12. If a closed course offers a waitlist option, you may add yourself to the waitlist by selecting "Wait Listed" from the Action field in the error message and then selecting **Submit Changes**.

13. Drop classes by selecting "Web Drop" from the Action field and selecting **Submit Changes**. Add more classes by entering more numbers in the Add Classes Worksheet and selecting **Submit Changes**.

To drop courses, select "Drop" and then select Submit Changes.

To add courses, insert more CRNs in the worksheet, then select

15. Click the View Your Schedule link at the bottom of the Register, Add or Drop Classes page to see your confirmed schedule.

For assistance contact –

Student Help Desk @ 804- 524-5144

(open 8 to 5 daily)

How to Register with Banner Self-Service

1. Using the VSU home page; select Trojan Links; select Banner. This will take them to the Banner home page; then select Login to Banner Self-Service.

VIRGINIA STATE UNIVERSITY

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close y

Enter User Id

User ID: [   ]

PIN: [   ]

[Login] [Forgot PIN?]

Enter 6-digit Registration PIN

RELEASE: 7.3

2. Login using your User ID and six-digit Registration PIN (Personal Registration Number).

Registration PIN –

To access the Add/Drop Worksheet for class registration, a Registration Pin is required.

This Registration Pin must be obtained from your faculty advisor, and not from the Registrar's Office.

3. From the Main Menu, select the Student Services and Financial Aid menu.

4. From the Student Services and Financial Aid menu, select the Registration menu.

5. From the Registration menu, select Register, Add or Drop Classes to process your initial registration or to make changes (add/drop) to an existing schedule.

6. Select the term you wish to register for, and then select the **Submit** button.

7. In the *Add Classes Worksheet*, enter the Course Reference Number (CRN) of the course section into the first available field.

8. Use the list to drill down for detailed information about each of your advisees.

Enter Course Reference Number in this cell.

Add Classes Worksheet

CRNs

| 72395 | 75790 | 71252 | | | | | |

[Submit Changes] [Class Search] [Reset]

9. Repeat step 8 for each course section until all your courses are listed in the *Add Classes Worksheet*.

10. Once you have listed all your courses in the *Add Classes Worksheet*, select the **Submit Changes** button below the table to process your registration.

11. The screen will display your confirmed registration, as well as any errors that prevented you from getting into a section. Note any resulting registration errors that may display below your schedule, and adjust your schedule as necessary.

Ⓧ Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
CLOSED SECTION	73453	EDSE	510	5T1	Graduate	3.000	Graduate Regular (GR)	Intro Assistive Technlgy