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 courses 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 courses 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 courses 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 of any of the teaching scenarios, including in-person, asynchronous and synchronous classroom experiences. Students must be available to attend on-campus sessions.