Begin with the following for all student forms
1. Click on link to the “MYCUI-BannerWeb” from www.cui.edu (upper Left Corner)
2. Login to BannerWeb
3. Click on Student Services

View Holds
1. Click on Student Records
2. Click on View Holds

View Student Account Information
1. Click on Student Records
2. Click on Account Summary

View Transcript
1. Click on Student Records
2. Click on Academic Transcripts
3. Choose Level
4. Click Submit

View Schedule
1. Click on Registration
2. Click on Student Schedule by Day and Time or Student Detailed Schedule
Check Registration Status
1. Click on Registration
2. Click on Registration Status

Look Up Classes
1. Click on Registration
2. Click on Look-up Classes to Add
3. Select Criteria
4. Click on Class Search
Register for Classes
1. Click on Registration
2. Click on Add/Drop Classes
3. Enter CRN if you know it – if you don’t know do a class search

If there are no errors, then the courses you have entered will appear as below.

To change a class or to drop classes see “Drop a Class”

Drop a Class
1. Click on Registration
2. Click on Add/Drop Classes
3. Click on the Drop down box on the CRN you wish to drop and choose the appropriate option.