

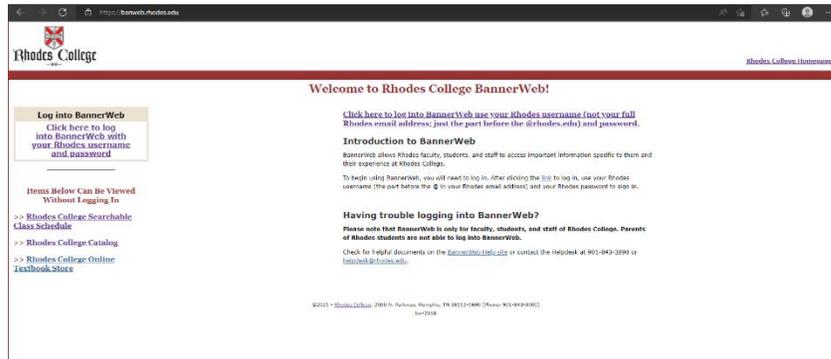


Rhodes College

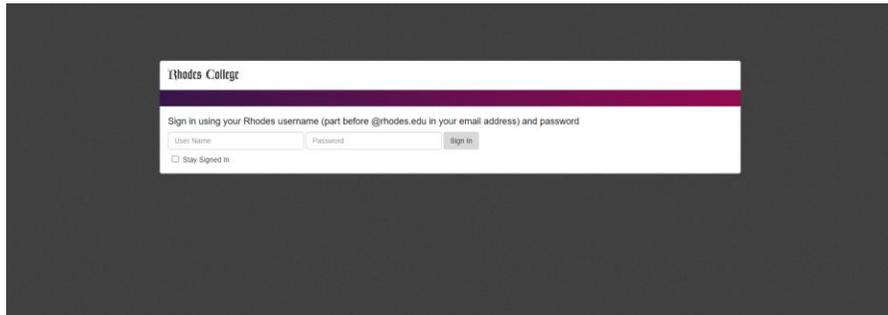
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Registration via BannerWeb

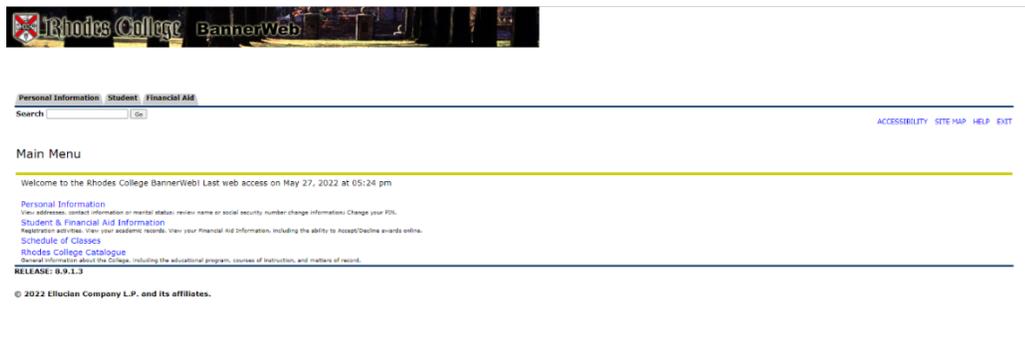
1. Access BannerWeb at <https://banweb.rhodes.edu>.



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.”



Personal Information **Student** Financial Aid

Search

Student Services & Financial Aid Information

Registration

ATTENDANCE CONFIRMATION. Check your class schedule, current registration status, and add or drop classes. Access Pre-Registration.

Student Records

View your midterm and final grades, transcripts, and financial account summary. Final grades are now available for Fall Semester.

Student Financial Aid Offers, Outstanding Fin. Aid Requirement Information, Messages from the Financial Aid Office

Here, you may Accept/Decline financial aid award offers; Read personalized messages from the Financial Aid Office; Review your overall financial aid status; Review your Stafford student loan information, if any.

Schedule of Classes

Degree Works

Degree Analysis and Planning

View and Pay Your Student Bill Online

You can immediately pay your bill or authorize others to pay your bill.

6. Select “Add or Drop Classes.”

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[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Registration

ATTENDANCE CONFIRMATION

Select Term

Add or Drop Classes

WebRegistration opens after WEBOTEP creates class schedules.

Look-up Classes

Change Class Options

Change credit hours for courses that have variable credit. (Research, Applied Music, etc.)

Pre-Registration

Pre-Registration

Student Schedule

Student Schedule (Calendar format)

Student schedule in daily calendar format. Be sure to select the correct time frame for class schedule.

College Catalog (BannerWeb version)

Pre-Registration Instructions and Information

Important information on the pre registration process.

Final Exam Schedule

7. Select the correct term from the **Select a Term** drop down menu.

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Registration Term

Select a Term:

RELEASE: 8.7.1

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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.

[Personal Information](#)
[Student](#)
[Financial Aid](#)

Search

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down.

Add Classes Worksheet

CRNs

[\[View Holds | Change Class Options | Registration Fee Assessment \]](#)

[Personal Information](#)
[Student](#)
[Financial Aid](#)

Search RETURN TO M

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Jun 06, 2022	None	13561	FYWS	151	02	Undergraduate	4.000	Standard		FIRST-YEAR WRITING SEMINAR

Total Credit Hours: 4.000
 Billing Hours: 4.000
 Minimum Hours: 0.000
 Maximum Hours: 19.000
 Date: Jun 06, 2022 01:53 pm

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.

Personal Information **Student** **Financial Aid**

Search

Add or Drop Classes

 To add a class, enter the Course Reference Number in the Ad

Current Schedule

Status	Action	CRN
Web Registered on Jun 06, 2022	Web Drop ▾	13561

Total Credit Hours: 4.000
Billing Hours: 4.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Jun 06, 2022 01:53 pm

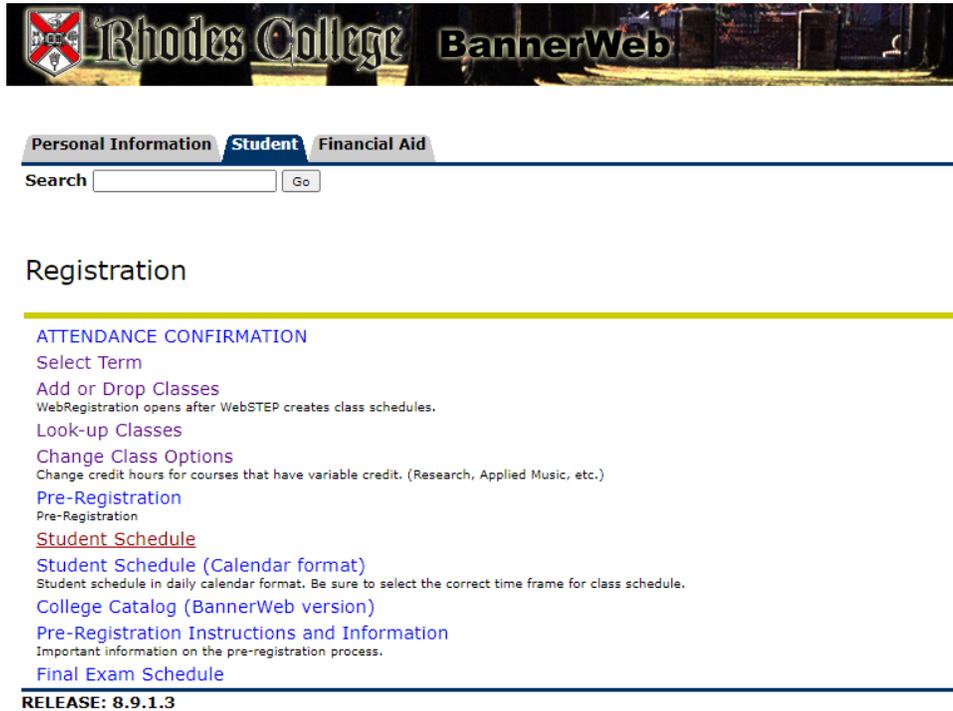
Add Classes Worksheet

CRNs

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.

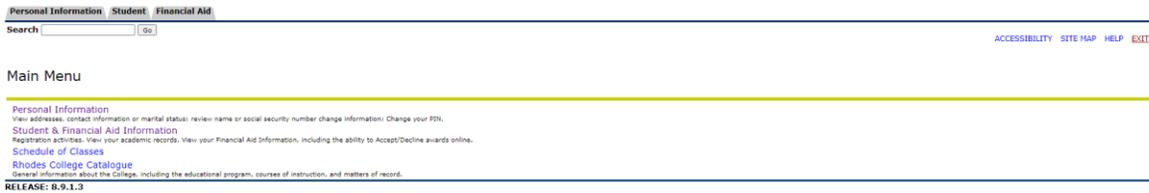
*To find the CRN of a class, when adding or searching for a class, click on “**Class Search**.” This function is explained on the [Finding Classes and Using BannerWeb](#) document. Be sure to note the size of the class and whether spaces are available in the class. You can add a course you find directly 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.



The screenshot shows the Rhodes College BannerWeb interface. At the top, there is a navigation bar with tabs for "Personal Information", "Student", and "Financial Aid". Below the navigation bar is a search field with a "Go" button. The main content area is titled "Registration" and contains a list of links: "ATTENDANCE CONFIRMATION", "Select Term", "Add or Drop Classes" (with a note: "WebRegistration opens after WebSTEP creates class schedules."), "Look-up Classes", "Change Class Options" (with a note: "Change credit hours for courses that have variable credit. (Research, Applied Music, etc.)"), "Pre-Registration" (with a note: "Pre-Registration"), "Student Schedule" (with a note: "Student Schedule (Calendar format). Student schedule in daily calendar format. Be sure to select the correct time frame for class schedule."), "College Catalog (BannerWeb version)", "Pre-Registration Instructions and Information" (with a note: "Important information on the pre-registration process."), and "Final Exam Schedule". At the bottom of the registration section, it says "RELEASE: 8.9.1.3".

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.



The screenshot shows the Rhodes College BannerWeb main menu. At the top, there is a navigation bar with tabs for "Personal Information", "Student", and "Financial Aid". Below the navigation bar is a search field with a "Go" button. In the top right corner, there are links for "ACCESSIBILITY", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Main Menu" and contains a list of links: "Personal Information" (with a note: "View address, contact information or marital status; review name or social security number change information; Change your PIN."), "Student & Financial Aid Information" (with a note: "Registration activities; View your academic records; View your Financial Aid Information, including the ability to Accept/Decline awards online."), "Schedule of Classes", and "Rhodes College Catalogue" (with a note: "General information about the College, including the educational program, courses of instruction, and matters of record."). At the bottom of the main menu section, it says "RELEASE: 8.9.1.3".