A View of Banner Online Registration

1. **You can access Banner Self-Service at: https://bannerss.wellesley.edu:4453**

2. **Click on "Students, Faculty, and Staff – Click HERE to Log In"**

Primarily for

- Students registering for classes
- Applicants to Wellesley College

Otherwise, it is best to access Banner Self Service through MyWellesley: https://my.wellesley.edu

Banner Self Service may be unavailable nightly between 11:00PM and 1:30AM and also Friday mor

Please note that this web site is best viewed with Internet Explorer version 6 or 7 on the PC or Safa

Students, Faculty, and Staff - Click HERE to Log In
Applicants - Click HERE to Log In
Return to Wellesley College Home Page

3. **Enter your domain username and password and click "Login"**

User Login

ℹ️ For student registration and other purposes

Please enter your **Wellesley domain username and password** . When finished, click Login.

When you are finished, please Exit and close your browser window to protect your privacy.

Your domain username and password are what you use when you sign into MyWellesley, Sakai, Clean Access and classroom computers.

If you don't know your domain username and password, please contact the Help Desk at x7777 (students) and x3333 (faculty and staff).

Wellesley Domain Username:

Wellesley Domain Password:

(Login)   th Login?
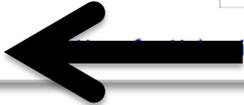
4. **Select the "Student Services" link**

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

Search [   ] (Go)

Student Services

Registration
Register for classes; Display your class schedule.

PE Menu
Register for physical education courses; view physical education course history; add/drop physical education courses

Student Records
Display your grades, transcripts and student account information.

Standardized Test Scores
Display standardized test scores, including QR test scores.

Acknowledgement of Tuition Costs

Enter SEQs

Vote in Student Elections

Enrollment Verification

5. Click on "Registration"

Personal Information | Student Services | Financial Aid

Search [ ] [Go]

Student Services

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Vote in Student Elections
Enrollment Verification

6. Click on "Register for Classes"

Personal Information | Student Services | Financial Aid

Search [ ] [Go]

Registration

Select Term
Register for Classes
Look-up Classes to Add
Change Class Options
Student Schedule by Day & Time
Student Detail Schedule

RELEASE: 8.2

7. From the pull-down menu, select "Fall 2012" and click "Submit"

Select a Term: [Fall 2012 ▼]

[Submit]

8. Enter the CRNs in each of the blocks until you have entered all of your selections and click "Submit Changes" to process your registration.

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Submit Changes] [ ] [Reset]

9. Your registration results will now display (courses you are registered for will appear first). Resolve any registration errors – see next page for common errors.

Error Messages and Possible Actions

STATUS MESSAGE	EXPLANATION AND ACTION
CLOSED SECTION	Enrollment limit has been reached. Select another course.
CLOSED –SECTION-X	Enrollment limit has been reached. This course is cross-listed with another course. Seats may be available in the cross listed counterpart. To find the cross-listed counterpart, refer to the online course catalog.
DUPLICATE CRN	You have added the same CRN twice. Web Drop this one.
LINK_ERROR TYPE XX REG	You have selected a course that requires lab or conference sections or vice versa. Add the **course CRN** again, **along with the lab or conference section.** One will not be accepted as registered without the other. If all labs or conferences are full but there is space in the lecture, request the instructor do an electronic override.
MAXIMUM HOURS EXCEEDED	You have registered for 4 courses at this time.
TIME CONFLICT WITH CRN xxxxx	You must register for courses that meet at different times.
INSTRUCTOR CONSENT REQUIRED	You have selected a course that requires instructor permission. You will need an electronic approval entered by the professor teaching the class. Once the electronic approval has been entered by the professor, you may register online for class.
CLASS RESTRICTION	You have selected a course that requires instructor permission. Contact the instructor for possible electronic overrides. You will need electronic approvals (2) entered by the professor teaching the class for both signature and capacity. Once the electronic approvals have been entered by the professor, you may register online for class.
RESERVED SECTION	A certain amount of seats have been set aside for a specific class year or major. At this point, the class is full. Contact the instructor for possible electronic override. Please note, the instructor may wait until after first-year student registration before doing any overrides.