

Banner 9 Self-Service Course Registration

Access Banner 9 Self-Service Registration via the Registration Menu page in self-service

[Student](#) [Personal Information](#) [Employee](#) [Finance](#) [Public Safety/Parking](#) [Financial Aid](#)

Search

Registration Main Menu *Valid Registration Pin Required*

- [Select Term](#)
- [Add/Drop Classes](#)
- [Look-up Classes to Add](#)
- [Change Class Options](#)
- [Student Schedule by Day & Time](#)
- [Student Detail Schedule and Printable Schedule](#)
- [Registration Fee Assessment](#)
- [Check Your Registration Status](#)
- [Buy Textbooks Online](#)

****Try the New Registration Interface****

Access our new registration interface here. If you experience issues, please email helpdesk@hartford.edu and provide details.

RELEASE: 8.9.1.5 UH

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Banner 9 Self-Service Registration Landing Page

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.

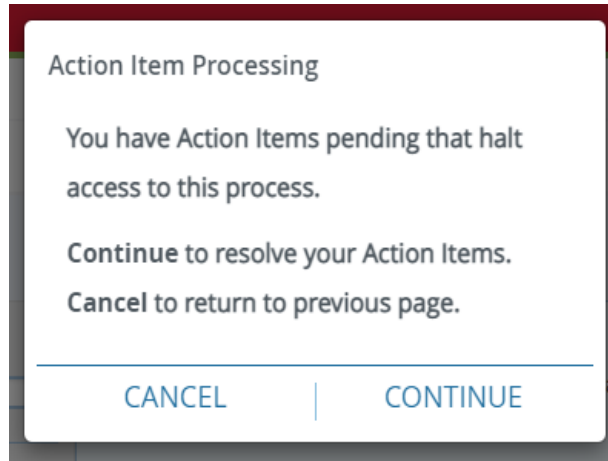


[View Registration Information](#)

View your past schedules and your ungraded classes.

Action Item Processing

Prior to registering, you'll need to accept the financial terms and confirm your personal information. Click the Continue button to complete both items. You cannot register using Banner 9 Self-Service registration without completing these tasks first.



Action Item Processing

Action Item Processing

Welcome

You have the following items that require your attention. Continue

Action Items Required 1 of 2

Instructions

Accept Terms and Conditions End Date: 01/31/2023 Accepted

Response saved on: 10/19/2022
Current Response: I accept the terms and conditions of Enrollment as stated in the Financial Agreement
Halt Processes:
Register for Classes
Prepare for Registration

[Click here to review the terms and conditions and provide your consent at the bottom.](#)

Update Contact and Personal Information End Date: 01/31/2023 Pending

Halt Processes:
Prepare for Registration
Register for Classes

[Click here to review and update your contact and personal information.](#)

Action Items Required
Please accept terms and conditions and review personal information. Once all tasks have been completed, click Continue at the top of this page to return to your prior location.

Click the blue Continue button to return to the Registration menu.

Prepare for Registration

Click on the Prepare for Registration link on the landing page to make sure you don't have any holds that would impact your ability to register.

[Student](#) • [Registration](#) • [Select a Term](#) • Prepare for Registration

Prepare for Registration

Registration Status Update Student Term Data

Registration Status

Term: Spring Term 2023

- ✓ Your Student Status permits registration.
- ✓ Your academic status permits registration.
- ✓ You have no holds which prevent registration.
- ⚠ Time tickets do not allow registration at this time. Please register within these times: 11/15/2022 12:00 AM - 03/07/2023 11:59 PM

Earned Hours

- ℹ You have Earned Hours for Level: Undergraduate, Institution Hours: 0, Transfer Hours: 7
- ℹ Your class standing for registration purposes is Freshman

Primary

Level: U
College:
Degree:
Campus
Catalog
Admit Te
Admit Ty
Major: M
Departm

Plan Ahead

You have the ability to create a schedule plan ahead of your registration time. Plan ahead will open a few weeks before registration. You can have a total of 2 registration plans for any semester. Please note, courses saved in the Plan Ahead tool are not officially added to your schedule until you complete the registration process starting at your assigned registration time. To start creating your plan select the Plan Ahead link from the landing page. Select the term and Create New Plan. Use the search options along with the View Sections function to select sections to add to your plan. Plans can only be added to registration directly if you select specific sections/CRNs. If you only add course subjects/numbers to your plan (not CRNs) you will need to select specific sections during your registration time. Once you have added your courses make sure to select Save Plan and then enter a name for this plan. See additional information below on how to use the search options under the Find Classes feature.

Select A Plan

Plans you have created for this term: 1

Term: Spring Term 2023

You are allowed a maximum of 2 plans for this term.

[Create a New Plan](#)

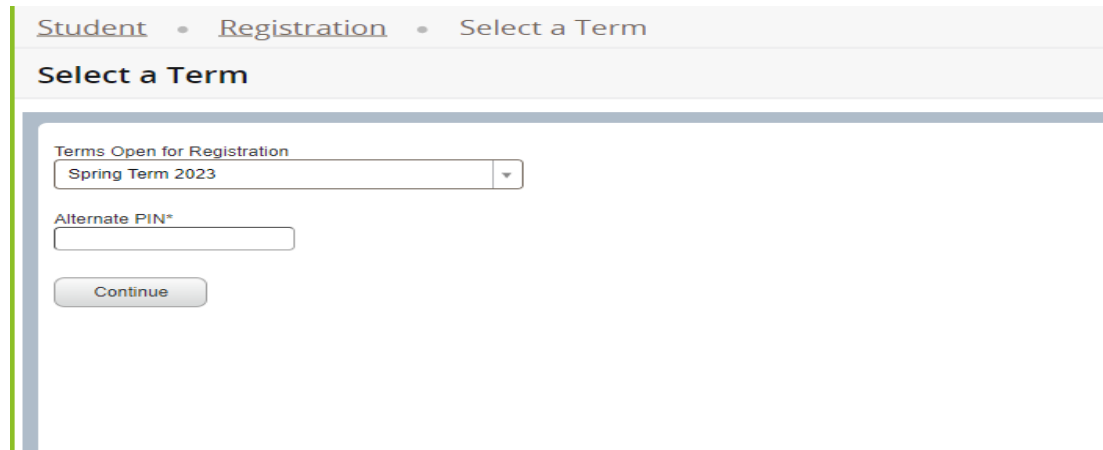
Plan: Plan A | Created by: You | Preferred Delete Edit

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	
Differential Equations	M 242, 002	3	10181	Lecture	Staff (Primary)	Normal		
General Biology	BIO 110, 111	4	10108	Lecture	Jon Larsen (Primary)	Normal		
General Biology	BIO 110, 001	0	10050	Lab	Jon Larsen (Primary)	Normal		
Introduction to Literature	ENG 140, 0	3	10906	Lecture	Staff (Primary)	Normal		
Introduction to Psychology	PSY 105, 0	3	11506	Lecture	Laurice Gullion (Primary)	Normal		

Total Planned Hours: 13 Records: 5

Register for classes

Select the correct term and if prompted, enter the Alternate Registration PIN you received from your academic advisor. Hit Continue.



The screenshot shows a web interface for class registration. At the top, there is a breadcrumb trail: "Student • Registration • Select a Term". Below this is a section titled "Select a Term". Inside this section, there is a dropdown menu labeled "Terms Open for Registration" with "Spring Term 2023" selected. Below the dropdown is a text input field labeled "Alternate PIN*" which is currently empty. At the bottom of the form is a "Continue" button.

You can search for classes to add via the standard and advanced search features on the Find Classes tab or you can enter CRNs directly under Enter CRNs. You can also register by selecting one of your pre-populated plans on the Plans tab.

Additional information for using the Find Classes search feature: Basic searching can be done by selecting one or more subjects from the dropdown list and/or by entering the 3 or 4-digit course number. You can also search using keywords from the course subject, title and description. If you prefer searching for courses using the abbreviations, like CS110, you can enter those in the Subject and Course Number area. Advanced searching allows you to search by instructors, attributes, days/times and other search criteria. The dropdown lists will populate once you click on the specific search box. For example, if you click on Subject an alphabetical listing of the available subject descriptions will be shown starting with Academic Strategies - Hillyer. You can select additional subjects by clicking on the subject box and adding new subjects as desired. Courses from all selected subjects will be displayed.

Search for classes to add using class search

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria

Term: Spring Term 2023

Subject

Course Number

Keyword

Subject and Course Number

[Advanced Search](#)

Schedule | **Schedule Details** | **Summary**

Class Schedule for Spring Term 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							
12pm							

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Conditional Add and Drop

Add classes by entering CRN(s)

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring Term 2023

CRN

Schedule | **Schedule Details** | **Summary**

Class Schedule for Spring Term 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							
12pm							

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Conditional Add and Drop

Add classes from a saved plan

Register for Classes

Find Classes Enter CRNs **Plans** Schedule and Options

Register from a plan.
Term: Spring Term 2023

Plan: Plan A Created by: You (Preferred)

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
Introduction to Psychology	PSY 105, 0	3	11506	Lecture	Laurice Gullotv (Primary)	Normal		View Sections	Add
General Biology	BIO 110, 111	4	10108	Lecture	Jon Larsen (Primary)	Normal		View Sections	Add
General Biology	BIO 110, 001	0	10050	Lab	Jon Larsen (Primary)	Normal		View Sections	Add
Differential Equations	M 243, 002	3	10181	Lecture	Staff (Biman)	Normal		View Sections	Add

Schedule Schedule Details Summary

Class Schedule for Spring Term 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							
12pm							

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Conditional Add and Drop

Once you add the courses to your registration they will be listed as Pending. You need to submit the courses to be officially registered. Status on courses that were successfully added will change from Pending to Registered. The calendar view will change from greyed out to color. The Schedule and Options tab will show your registered courses in both the list and calendar views. Courses that are variable credit can be adjusted under the Schedule and Options tab.

Register for Classes

Find Classes Enter CRNs **Plans** Schedule and Options

Register from a plan.

Term: Spring Term 2023

Plan: Plan A Created by: You (Preferred)

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
Introduction to Psychology	PSY 105, 0	3	11506	Lecture	Laurice Guillory (Primary)	Normal		<input type="button" value="View Sections"/>	<input type="button" value="Add"/>
General Biology	BIO 110, 111	4	10108	Lecture	Jon Larsen (Primary)	Normal		<input type="button" value="View Sections"/>	<input type="button" value="Add"/>
General Biology	BIO 110, 001	0	10050	Lab	Jon Larsen (Primary)	Normal		<input type="button" value="View Sections"/>	<input type="button" value="Add"/>
Differential Equations	M 242, 002	3	10181	Lecture	Staff (Primary)	Normal		<input type="button" value="View Sections"/>	<input type="button" value="Add"/>
Introduction to Literature	ENG 140, 0	3	10906	Lecture	Staff (Primary)	Normal		<input type="button" value="View Sections"/>	<input type="button" value="Add"/>

Schedule | Schedule Details

Class Schedule for Spring Term 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am			Introduction to Psychology		Introduction to Psychology		
9am							
10am					General Biology		
11am		Differential Equations		Differential Equations			

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Introduction to Literature	ENG 140, 0	3	10906	Lecture	Pending	Web Registered**
Differential Equations	M 242, 002	3	10181	Lecture	Pending	Web Registered**
General Biology	BIO 110, 001	0	10050	Lab	Pending	Web Registered**
General Biology	BIO 110, 111	4	10108	Lecture	Pending	Web Registered**
Introduction to Psychology	PSY 105, 0	3	11506	Lecture	Pending	Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Conditional Add and Drop

Courses are still pending. Not yet registered for courses.

Register for Classes

Find Classes Enter CRNs **Plans** Schedule and Options

Register from a plan.

Term: Spring Term 2023

Plan: Plan A Created by: You (Preferred)

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
Introduction to Psychology	PSY 105, 0	3	11506	Lecture	Laurice Guillory (Primary)	Normal		<input type="button" value="View Sections"/>	<input type="button" value="Add"/>
General Biology	BIO 110, 111	4	10108	Lecture	Jon Larsen (Primary)	Normal		<input type="button" value="View Sections"/>	<input type="button" value="Add"/>
General Biology	BIO 110, 001	0	10050	Lab	Jon Larsen (Primary)	Normal		<input type="button" value="View Sections"/>	<input type="button" value="Add"/>
Differential Equations	M 242, 002	3	10181	Lecture	Staff (Primary)	Normal		<input type="button" value="View Sections"/>	<input type="button" value="Add"/>
Introduction to Literature	ENG 140, 0	3	10906	Lecture	Staff (Primary)	Normal		<input type="button" value="View Sections"/>	<input type="button" value="Add"/>

Schedule | Schedule Details

Class Schedule for Spring Term 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am			Introduction to Psychology		Introduction to Psychology		
10am							
11am		Differential Equations		Differential Equations		General Biology	
12pm			General Biology		General Biology		
1pm							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Introduction to Literature	ENG 140, 0	3	10906	Lecture	Registered	None
Differential Equations	M 242, 002	3	10181	Lecture	Registered	None
General Biology	BIO 110, 001	0	10050	Lab	Registered	None
General Biology	BIO 110, 111	4	10108	Lecture	Registered	None
Introduction to Psychology	PSY 105, 0	3	11506	Lecture	Registered	None

Total Hours | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 10

Conditional Add and Drop

Registration successful for these courses.

If you check Conditional Add and Drop, courses will only be removed if a new course is successfully added during the same submission. Note in the example below, the student is trying to add MBA985 and drop M242. There were course restrictions on MBA985 that prevented successful registration for that course. Since conditional add and drop was checked no registered course was removed.

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 1 Classes
Term: Spring Term 2023 Subject and Course Number: MBA985 Master of Bus. Administration Search Again

Term	Part Of Term	CRN	Subject Description	Subject	Course Nu	Hours	Title	Campus	Meeting Times	Status	Instructor	Instructional Methods	Linked Sections	Add
Spring ...	1	10435	Master of Bu...	MBA	985	3	Internship in Business Independent Study	Main ...	S M T W T F S - Type: Class Building: None	Full: 0 of 0...	Annette Rogets (Primary)			Add

Page 1 of 1 | 10 Per Page Records: 1

Schedule Schedule Details

Class Schedule for Spring Term 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am			Introduction to Psychology		Introduction to Psychology		
9am						General Biology	
10am							
11am		Differential Equations		Differential Equations			
12pm							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Internship in Business	MBA 985, 002	3	10435	Independent Study	Pending	***Web Registered**
Differential Equations	M 242, 002	3	10181	Lecture	Registered	Drop Prior
General Biology	BIO 110, 001	0	10050	Lab	Registered	None
General Biology	BIO 110, 111	4	10108	Lecture	Registered	None
Introduction to Literature	ENG 140, 0	3	10906	Lecture	Registered	None
Introduction to Psychology	PSY 105, 0	3	11506	Lecture	Registered	None

Total Hours | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop Submit

Register for Classes

schedule was not changed.

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 1 Classes
 Term: Spring Term 2023 Subject and Course Number Subject and Course Number: MBA985 Master of Bus. Administration Search Again

Term	Part Of Term	CRN	Subject Description	Subject	Course Nu	Hours	Title	Campus	Meeting Times	Status	Instructor	Instructional Methods	Linked Sections	Add
Spring ...	1	10435	Master of Bu...	MBA	985	3	Internshio in Business Independent Study	Main ...	S M T W T F S -	Type: Class Building: None	FULL: 0 of 0...	Annette Rogers (Primary)		Add

Page 1 of 1 | 10 Per Page Records: 1

Schedule | Schedule Details

Class Schedule for Spring Term 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am			Introduction to Psychology		Introduction to Psychology		
9am							
10am						General Biology	
11am		Differential Equations		Differential Equations			

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Internshio in Business	MBA 985, 002	3	10435	Independent Study	Errors Preventing Re...	Remove
Differential Equations	M 242, 002	3	10181	Lecture	Registered	None
General Biology	BIO 110, 001	0	10050	Lab	Registered	None
General Biology	BIO 110, 111	4	10108	Lecture	Registered	None
Introduction to Literature	ENG 140, 0	3	10906	Lecture	Registered	None
Introduction to Psychology	PSY 105, 0	3	11506	Lecture	Registered	None

Total Hours | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop Submit