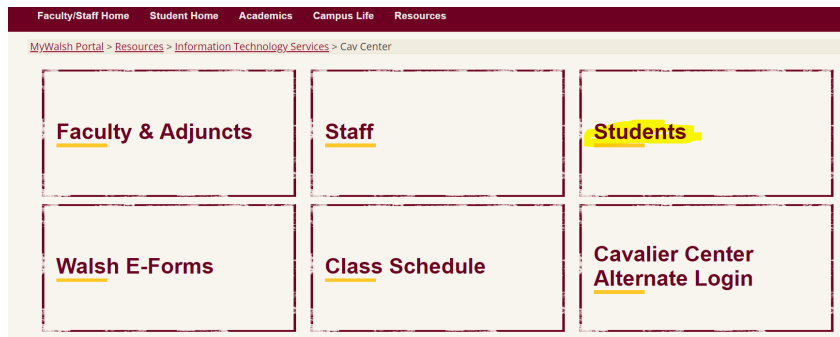**WALSH UNIVERSITY**
EDUCATION FOR LIFE

Quick Guide to Self-Service Registration

1. Login to the MyWalsh student portal.

2. Click on **Resources** → **Information Technology Services** → **Cav Center** → **Click Student Tile**

3. Once you Select **Student**, you will land on your **Student Profile Page.**

4.   Click on **Registration Home** on the left side of your profile.

Curriculum and Courses
Prior Education and Testing
Additional Links
View Academic Transcript (Unofficial)
View Grades
Registration Home
View Graduation Application
Apply for Graduation
Personal Information
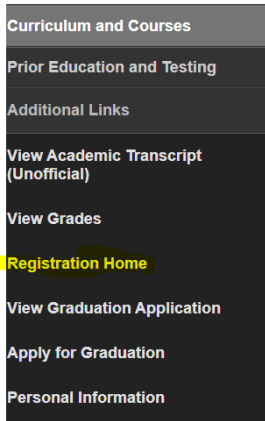
5. **Registration Home** is you landing page for all things Registration

Student   •   Registration

Registration

What would you like to do?

Prepare for Registration
View registration status, update student term data, and complete pre-registration requirements.

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

Plan Ahead
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

Browse Classes
Looking for classes? In this section you can browse classes you find interesting.

View Registration Information
View your past schedules and your ungraded classes.

Browse Course Catalog
Look up basic course information like subject, course and description.

1.   **Prepare for Registration** – Contains registration status, earned hours, class standing and holds

Registration Status   Update Student Term Data

Registration Status

Term: Fall 2023

✓ Your Student Status permits registration.

✓ Your academic status Good Standing permits registration.

✓ You have no holds which prevent registration.

Earned Hours

ⓘ You have Earned Hours for Level: Undergraduate, Institution Hours: 124, Transfer Hours: 55

ⓘ Your class standing for registration purposes is Senior

Primary Curriculum
Level: Undergraduate
College: The DeVille School of Business
Degree: Bachelor of Business Admin
Program: Bachelor of Business Admi-BBA
Campus: Main Campus
Catalog Term: Summer 2021
Admit Term: Summer 2021
Admit Type: Transfer
Major: Accounting
Department: The DeVille School of Business

2. **Plan Ahead** – Give yourself a head start by building plans. When you are ready to register, you will be able to load these plans. Please see **"How to Create and Approve Plans Guide".**

Plan Ahead

Find Classes

Subject	
Course Number	
Keyword	

Search   Clear   ▸ Advanced Search

Schedule	Schedule Details

Class Schedule for Fall 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							

Fall 2023 Untitled Plan

Title	Details	Hour	CRN	Schedule Typ	Note	Status	Action
T1:FD:DV:BodyinPa...	ENG 200-...	3	10241	Lecture (In...	---	Registered	---
Mathematics II for E...	MATH 108, N	3	10653	Lecture (In...	---	Registered	---

Total Planned Hours: 0 | Registered and CEU Hours: 12

Save Plan

https://ssb9dev.walsh.edu/StudentRegistrationSsb/ssb/registration

3. **View Registration Information –** View your past schedules and ungraded Classes. (Current Schedule)

Look up a Schedule	Active Registrations

Class Schedule

Term: Summer 2021

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
DC:Principles of Marketing	BUS 233, A	3	30525	ON-LINE ...	Standard Lett...	Undergraduate	Summer 2 ...	None	06/18/2021	Registered	**Register...
DC:Statistics	MATH 221, A	3	30779	ON-LINE ...	Standard Lett...	Undergraduate	Summer 2 ...	None	06/18/2021	Registered	**Register...

Records: 2

Schedule	Schedule Details

Class Schedule for Summer 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2am							
3am							

Schedule View

Walsh University

██████████ **Summer 2021 Schedule**

Classification: Senior **Level:** Undergraduate
College: The DeVille School of Business **Major:** Accounting
Department: The DeVille School of Business

Title	Course Details	Credit Hours	CRN	Meeting Times
DC:Principles of Marketing	BUS 233 A	3.0	30525	07/06/2021 - 08/21/2021 Main Campus, ON-LINE ONLY Fernandez, Becky
DC:Statistics	MATH 221 A	3.0	30779	07/06/2021 - 08/21/2021 Main Campus, ON-LINE ONLY Sarver, Michael

Total Hours | Registered: 6 | Billing: 6 | CEU: 0

ⓘ This is a general view of your term schedule. Download your schedule for a weekly view.

4. **Register for Classes** – Search and Register for your classes. You can also view and manage your schedule.
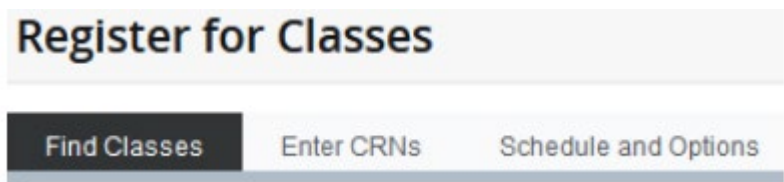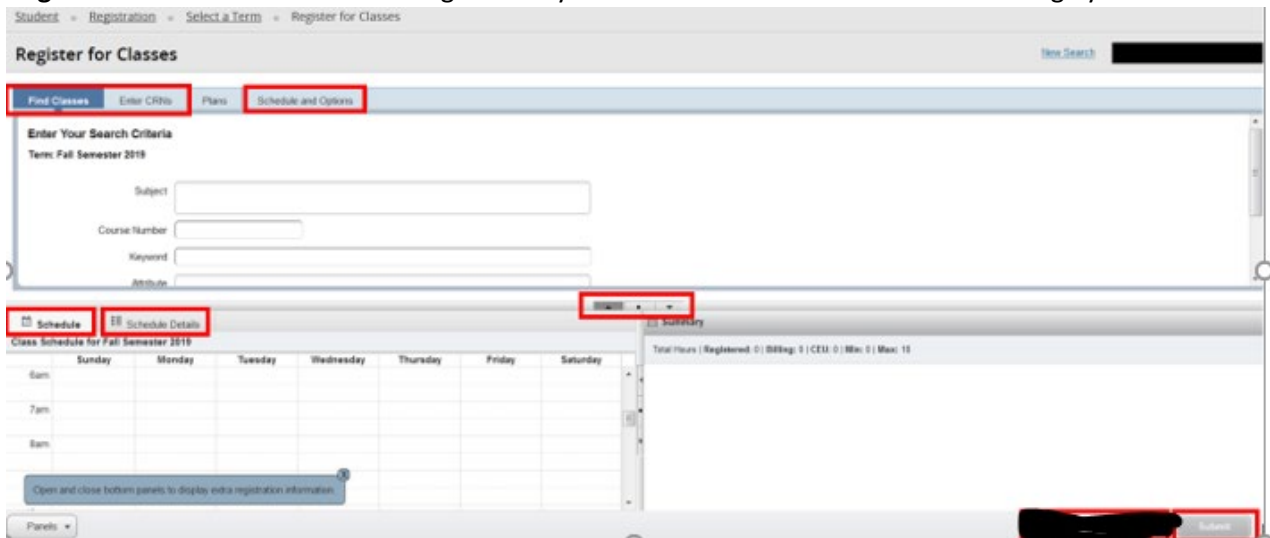
Tab Navigation

There are three tabs in the top panel **– Find Classes, Enter CRNs, and Schedule and Options.**

Find Classes - If you do not know specific CRNs to add, Find Classes can be used to find courses to add to your schedule. A basic search and an advanced search are available. Information returned in the search results includes things like course attributes, meeting times (if assigned), and seats available.

Enter CRNs - Enter CRNs is used when registering for classes. Input one CRN per CRN box. Generate more CRN boxes by clicking " + Add Another CRN" or by using your tab key. Add the CRNs you have entered to your Summary to attempt registration by clicking the Add to Summary button.

Schedule and Options - The Schedule and Options tab will show your schedule with course information. If you have registered for a variable credit course or are an academic junior or senior and would like to elect to take a course pass/fail, the Schedule and Options tab is where you make changes. You can also print a copy of your schedule from this tab.

Panel Navigation

The Banner 9 Register for Classes module has three panels that each serve a different purpose. The view may change depending on the tab you have selected.

The top panel is where you:

- Search for courses and see the results of the search (Find Classes tab)
- Type your CRNs and add them to your Summary panel when registering (Enter CRNs tab)
- View your schedule, change the amount of credits for a variable credit course, or elect pass/fail (Schedule and Options tab)

The bottom left panel shows a general view of your current schedule. Two options are available:

- Schedule – general weekly visualization of your schedule
- Schedule Details – detailed class information for your courses including location, grade mode, instructor, CRN, etc

The bottom right panel is your Summary:

- As you register for courses, your pending transactions and fully registered courses will appear here.
- You will add, drop, conditional add and drop, or withdraw from courses within the Summary panel.
- More information about the Summary panel is outlined in the add or a drop class PDF.

Drop a Class

In order to drop a class, you must be registered for it.

1. Select **Register for Classes.**
2. Under Terms Open for Registration, select the term you wish to register for.
3. If prompted, enter your **registration alternate pin.**
4. On the Register for Classes page, in the summary pane locate the class you wish to drop.
5. Use the drop down menu in the action column for the class and select ****Drop****

6. To process the request, click the **submit** button in the lower right hand corner. Provided no **registration errors** appear, you can validate you are dropped from the class once you see *Deleted* appear in the status column next to the class in the summary pane.

Register/Submit Changes by clicking "Submit"

It is important to remember to click Submit to save your changes. Unless a course shows the enrollment status as Registered, you are not registered for the course. It will show Pending until you click Submit.

Tips and Tricks

1.   Email Your Schedule

Note the highlighted e-mail icon to the top right of the screen (shown below). By clicking this icon, you can e-mail a copy of your schedule to yourself (or whoever you choose).

2.   Advanced Search – Late start, specific days, etc.

To use the Advanced Search, click on Advanced Search in the Search for Classes tab.

From here, you can search for classes that meet on specific days, are taught by a specific instructor, start at a certain time, and more.

Once you add your search criteria, click Search.

The courses that meet your criteria will appear in the window. From there, you can add them to your Registration Summary.
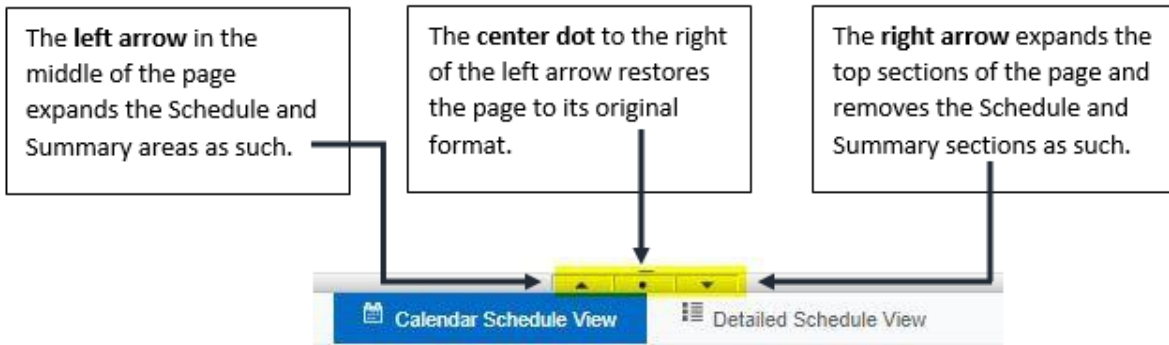
NOTE: Once the classes are in your Registration Summary, you will still need to click Submit to register for them.

3.   **Error Messages**

Any errors that occur when attempting to add classes will display on the screen. You will have to then search for additional course options, resolve the error message by gaining online consent from the professor, completing a time conflict form and submitting it to the Registrar's Office, speaking with an Academic Advisor, etc.

4.   **Expand or Hide Areas**

When using the Register for Classes function, you'll notice arrows between the displays that can be used to close or expand the areas – shown highlighted here:

The **left arrow** in the middle of the page expands the Schedule and Summary areas as such.

The **center dot** to the right of the left arrow restores the page to its original format.

The **right arrow** expands the top sections of the page and removes the Schedule and Summary sections as such.

📅 Calendar Schedule View   ▤ Detailed Schedule View

The left arrow in the middle of the page expands the Schedule and Summary areas as such.