First-Year Advising and Course Registration Information Session
Connected Communities Program

Reminders for Before Course Registration
- Make a list of courses that are of interest to you
- Pick alternative courses
- Meet with your adviser to review courses and obtain PIN
- Check registration time and status (in Banner; pin required)
- Check course capacity (in Banner)

Banner Self Service [https://bannerselfservice.lafayette.edu](https://bannerselfservice.lafayette.edu)
- Go to Lafayette homepage
- Click on the “Offices and Resources” link in the upper right-hand corner
- Click on the “Banner Self-Service” link
- Enter your Student ID and password to gain access
- **To Check your “Registration Status”**
  - Select a Term (Spring 2015) click “submit”
  - Use your pin to enter your account to see when you can register and if there are holds
- **To Check the Course Capacity**
  - Under the registration link find the “Look Up Courses to Add”
  - **Course Search:** Show all classes offered in the department you select for next semester
  - **Advanced Search:** Look up a specific class that you want to take (department code and course number needed)
    - When use Course Search – find the course you want to take, click “View Courses” and this will show you all of the sections that are offered for that course
    - Act = how many students registered for class already
    - Rem = how many spots in the class remain
    - WL = how many students are on the wait list
    - Information about days/times, room number, and instructor of course

Reminders for the Day of Registration
- Register through Banner starting at 7/7:30 am or in person at the Registrar’s Office in Markle
- Copy and paste CRNs from a Word Doc. to reduce entry errors
- For science labs, register for both lecture and lab at the same time by submitting the CRN codes for each at the same time
- Make sure to always “Submit changes” to make sure your course entries are recorded

Degree Works [http://registrar.lafayette.edu/degree-works-help-and-faq-page/]

- Access through Banner Self Service
  - Follow the DegreeWorks link to the right
- Provide information about you – name, class year, adviser, cumulative GPA
- Your degree – how many credits you need and whether you meet the GPA requirement
- Common Course of study – how many Humanities, Social Sciences, and other credits you need to graduate

**To Process a “What If”**
- Select a major/minor from the drop down menu and see how your credits count toward this new major
- “Look Ahead” – allow you to plan which courses you want to take in the future and see how they contribute to your major and CCS requirements
- Graduation Checklist—this checklist shows the fulfilled and unfulfilled requirements in your degree, major, and the CCS; however, it does not tell you specific courses to take, just which credits you need to fulfill
- Registration Checklist—shows the unfulfilled requirements from the student’s audit without providing any detailed explanations of the requirements that may be found in the audit preview
- Transferred credits – if you have submitted credits to be transferred, these will appear