

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.stfx.ca/applications-admissions/registrars-office/academic-calendar>, NSR website <https://www.stfx.ca/applications-admissions/registrars-office/new-students-registration>
- View the course timetable on myData, or at <https://www.stfx.ca/applications-admissions/registrars-office/course-timetable> This is a sample from myData:

CRN	SUBJ CODE	COURSE TITLE	TEXTBOOK COST	PROFS	COLL DELIVERY	CRED	TERM	TIMEBLO CK	SERVICE LEARNIN G	ROOM
43621	BIOL	111:11	Intro Cell Biology	Bishop, Cory	SC	In-Person	3	1ST	C4/C5/C6	IM114
43620	BIOL	111:12	Intro Cell Biology	Bishop, Cory	SC	In-Person	3	1ST	K4/K5/K6	IM114
43622	BIOL	111L:11	BIOL 111 Lab	Cozzi, Regina; Burbidge, Maryann	SC	In-Person	0	1ST	X1/Z1	BB119
43626	BIOL	111L:12	BIOL 111 Lab	Cozzi, Regina; Burbidge, Maryann	SC	In-Person	0	1ST	U2/Z2	BB119
44136	BIOL	111L:13	BIOL 111 Lab	Cozzi, Regina; Burbidge, Maryann	SC	In-Person	0	1ST	U8/Z8	BB119
43623	BIOL	111L:14	BIOL 111 Lab	Cozzi, Regina; Burbidge, Maryann	SC	In-Person	0	1ST	X7/Z7	BB119
43624	BIOL	111L:15	BIOL 111 Lab	Cozzi, Regina; Burbidge, Maryann	SC	In-Person	0	1ST	O1/W2	BB119
43625	BIOL	111L:16	BIOL 111 Lab	Cozzi, Regina; Burbidge, Maryann	SC	In-Person	0	1ST	O7/W8	BB119
59596	BIOL	111L:17	BIOL 111 Lab	Cozzi, Regina; Burbidge, Maryann	SC	In-Person	0	1ST	U7/W7	BB122

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

First-year students receive a temporary time for September; the real time will be posted on Friday, July 4.

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

CRN	Course	Term	Timeblock	Lab CRN	Lab Timeblock
43621	BIOL 111:11	1ST	C4/C5/C6	59596	U7/W7
58527	ENGL 111:21	2nd	Z4/Z5		

Register for courses in both the Fall and Winter terms.

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 2025-2026), 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.stfx.ca/applications-admissions/registrars-office/course-registration>

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.

Students can view the timetable on myData or conduct a course search in Banner Self-Service, click Look up Classes to add or Class search. Select a subject in the listing, then courses. View sections for specific course information.

Subject: Aquatic Resources
Art
Biology
Business Administration
Chemistry
Computer Science
Economics
Education
English
History

English			
111	Lit. & Academic Writing I		View Sections
233	Children's Lit: 1865-Present		View Sections

Connect with Academic Advising:
<https://www.stfx.ca/student-services/academic-services/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										
English										
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap Act Rem
<input type="checkbox"/>	23017	ENGL	111	66	ONL	3.000	Lit. & Academic Writing I		TBA	35 23 12

Cap: Total enrollment

Act: Current enrollment

Rem: Seats open