

## How to Add and Drop Classes

Login to BannerWeb and click on the Registration link.



### [Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.

Click on the Register for Classes link. Select the appropriate term for registration.

Subject

Course Number

Keyword

[Clear](#) [▶ Advanced Search](#)

Once you click in the Subject field, a list of subjects will appear. Identify the subject you want to search for and click on it. You can enter a Course Number to further narrow your search. Click on the Search button to execute the search.

Title	Subject Description	Course N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type
<a href="#">American Visions</a>	American ...	101	1	3	78854	Fall ...	Crown, Earl (Primary)	S M T W T F S 08:00 AM - 09:15 AM	East...	5 of 25 seats r...	Lecture
<a href="#">American Visions</a>	American ...	101	10	3	78855	Fall ...	Crown, Earl (Primary)	S M T W T F S 09:30 AM - 10:45 AM	East...	<b>FULL: 0 o...</b>	Lecture
<a href="#">American Visions</a>	American ...	101	11	3	78856	Fall ...	Gadd, Christianne (...)	S M T W T F S 11:00 AM - 12:15 PM	East...	2 of 25 seats r...	Lecture
<a href="#">American Visions</a>	American ...	101	12	3	78857	Fall ...	Blesiadecki, Laura (...)	S M T W T F S 05:00 PM - 06:15 PM	East...	5 of 25 seats r...	Lecture

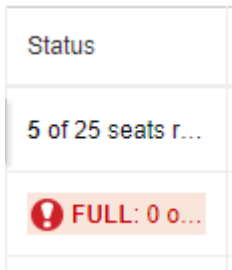
You will see information on each section, including the instructor (if assigned), the meeting days and times and status.

Title	Subject Description	Course N	Section	Hours	CRN

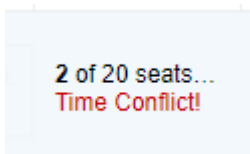
Three blue arrows point upwards to the vertical lines between the columns: Subject Description, Course N, and Section.

You can move your cursor over the vertical lines to click and drag them horizontally to see more information.

The Status column will show if there are seats remaining in the class. It will also display any potential registration issues.



Any section that is full will display in red with an exclamation point.

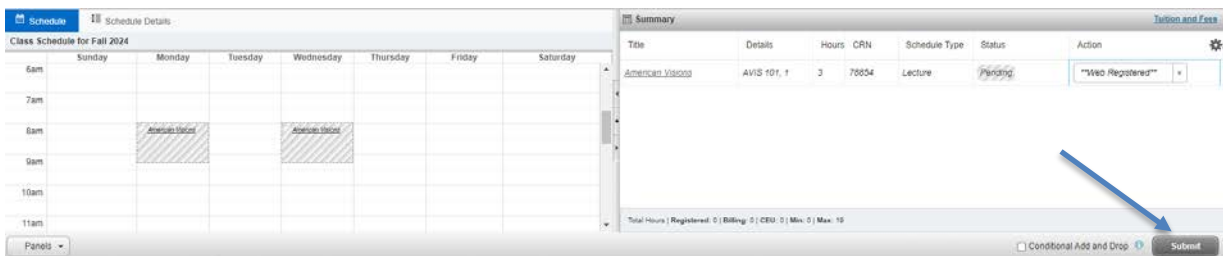


Any section that conflicts with something in which you are already registered will display in red as a Time Conflict.

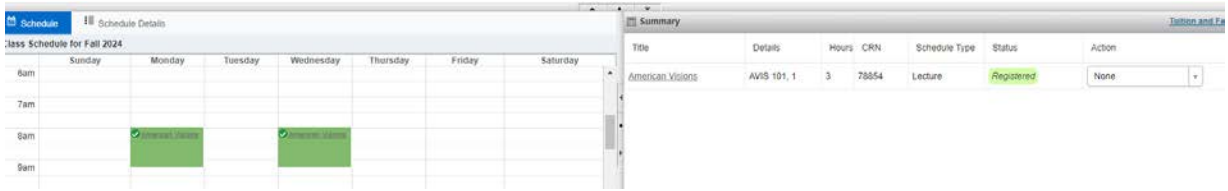
Add



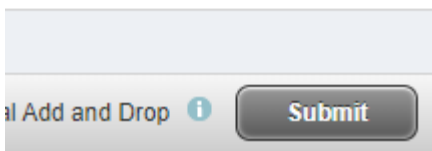
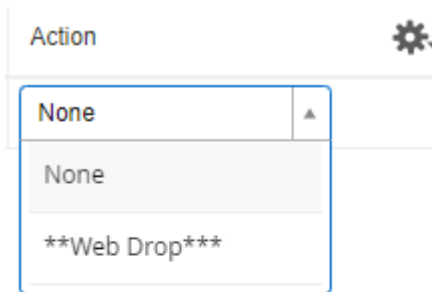
Click on the Add button to add a section.



You will see it appear in your Summary area and on your Schedule area, but greyed out because you need to click on Submit to officially add the class.



Once you click on Submit, the class becomes a different color and your status reflects as Registered. This means you are officially registered for the class.



To drop a class, click on the Action field and select Web Drop. Then click on Submit.