MKTG 480, 001	3	64459	Lecture	Standard/Normal	Under
<u>Mktg Channels & Logistics</u>	MKTG 329, 001	3	60006	Lecture	Standard/Normal	Under
<u>Production-Operations Mgmt</u>	MGMT 318, 001	3	60027	Lecture	Standard/Normal	Under

Schedule Schedule Details

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

Find Classes Enter CRNs Plans **Schedule and Options**

Summary

Term: Spring 2022

Title	Hours	CRN	Grade Mode	Level	Study Path
▶ ANS Instruction	4	21704	Satisfactory/Unsat./Defe...	Graduate, Masters	None
▶ Companion Anim Clin Nutr	4	21348	Standard/Normal	Graduate, Masters	None
▶ Inferential Statistics	4	22307	Standard/Normal	Graduate, Masters	None
▶ Nutrition Biochemistry	3	20529	Standard/Normal	Graduate, Masters	None

Records: 4

Schedule Schedule Details

Class Schedule for Spring 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am		✔ Nutrition Biochemistry		✔ Nutrition Biochemistry		✔ Nutrition Biochemistry	
11am							
12pm							
1pm			✔ Inferential Statistics		✔ Inferential Statistics		

Panels ▾ **Submit**

- Waitlisted Courses – 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 ⓘ

Term: Fall 2021

Subject

Course Number

Keyword

Search Clear Advanced Search

Schedule | **Schedule Details**

Class Schedule for Fall 2021

→ [English Composition I](#) | English 101 Section 026 | Class Begin: 08/16/2021 | Class End: 12/10/2021 | Waitlisted

08/16/2021 – 12/10/2021 **S M T W T F S** 12:35 PM - 01:50 PM Type: Class Location: Carbondale Campus
Building: Faner Hall Room: 2525
No specified instructor
CRN: 61335

Title	Details	Hour	CRN	Schedule Typ	Status
English Composition I	ENGL 101...	0	61335	Lecture	Waitlisted
First Aid and CPR	PH 334, 989	3	62861	Lecture	Withdrawn
Human Experience...	ANTH 104...	3	61362	Lecture	Registered

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

Schedule | **Schedule Details**

Class Schedule for Fall 2021

→ [English Composition I](#) | English 101 Section 026 | Class Begin: 08/16/2021 | Class End: 12/10/2021 | Waitlisted

08/16/2021 – 12/10/2021 **S M T W T F S** 12:35 PM - 01:50 PM Type: Class Location: Carbondale Campus
Building: Faner Hall Room: 2525
No specified instructor
CRN: 61335

→ **Message:** Waitlisted | Hours: 0 | Level: Undergraduate | Campus: Carbondale Campus | Schedule Type: Lecture | Instructional Method: Lecture | Grade Mode: Standard/Normal/PR | Waitlist Position: 1 | Notification Expires: None

→ [First Aid and CPR](#) | Public Health 334 Section 989 | Class Begin: 08/16/2021 | Class End: 12/12/2021 | Withdrawn

08/16/2021 – 12/12/2021 **S M T W T F S** - Type: Class Location: Off Campus Building: Off

Title	Details	Hour	CRN	Schedule Typ	Status
English Composition I	ENGL 101...	0	61335	Lecture	Waitlisted
First Aid and CPR	PH 334, 989	3	62861	Lecture	Withdrawn
Human Experience...	ANTH 104...	3	61362	Lecture	Registered
Intro to Black America	AFR 109, ...	3	60193	Lecture	Registered
Introduction to PT	PTH 107, ...	3	60301	Lecture	Withdrawn
Medical Terminology	AH 105, 943	2	62657	Lecture	Withdrawn

Here are various error messages that you may receive when attempting to self-register:

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 https://registrar.siu.edu/students/advancereg.php)
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? **First**, try to understand any error messages by referencing the information above. **Second**, check with your advisor in case they are permitted to supply an appropriate override to allow for the particular registration. **Finally**, 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 <https://registrar.siu.edu/webreg/>. 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 https://netid.siu.edu/ (for info on getting it, go to https://oitkb.siu.edu/knowledge-base/account-claim/)
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 https://registrar.siu.edu/students/advisors.html 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 https://registrar.siu.edu/students/runnum.php)
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 https://registrar.siu.edu/luminis/holdshelp.php 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 https://oit.siu.edu/salukitech/solution-center.php 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 Svcs Bldg 0181 <i>International:</i> 618-536-7771, intlinfo@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 https://registrar.siu.edu/students/withdraw.php 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 https://netid.siu.edu/
To check your SIU e-mail account	Go to https://siu.edu/webmail/
To learn how to use SalukiNet	Go to https://salukinet.siu.edu/launch-task/all/salukinet-tutorial