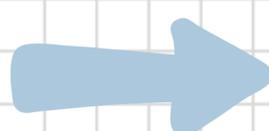# REGISTRATION INFORMATION

WHO IS MY ADVISOR?

1. Go to **Banner Self Service**
2. Click **Student Services**
3. Click **Student Records**
4. Click **Student Record**
5. Select current semester
6. Click **Submit**

Schedule a meeting with your advisor to receive your access code!

CAPP REPORT

Your CAPP report will show you all of the classes that you have taken and how they count toward your degree. The report will also show you which classes you still need to take to earn your degree.
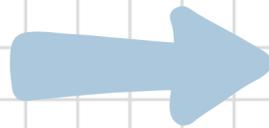
Run your own CAPP while following the slides on our website

HOW DO I KNOW WHAT CLASSES ARE AVALIABLE?

You can access all course offerings through Banner (Course Schedule). Banner can be tricky so follow ALL the instructions in the video!
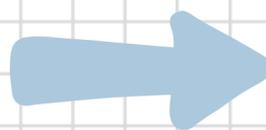
HOW TO CHECK YOUR HOLDS?

1. Go to **Banner Self Service**
2. Click **Student Services**
3. Click **Student Records**
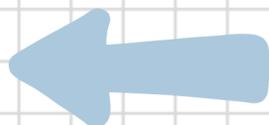4. Click **Student Holds**

You **must** clear all of your holds before you can register!

This video tells you how to check your holds too!

WHEN DO I REGISTER?

1. Go to **Banner Self Service**
2. Click **Student Services**
3. Click **Registration**
4. Click **Registration Status**
5. Select the upcoming semester
6. Click **Submit**

HOW DO I REGISTER?

1. Go to **Banner Self Service**
2. Click **Student Services**
3. Click **Registration**
4. Click **Registration** again and it will take you to the portal
5. Click **Register for Classes**
6. Enter your access code

Follow this video once you have gotten to the registration portal

You can find the worksheet here or visit CSS in the library to pick one up!
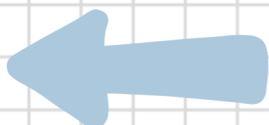
REGISTRATION WORKSHEET

Use this registration worksheet to write down classes that you need for your semester. First-year students must complete this worksheet before meeting with your advisor.