

Banner Student Registration Instructions

Banner Self-Service

1. Login to the my.rutgers.edu

Go to <https://my.rutgers.edu>.

Enter your NetID and password. Your NetID is your Rutgers email name (i.e., the part of the address *before* the “@shp.rutgers.edu”).



The image shows the Rutgers Central Authentication Service (CAS) login page. At the top, there is a red header with the Rutgers logo and the text "Central Authentication Service (CAS)". Below the header, there is a "Please Log In" section. A message states: "You have requested access to a site that requires Rutgers authentication. This is not a public website and explicit authentication is required. For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!" Below this message, there is a form titled "Enter your Rutgers NetID and Password". The form has two input fields: "NetID" and "Password". To the right of the "Password" field, there is a security warning: "Ensure proper security - keep your password a secret!". Below the input fields, there is a dropdown menu for "Authentication Type" set to "Default". There is a checkbox labeled "Notify me before logging me into other sites." Below the checkbox, there is a small red text warning: "To protect your privacy, please log out and exit your browser when you are done accessing services that require authentication." At the bottom of the form, there are links for "Log In", "Forgot NetID or Password?", "Find new users", and "Forgot your NetID".

Once inside **myRutgers**, locate the *Banner Self-Service* tab, which looks like the image below. This menu provides access to several kinds of student information.



Note : If you have not received your Rutgers email, contact the *Office of Enrollment Management* at (973) 972-5454.

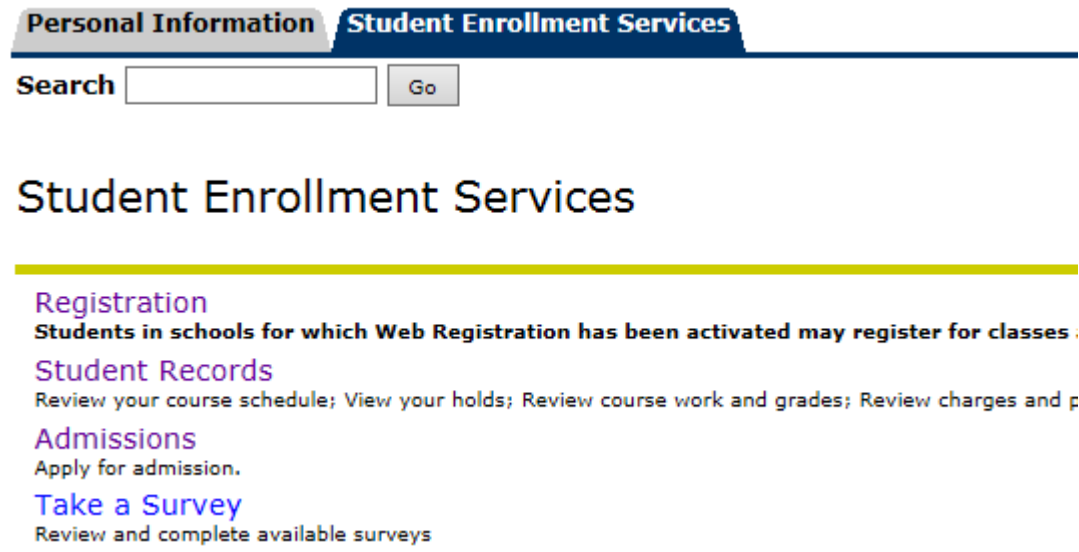
If you have your correct NetID still having challenges logging into the myRutgers portal, contact the *Office of Information & Instructional Technology* at 877.708.2897 to request for your access to be reset. The *Service Center* is open between 7:30 am and 5:00 pm (EST), Monday through Friday.

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Student Enrollment Services

The **Student Enrollment Services** section allows you to register online, view your student records, review financial aid information, and apply for admission.

Access this section by clicking the '**Student Enrollment Services**' tab on the *Banner Self-Service* menu (pictured below)



The screenshot shows a navigation bar with two tabs: 'Personal Information' and 'Student Enrollment Services'. The 'Student Enrollment Services' tab is highlighted in blue. Below the tabs is a search bar with the text 'Search' and a 'Go' button. Below the search bar is a large heading 'Student Enrollment Services' followed by a yellow horizontal line. Underneath the line are four menu items: 'Registration' (with a sub-description), 'Student Records' (with a sub-description), 'Admissions' (with a sub-description), and 'Take a Survey' (with a sub-description). A blue horizontal line is at the bottom of the menu items.

Personal Information **Student Enrollment Services**

Search

Student Enrollment Services

- [Registration](#)
Students in schools for which Web Registration has been activated may register for classes.
- [Student Records](#)
Review your course schedule; View your holds; Review course work and grades; Review charges and p
- [Admissions](#)
Apply for admission.
- [Take a Survey](#)
Review and complete available surveys

[Back to the top](#)

Online Registration

Traditional (non-block registered) SHP students are expected to register online. Courses may be found online through the *Banner Self-Service* menu (pictured [above](#)) under **Registration > Select Term & Courses**

Step 1: Check Eligibility to Register - Under the Registration menu, you will be able to review your eligibility for enrollment, select term, calculate tuition and fees as well as review your course schedule. Under the 'Check Eligibility to Register' area, this is where you will be notified of any administrative holds placed onto your student account. Please contact the appropriate office (i.e. *Enrollment Services, Financial Aid, Student Loans, Accounts Receivable/Cashier's Office*) as soon as possible to clear any holds.

The screenshot shows the Banner Self-Service interface. At the top, there are two tabs: 'Personal Information' and 'Student Enrollment Services', with the latter being active. Below the tabs is a search bar with a 'Go' button. To the right of the search bar are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Registration'. Below this, a yellow banner contains the text: 'Only those students who have alternate PINS are allowed to register on the web. If you have not been given an alternate PIN you may not register on the web at this time. All registrations are subject to final review and approval.' A red banner below that states: 'Registration is not complete until tuition is paid in full or there is evidence of financial aid or installment plan.' Underneath, it says 'To register for courses complete the following steps in order:' and 'If you are adding or dropping classes begin with Step 2:'. A list of steps follows: 'Step 1: Check Eligibility to Register', 'Step 2: Select Term & Courses', 'Step 3: Calculate Tuition and Fees', and 'Step 4: Review Course Schedule'.

Step 2: Select Term & Courses - When you are prompted to select term, locate the term code (i.e. Fall 2005). Since there are eight schools across the university, each school has its own school code. The School of Health Professions uses (13) for Fall, (53) for Spring and (73) for Summer, which appears to the right of each term code. If selecting the Fall 2016 semester for registration, you will highlight "Fall 2016 (SHP)" and click Submit. Selecting a term code with the text "(View only)" to the right of it will not allow you to select courses for registration.

Personal Information Student Enrollment Services

Search Go

Select Term

Search by Term:


Submit Reset

Once you have selected the term, you will then be able to view all available courses. The least restrictive method for searching for courses is to highlight only the Subject name (i.e. Biomedical Informatics for BINF courses) and then click on the 'Class Search' button which will bring up all BINF courses. Courses that are available for web registration will have a check box to the left of the CRN. Selecting additional fields such as Day of the Week or Course number (i.e. 5005) will bring up a more limited search. Courses without a box to the left of the CRN indicate that you are already registered for the course. Courses with a 'C' to the left of the CRN indicate that the specific course is either Closed or Cancelled.

Personal Information **Student Enrollment Services**

Search

Course Search:

 Highlight all the subject codes you wish to search by holding down the control key and clicking on the subject codes. For the Course Number field, enter the course number. When your selection is complete, click Class Search button at the bottom of the page.

Subject:

<input type="checkbox"/>	Allied Dental Education	<input type="checkbox"/>
<input type="checkbox"/>	Biopharma Clinical Trials	<input type="checkbox"/>
<input type="checkbox"/>	Biomedical Informatics	<input type="checkbox"/>
<input type="checkbox"/>	Cardiac Sonography	<input type="checkbox"/>
<input type="checkbox"/>	Clinical Laboratory Science	<input type="checkbox"/>
<input type="checkbox"/>	Cytotechnology	<input type="checkbox"/>
<input type="checkbox"/>	Dental Assisting	<input type="checkbox"/>
<input type="checkbox"/>	Dental Hygiene	<input type="checkbox"/>
<input type="checkbox"/>	Diagnostic Imaging Technology	<input type="checkbox"/>
<input type="checkbox"/>	Diagnostic Medical Sonography	<input type="checkbox"/>

Course Selection - Once you have determined the course(s) that you plan to enroll in for the selected term, you should click in the open box (this places a check mark into it) at the left of the course and then scroll down to the bottom of the page and click 'Add to Worksheet'. You will then be prompted to enter in your Web Registration PIN.


Search

[RETURN TO MENU](#)

Look-Up Classes to Add:

Fall 2016 (SHRP)		
Biomedical Informatics		
1000F	INTRO TO HEALTH CARE	<input type="button" value="View Sections"/>
2010B	MEDICAL TERMINOLOGY	<input type="button" value="View Sections"/>
3110F	LEGAL ASPECTS OF BIOTH INFO	<input type="button" value="View Sections"/>
3125B	HLTH RECORD DATA MANAG	<input type="button" value="View Sections"/>
3411F	DISTAST PATHOLOGY I	<input type="button" value="View Sections"/>
4000F	FUNDNTL OF INFORMATICS IN HC	<input type="button" value="View Sections"/>
4200B	FINANCIAL CONCEPTS FOR HIM	<input type="button" value="View Sections"/>
4320F	GUIDED RESEARCH PROJECT IN HIM	<input type="button" value="View Sections"/>

Look-Up Classes to Add:

 To register for courses, check the box in front of the CRN (Course Reference Number). A "C" writing down the CRN for the class you want to enroll, click Add to Worksheet, Type in the C from the Action Dropdown menu, choose "wait list", click Submit Changes. "N" in front of the box indicates you have previously registered for that course. To submit your course selections

You will be prompted for a **Registration PIN**.

If you have forgotten your Registration PIN see the help page.

Review any error messages by scrolling through the page.

Sections Found

Biomedical Informatics									
Select CRN	Subj Crse	Sec	Cmp Cred	Title	Days	Time	Cap	Act	Rem
<input checked="" type="checkbox"/>	1000F HIM	1000F	1.000	INTRO TO HEALTH CARE	THA	01	0	0	

Web Registration PIN - Based on your program, your web registration pin will be distributed to you by email or mail from the *Office of Enrollment Services* or directly from your Program Director. Each web registration PIN is six numerical digits which change each semester.

Registration PIN for Fall 2005 (13):

Add / Drop Classes - After you have entered your web registration PIN; you will then be directed to the Add/Drop section of the Registration module. Here, you will be able to finalize your registration selection based on which courses you checked. This area will advise you of any previously-registered courses for the respective term.

Add/Drop Classes:

Use this interface to add or drop courses for the selected term. If you have already registered for the term, Status column will indicate Registered or Web Registered. Click on Class Search to find and add courses. Courses may be dropped by using the options available in the action field. If no options are listed in the action field then the course may not be dropped. **Warning:** the last class the option appear in the Action field. You must contact your School's Registrar/Student Records Office to drop the last class. The word "None" in the Action column means that no further action needs to be taken unless you want to drop the course. When all add/drops are completed, click Submit Changes. Scroll through the page to review any error messages. Review your charges by clicking on Fee Assessment.

Current Schedule

Status	Action	CRN	Subj	Crs#	Sec	Level	Cred	Grade Mode	Title
Web Registered on Aug 31, 2015	None	13025	BIOL	5130E	00W	5HR*	Graduate 3.000	Normal	CONTROLLED MEDICAL TERMINOLOGY

Total Credit Hours: 3.000
 Billing Hours: 3.000
 Minimum Hours: 0.000
 Maximum Hours: 99999.999
 Date: Aug 31, 2015 09:04 AM

Add Classes Worksheet - In this area, you will find the courses that you have selected from the Course Search Area. Clicking 'Submit Changes' will register you for these courses unless there are restrictions on the course such as level (graduate/undergraduate) or the course has reached its maximum enrollment. A red Stop circle will appear to notify you that you will not be able to register for the course. Certain courses may require permission from a course instructor or a Program Director.