

School of Business Registration Frequently Asked Questions

Q: Do I need a code in order to register for classes?

A: Yes, all students will need a Registration Access code. Your code will be available from your academic or faculty advisor. It is important to make an appointment with your advisor early to discuss the courses you plan to take and any outstanding requirements. You will receive your code once you've met with your advisor. Hold on to your code, as you will need it to make any changes to your schedule.

Q: How do I know what day and time I can register?

A: Check your registration time in Banner following these steps:

- a. Login at bss.plu.edu
- b. Select "Student Services & Financial Aid"
- c. Select "Registration"
- d. Select "Check your Registration Status"
- e. Select the "Term"

Q: How do I know what GUR/Gen Ed requirements I still need to complete?

A: Check your CAPP Report. This online degree evaluation tool will help you determine missing elements within the GUR/Gen Ed and your major (if you have declared). Anything in **red** has not yet been completed. Steps for accessing your CAPP Report:

- a. Login at bss.plu.edu
- b. Select "Student Services & Financial Aid"
- c. Select "Student Records"
- d. Select "Degree Evaluation"
- e. Select "View Previous Evaluation" and chose the most recent

Q: How do I prepare for registration?

A: Meet with your academic or faculty advisor. Come with a list of questions and a possible schedule for the upcoming term(s). Remember to check the course catalog for any prerequisites you may need for a particular course. Be sure to check Banner (bss.plu.edu) for any holds prior to your designated registration time.

Q: I'm finishing up my Business prerequisite courses but have not declared as a Business major yet. Will I be able to register for 300 or 400 level Business courses for next term?

A: Only students who have officially declared their Business major are eligible to register for 300+ level Business courses. You can make your declaration by [completing this online form](#).

Still have questions? Contact the Director of UG Programs, Amy Stewart-Mailhiot, at aes@plu.edu or 253-535-7224 for assistance.