

## Banner 9 Student Registration Instructions

### Before your Priority Registration

- Log in to [MyABAC](#) and click the Banner App> Click the ‘Student Academic Records’ tab > ‘Registration using Banner 9’ > ‘Prepare for Registration’

Prepare for Registration

Registration Status    Update Student Term Data

### Registration Status

Term: Spring Semester 2023

- ✓ Your Student Status permits registration.
- ✓ Your academic status Good permits registration.
- ✓ You have no holds which prevent registration.

ⓘ Time tickets allow registration at this time. Please register within these times: 09/26/2022 08:30 AM - 01/17/2023 04:30 PM

### Earned Hours

- ⓘ You have Earned Hours for Level: Semester System Undergraduate, Institution Hours: 37, Transfer Hours: 6
- ⓘ Your class standing for registration purposes is Sophomore

- Make sure you do not have anything preventing you from registering
- Your ‘Time Ticket’ shows when you can register

### Viewing Available Courses

- Log in to [MyABAC](#) and click the Banner App> Click the ‘Student Academic Records’ tab > ‘Registration using Banner 9’ > ‘Browse Classes’ > Select Term
- Enter Subject (you can enter multiple subjects)
  - Course number is optional
  - Click on Advanced Search for additional filters

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

### Browse Classes

Enter Your Search Criteria

Term: Spring Semester 2023

Subject

Course Number

Keyword

[Advanced Search](#)

# Banner 9 Student Registration Instructions

- A list of available courses that meet your search criteria will appear

Title	Subject Description	Course #	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
<a href="#">Principles of Macroeconomics Lecture</a>	Economics	2105	0	3	30348	Spring ...	Ellis, Diantha (Primary)	S M T W T F S   10:00 AM - 10:50 AM	Tifton	35 of 35 seats re...
<a href="#">Principles of Macroeconomics Lecture</a>	Economics	2105	1	3	30349	Spring ...	Ellis, Diantha (Primary)	S M T W T F S   - Type: Class	Online	35 of 35 seats re...
<a href="#">Principles of Macroeconomics Asynchronous Instruction</a>	Economics	2105	1CG	3	30221	Spring ...		S M T W T F S   - Type: Class	eCore ...	<b>FULL: 0 of 0 s...</b>

- Note the campus location (Tifton, Bainbridge, Online, eCore, etc.)

**Pro Tip:** Write down the CRNs of the course you plan on taking before your priority registration date to make the registration process quicker.

## Registering for Classes

- Log in to [MyABAC](#) and click the Banner App > Click the 'Student Academic Records' tab > 'Registration using Banner 9' > 'Register for 'Classes'

Registration

What would you like to do?

- [Prepare for Registration](#)  
View registration status, update student term data, and complete pre-registration requirements.
- [Register for Classes](#)  
Search and register for your classes. You can also view and manage your schedule.
- [Plan Ahead](#)  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- [Browse Classes](#)  
Looking for classes? In this section you can browse classes you find interesting.
- [View Registration Information](#)  
View your past schedules and your ungraded classes.
- [Browse Course Catalog](#)  
Look up basic course information like subject, course and description.

- Select the term that you would like to register for
- If necessary, complete any Action Items that display
  - Question about holds? Email [asc@abac.edu](mailto:asc@abac.edu) (Academic Support)

Testing, Testing 2

**You have holds which prevent registration.**

**Must Update Application**  
Reason: No Show Spring 2022  
From Date: 02/07/2022  
To Date: 12/31/2099  
Processes Affected: Registration, Enrollment Verification

Ok

**You require re-admission prior to registration.**

## Banner 9 Student Registration Instructions

- If you already know the **CRN** of a specific class, you can enter it on the 'Enter CRNs' tab

The screenshot shows the 'Register for Classes' page with the 'Enter CRNs' tab selected. Below the tabs, there is a section titled 'Enter Your Search Criteria' with a sub-label 'Term: Spring Semester 2023'.

- You can also search by **Subject**, **Course Number**, or **Keyword** on the 'Find Classes' tab

The screenshot shows the 'Find Classes' search interface. The 'Find Classes' tab is selected. The search criteria section includes:
 

- Subject: Ag Education (with a dropdown arrow and a 'You can add another' button)
- Course Number: (empty text box)
- Keyword: (empty text box)

 At the bottom, there are buttons for 'Search', 'Clear', and 'Advanced Search'.

- A list of results that meet your search criteria will display
- Click the 'Add' button next to the class you would like to add to your prospective schedule

The screenshot shows search results for 'Ag Education' in Spring Semester 2023. The results are displayed in a table with columns: Title, Subject Description, Course No., Section, Hours, CRN, Term, Instructor, Meeting Times, Campus, Status, Attribute, Linked Sections, and Add. Two results are shown, both for 'Greenhouse & Nursery Mgmt' (Lecture/Supervised Laboratory) with 15 seats remaining.

Title	Subject Description	Course No.	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
Greenhouse & Nursery Mgmt Lecture/Supervised Laboratory	Ag Education	4040	1	3	30321	Spring	Mulvey, Farish (Primary)	Su M Tu W Th F Sa 09:30 AM - 10:20 AM Type: Class Su M Tu W Th F Sa 02:00 PM - 03:50 PM Type: Class	Tifton	15 of 15 seats re...			Add
Greenhouse & Nursery Mgmt Lecture/Supervised Laboratory	Ag Education	4040	2	3	30322	Spring	Mulvey, Farish (Primary)	Su M Tu W Th F Sa 09:30 AM - 10:20 AM Type: Class Su M Tu W Th F Sa 11:00 AM - 12:50 PM Type: Class	Tifton	15 of 15 seats re...			Add

- The class(es) will appear in your Summary window as **'Pending'**
  - If you do not see the 'Summary' window, click the 'Panels' button in the bottom left

The screenshot shows the 'Summary' window. On the left, there is a calendar grid with 'Thursday', 'Friday', and 'Saturday' columns. On the right, a table lists the added class:

Title	Details	Hours	CRN	Schedule Type	Status	Action
Greenhouse & Nursery Mgmt	AGED 4040, 1	3	30321	Lecture/Supervis...	Pending	**Web Registered**

At the bottom, there is a 'Submit' button and a status bar showing 'Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0'.

- \*Note\*** You are not yet registered for the class(es)

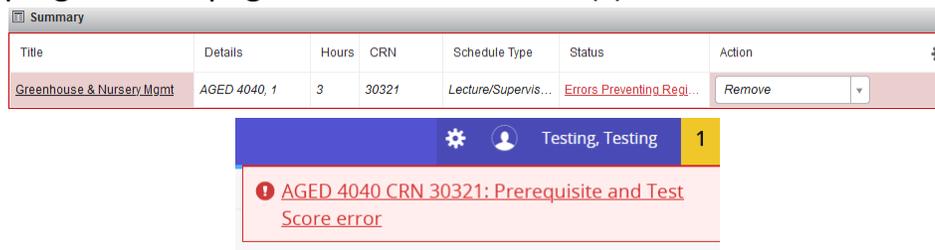
## Banner 9 Student Registration Instructions

- Click the 'Submit' button to register for the selected class(es)
  - If successful, the class(es) will be listed as **Registered** in the 'Summary' window



Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Composition I</a>	ENGL 1101, 0	3	30519	Lecture	Registered	None

- If unsuccessful, an 'Error' will appear, and a notification will display in the top right of the page that lists the reason(s)



Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Greenhouse &amp; Nursery Mgmt</a>	AGED 4040, 1	3	30321	Lecture/Supervis...	Errors Preventing Regi...	Remove

Testing, Testing 1

**AGED 4040 CRN 30321: Prerequisite and Test Score error**

- To remove a course, select 'Remove' in 'Action' and click on 'Submit'
- If you have questions about registering for a course, please contact Academic Support ([asc@abac.edu](mailto:asc@abac.edu))

### Helpful Tips

- Be sure to double-check the CAMPUS before clicking on 'Add' during the registration process
- Taking a lab science course (e.g., BIOL 1107 and BIOL 1107L), be sure to add the course and lab before clicking on 'Submit,' otherwise, you'll get an error message