How to Register in Courses in Banner Self-Service

Before you Register.

- Review the course requirements for your program and understand the courses you need in your year of study. Locate this information in the academic calendar at https://www.mystfx.ca/registrars-office/academic-calendars , NSR website https://www.mystfx.ca/registrars-office/start-nsr/new-students-registration or contact Academic Advising.
- View the course timetable at https://www.mystfx.ca/registrars-office/Course-Timetable This is a sample:

CRN	Course	College	Credit	Course Title	Professor	Term	Timeblocks	Room
43621	BIOL 111:11	SC	3	Intro Cell Biology	Bishop, Cory	1ST	C4/C5/C6	IM114
43620	BIOL 111:12	SC	3	Intro Cell Biology	Bishop, Cory	1ST	K4/K5/K6	IM114
53081	BIOL 111:13S	SC	3	Intro Cell Biology	Toxopeus, Jantina	1ST	K4/K5/K6	MULH2070
43622	BIOL 111L:11	SC	0	BIOL 111 Lab	Bishop, Cory	1ST	X1/Z1	BB119
43626	BIOL 111L:12	SC	0	BIOL 111 Lab	Bishop, Cory	1ST	U2/Z2	BB119

> **Increase your chances of successfully registering in courses you need. Create a schedule and backup schedules.**

- Record the following information for each course you wish to register for. For example:

CRN	Subject/Course number/section	Term	Time block	Lab CRN	Lab Time block
52351	MATH 106.11	First	A4/A5/A6/L3	52354	L1
46701	ECON 101:12	1st	W1/W2		

> **First-year students receive a temporary time for September; the real time will be posted on Friday, July 9.**

When Your Registration Time Ticket Opens

- Log in to Banner Self-Service (BSS) using your student ID number and PIN.
- Click Student Services and then Course Registration.
- Select the term (Full Academic Year 2022-2023), select add/drop courses.
- On the Add/Drop page enter the CRNs of the courses and labs from your course wish list. You may enter up to 10 CRNs at one time. Remember to add the CRNs for the corresponding lab, if applicable, at the same submission.
- Click submit. The results of your registration will be displayed. Registration errors can be viewed at https://www.mystfx.ca/registrars-office/registration

> **Register for courses in both the Fall and Winter terms.**

🛑 **Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Time conflict with CRN 46750	46933	PSYC	100	11	Undergraduate	6.000	Numeric	Intro Psychology
Corequisite BIOL 111L required	43621	BIOL	111	12	Undergraduate	3.000	Numeric	Intro Cell Biology

> **View your class schedule as you make registration changes. *Select Week at a Glance* to view your class schedule.**

To conduct a course search, click Look up Classes to add or Class search.
Select a subject in the listing, then courses. View sections for specific course information.

Subject: Biology, Business Administration, Catholic Studies, Coady International Institute, Education, English, Human Nutrition, Mathematics, Music, Nursing

Biology

105	Basic Cell Biology	View Sections
105L	BIOL 105 Lab	View Sections
115	Microbes in Human Biology	View Sections

> Connect with **Academic Advising**: https://www.mystfx.ca/academic-advising/

> Questions about the registration! Contact the **Registration Help Centre** at nsr@stfx.ca

The following information shows: Select the CRN, click register or add to worksheet.

Sections Found
Biology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem
NR	21029	BIOL	105	77	D	3.000	Intro Cell & Molecular Biology		08:00 pm-11:00 pm	70	44	26
NR	21030	BIOL	105L	77	D	0.000	BIOL 105 Lab		08:00 pm-11:00 pm	50	44	6

Register | Add to WorkSheet | New Search

> **Cap: Total enrollment cap**

> **Act: Current enrollment**

> **Rem: Seats open**