

# Student Registration

## Before You Register

- Be sure you have paid your online account.
- Be sure you have checked that you do not have any holds that would bar registration.
- Be sure you are within the open times for registration utilizing Self-Service Banner (7AM-11PM EST).
- If you are registering for an online course for the first time, you must register for the **Rowan Online Immersion course (ONL 00100)** first, or you will get a prerequisite error. This course is a one-time, zero-credit, zero-cost online-learning tutorial required of any student registered for an online or hybrid course. It appears in CANVAS alongside your other online or hybrid course registrations, is approximately 1 hour long and can be completed at your own pace (you are not required to be online at a specific date or time). You must successfully complete a final quiz in order to receive a grade of **“Successful”** on your transcript for ONL 00100. If you have any question, contact Rowan Online: <http://www.rowanonline.com/portal>.
- Meet with your program advisor to select courses and review prerequisites, restrictions and other issues before registering.

## Log in to Self-Service Banner

1. Go to: [rowan.edu/selfservice](http://rowan.edu/selfservice).
2. Select **Access Banner Services**. (Banner is the student information system in which student/course records are held.)
3. Enter your Banner ID as **User ID**. (If you do not know your Banner ID, visit [id.rowan.edu](http://id.rowan.edu).)
4. Enter your **PIN** (If this is your FIRST TIME logging

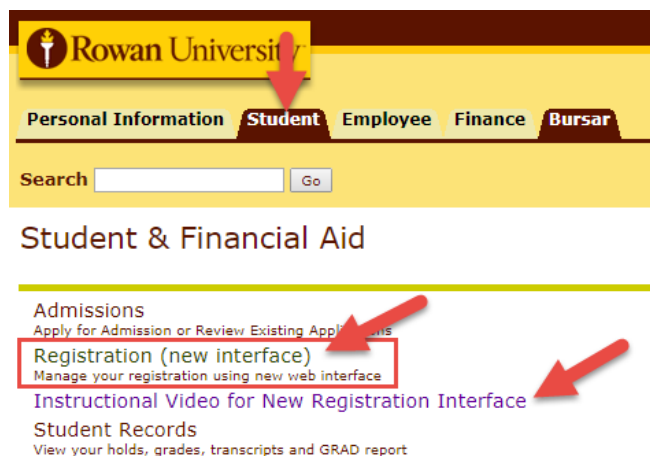
be your 6-digit birthday (MMDDYY). If you do not know your PIN, visit [id.rowan.edu](http://id.rowan.edu).)

5. Select **Login**. (First-time users will see a screen that says “Your PIN has expired.” Follow the prompts to set a permanent PIN. First-time login users will be prompted to set a security question. To change PIN or security question, select **Personal Information**.)

**We do NOT recommend using a browser on your mobile phone.**

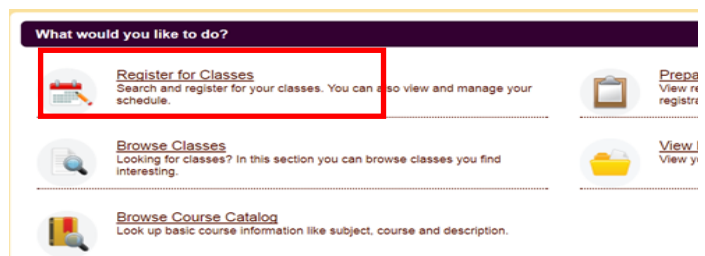
## Self-Service Banner - Registration

7. To register, select the **Student** tab.
8. Select **Registration (new interface)**.

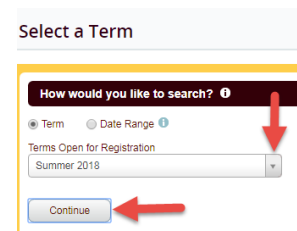


**NOTE: Access the instructional video via the link [Instructional Video for New Registration Interface](#).**

9. Select **Register for Classes**. If you have not already logged in, you will be redirected to [login.rowan.edu](http://login.rowan.edu). Log in with your Rowan Network username and password.



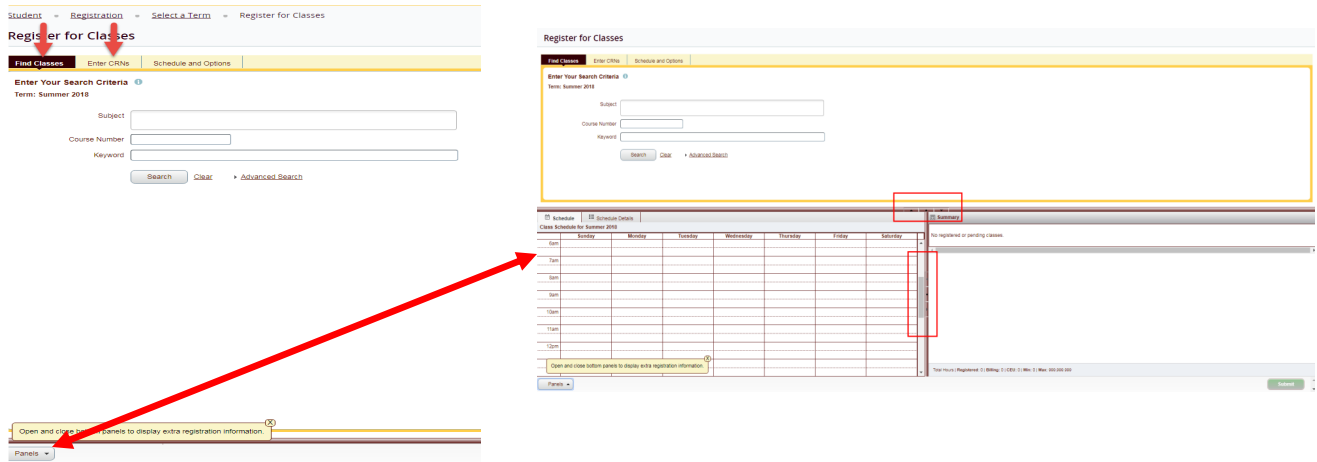
10. Select the **Term** from the dropdown menu (i.e., Summer 2018).



11. Select **Continue**.

# Navigating Registration Pages

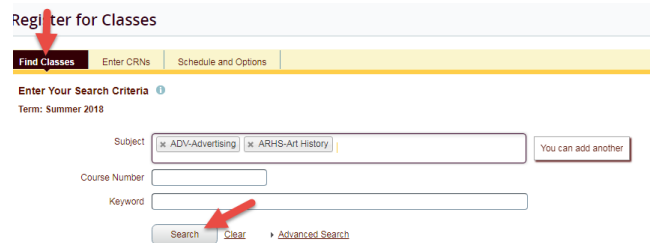
12. Search for classes by either the **Find Classes** tab or the **Enter CRN** tab. Select the **Panels** button at the bottom to expand the panel. Use the toggle buttons and scroll bars to navigate the screens.



# Search and Schedule

13. To search by the **Find Classes** tab, you can:

- Search by subject (can choose multiple).
- Search by course number.
- Search by keyword.
- Select the **Search** button.



14. A list of search results will display. You can select the course title and instructor names to see more details. Notice the days of the week of the classes are in blue - hover over for specifics. Select the **Add** button to add the class to your schedule. Select **Search Again** to continue to add courses to your schedule.

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

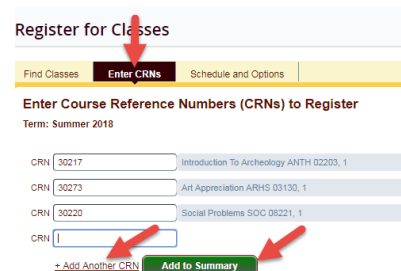
Search Results — 6 Classes  
Term: Summer 2018 Subject: ADV-Advertising, ARHS-Art History

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	
Introduction To Advertising Lecture	ADV-Advertising	04330	1C	3	30046	Summer...		[ ] [ ] [ ] [ ] [ ] - Building: None Room: None Start Date: 05/29	Online	30 of 30 seats remain.	Add
Advertising Copywriting Lecture	ADV-Advertising	04375	1C	3	30047	Summer...		[ ] [ ] [ ] [ ] [ ] - Building: None Room: None Start Date: 05/29	Online	20 of 20 seats remain.	Add
Account Planning Lecture	ADV-Advertising	04421	1C	3	30048	Summer...		[ ] [ ] [ ] [ ] [ ] - Building: None Room: None Start Date: 05/29	Online	30 of 30 seats remain.	Add
Art Appreciation Lecture	ARHS-Art History	03130	1	3	30273	Summer...		[ M ] [ T ] [ W ] [ R ] [ F ] 12:30 PM - 02:30 PM Building: Westby Hall Room	Main	34 of 35 seats remain.	Add
Art Appreciation Lecture	ARHS-Art History	03130	1C	3	30272	Summer...		[ ] [ ] [ ] [ ] [ ] - Building: None Room: None Start Date: 05/29	Online	22 of 22 seats remain.	Add
History of American Art Lecture	ARHS-Art History	03310	1	3	30274	Summer...		[ M ] [ T ] [ W ] [ R ] [ F ] 12:45 PM - 04:10 PM Building: Westby Hall Room	Main	35 of 35 seats remain.	Add

Page 1 of 1 | 10 Per Page | Records: 6

15. To search by the **Enter CRNs** tab, you can:

- Enter the CRN of a course.
- Tab to enter or select **+Add Another CRN** to add more.
- Once you have entered all of the CRNs, select the **Add to Summary** button.



# Complete Registration

16. When you are done adding classes to the **Schedule** and/or **Summary**, be sure to select the green **Submit** button. To remove a course, select **Remove** under the **Action** column, and then select the green **Submit** button.

Register for Classes

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

Enter Course Reference Numbers (CRNs) to Register  
Term: Summer 2018

CRN:

+ Add Another CRN | **Add to Summary**

**Schedule** | **Summary**

Class Schedule for Summer 2018

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am		██████████	██████████	██████████	██████████		
9am		██████████	██████████	██████████	██████████		
10am		██████████	██████████	██████████	██████████		
11am		██████████	██████████	██████████	██████████		
12pm		██████████	██████████	██████████	██████████		
1pm		██████████	██████████	██████████	██████████		
2pm		██████████	██████████	██████████	██████████		
3pm							
4pm							
5pm							
6pm							

Open and close bottom panels to display extra registration information.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Social Problems	SOC 0821, 1	3	30220	Lecture	██████████	**Web Registered**
Art Appreciation	ARTH 09130, 1	3	30273	Lecture	██████████	**Web Registered**
Introduction To Archeology	ANTH 02203, 1	3	30217	Lecture	██████████	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 200,000,000

**Submit**

**Submit**

**Remove**

**Submit**