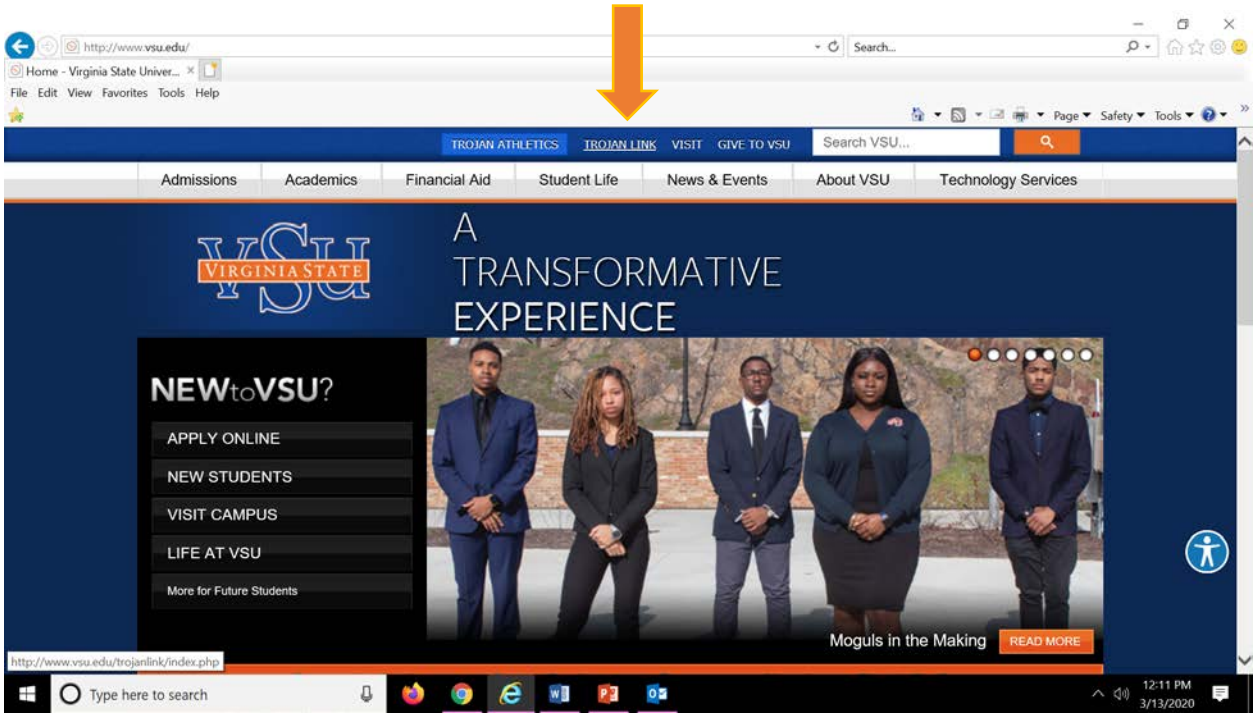
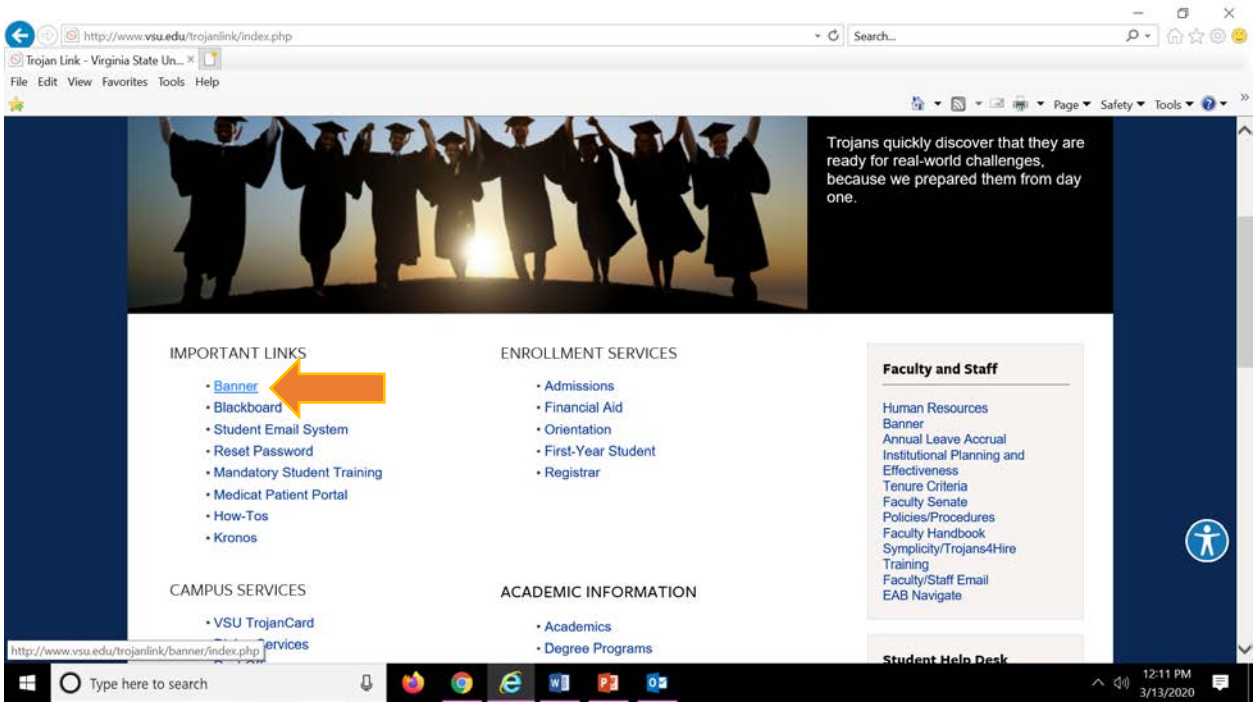
STEP 1 – Go to the VSU website (www.vsu.edu)

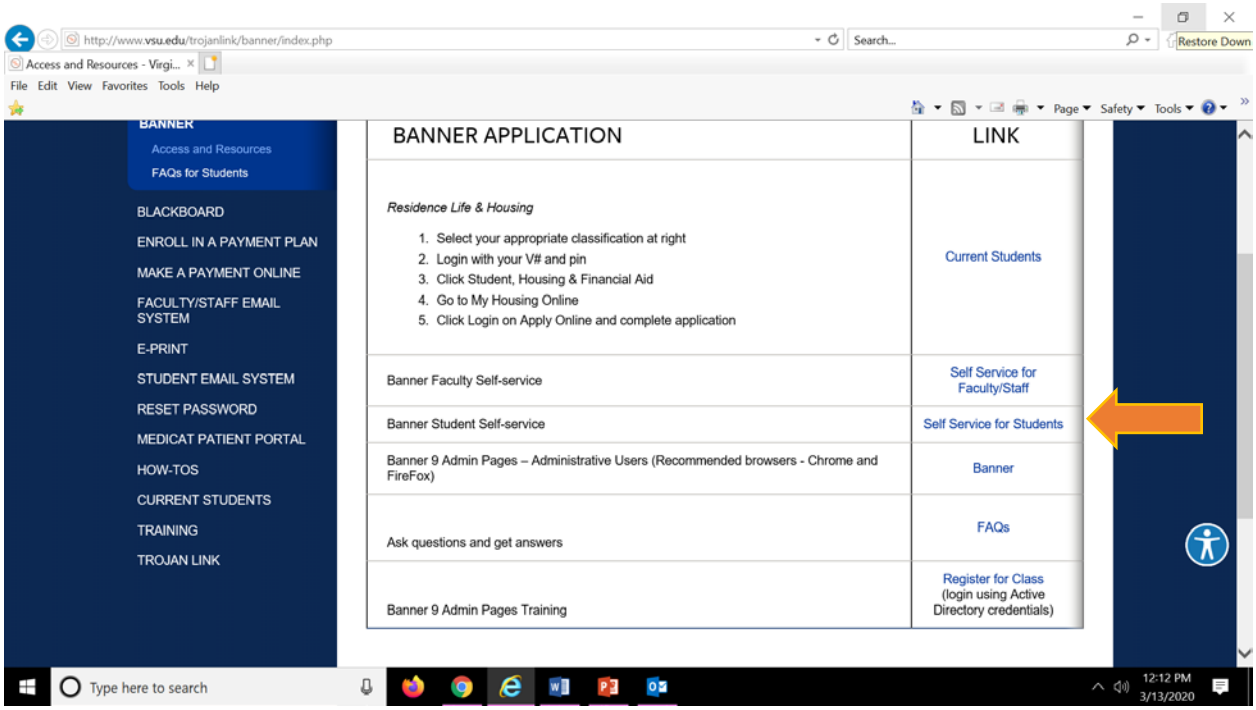
STEP 2 – Click "**Trojan Link**"



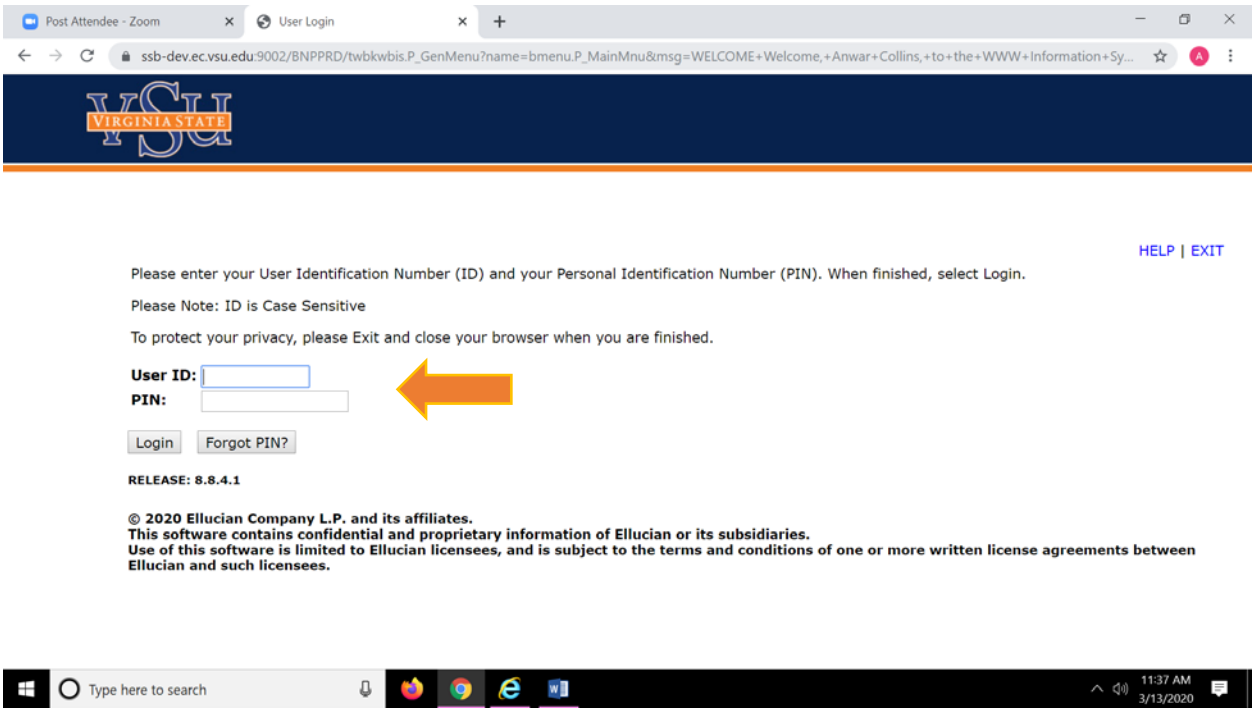
STEP 3 – Click "**Banner**"



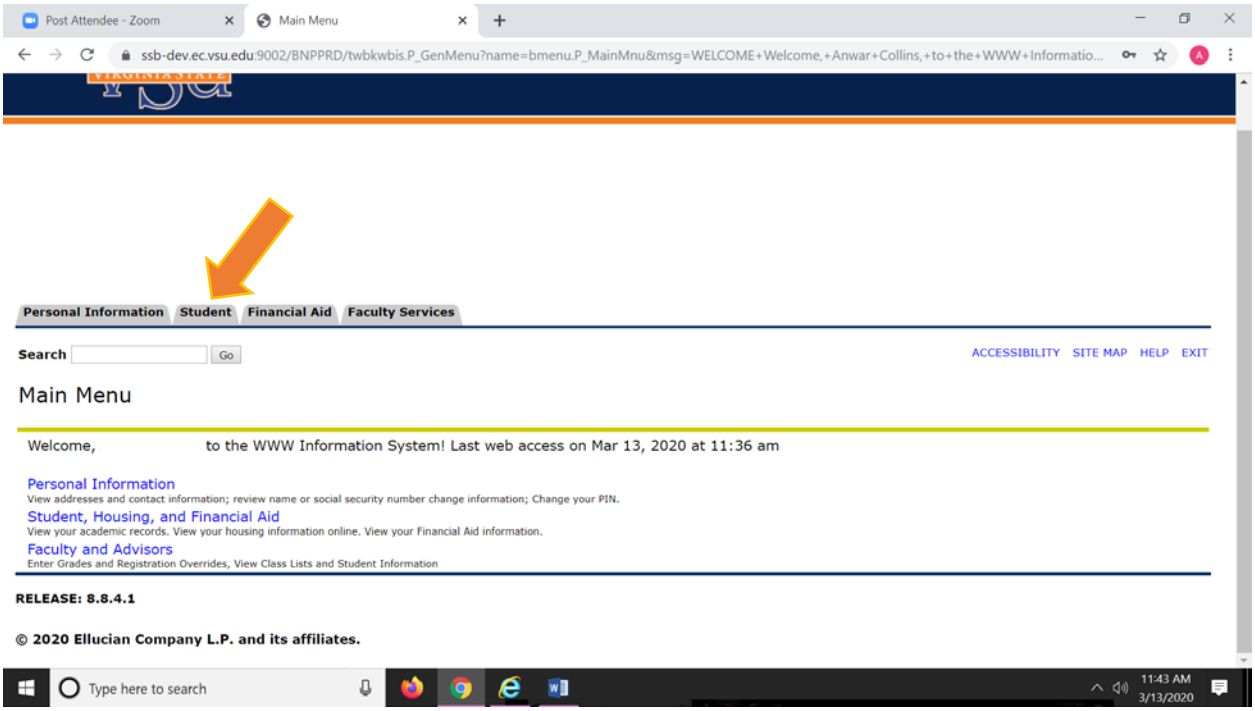
STEP 4 – Click “**Self Service for Students**”



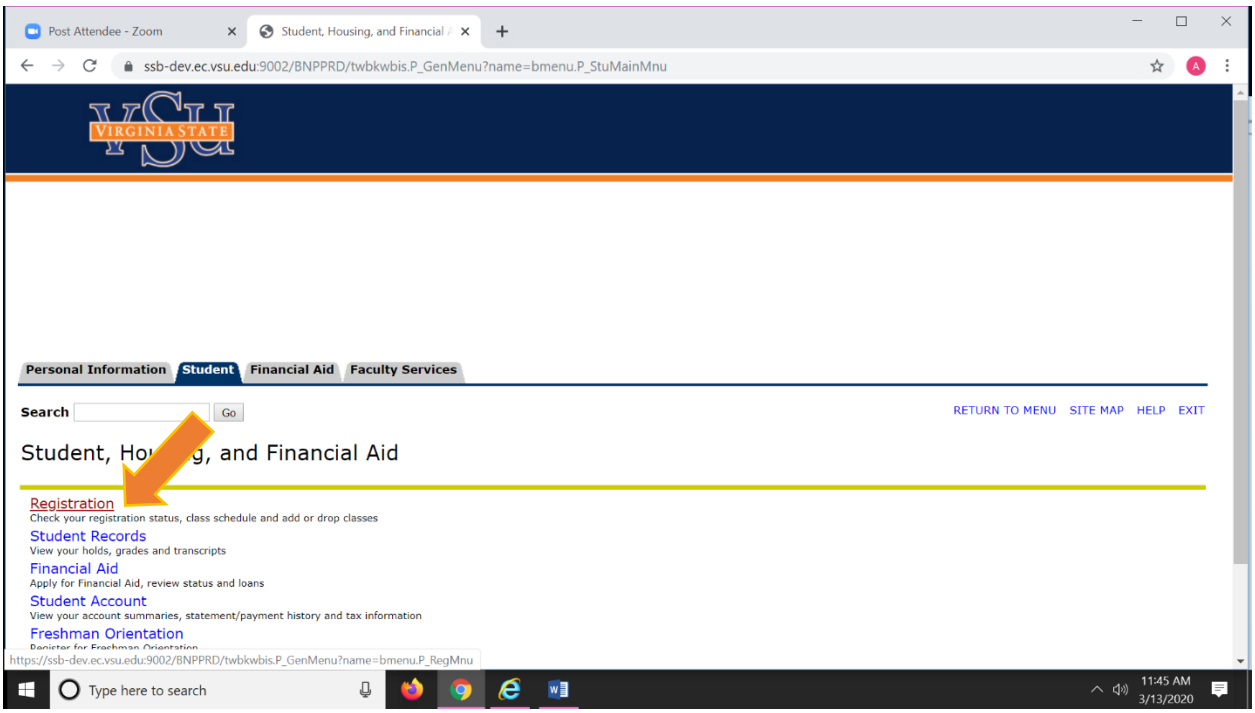
STEP 5 – Log into Banner with your “**V Number**” (V00??????) and your pin number



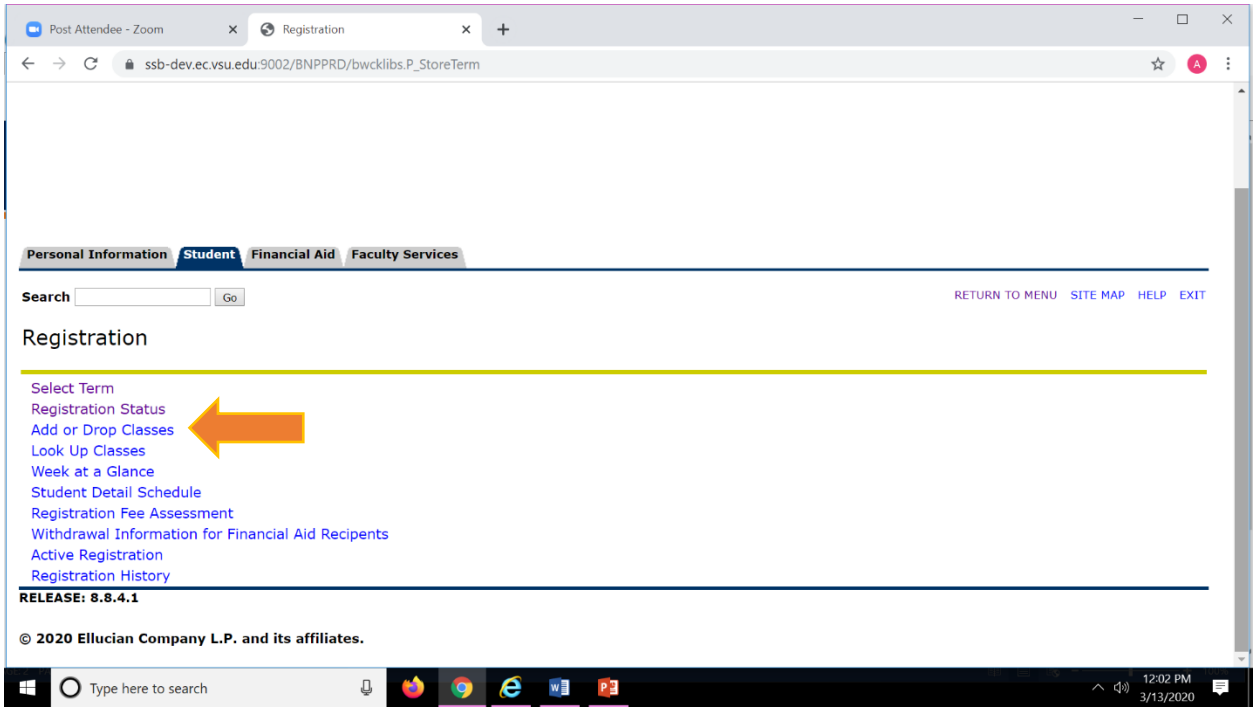
STEP 6 – Select "**Student**"



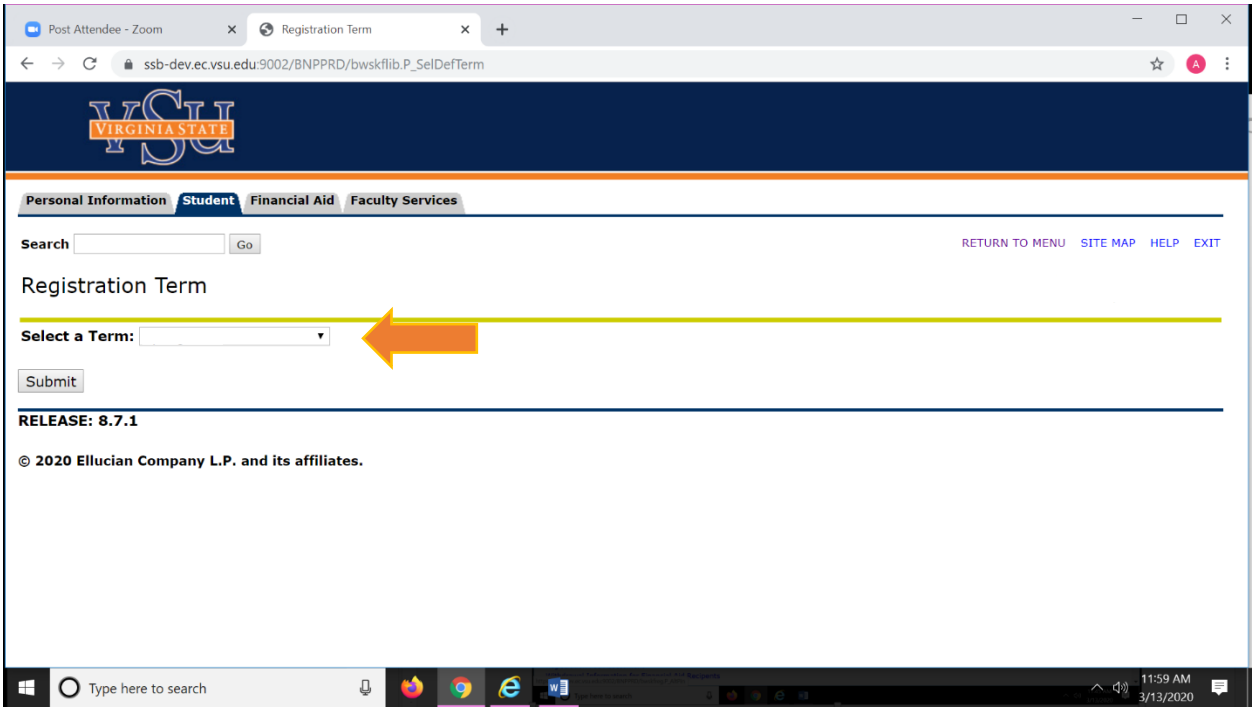
STEP 7 - Select "**Registration**"



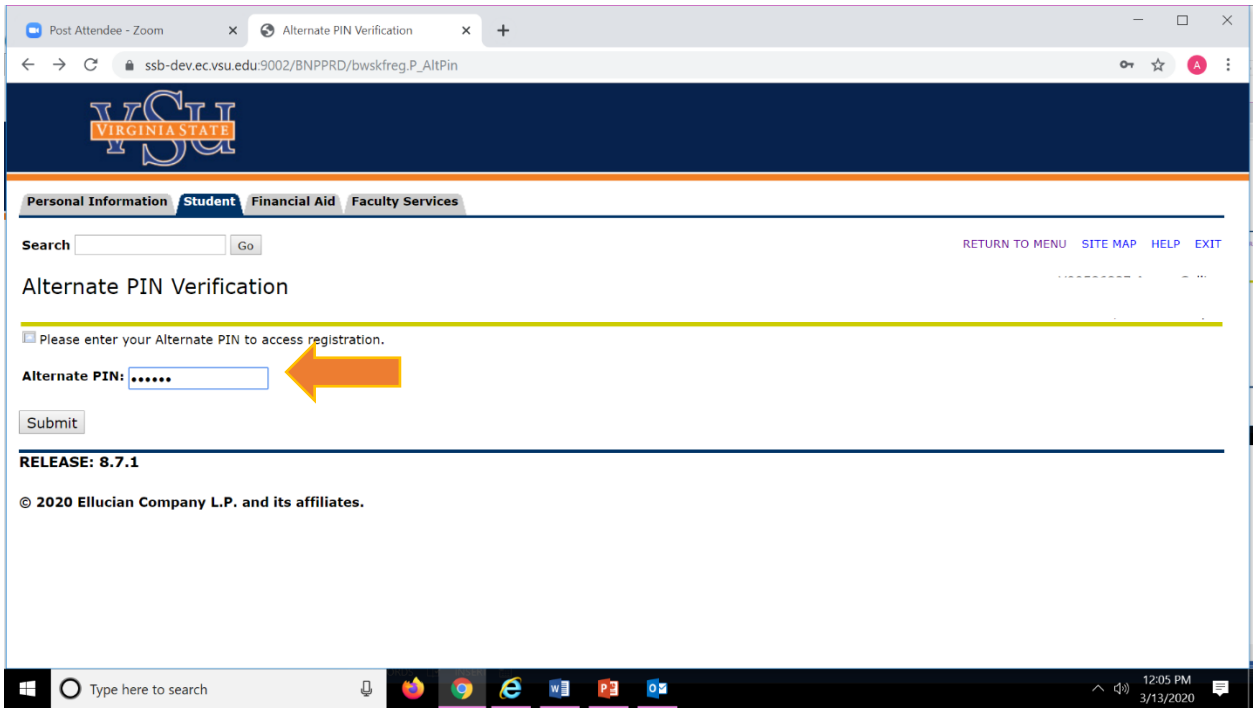
STEP 8 - Select "**Add or Drop Classes**"



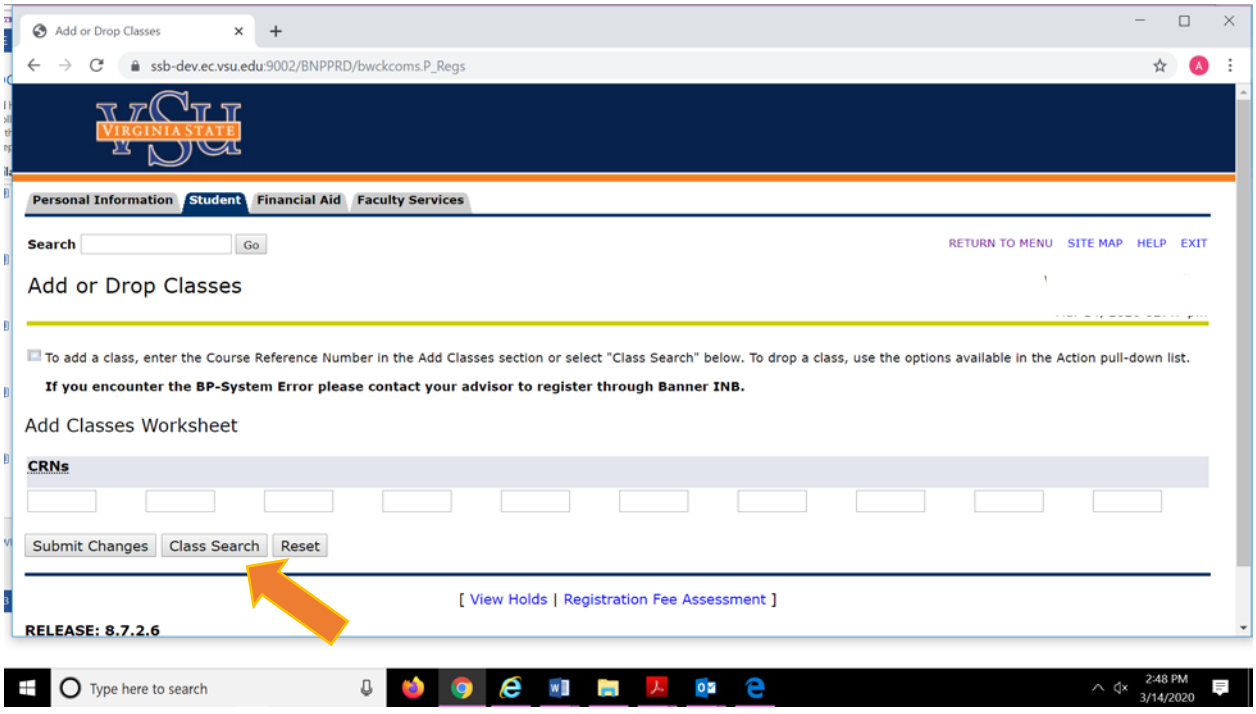
STEP 9 – Select the Appropriate Term (Ex. **Fall 2020**)



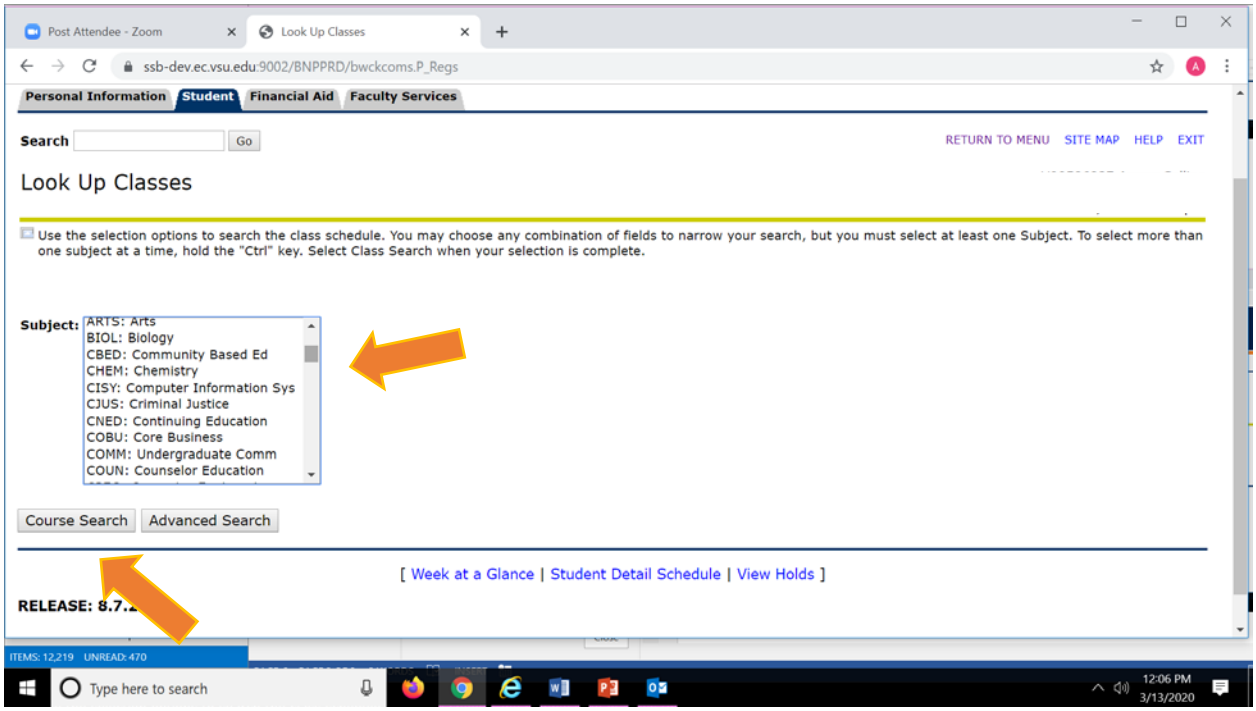
STEP 10 – Enter your "**Alternate pin**". THIS NUMBER IS RECEIVED FROM YOUR ADVISOR.



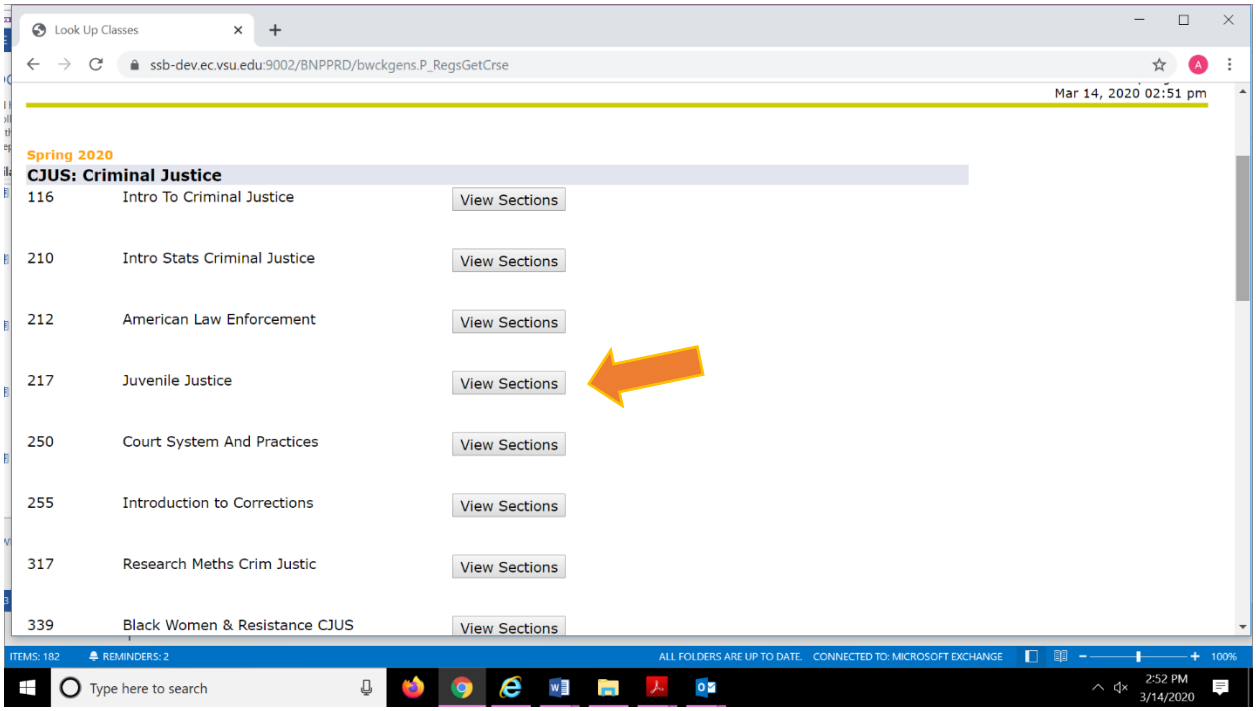
STEP 11 – Select "**Class Search**"



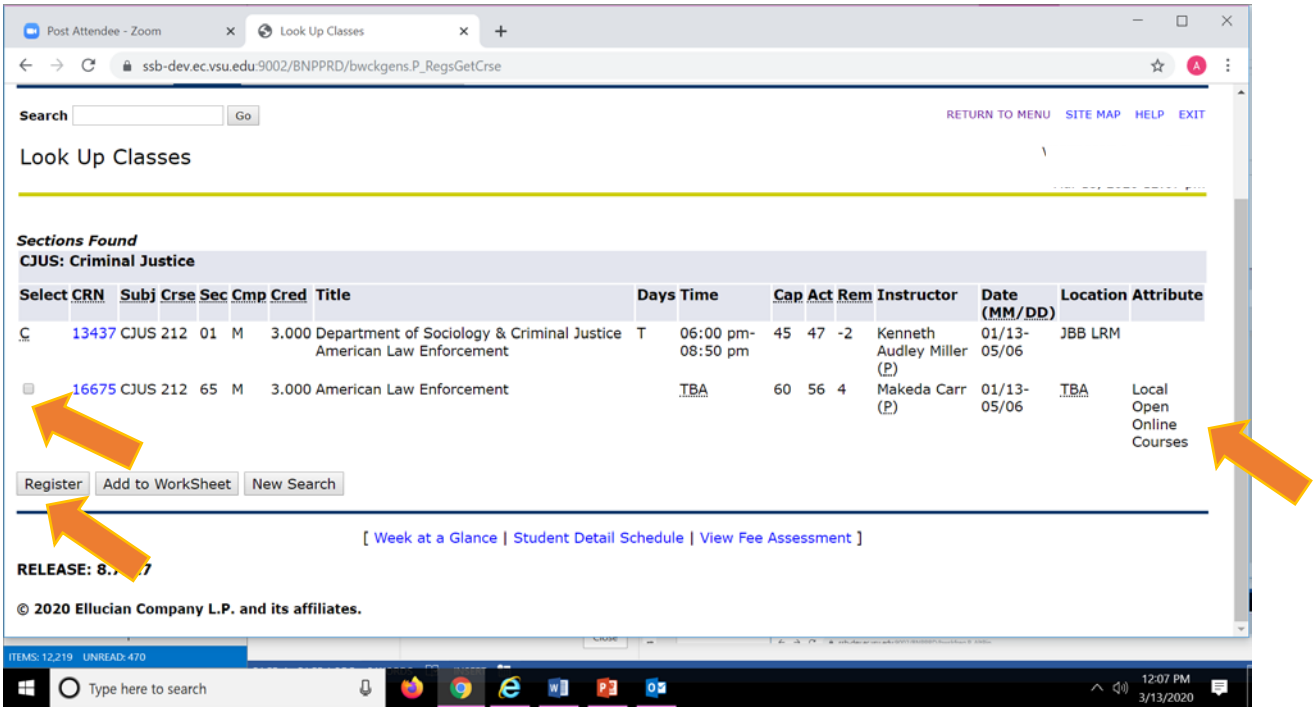
STEP 12 – Select the subject area of the class you want, and then enter "**Course Search**".



STEP 13 – Click "**View Sections**"

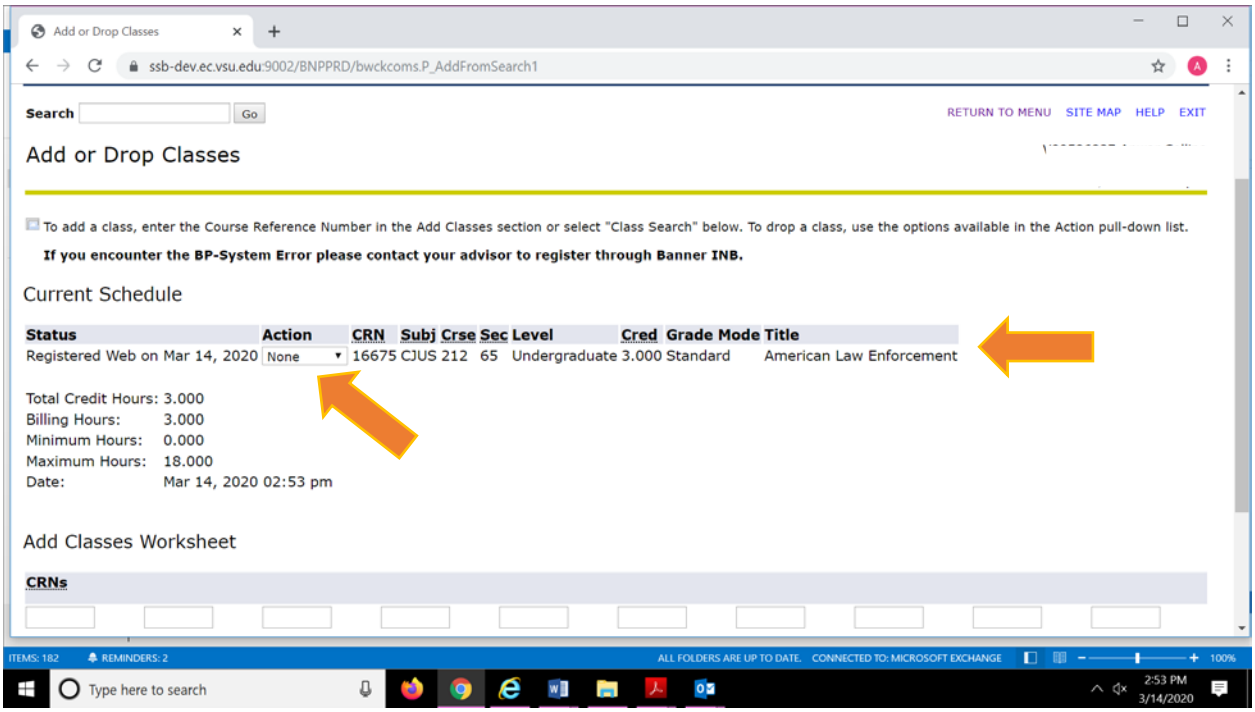


STEP 14 – Select the section of the class you want and click the small square. "C" indicates the class is closed and not available. Click "Register".



Please notice "**Attribute**" will provide you with the instructional method of the course

STEP 15 – Confirm that you have added the class. If you have made a mistake, the class can be dropped by selecting the "**Action**". Additional classes may be added from this screen (See Step 11).



Definitions of the Instructional Methods:

- **Face to Face –** These courses will meet in-person at the established time and location on campus.

- **Online-Asynchronous** – These course involve coursework that is delivered via web, email and message boards, or online forums. Students complete the work at their own pace adhering to established due dates/deadlines set by the instructor. Students in these course are **not** required to be on campus.

- **Online-Synchronous** – These courses involve online studies through chat and videoconferencing in real-time. Student participation is expected during **scheduled** class times. In the virtual classroom students may ask, and teachers answer questions instantly. Students in these course are **not** required to be on campus.

- **Hybrid -** These courses may have scheduled in-person sessions and remote components. Students must be available to attend in-person sessions on campus.

- **HyFlex** - These courses are delivered in-person and online at the same time by the same faculty member. Most students will attend the class in-person. A limited number of students will be allowed to attend virtually. All student participation is expected during scheduled class times.

- **Flex –** This mode of delivery may consist on any of the teaching scenarios, including in-person, asynchronous and synchronous classroom experiences. Students must be available to attend on-campus sessions.