INTERIM OFF-CAMPUS PROGRAMS: STEP-BY-STEP REGISTRATION INSTRUCTIONS

In order to successfully register for an off-campus interim program, you will need to know the **CRN for the course for which you are registering**. The CRNs are the 5-digit numbers listed on this page.

Winter 2016:

Sub	Course	Sec	Course Title	CRN
INDS	191	01	The Cuban Revolution & It's Social Impact	20006
INDS	174	01	Global Senegal: Alternative Modernities	20005
INDS	127	01	Rock, Landform, Water: New Zealand	20003
INDS	170	01	Modern Sub-Saharan Africa Tanzania	20004
INDS	208	01	Exploring Peru's Indigenous Populations	20007
INDS	214	01	Rome, the Eternal City: Approaches and Explorations	20008
GEOL	170	01	Geological & Paleobiological Evolution of Ecuador	20001
GEOL Majors	170	02	Geological & Paleobiological Evolution of Ecuador	20002
WAIT	001	01	Interim Abroad Wait List	20009

May/Summer 2016:

Sub	Course	Sec	Course Title	CRN
GEOL	180	01	Iceland: Geology & Natural History of a Young Island	40001
GEOL Majors	180	02	Iceland: Geology & Natural History of a Young Island	40002
GERM	101	01	Elementary German	40003
GERM	111	01	Intermediate German	40004
GERM	201	01	Advanced German	40005
INDS	245, 371	01	Social & Ethical Aspects of Healthcare in US & UK	40006
WAIT	001	01	Interim Abroad Wait List	40007

ON REGISTRATION DAY:

- Access Banner Self-Service from the Registrar's Office homepage at: http://registrar.lafayette.edu.
- Login to Banner Self-Service by entering your Network ID and Network Password. . (Off-campus Interim registration does **not** require a registration PIN from your adviser.)
- Follow the link "Student Services & Financial Aid," then click the "Registration" link.
- Click "Select Term" and select "Interim 2017" (for January courses) or "Summer I 2017" (for May/Summer courses), then click "Submit Term."
- Click "Add/Drop Classes."
- Scroll down to the Add Classes box and enter the CRN.
- When you have finished, select the "Submit Changes" button.
- You will be returned to the Add/Drop page when your request is finished processing.
- The page returns a list of successfully registered courses.
- Follow the link at the bottom of the page to "Check Your Registration Status."
- Please note: **If you have any holds, you need to contact the appropriate office to clear the hold before registering.**
- In addition, you will be notified of any problems with your registration request with a "Registration Error" message. The attached list shows the types of error messages and the appropriate action for each type.
- If you receive an error message, **you are not registered** for that particular course. Error messages are not retained when you resubmit your CRN.
- You can drop a course during registration by selecting DROP from the Action Column.
- Verify your schedule. Follow the link "Student Detail Schedule" at the bottom of the Add/Drop Classes page to verify that your registration has processed correctly.
- Exit the Browser. To insure that your account is not tampered with, you should exit the browser and reboot the computer if you are at a public site.

PLEASE NOTE: The online registration merely "holds" a space for you on the chosen interim off-campus program, but is not a confirmation of enrollment. To finalize the registration, applicants must complete the tasks that will be deployed to them on the StudioAbroad portal after their registration has been processed (typically, by the day after registration) and pay the $500 deposit by Friday, Sept. 16, 2016.
Amongst the portal tasks that you will need to complete, you will need to upload a color copy of the identity page of your valid passport, so make sure you have that document with you on campus at the time of registration!
Failing to complete the registration process may either forfeit your spot or cause the $500 program deposit to be charged to your Lafayette student account.

Marquis Scholars must confirm their registration as well as submit the $500 deposit as proof of commitment to the program.

REGISTRATION ERRORS YOU MIGHT ENCOUNTER

- "CLOSED": Course is closed. Add yourself to the Wait List Course.

- "OPEN": Although the course indicates openings, students will be placed on a Wait list until openings are confirmed. Add yourself to the Wait List Course.
- "Status rules not defined for part of term": System error generated for OPEN-WAITLISTED courses—you can ignore this message.
- "Duplicate CRN": You have entered a duplicate CRN. Re-enter the correct CRN.
- "CRN does not exist": An invalid CRN was entered. Enter the correct CRN.

PUBLIC COMPUTER LABS

If you do not have access to a computer connected to the World Wide Web, several sites are available on campus at the following locations: Farinon Center 208, and Pardee Hall 104 (**but please make sure you check the opening time of these labs if you want to use them early in the morning because they may still be closed at 7:30am!**).

If you have a problem accessing the web, please call the Student Help Desk at x5506.

Problems with your log-in credentials or restricted access must be handled in person at the Registrar's Office during regular office hours.