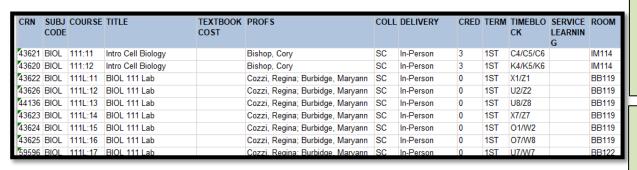
How to Register in Courses in Banner Self-Service

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:



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.

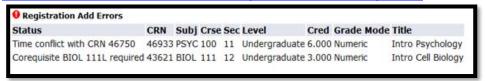
Record the following information for each course you wish to register for. For example:

	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.

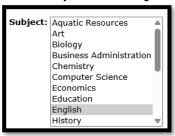
When Your Registration Time Ticket Opens

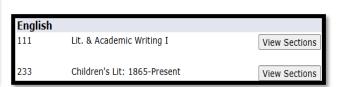
- Log in to Banner Self-Service (BSS) using your student ID number and PIN.
- Click Student Services and then Course Registration.
- Select the term (Full Academic Year 2025-2026), select add/drop courses.
- On the Add/Drop page enter the CRNs of the courses and labs from your course wish list. You may 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



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.





Connect with Academic Advising: https://www.stfx.ca/studentservices/academic-services/academicadvising/ 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 nalish

