Banner Access is the system that allows students to register for classes each semester. Typically, students will register for their next semester classes about a month before the current semester ends. The following information will give you instructions on how to search, register, and waitlist classes.

**Searching for Classes**

Each semester, before students are able to register, there is an option to view classes that will be offered the next semester. The following steps will walk you through SEARCHING for classes in Banner Access.

1. Start at the “MyUSU Portal”

2. Select “Banner”

3. Then “Browse Classes”

4. Select the term and hit continue.
5. The next screen will allow you to enter in some “search criteria.” Select your campus. If you are a Logan Main Campus student interested in broadcast classes or online classes, select that option too.

6. Next enter the department and course number. (Ex: If searching for the USU 1010 Connections class you would search USU 1010)

7. If you want a more detailed search, you can click the “advanced search” button. This allows you to get incredibly specific and narrow your search to only classes that are currently open.

8. Hit the search button.
Once you’ve searched for a class, you can see there are several columns of information. You can click the course title for additional information, including a course description, prerequisites, course fees, and more. Each section of a course has a five-digit **Course Reference Number, or CRN**. You'll also see the specific days and times that the course meets. Again, it is important to have selected the correct campus.
Searching by Attribute

BannerXE offers the ability to search for classes by their attribute, or the category that they fall under. For example, you can search for classes by any of the Breadth areas. This means that when you need to find a class that is a Breadth Creative Arts, you can search by that attribute and only bring up classes that will fulfill that General Education Requirement. The following instructions will show you how to search by attribute in BannerXE.

1. Referring to step 7 above, click on the “Advanced Search” button to show more search options.

2. Scroll down and select the search box labeled “Attribute”.

3. Click inside the search box and select which attribute type you want to search for. For example, if you are trying to find a class that will fulfill your Breadth Creative Arts requirement, select the “Breadth Creative Arts” attribute.

4. Click “Search”. This is going to bring up all the classes that fulfill that attribute.
Registering for Classes

1. Start at the “MyUSU Portal”

2. Select “Banner”

3. Then “Registration Main Menu”

4. Once you are in Banner, select Register for Classes

4. Then select the term. If your registration hold has been removed and your registration day and time has arrived, you will be able to access your registration.
The search area of the screen works almost identically to the Browse Classes section of Banner. The bottom half of the screen is split into two parts. The left side shows the times of the courses that you are registered for in solid colors and the courses that you are preparing to register for are shown in lighter gray with diagonal lines through it.

The right side of the page is where you will actually register for your classes.

You will search for a course and then select add when you have found the one you want. After selecting add, the course will go down into your summary window in the bottom right hand corner. You can keep searching for courses or register for the course you put into your summary.
Sometimes search results span over several pages. You may need to view all the pages to see all of the results.

You are not registered for the course until you select an action from the drop down menu in the summary and then press submit. Once you have done this, the class status (in the bottom right quadrant of the screen) will change from “Pending” to “Registered” and from gray to green.

If you decide you do not want that course, you can change the action to drop.
Linked Courses
Linked courses are courses that require you to be registered for a lecture and a recitation or lab. Many Math and Science courses are linked.

Select the campus you will be attending and enter the subject and course number.

Select the section of the course that you would like to register for. Click “View Linked” on the right hand of the page. This is going to show you all of the sections for the class that is linked.

Once you have selected a lab/recitation time that works with your lecture, click “Add all” on the right side of the page. This will add both the lecture and the lab/recitation to your schedule area as “pending.”
Remember, you have not actually registered for the classes until you hit submit in the bottom right corner of the page.

Plan Ahead
In preparing for registration to open, you can go to the registration main menu and select plan ahead. This option allows you to create a plan of the courses for which you would like to register.
When registration opens, you can enter the registration page and select plans on the top bar.

This will bring your plan into your registration page and you can select add all and have all of the courses registered in a matter of minutes.

Again, you are not registered for any classes until you click the “submit” button in the summary window in the right-hand corner of the page. Preparing ahead of time does not guarantee that you will get into courses, but it does help your registration process to go smoother.
Waitlists

If a class you want is full, there is no need to worry. You can register for another section, look for a different course, or add yourself to the waitlist. USU uses information from the waitlists to determine if more seats are needed in a course, so while there is no guarantee that you’ll get into a class, or that more seats will be opened, it really helps the entire Aggie family if you will use the waitlist feature to indicate your interest in a course.

To add yourself to a waitlist:

Register for a class just like we talked about previously. When you hit submit you will get an error that tells you the class is full.

In the bottom right hand quadrant of the screen there will be a drop down arrow next to the class you just tried to add. Click that drop down arrow and select “Waitlist”.

Once you are on the waitlist, you will not be automatically added to the course. Once you reach the top of the list, if a seat opens in the course, you will receive an email at your preferred email account, and will have 24 hours to log into Banner and add the class. Otherwise you'll be dropped from the waitlist and an email will go to the next person on the waitlist. If you do not have a preferred email set up, the waitlist email will be sent to your aggiemail account.

Occasionally, you'll see an open seat in Banner, but there is an active waitlist with students on it, so that seat is reserved for the first person on the waitlist until his or her 24-hour window is up.

You can see your current position on the waitlist by clicking on the Schedule Details in the bottom left screen.
When you are on a waitlist, you are not actually enrolled in the course, so you won’t be billed for the tuition unless you get into the class.

Some classes, such as those that are linked together with labs or recitations, don’t have waitlists in Banner. If you need such a class, your best option is to check the class daily to see if a spot opens up. You’ll be surprised how often someone will drop.

Occasionally, you will come across an online or broadcast course that is cross listed. This means that the exact same course is being offered at the regional campuses. If the course says that there are open seats in the course, but an error occurs stating that you cannot register for the course, this means that the section of the course located at your campus is full. You will need to put yourself on the waitlist for the course.
Common Error Messages

If you have received one of the following errors please follow the process listed below to assist you:

**A) PREQ:** The course(s) that you are trying to register for have a pre-requisite required, please contact your advisor if further advising is necessary, then use the Registration Options Form to get the required signatures from the department responsible for this course

**B) CO-REQ:** the course you are trying to register for requires another course to be registered simultaneously (eg. lab, recitations, other course, etc.), please contact your advisor for further help if necessary,

**C) LINK:** a specific recitation or lab section is required to be registered, please add the linked section with the main section, contact your advisor if you require assistance,

**D) Advisor:** the student has a hold placed on their record by their advisor or advising department, the student must visit with their advisor to have this hold cleared. If you do not know your advisor please contact University Advising and Transfer Services

**E) Major:** these courses are reserved to students within the specified major, contact the specific department for further information

**F) Closed Section:** is closed due to class being full, only the primary instructor can extend this after the first week of the semester, the Registration Options Form must be complete with the appropriate signature

**G) Instructor:** must contact the Instructor for further information. Please use the Registration Options Form and make sure it is completed with the correct signatures for each of these situations as required and bring the form in person to the Registrar's Office (TSC 246).

Additional error messages can be found at usu.edu/reghelp