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**HOW TO REGISTER FOR CLASSES:**

1. Login to Braveweb with your username and password
2. Click on Banner Self Service
3. Click on Student tab at the top
4. Click on registration tab
5. Click on Look-up Classes to Add
6. Click Select Term
7. Select the term you want to register for
8. At the prompt for the Alternate PIN, enter your Alternate PIN. This is given to the student by their advisor. The Registrar’s Office does not issue Alternate PINs. If you are a new Freshman you will not need to enter a PIN.
9. YOU MUST SELECT AT LEAST ONE SUBJECT
10. Click the Class Search icon to see results (You may select multiple subjects by holding down the CTRL key)
11. Click the View Sections box beside the class you are looking for.
12. Click the Select box for the class you wish to register for.
13. Click Register located at the bottom of the page (You may click on multiple boxes-this will allow you to register for the lecture/lab at the same time)
14. After clicking Register you will be returned to the Add/Drop classes page, scroll down to see registration results. If you need to add another class(s) click on the Class Search icon at the bottom of the page and repeat steps 7-10 above.
15. If you receive Registration Add Errors you cannot register for that class(s). Here is a list of the most common Errors and what to do when encountering them:
    * Prereq and Test Score-Error: The student has not taken the prerequisite for the course and/or test. Contact the department and talk with the secretary about possibly getting an override from them. It is the discretion of the department to issue that override.
    * Repeat hours exceeds #: The student has taken this class before and must do the Course Repetition form so the Registrar’s Office can issue that override
    * Field of Study Restriction: This class is not in the student’s major and/or mode of taking classes (i.e. an on-campus student trying to register for an online class sometimes receive this error). The student must contact the department in order to receive an override for this class.
16. If in the Select box is a C that means the class is closed and you will need to have the    Department chair give you an override.
17. If in the Select box is a SR you will need to logout and contact us. The Registrar’s Office will have to look at your record and tell you if something is wrong, what to do, etc.
18. After registering, you may view your class schedule by clicking on Student and Financial Aid, Registration and then Student Detail Schedule  
                    -to view the schedule by day and time, click on Student Schedule by Day & Time instead of Student Detail Schedule (on the Student Schedule by Day & Time you must click on the Next Week link to see your entire schedule)
19. To drop classes: Go to the registration tab, click add/drop classes, choose the drop-down box beside the class you want to drop, click the arrow down then click drop, scroll to the bottom and click submit. The course should disappear from your schedule. Side note: you cannot drop the last course on your schedule. If you need to drop all your classes, you will need to contact the Registrar office.