

BANNER STUDENT REGISTRATION INSTRUCTIONS



Student Success

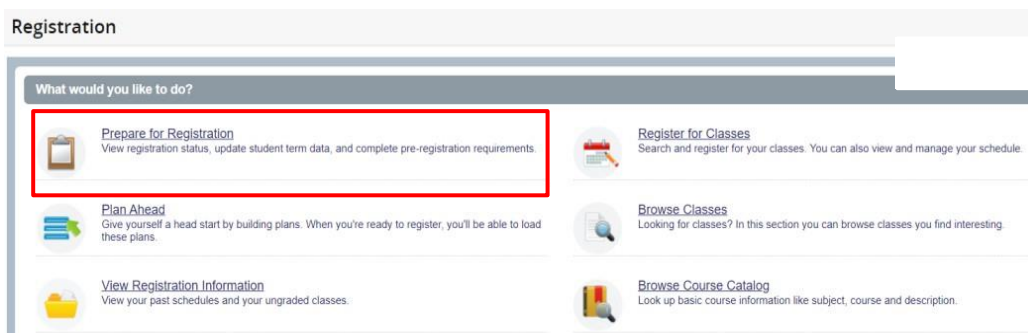
INSTRUCTIONS FOR REGISTRATION

PROCESS

These instructions will help you navigate through Banner to prepare for registration, browse and register for courses.

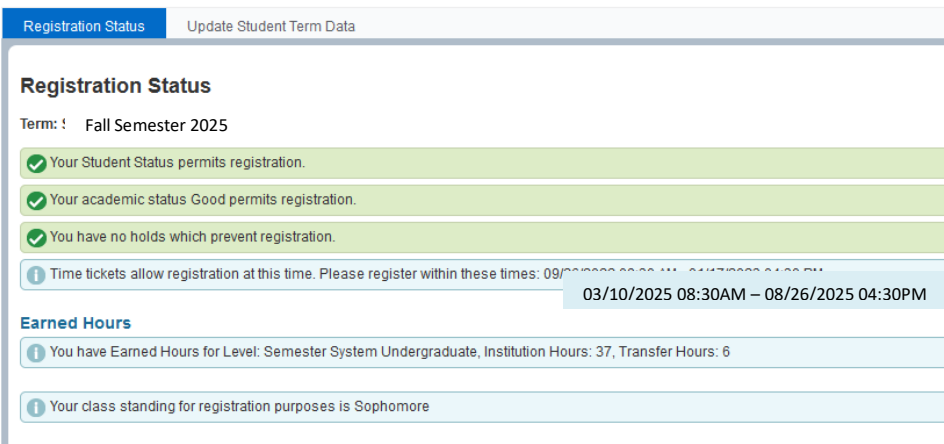
INSTRUCTIONS

1. Login to my.abac.edu/ using your ABAC username (email address) and password.
2. Click on Banner Student Registration (Under Applications in Tools)
3. Select “Prepare for Registration”



- If you have never used Banner Student Registration before, you will be asked for your PIN, which is your 6-digit date of birth.
 - You will enter two digits for the month you were born, two digits for the day you were born, and two digits for the year you were born (MMDDYY)
 - EX. If you were born January 15, 2004, you would enter the PIN as 011504

Prepare for Registration



- Make sure you do not have holds that will prevent you from registering.
- Your ‘Time Ticket’ shows when you can log on and register for classes.

INSTRUCTIONS FOR REGISTRATION

4. Go back to the main Registration screen and select “Browse Classes” to look up courses.

OR

Go back to the main Registration screen and select “Register for Classes” when you are ready to add courses to your registration.

The screenshot shows the 'Registration' page with a header 'What would you like to do?'. Below the header are six options, each with an icon and a description. The options are: 'Prepare for Registration' (clipboard icon), 'Plan Ahead' (calendar icon), 'View Registration Information' (folder icon), 'Register for Classes' (calendar with plus icon), 'Browse Classes' (magnifying glass icon), and 'Browse Course Catalog' (book icon). The 'Register for Classes' and 'Browse Classes' options are highlighted with red boxes.

5. To choose the correct term to register, enter a term or click the dropdown arrow to **Select a Term** and click “Continue”.

Select a Term

The screenshot shows the 'Select a Term' page. It has a header 'Terms Open for Registration' and a dropdown menu. Below the dropdown menu is a 'Continue' button. The dropdown menu and the 'Continue' button are highlighted with red boxes.

6. Search for classes you would like to register for. Enter the **Subject**, **Course Number** or **Keyword** on the ‘Find Classes’ tab.

- Or you can also click “Advanced Search” to refine your search results.

The screenshot shows the 'Register for Classes' page. It has a header 'Register for Classes' and a sub-header 'Find Classes'. Below the sub-header are three tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. The 'Find Classes' tab is selected. Below the tabs is a section 'Enter Your Search Criteria' with a dropdown menu for 'Fall Semester 2025'. Below the dropdown menu are three input fields: 'Subject' (with a dropdown menu showing 'Ag Education'), 'Course Number', and 'Keyword'. Below the input fields are three buttons: 'Search', 'Clear', and 'Advanced Search'. The 'Search' and 'Advanced Search' buttons are highlighted with red boxes.

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7. Or you can enter the CRN number for a specific class on the '**Enter CRNs**' tab.

Register for Classes

Find Classes **Enter CRNs** Schedule and Options

Enter Your Search Criteria ⓘ

Fall Semester 2025

8. Find the course you would like and select “**Add**” to add the course to your prospective registration.

Find Classes

Enter CRNs

Schedule and Options

Search Results — 11 Classes

ester 2023

Subject: Ag Education

Search Again

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
Greenhouse & Nursery Mgmt Lecture/Supervised Laboratory	Ag Education	4040	1	3	30321	Spring	sey, Farish (Primary)	S M T W T F S 09:30 AM - 10:20 AM Type: Class S M T W T F S 02:00 PM - 03:50 PM Type: Class	Tifton	15 of 15 seats reserved			Add
Greenhouse & Nursery Mgmt Lecture/Supervised Laboratory	Ag Education	4040	2	3	30322	Spring	Mulvey, Farish (Primary)	S M T W T F S 09:30 AM - 10:20 AM Type: Class S M T W T F S 11:00 AM - 12:50 PM Type: Class	Tifton	15 of 15 seats reserved			Add

Be mindful of the campus location (Tifton, Bainbridge, Online, eCore, etc.)

- The class(es) will appear in your Summary window as '**Pending**'. If you do not see the 'Summary' window, click the 'Panels' button in the bottom left.

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
<u>Greenhouse & Nursery Mgmt</u>	AGED 4040, 1	3	30321	Lecture/Supervis...	Pending	**Web Registered**
<div>Total Hours Registered: 0 Billing: 0 CEU: 0 Min: 0 Max: 0</div> <div>Submit</div>						

Note You are not yet registered for the selected class(es) if the status says *'Pending'*.

- To remove a course, select 'Remove' in '**Action**' and click on 'Submit'

Title	Details	Hours	CRN	Schedule Type	Status	Action
Greenhouse & Nursery Mgmt	AGED 4040, 1	3	30321	Lecture/Supervis...	Pending	Remove

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Submit

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9. After adding these courses to your registration schedule list, press **“Submit”** to finalize your registration. You will be shown any errors or problems with your registration. That’s all there is to it!

The screenshot displays a registration interface. At the top, a 'Summary' table lists courses with their status. Below this is a 'Class Schedule for' grid showing the weekly arrangement of these courses. A 'Submit' button is highlighted with a red box, and a green arrow points from it to the 'Summary' table on the right, which shows the updated status of the courses after submission.

Title	Details	Hours	CRN	Schedule T	Status	Action
Intro Visual Arts: Pri...	ART 203, 02	3	1539	Classr...	Pending	**Web Registered**
Intermediate Microe...	ECON 300,...	3	2319	Classr...	Pending	**Web Registered**
Fundamentals of Da...	STAT 220, 03	3	1854	Classr...	Pending	**Web Registered**
WE/Contexts of Disa...	JINS 324, 01	3	2251	Classr...	Pending	**Web Registered**
Basic Principles of C...	CHEM 129,...	3	2028	Classr...	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 17

☐ Conditional Add and Drop **Submit**

Class Schedule for

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am			Intro Visual Arts: Pri...		Intro Visual Arts: Pri...		
10am							
11am		Basic Principles of Chemistry		Basic Principles of Chemistry		Basic Principles of Chemistry	
12pm		Fundamentals of Data Science		Fundamentals of Data Science		Fundamentals of Data Science	
1pm							
2pm							

Panels ▾

☐ Conditional Add and Drop **Submit**

Summary

Title	Details	Hours	CRN	Schedule T	Status	Action
Intro Visual Arts: Pri...	ART 203, 02	3	1539	Classr...	Registered	None
Intermediate Microe...	ECON 300,...	3	2319	Classr...	Registered	None
Fundamentals of Da...	STAT 220, 03	3	1854	Classr...	Registered	None
WE/Contexts of Disa...	JINS 324, 01	3	2251	Classr...	Registered	None
Basic Principles of C...	CHEM 129,...	3	2028	Classr...	Registered	None

Total Hours | Registered: 15 | Billing: 15 | CEU: 0 | Min: 0 | Max: 17

☐ Conditional Add and Drop **Submit**

CONTACT

If you have any additional questions, please contact Academic Support at asc@abac.edu.