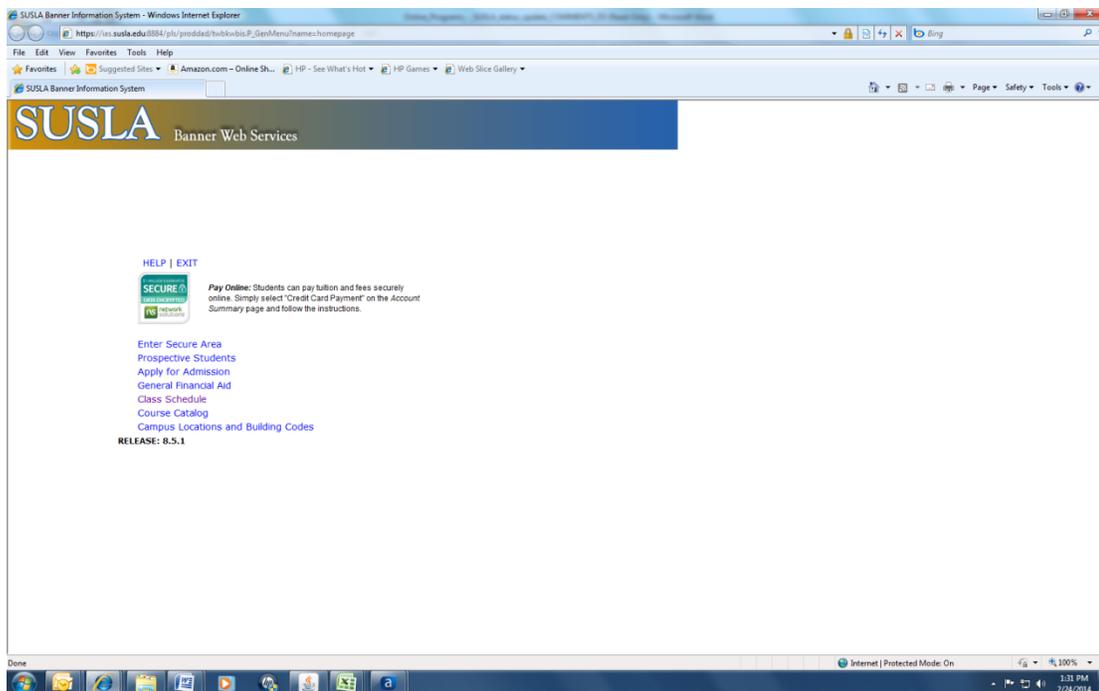


How to Register Online through Banner Web Services

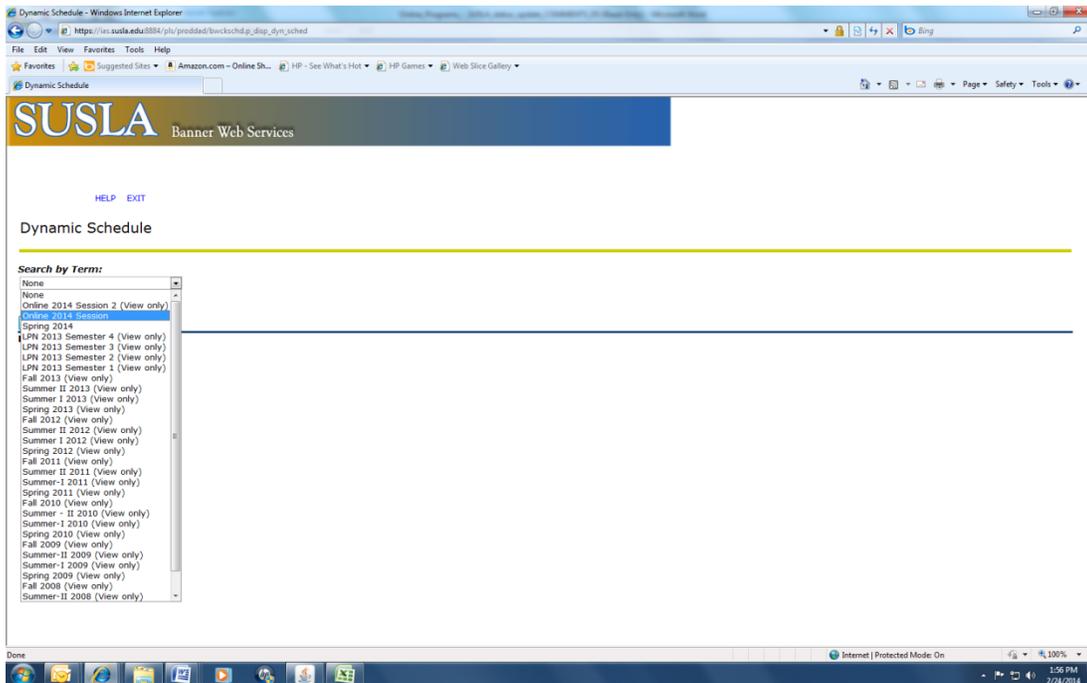
A student becomes a member of a class/course only by registering through the proper procedure. A student may add or drop a course after the initial registration by filing a completed and approved Add/Drop Form by the specified deadline. Registration has online (electronic) and in-person components and 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).

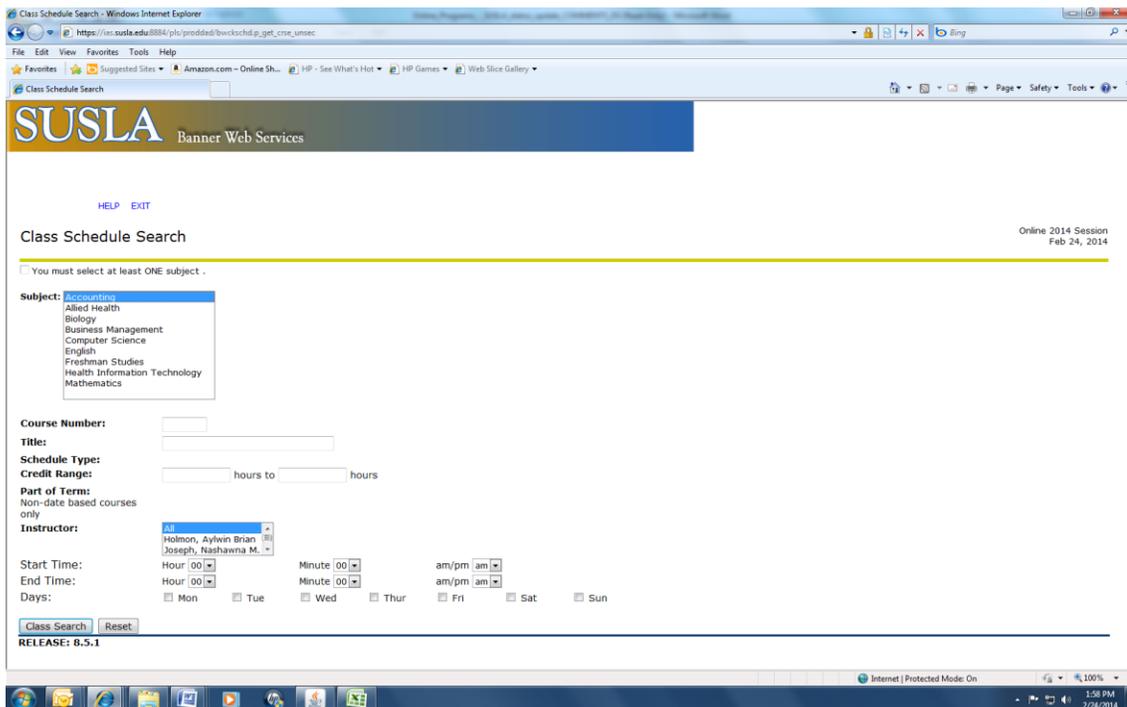
1. Log on to [Banner Web Services](#).
2. Click "Class Schedule" to view the courses offered for the semester of interest.



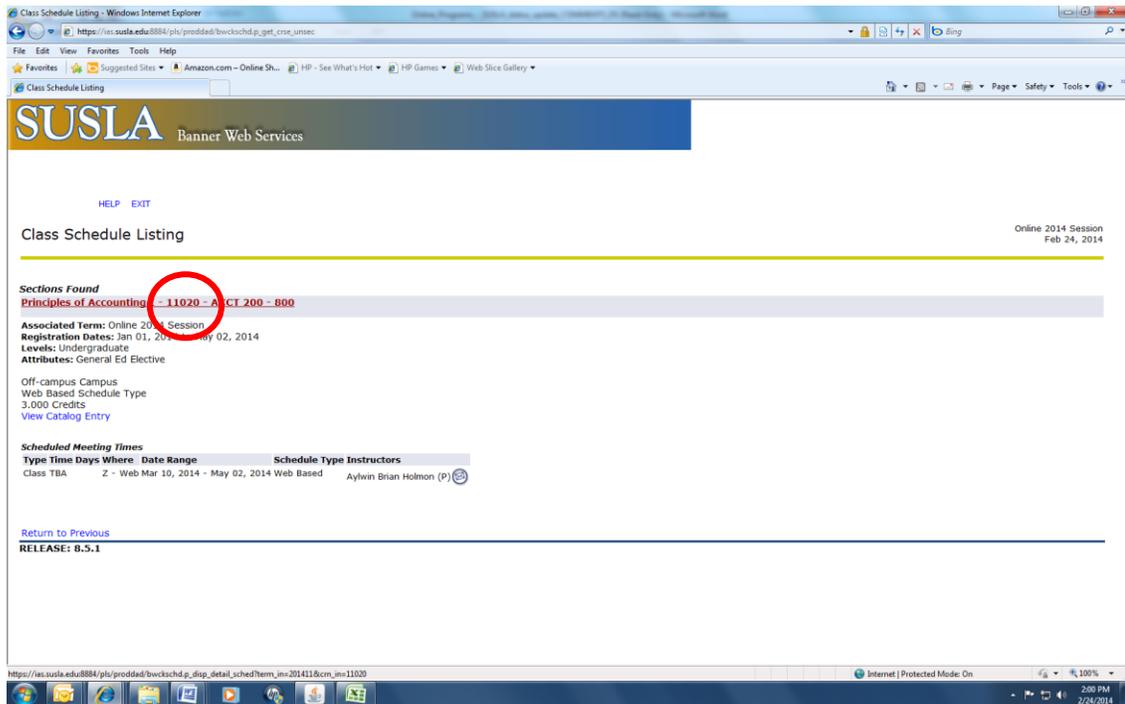
- Click on the term for the appropriate semester.
- Click "Submit".



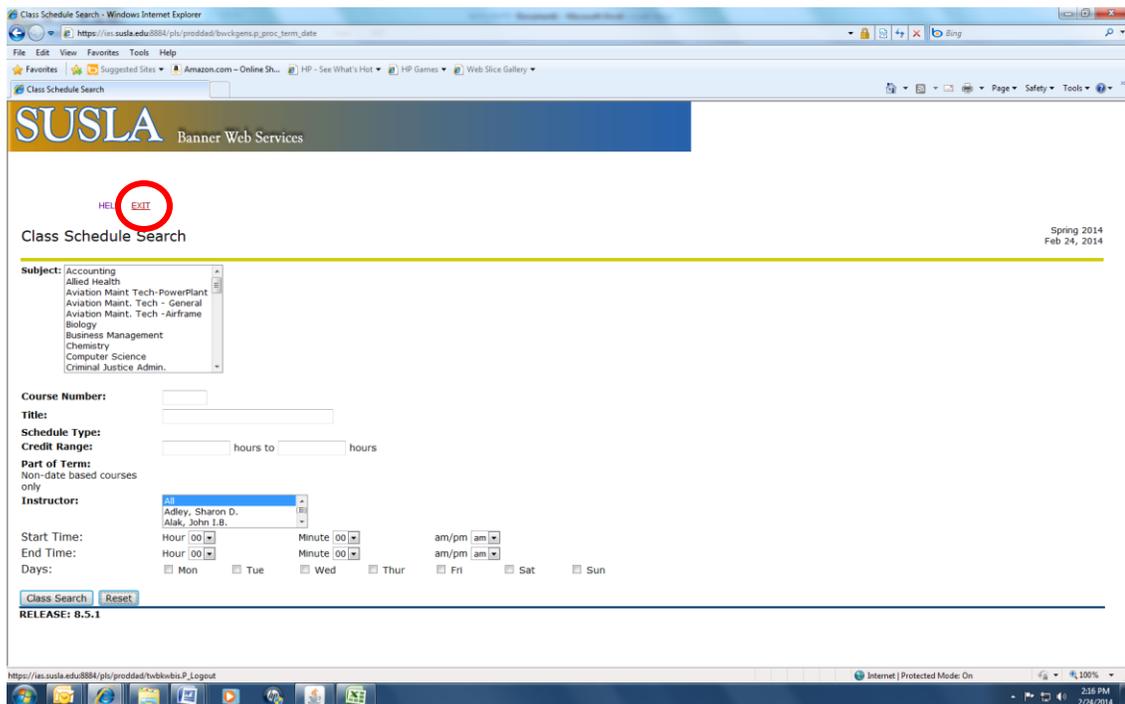
- Click on the subject of interest. **NOTE:** To review the entire course schedule, select the first subject, hold the shift key and arrow down to select all subjects.



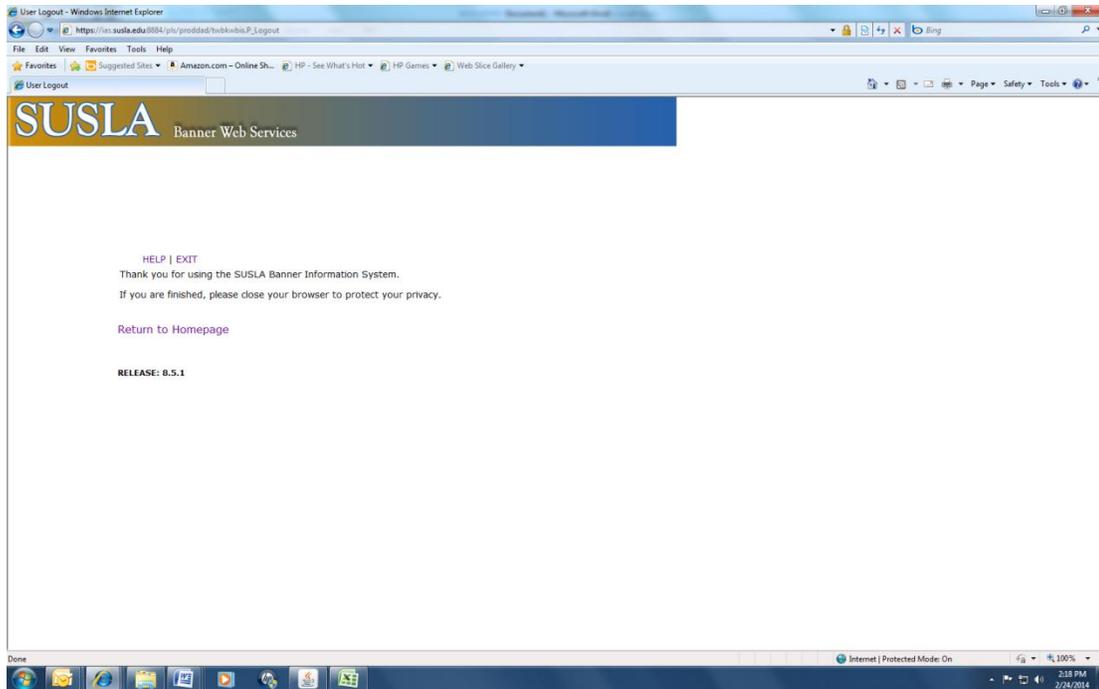
- Click "Class Search" to view all courses offered in that specific subject.
- Notate the Course Registration Number (CRN) which is the 5-digit number located between the course title and the course prefix/course number/course section.



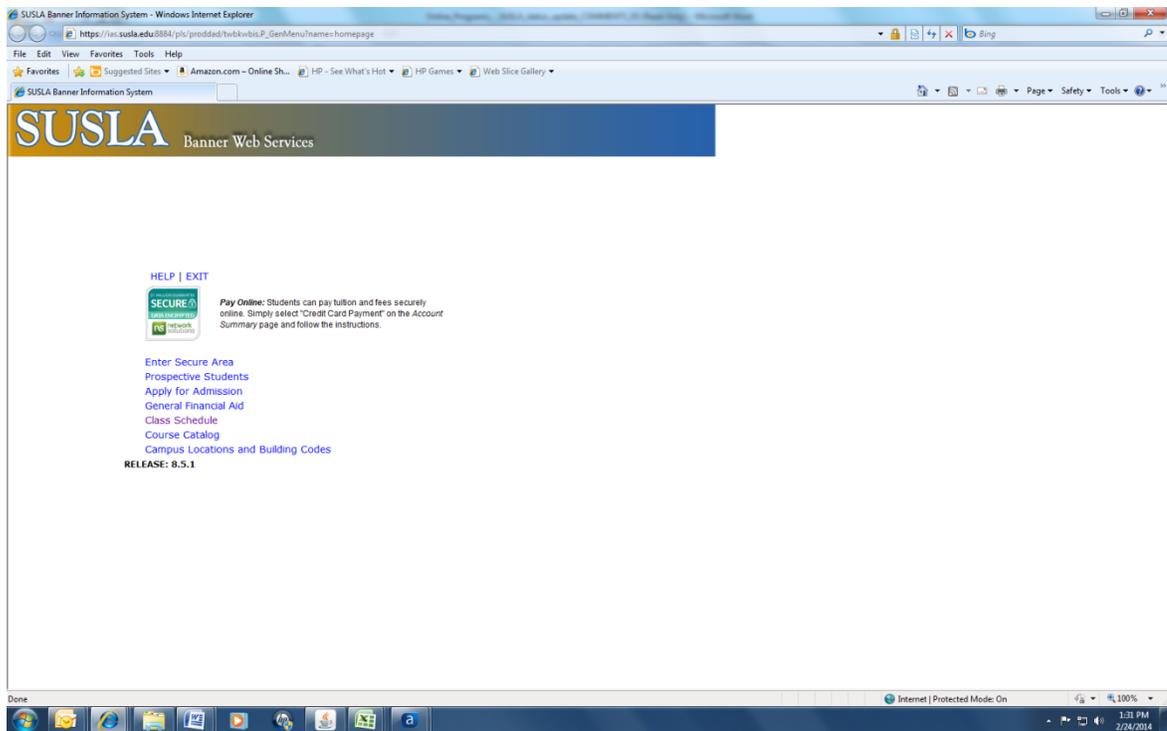
- Click on "Return to Previous" to return to the Class Schedule Search page.
- Click on "Reset" to clear the previous "subject" search.
NOTE: The CRN is required for each course for which you intend to register.
- After you have a list of all courses for which you intend to register, click on "Exit".



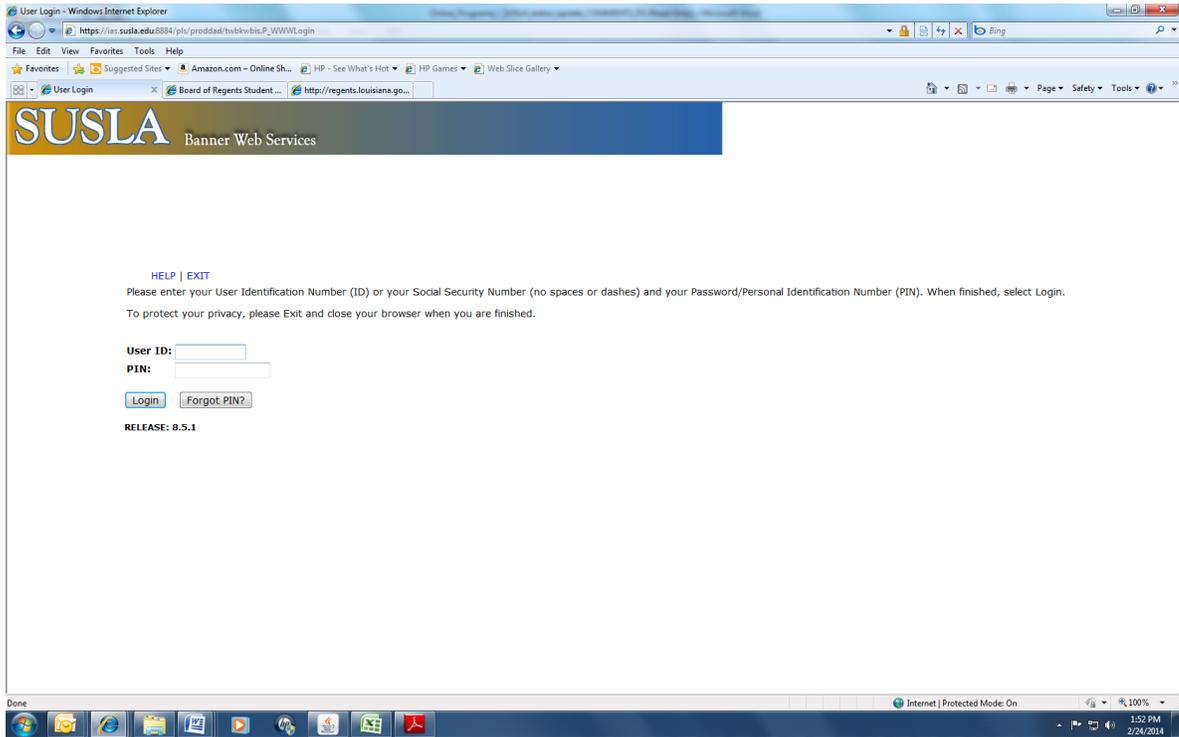
11. You will be redirected to the page below.
12. Click "Return to Homepage".



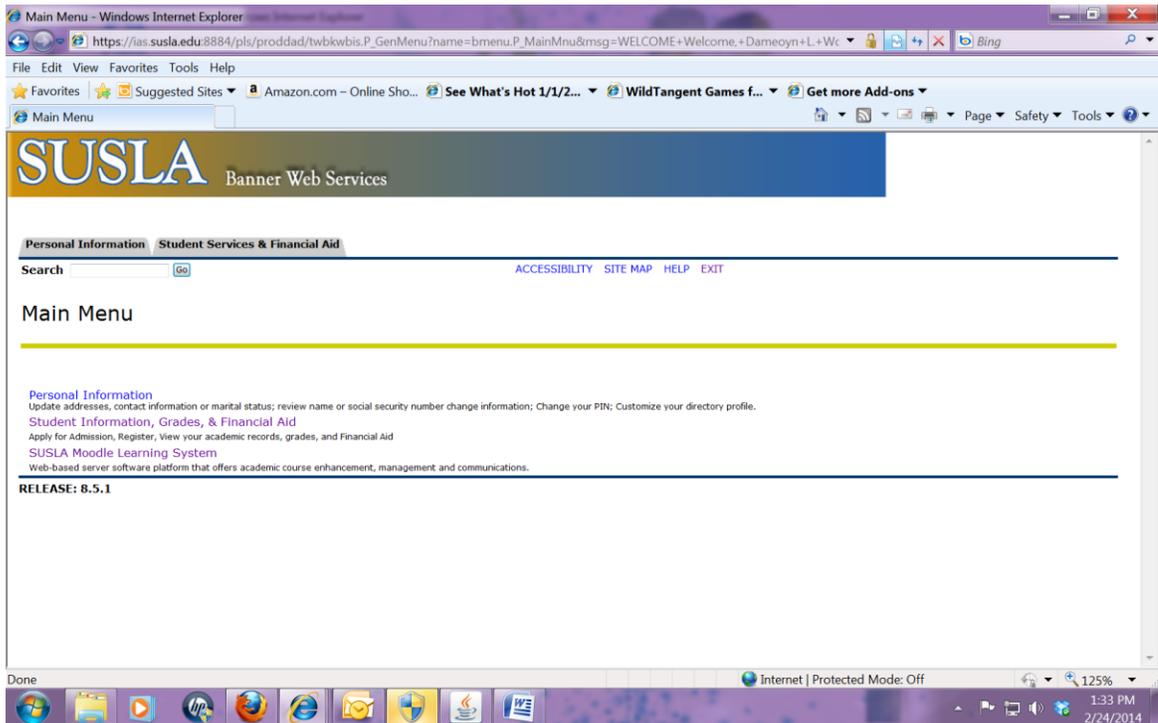
13. Click on "Enter Secure Area".



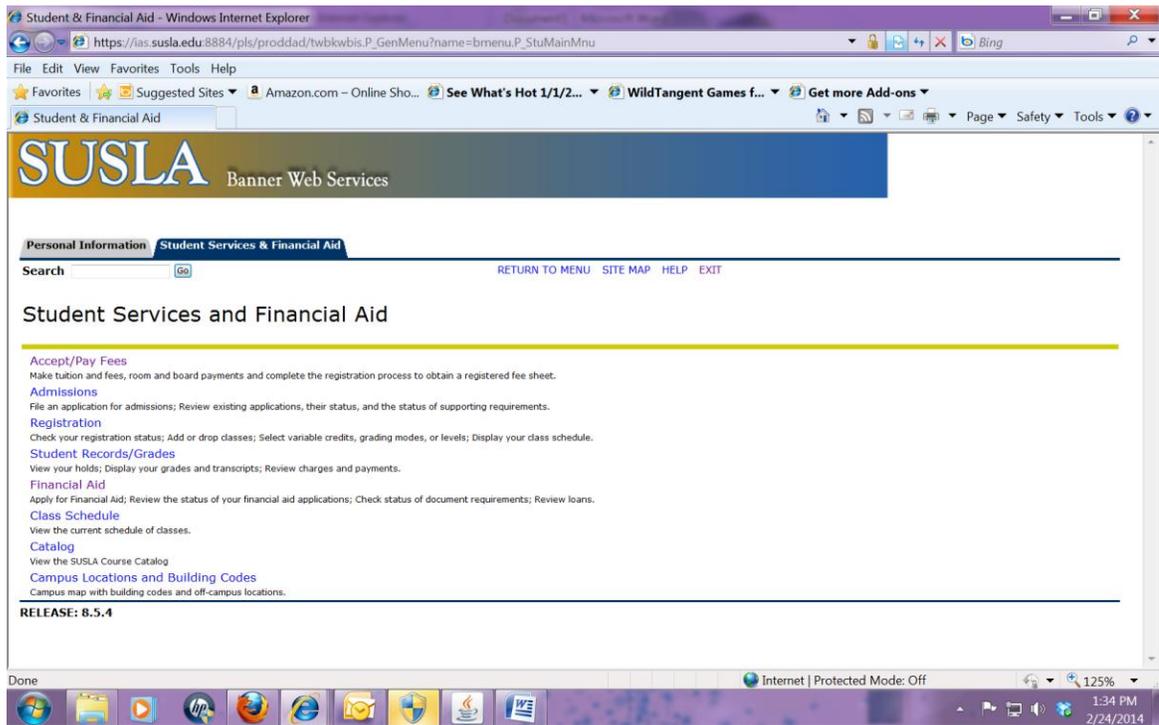
14. Enter SUSLA Banner Student ID number OR Social Security Number and your assigned Personal Identification Number (PIN).
15. Click "Login".



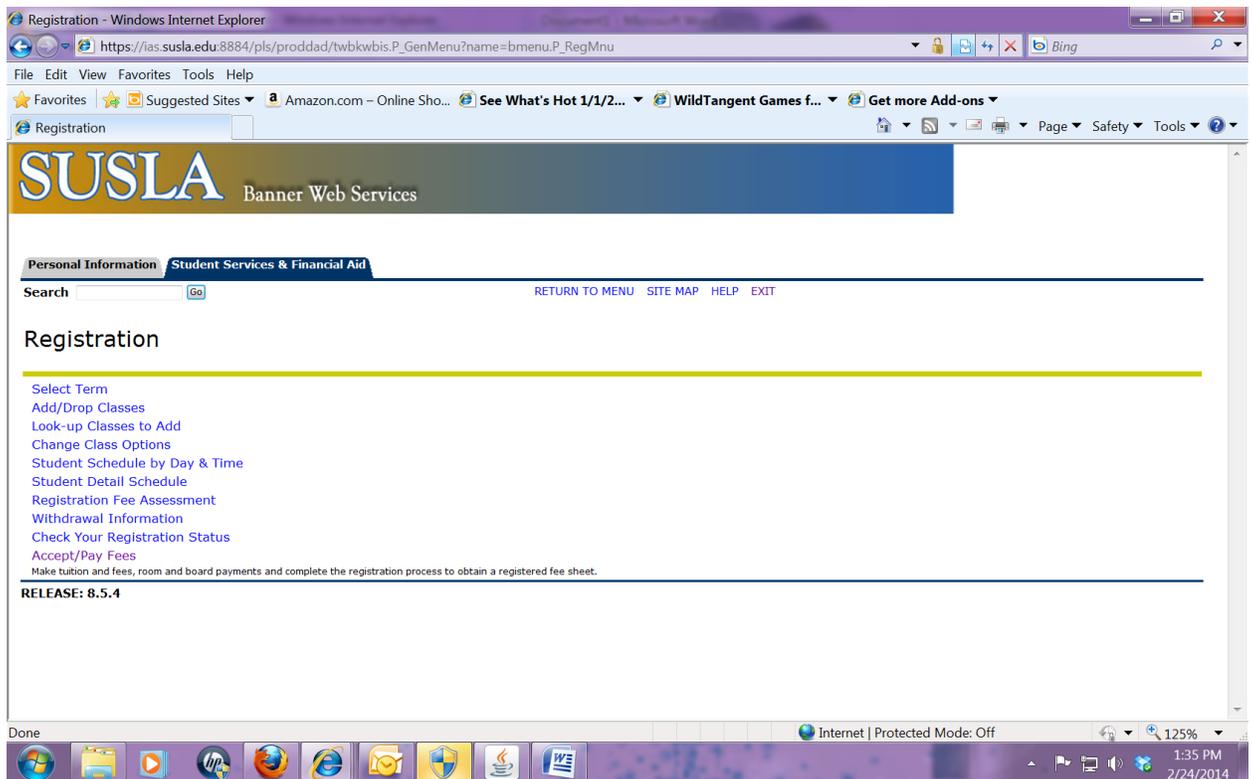
16. Select "Student Information, Grades & Financial Aid".



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.

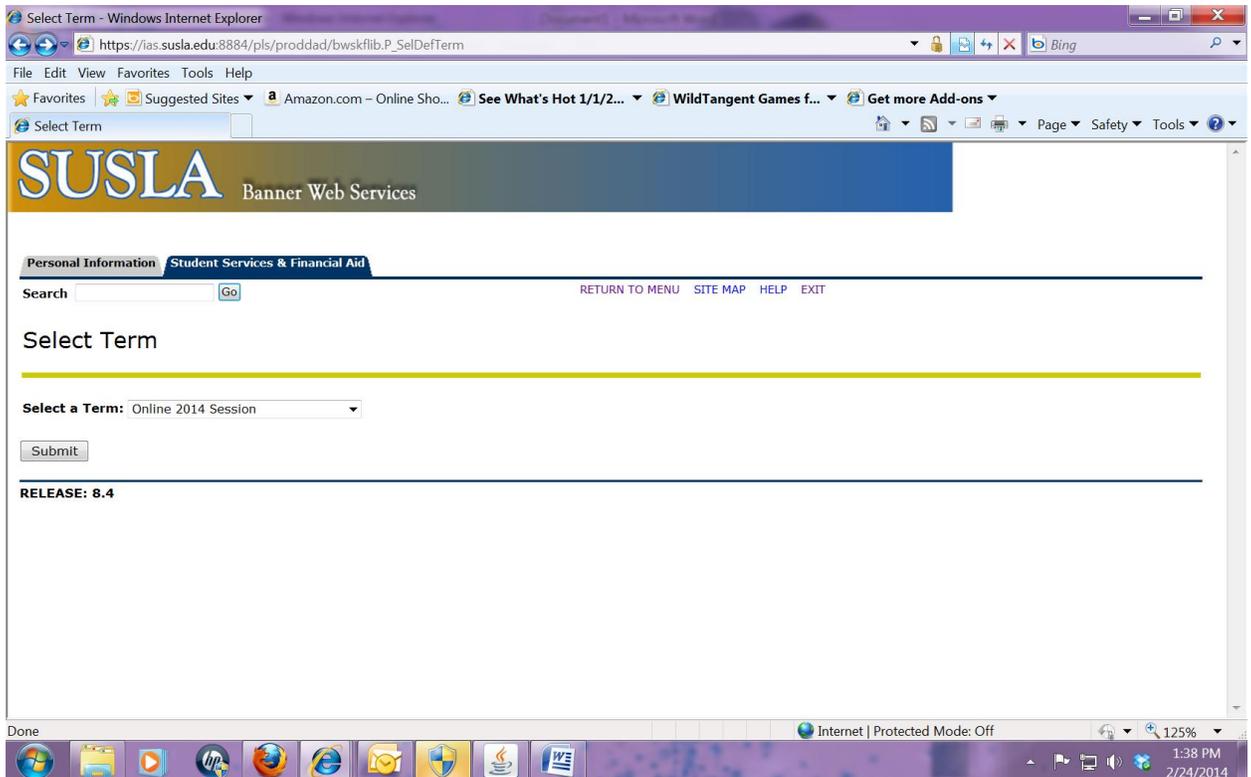


18. Click “Add/Drop Classes”.

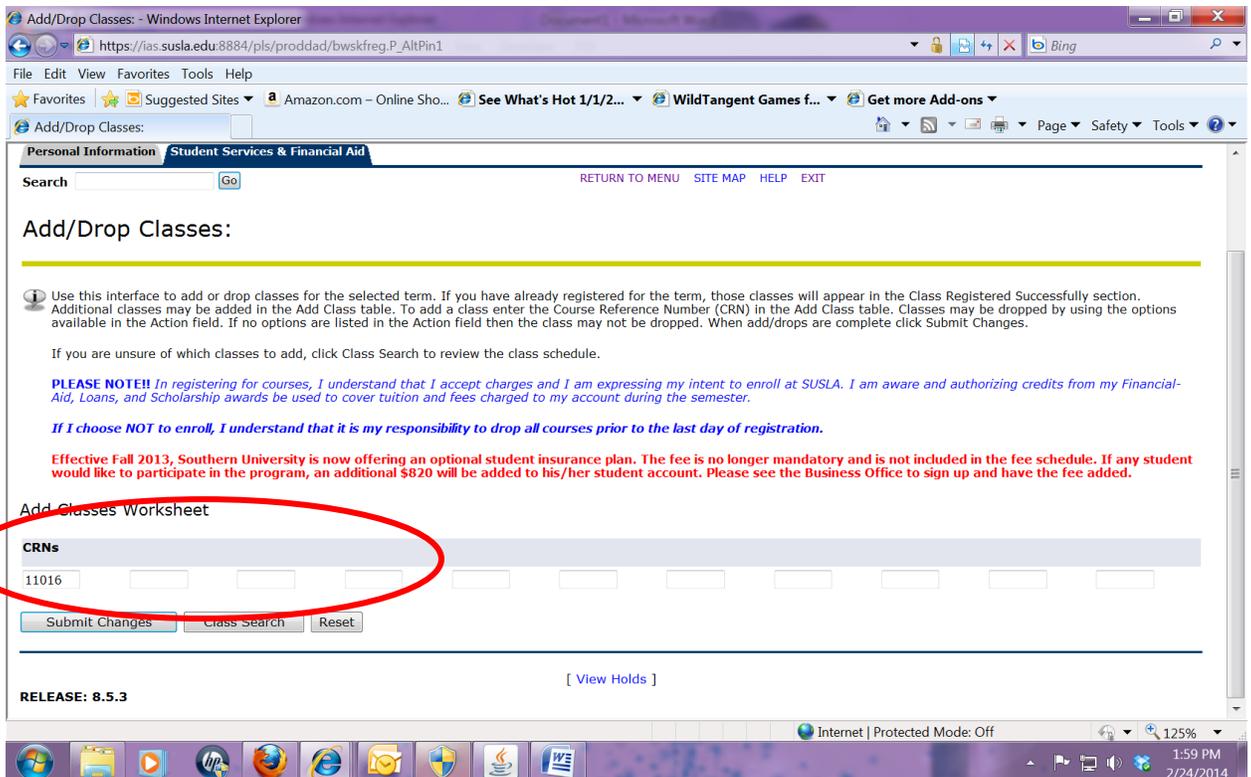


19. Select the appropriate Session of interest.

20. Click "Submit".

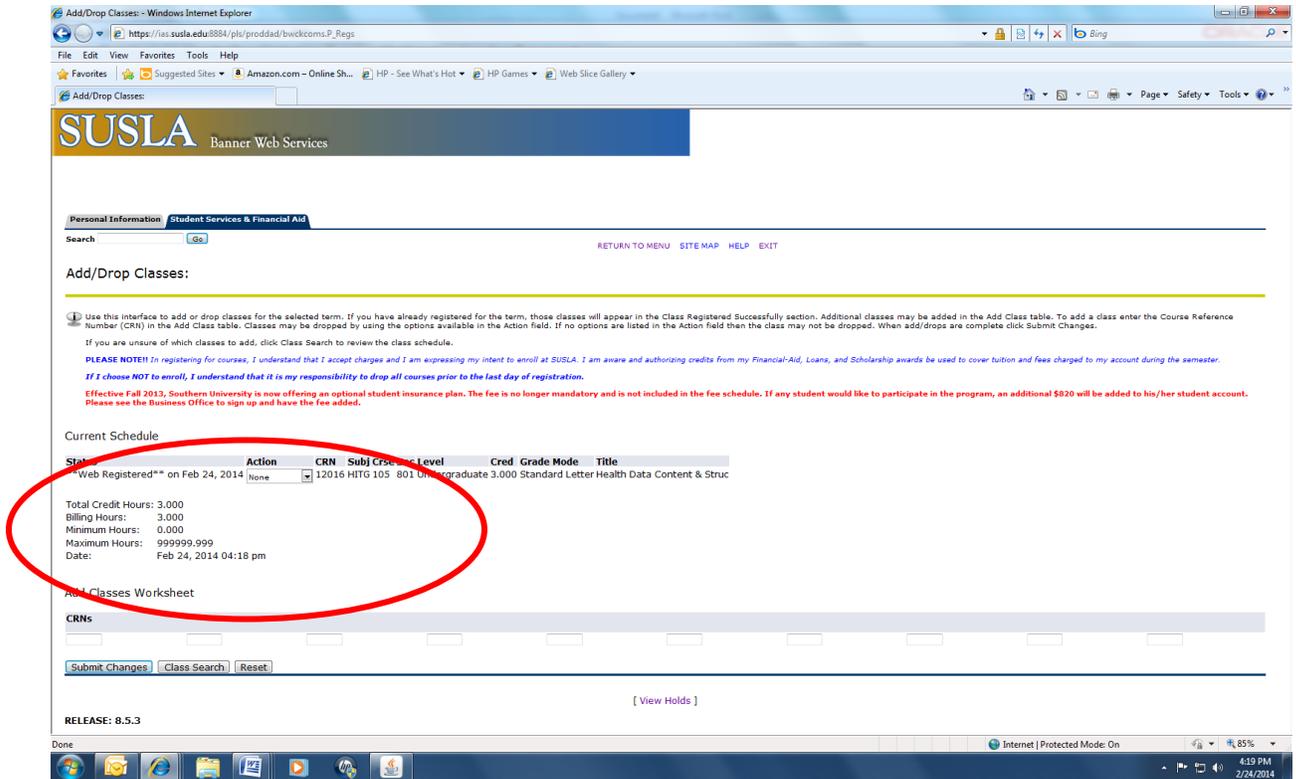


21. Enter CRNs for all courses in the designated area.



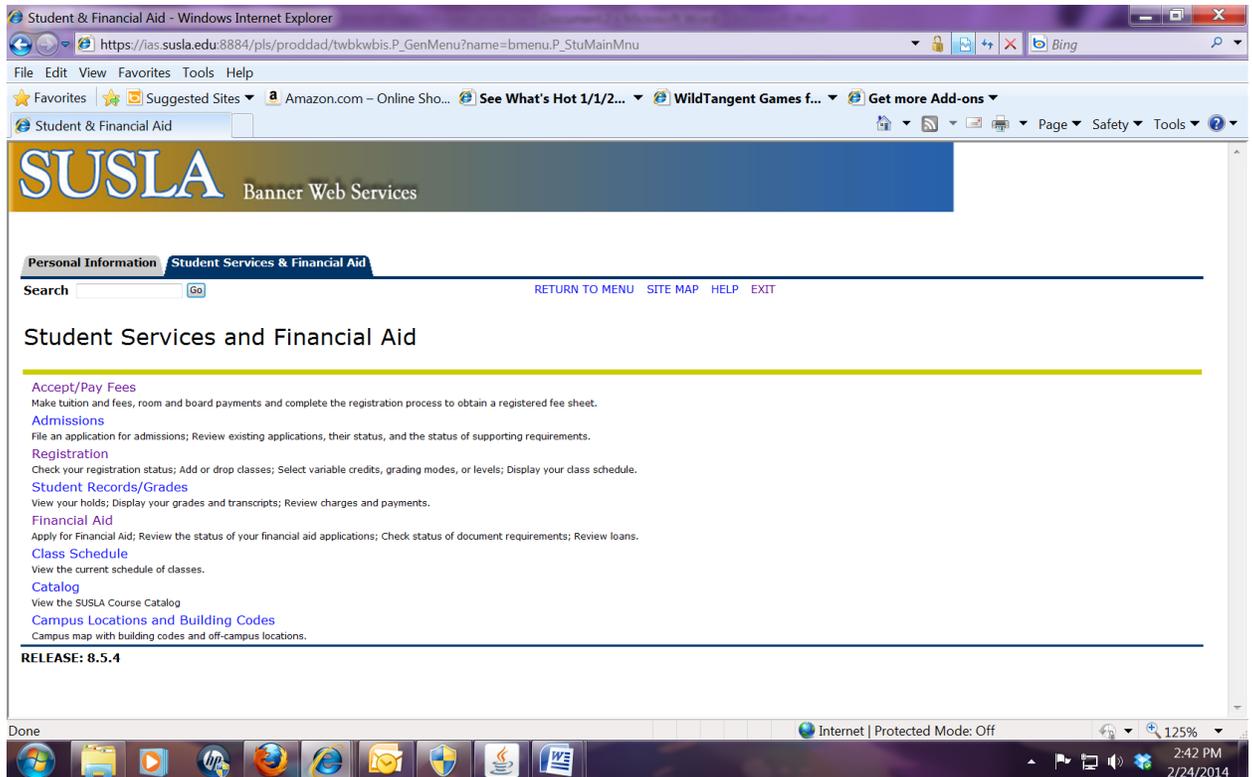
22. Click "Submit Changes".

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



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

25. Click “Accept/Pay Fees”.



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.