

Registering for Classes

Note 1 – All registration will be via the “tiger *i* menu” channel that is located on the “tiger *i*” tab from AU Access. This may be reached by going to the main AU web page, clicking on “Students,” and then clicking on “AU Access.” If you have problems with your password contact the OIT Help Desk at 844-4944.

Note 2 - Fall and summer registrations are held during the same time period. You must select one term at a time for registration. Then, return to the registration menu and select the other term. You cannot submit courses for both summer and fall terms on the same drop/add screen. IMPORTANT - If you are registering for both terms, you should register for summer first so that pre-requisites will be in place.

I. Tasks to Complete Prior to Registering for Classes

- A. See your advisor if you are required to do so. Be sure to make a note of the alternate registration PIN that you will be given once the visit is complete.
- B. Plan your schedule. Be sure to include alternatives for the most popular classes. Be sure to note the CRNs (call number or line number) of each class you’d like to take (See III.A. below).
- C. Note your time ticket time (See II.A. below). Remember, once your time ticket opens, it will remain open. You can register from that point forward.
- D. Check for holds. Be sure that all holds have been cleared from your records.
 - 1. Click on the “View Holds” link. See the appropriate offices to clear holds.

II. Verify Your Registration Status & Time Ticket

- A. Go to the “Registration” section under the “tiger *i* menu” heading.
- B. Click on the “Check Your Registration Status” link (Select the appropriate term if prompted to do so). This will tell you if you are eligible to register.
- C. Your academic standing, hold information, your time ticket and other information relating to your student status are given to you here.

III. Registration Procedures

- A. Search for Classes
 - 1. Click on “Look Up Classes” in the “Registration ” section of tiger *i*.
 - 2. Select the appropriate term in the “Search by Term” field, and then click the “Submit” button.
 - 3. Select the subject area for the classes you’d like to find. You must select at least ONE subject area.

(Continued on next page)

4. When you've finished making your criteria selections, click the "Class Search" button.
5. Note – The CRN is the **5 digit number** before the course title.

B. Adding Classes to Your Schedule (Registering)

1. When you are ready and eligible to register, click on the "Add or Drop Classes" link in the "Registration" section.
2. Select the appropriate term from the "Select a Term" drop down list, then click on the "Submit" button.
3. If you are asked for an "Alternate Pin," you must have seen your advisor and enter the pin number that you were given.
4. Click on the "Add or Drop Classes" link.
5. If you've already made a note of the CRNs that you'd like to enroll in, type them into the CRN fields at the bottom of the page (1 CRN per field), then click the "Submit Changes" button.
6. If you still need to search for classes, click the "Class Search" button at the bottom of the screen.

C. Dropping a Class

1. Access your current schedule via the "Drop or Add Classes" link under the "Registration" option.
2. Use the "Action Pull-down list" to select the "Web Drop" option for the class that you'd like to remove from your schedule.
3. Click the "Submit Changes" button.
4. You can drop more than one class at a time by using the action pull down list to select "Web Drop" for the desired classes and clicking "Submit Changes" at the conclusion of your activities.

D. Replacing One Class with Another (Drop/Add at once)

1. Access the Drop or Add Classes worksheet in Banner.
2. Use the "Action Pull-Down list" to select the "drop" option for the class that you'd like to remove from your schedule.
3. Type the CRN of the class that you'd like to replace the first class with in the CRN fields in the "Add Classes Worksheet" area of the screen.
4. Click the "Submit Changes" button.

E. Printing Your Schedule

1. Return to the "Student and Financial Aid" menu.
2. Click on the "Registration" menu.
3. Click on the "Student Detail Schedule" link. – OR – Click on the "Week at a Glance" link.