Undergraduate 2010-11 Registration

Continuing students have priority enrollment for fall classes. Please follow these instructions to complete fall registration. Academic advising takes place from March 8th until April 16th. Register online on or after your priority registration day during the week of April 19th. Seniors who are graduating in May must apply to graduate by February 28th.

FRESHMEN, SOPHOMORES & TRANSFERS, AND STUDENTS WITH AN UNDECLARED MAJOR:

- Please go to the Office of Academic Advising in SSC and sign up with one of the academic advisors beginning March 8th.
- Use the Fall 2010 & Spring 2011 Undergraduate Course Schedule.
- Refer to your graduation plan (Eagles email).
- Complete the Annual Course Plan for BOTH Fall 2010 AND Spring 2011 prior to your appointment.

TRADED smells (4 YR) JUNIOR & RETURNING SENIOR STUDENTS:

- Schedule an appointment with your Faculty (Primary) Advisor beginning March 8th. The primary faculty advisor’s name is listed on Banner Web (go to student records and click on student information).
- Use the Fall 2010 and Spring 2011 Undergraduate Course Schedule.
- Refer to your graduation plan (contact your faculty advisor).
- Complete the Annual Course Plan for BOTH Fall 2010 AND Spring 2011 prior to your appointment.

ALL STUDENTS:

1. Plan your 2010-11 class schedule before your advising appointments.
   - Click here for the Master Course Schedule (schedules will be available March 1st).
   - Your advisor will clear you to register online by assigning you an Alternate PIN. You will need this PIN to register online for your classes.

2. Please check Banner Web to view your Holds and to check your registration status. HOLDS placed on your record by the Bursar’s Office, Financial Aid or the Health Office will prevent you from registering online. Please note, HOLDS can be added at any time and will prevent you from registering. Please make sure you take care of any HOLDS before continuing to Step 3.

3. REGISTRATION PRIORITY DATES (April 19th – April 21st):
   - On your priority registration day (see box below), you will enter your schedule online beginning at midnight on, or any day after, your priority day. You will NOT be allowed to register online prior to your assigned day. Once a class is closed you may not add that class online unless a space becomes available. Registration on Banner Web is open until classes begin on August 26th.
   - The Registrar’s Office staff is available in the Grimm Hall on the 1st Floor registration week to assist students with online registration. You will need to bring your Annual Course Plan, Banner PIN, Alternate PIN and Student ID Card.

Match your class level to the following chart: (Your class level is listed in Banner Web)

<table>
<thead>
<tr>
<th>CLASS LEVEL</th>
<th>PRIORITY REGISTRATION DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors/Juniors</td>
<td>Monday, April 19th</td>
</tr>
<tr>
<td>Sophomores</td>
<td>Tuesday, April 20th</td>
</tr>
<tr>
<td>Freshmen</td>
<td>Wednesday, April 21st</td>
</tr>
<tr>
<td>Open Registration</td>
<td>April 22nd — August 25th</td>
</tr>
</tbody>
</table>
Students can enjoy the freedom of our new online self service. You will register for your courses online on your assigned priority day. Follow these easy steps, on your priority day, to complete your registration once you have met with your advisor.

How to access Banner Web:
- Go to the Concordia Website: www.cui.edu, go to “current student”.
- Find the link to “Banner Web”.

Login Screen:
- Login: Log in using your Student ID number and your Banner Login PIN.
- Forgot PIN?: If you don't remember your Login PIN click this button and answer the security question to log in. When using the “Forgot PIN” button, Banner Web will ask you to reset your Login PIN.
- No Login PIN or Security Question: If you have never received a Login PIN or your account has been disabled, you will need to come to the Registrar’s Office with a picture ID to receive your login information.

Student Services Menu:
- Registration: From the main menu navigate to the Registration Menu to check your registration status, register online and view your class schedule.
  - Registration Status: Click here to check your registration and clearance (HOLDS) status.
  - Add or Drop Classes: Click here to enter your Fall Courses. Enter your “Alternate PIN” that you received from your advisor, select the correct term then enter your fall schedule. Remember to click submit after each change!
  - Week at a Glance or Student Detail Schedule: Click here to check your class schedule for accuracy.

Other Banner Web Services:
- Student Records: View your holds and display your grades & transcripts.
  - Student Information: To find your primary faculty advisor.
  - Registration History or Final Grades: View your grades online.
  - Academic Transcript: Print your unofficial transcripts from your own computer. No fee for this service!
  - Degree Audit or Evaluation: Check your degree audit to know your graduation status.

If you are locked out of the system, please contact the Registrar’s Office at ext. 1250.