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 2020:

Sub	Course	Sec	Course Title	CRN
ENG	280	01	London & Dublin Theater	20001
GEOL	150	01	Geologic Evolution of Hawaiian Islands	20002
GEOL Majors	150	02	Geologic Evolution of Hawaiian Islands (majors only)	20003
INDS	184	01	South Africa's Past & Present	20005

May/Summer 2020:

Sub	Course	Sec	Course Title	CRN
GEOL	160	01	Geology of Nat'l Parks: Western US	40001
GEOL Majors	160	02	Geology of Nat'l Parks: Western US (majors only)	40002
GERM	101	01	German Intensive*	40003
INDS	224	01	Culture & Landscape of Greece	40004

* ALL levels of German should enroll in GERM 101. We will assign you to the appropriate level after registration.

PRIOR TO REGISTRATION:

- If you have a problem accessing Banner Self-Service, call the Student Help Desk at x5506.
- Review your account for any holds. If you have any holds, you need to contact the appropriate office to clear the hold before registering.

ON REGISTRATION DAY:

- Access Banner Self-Service from the Registrar's Office homepage at: <u>http://registrar.lafayette.edu</u>.
- Login to Banner Self-Service by entering your Network ID and Network Password. (Offcampus 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 2020" (for January courses) or "Summer I 2020" (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."
- 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.
- 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 offcampus 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 study abroad portal after their registration has been processed (typically, by the day after registration) and pay the NON-REFUNDABLE \$500 deposit by Tuesday, September 24, 2019.

Do NOT pay the deposit unti you are ready to commit to participation. It is NOT refundable.

Marquis Scholars and Financial Aid must confirm their registration as well as submit the \$500 deposit as proof of commitment to the program. Please contact <u>keeslerr@lafayette.edu</u> with any concerns.

REGISTRATION ERRORS YOU MIGHT ENCOUNTER

- "CLOSED": Course is closed. <u>Open and COMPLETE a Wait List application</u>.
- "OPEN": Although the course indicates openings, students will be placed on a Wait list until openings are confirmed. <u>Open and COMPLETE a Wait List application</u>.
- "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

There are several computer labs 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!).