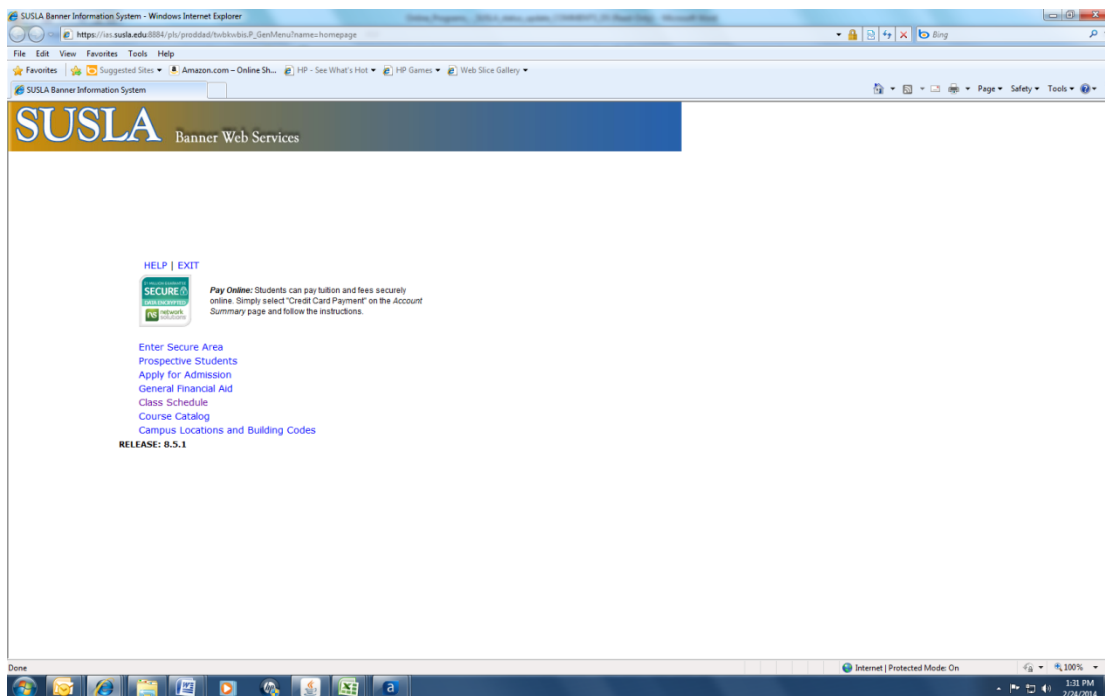


How to Register Online through Banner Web Services

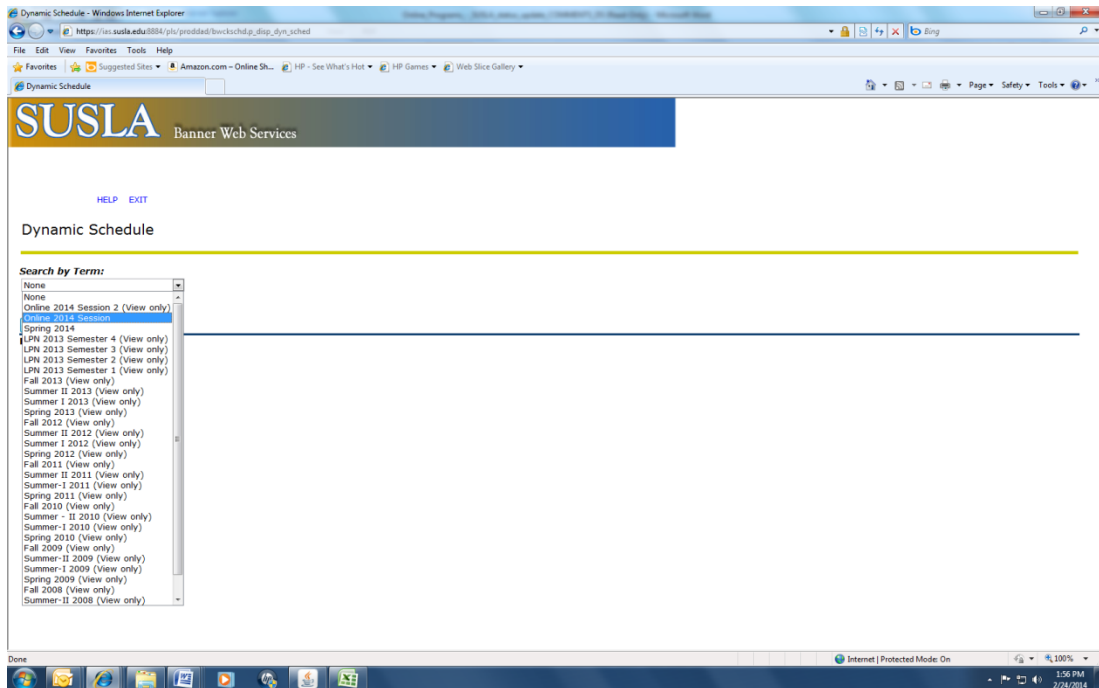
A student becomes a member of a class/course only by registering through the proper procedure. A student may add or drop a course after the initial registration by filing a completed and approved Add/Drop Form by the specified deadline. Registration has online (electronic) and in-person components and is held on dates shown in the academic calendar and announced by the Registrar's Office. Students registering after the regular registration period will be charged a late registration fee. The registration process is not complete until the student has officially accepted fees through the student's Banner Web account.

Students are encouraged to follow the steps below to register (screenshots are available).

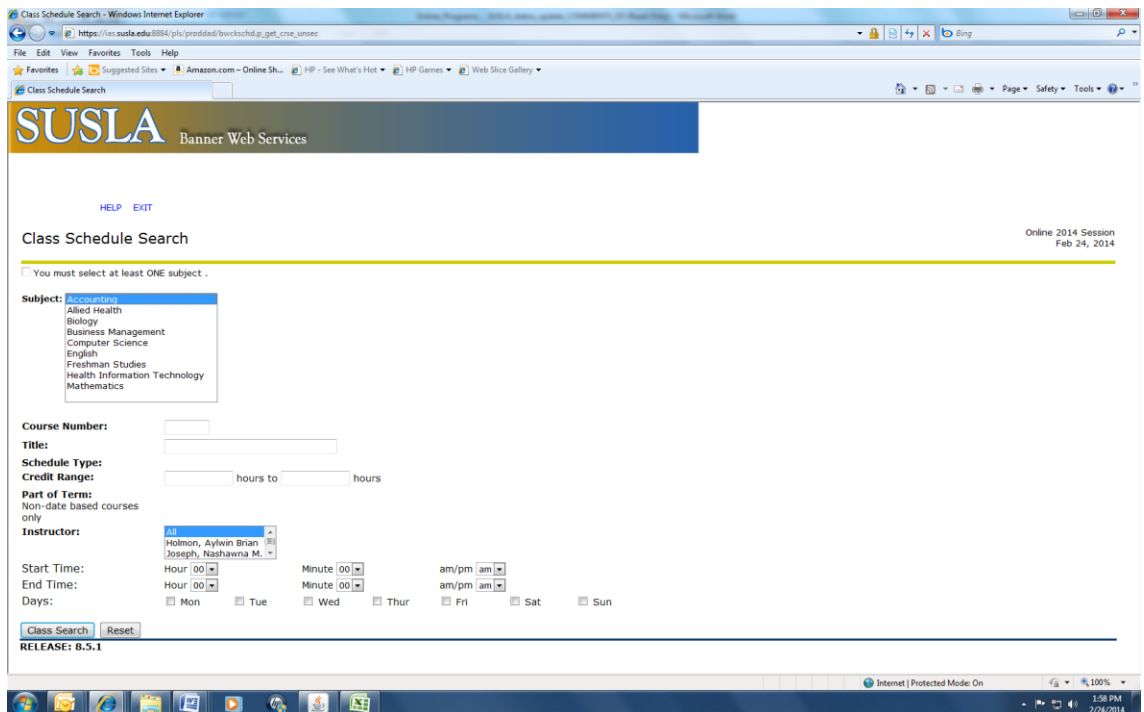
1. Log on to [Banner Web Services](#).
2. Click "Class Schedule" to view the courses offered for the semester of interest.



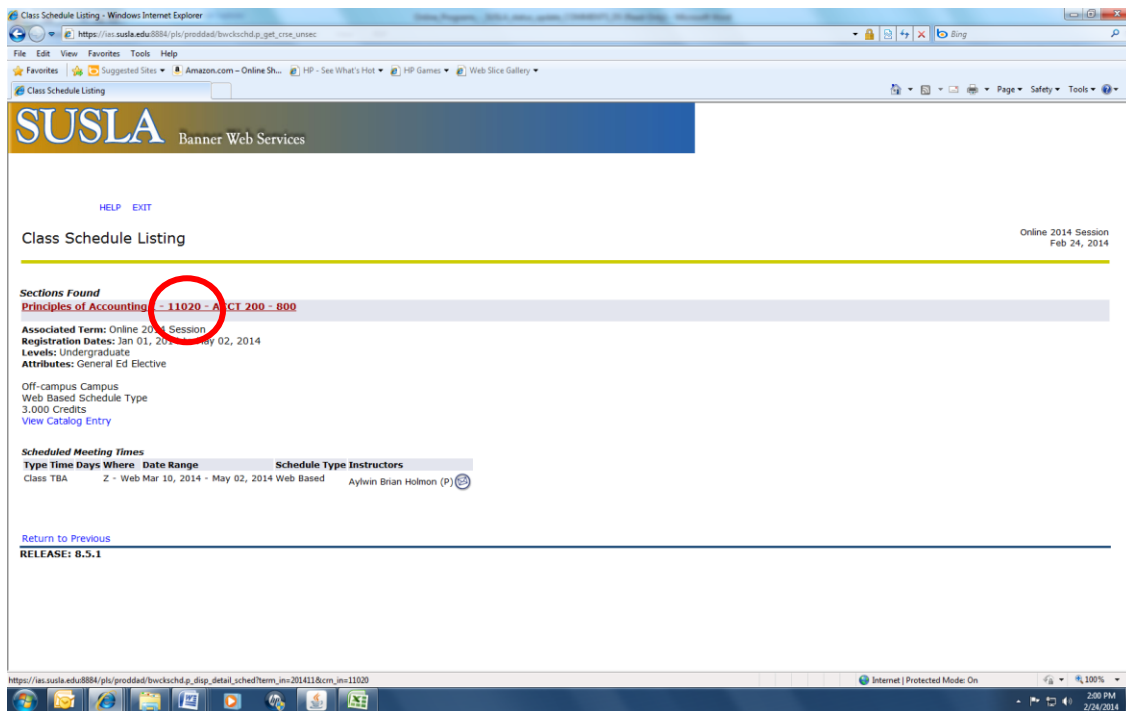
3. Click on the term for the appropriate semester.
4. Click "Submit".



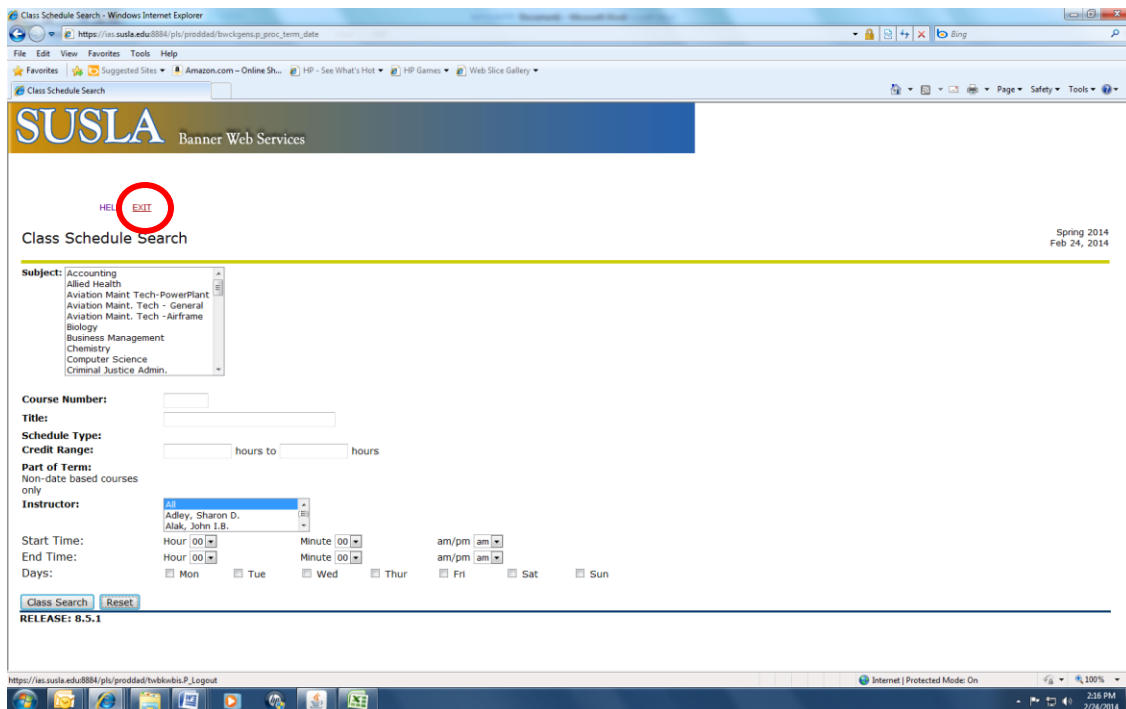
5. Click on the subject of interest. **NOTE:** To review the entire course schedule, select the first subject, hold the shift key and arrow down to select all subjects.



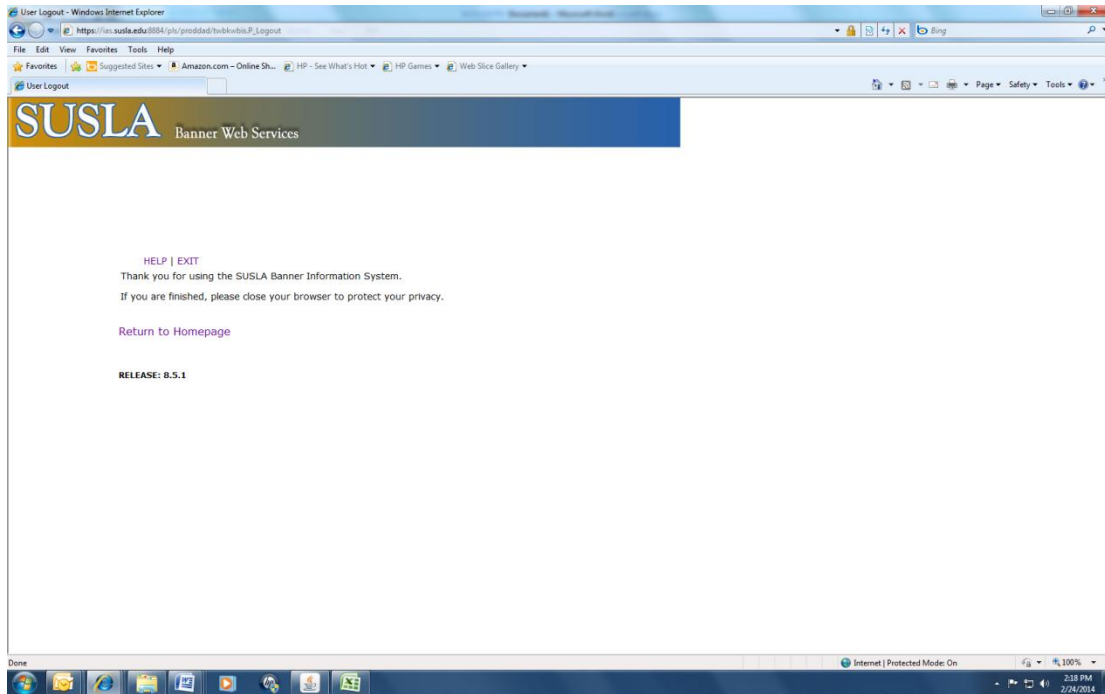
6. Click "Class Search" to view all courses offered in that specific subject.
7. Notate the Course Registration Number (CRN) which is the 5-digit number located between the course title and the course prefix/course number/course section.



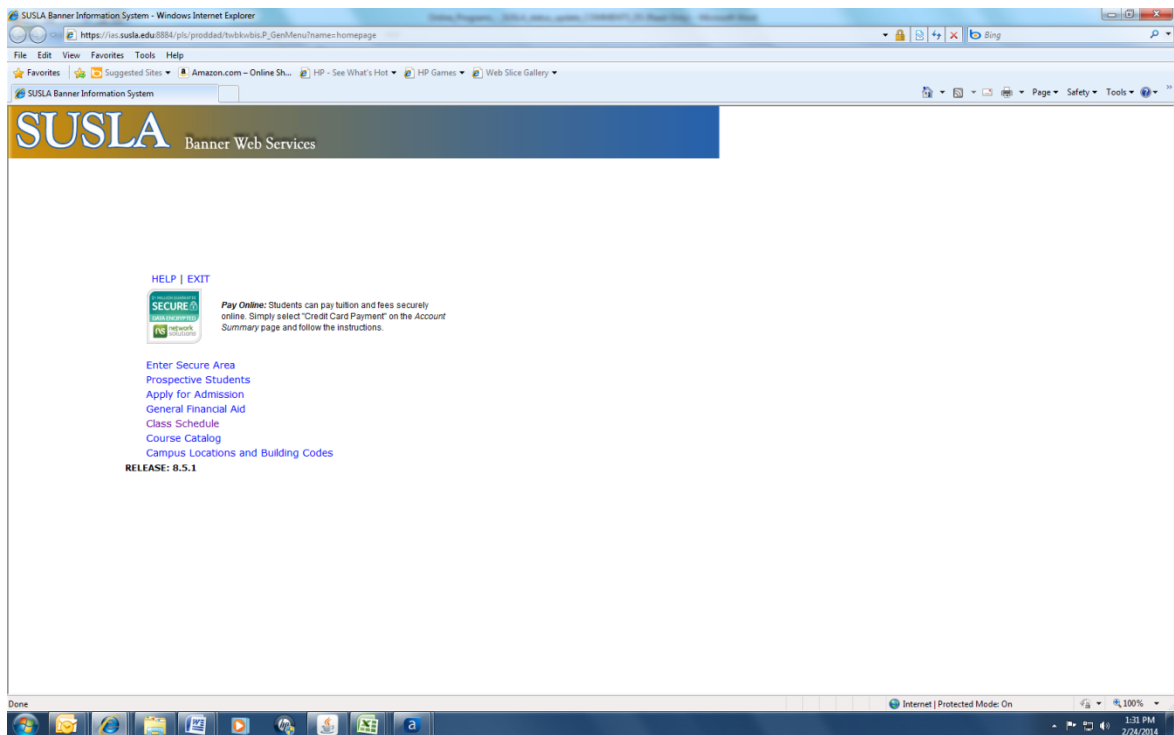
8. Click on "Return to Previous" to return to the Class Schedule Search page.
 9. Click on "Reset" to clear the previous "subject" search.
- NOTE: The CRN is required for each course for which you intend to register.
10. After you have a list of all courses for which you intend to register, click on "Exit".



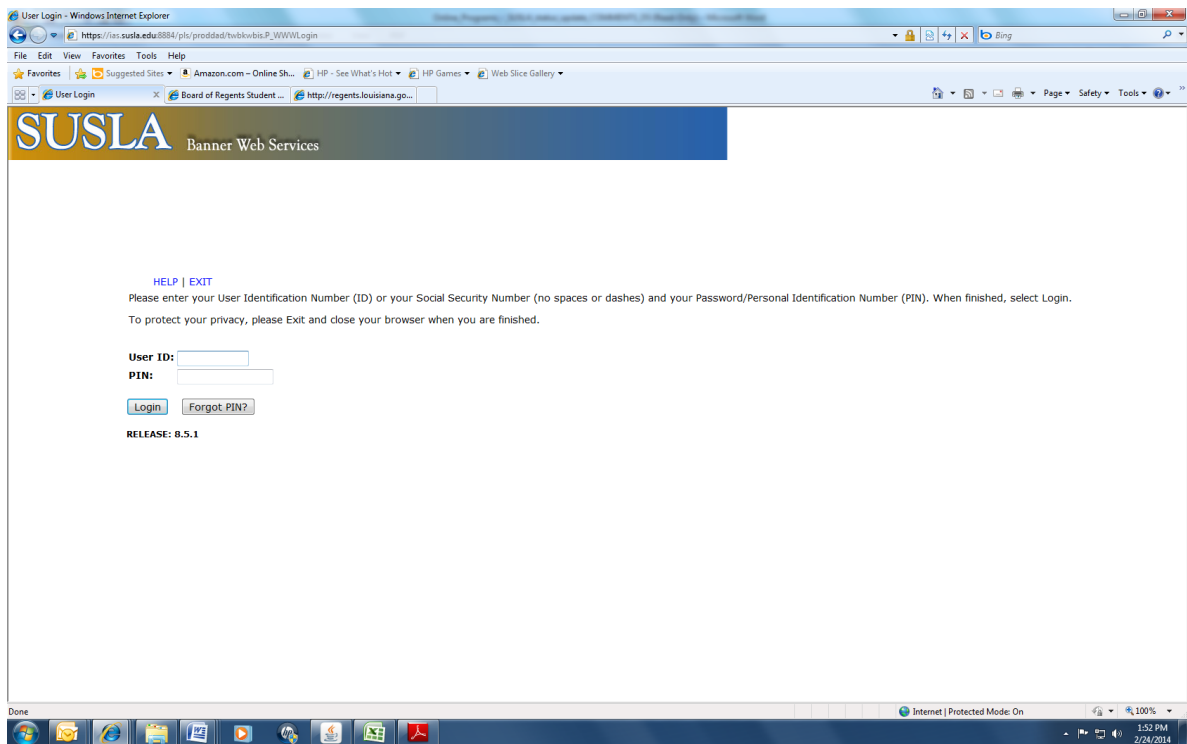
11. You will be redirected to the page below.
12. Click “Return to Homepage”.



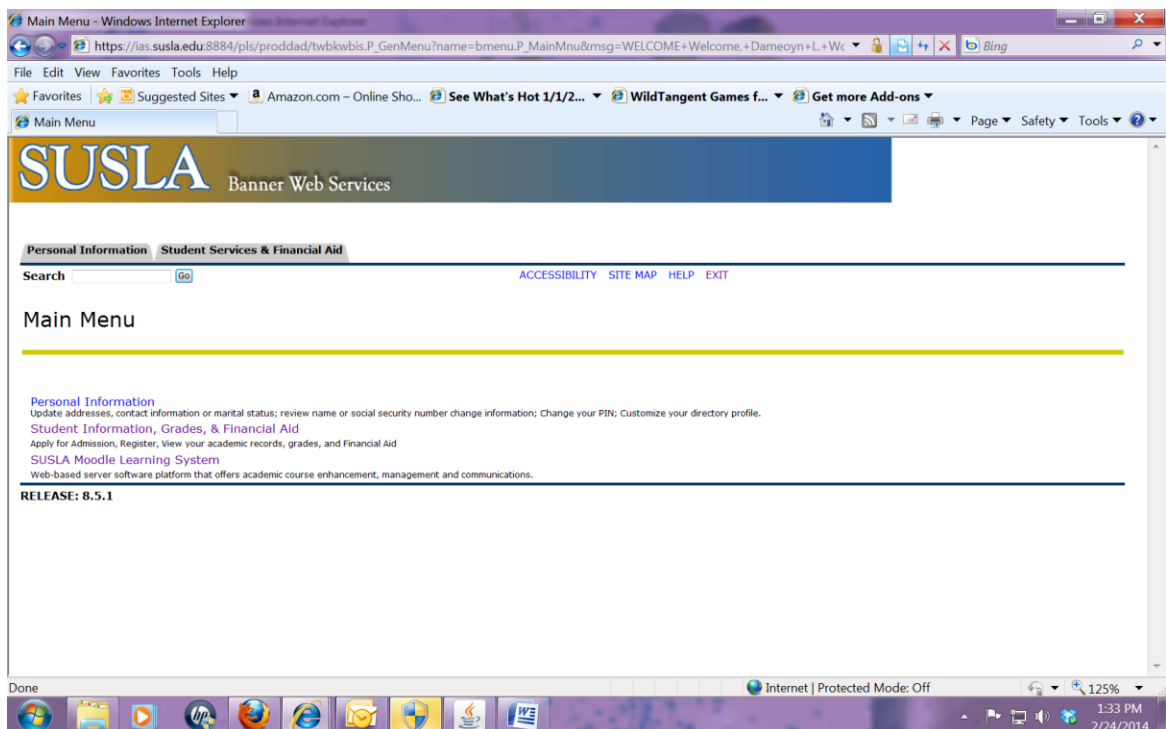
13. Click on “Enter Secure Area”.



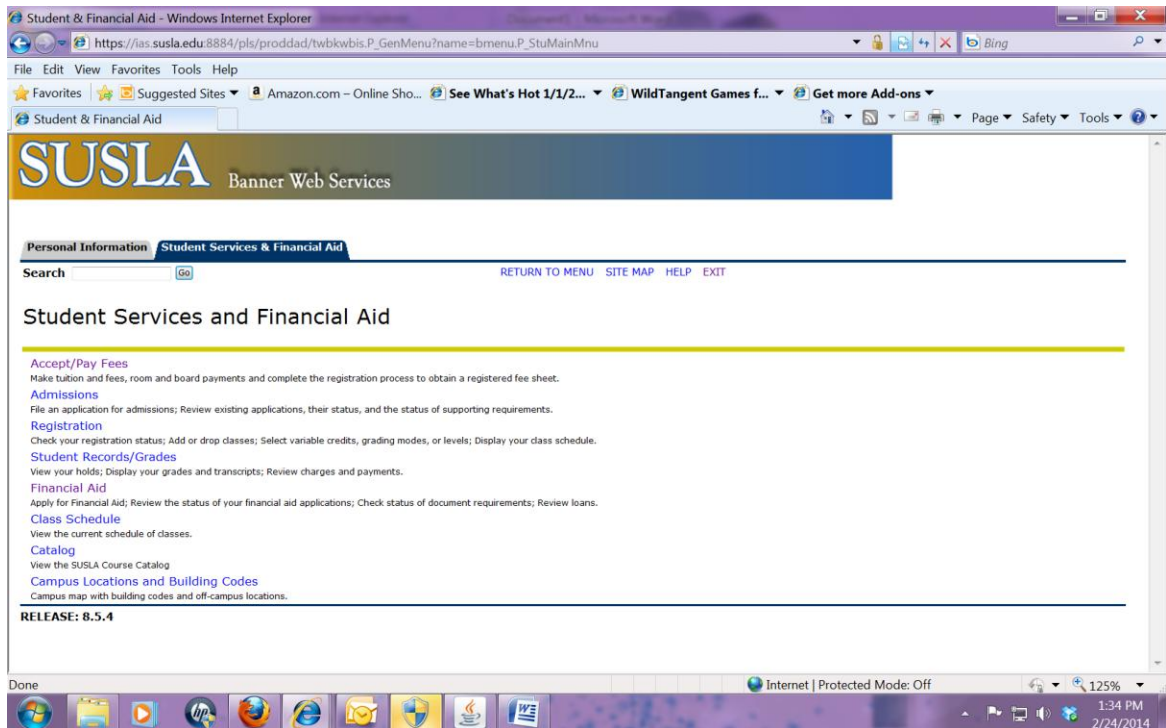
14. Enter SUSLA Banner Student ID number OR Social Security Number and your assigned Personal Identification Number (PIN).
15. Click “Login”.



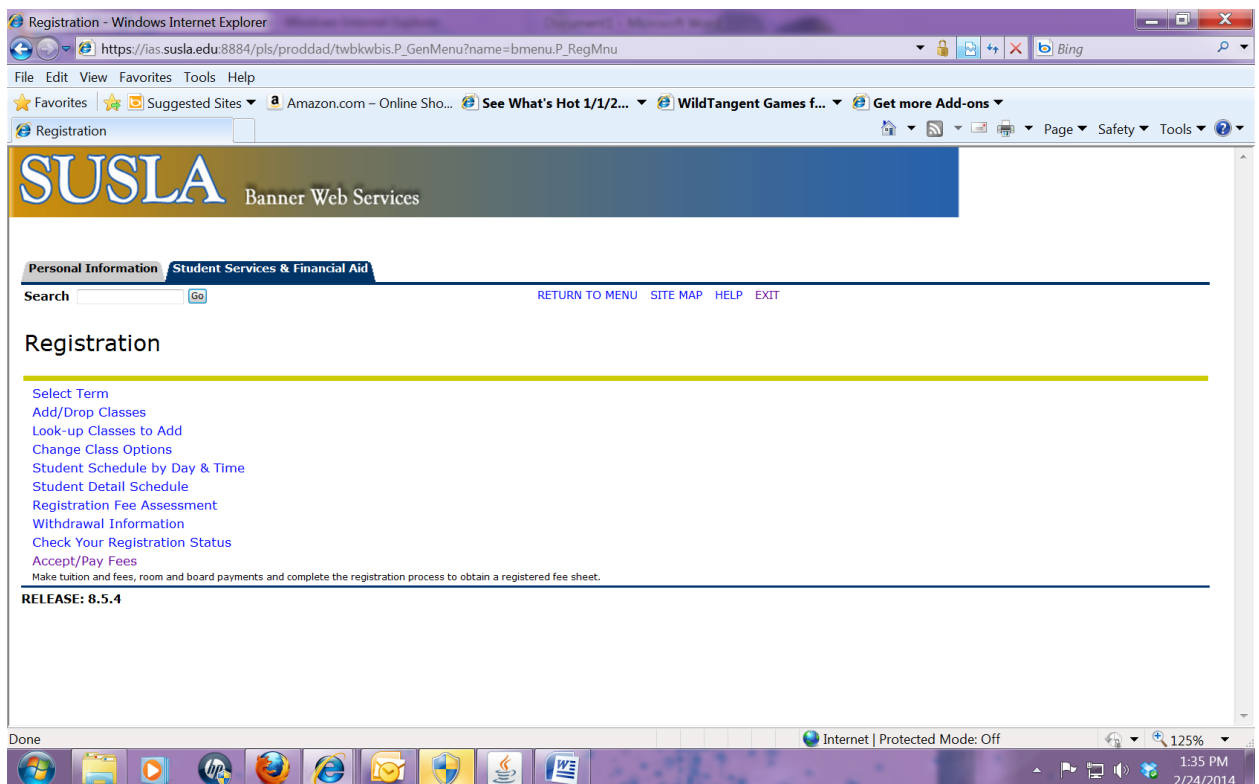
16. Select “Student Information, Grades & Financial Aid”.



17. Click on “Registration”. **NOTE:** All first-time freshman and continuing or transfer students with less than 32 credit hours are assigned an alternate PIN which prohibits online self registration. Students must contact the Center for Student Success at 318-670-9282 for advising and registration assistance.



18. Click “Add/Drop Classes”.



19. Select the appropriate Session of interest.

20. Click "Submit".

Select Term - Windows Internet Explorer

https://ias.susla.edu:8884/pls/proddad/bwskflib.P_SelDefTerm

File Edit View Favorites Tools Help

Select Term

SUSLA Banner Web Services

Personal Information Student Services & Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Select Term

Select a Term: Online 2014 Session

Submit

RELEASE: 8.4

21. Enter CRNs for all courses in the designated area.

Add/Drop Classes: - Windows Internet Explorer

https://ias.susla.edu:8884/pls/proddad/bwskfreg.P_AltPin1

File Edit View Favorites Tools Help

Add/Drop Classes:

Personal Information Student Services & Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

PLEASE NOTE! In registering for courses, I understand that I accept charges and I am expressing my intent to enroll at SUSLA. I am aware and authorizing credits from my Financial-Aid, Loans, and Scholarship awards be used to cover tuition and fees charged to my account during the semester.

If I choose NOT to enroll, I understand that it is my responsibility to drop all courses prior to the last day of registration.

Effective Fall 2013, Southern University is now offering an optional student insurance plan. The fee is no longer mandatory and is not included in the fee schedule. If any student would like to participate in the program, an additional \$820 will be added to his/her student account. Please see the Business Office to sign up and have the fee added.

Add Classes Worksheet

CRNs
11016

Submit Changes Class Search Reset

[View Holds]

RELEASE: 8.5.3

22. Click "Submit Changes".

23. The courses for which you are officially registered will appear under the “Status” section.

Current Schedule

Status	Action	CRN	Subj	Crse	Level	Cred	Grade	Mode	Title
Web Registered** on Feb 24, 2014	None	12016	HTG	105	801	Undergraduate	3.000	Standard Letter	Health Data Content & Struc

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: Feb 24, 2014 04:18 pm

Submit Changes Class Search Reset

24. Click on “Student Services & Financial Aid”.

25. Click “Accept/Pay Fees”.

Student Services and Financial Aid

- [Accept/Pay Fees](#)
Make tuition and fees, room and board payments and complete the registration process to obtain a registered fee sheet.
- [Admissions](#)
File an application for admissions; Review existing applications, their status, and the status of supporting requirements.
- [Registration](#)
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.
- [Student Records/Grades](#)
View your holds; Display your grades and transcripts; Review charges and payments.
- [Financial Aid](#)
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.
- [Class Schedule](#)
View the current schedule of classes.
- [Catalog](#)
View the SUSLA Course Catalog
- [Campus Locations and Building Codes](#)
Campus map with building codes and off-campus locations.

RELEASE: 8.5.4

ACCEPTING FEES PROCEDURE:

- Click **Student Information, Grade, and Financial Aid**
- Click **Accept/Pay Fees**
- Click **Select Term** and choose the term you are enrolling (ex: “Online2014”)
- Click **Submit**
- Scroll to bottom of page
- **Enter PIN** (same as log in), First and Last Name exactly as shown in Banner
- Click **Accept Fees**
- Click **Get Fee Sheet**
- Click the **Print** icon

26. Once fees have been accepted, you are officially enrolled.

NOTE: If you accept fees and are not able to attend classes, you are responsible for dropping classes before the official census date as listed on the academic calendar.