

Web Registration Instructions

Registration for all terms will now take place on the new Banner system. Login to Blink (<https://blink.bethel.edu>). Once you are logged into Blink, click on the “Student Academics” tab. Under “Academic Quick Links” (right-hand column), click on “BU Links” and then on “Academic Records (Banner).” This will take you to the Banner Self-Service (SSB) site. Login to SSB with your regular community login.

1. Login to “Banner Self Service (SSB).”
2. Click on the “Student and Financial Aid” tab.
3. Click on “Registration.”
4. Click on “Select Term” to choose the appropriate semester and year. Choose “Fall 2007 – SEM”(for example, for Fall Term 2007 for the seminary) from the drop-down menu, and click “Submit.”

To Search for Classes:

1. Click on “Look Up Classes.”
2. Choose the term in which you want to search and click “Submit.”
3. Select the subject area you want to search. You can narrow your search by choosing other options as well, but you must indicate at least one subject area.
4. Click on “Class Search” to view the classes that fit these parameters.
5. When you’ve chosen the courses for which you want to register, either add them from this screen, or write down the CRN (3-digit number in blue, left-hand column) to use later.
6. Click on “Return to Menu” when you are done searching.

To Register for Classes:

1. From the Registration Menu, click on “Add or Drop Classes.”
2. Select the term for which you are registering and click “Submit.”
3. Under the section that says “Add Classes Worksheet,” enter the CRN number(s) of the class(es) you would like to add and click on “Submit Changes” to register for the courses.
4. If you do not know the CRN number, click on “Class Search” and follow the instructions above under “To Search for Classes.” (Note that a “C” identifies a closed class.)
5. Click on “Register” or “Add to Worksheet” to register for the course.
6. Repeat process for any courses for which you need CRNs. Click on “Return to Menu” when you are finished searching/registering for classes.

To Drop Classes:

1. From the Registration Menu, click on “Add or Drop Classes.”
2. Select the term and click “Submit.”
3. Under “Current Schedule,” your classes will be listed. Next to each class is an Action box. This Action box will allow you to Drop or Withdraw from a class.
4. Click on the down arrow next to the Action box, and select the appropriate action.
5. Click on “Submit Changes” at the bottom of the screen to process the drop.

Important Notes Regarding Web Registration:

- ◆ Be sure to *read everything* that appears on the screen. There may be important warning messages that you will need to consider, or error messages that will tell you why a course cannot be added/dropped.
- ◆ Before you register, be sure that you qualify to take the course. *Check the prerequisites* and course requirements in the Bethel catalog carefully before adding a course.
- ◆ When adding a course, be sure that you have not already taken it. In most cases, the system will allow you to repeat the course, but only the last instance of the course will count in your degree program.
- ◆ When registering for a cross-listed course, the computer may show that a section is closed. If this happens, you may try to add the course anyway, in case there is room in the other listing of the course. The system will automatically adjust the seats available in this case.
- ◆ The system will NOT allow you to register for classes that are at the same time or whose meeting times overlap. If there are special circumstances that warrant an exception to this policy, you will need to register for the overlapping courses through the Registrar's Office.
- ◆ The system will NOT allow you to register for a class that is closed, unless the instructor has given you permission. If the instructor agrees to allow you in the class, he/she will give you a "Registration Override" online to get into a closed course. However, this DOES NOT mean that you are registered for the course. You still need to register for the course after the instructor has given permission.