Registration via BannerWeb


2. Choose “Click here to log into BannerWeb with your Rhodes user name and password.”

3. Enter your network User Name (part before @rhodes.edu) and password. Choose “Sign In.”

4. Select the “Student” tab.
5. From the Main Menu, choose “Registration.”

6. Select “Add or Drop Classes.”

7. Select the correct term from the Select a Term drop down menu.
8. To add a class: Insert the CRN (Course Reference Number) of the course(s) you wish to add in the boxes. Click “Submit Changes” and the course(s) will appear on your schedule IF there are no errors detected. If the course is not added to your schedule, it will appear as a “Registration Error” in a box between your schedule and the add courses section.
9. To drop a class: Use the pull-down menu under the “Action” column. There are only two options: None or Web Drop. Select Web Drop for the course you want to drop and then click on “Submit Changes.” The course will disappear from your schedule. You are no longer registered for that course.

10. There are several situations that will prevent a course from being added:

   1) The course is closed. (Error message is “Closed Section.”)
   2) If the Waitlist process is active, and there is a Waitlist in place on the course, you may add yourself to the Waitlist. Please see Waitlist information.
   3) There is a time conflict between this course and with another course. (The error message will tell you which course.)
   4) You are attempting to register for more than 19 hours. (“Maximum hours exceeded.”) In this case, you must have an overload petition approved by the Registrar before a course can be added to your schedule.

To find the CRN of a class, when adding or searching for a class, click on “Class Search.” This function is explained on the Finding Classes and Using BannerWeb document. Be sure to note the size of the class and whether spaces are available in the class. You can add a course you find directly from that screen by clicking on the box on the left side of the course listing.
11. Be sure to notice the options within the “Student” tab. You can see your schedule by day and time (which is great for planning your week), and you can see the schedule with details including instructor, time, and location.

12. When you are finished using the web registration process, click on the “Home” icon at the top of the web site, and then log out of BannerWeb.