Banner Student Self-Service Registration Instructions – Short Form

1. Login to the Samford Portal.
2. Click on the **Banner** tab.
3. Click on **Student & Financial Aid.**
4. Click on **Registration.**
5. Click on **Registration Status.**
6. Select the **Term** you want to register for and click **Submit.**
7. Review information. (Please take care of any holds that might be listed.) If there are no active holds ***and*** if the date is within the date range shown under "**You may register during the following times**," you may proceed by clicking the **Return To Menu** link in the upper right hand corner of the screen.
8. Click on **Add or Drop Classes.**
9. If the **Registration Term** screen appears, then select the term for which you are going to register.
10. If the **Alternate PIN Verification** screen appears, enter your Alternate PIN given to you by your advisor.
11. Click the **Class Search** button at the bottom of the screen.
12. Select one or more subjects and any other search criteria you want to use. At least one subject must always be selected for a search.
13. Once you've found your class, check the box to the left to select it. If there is a "**C**" in this space, then the class section is closed.
14. Once you have check marked the course(s) you want, click the **Register** button at the bottom of the page.
15. Click **Class Search** to repeat the process and complete your entire schedule.
16. To view your schedule, click on **Return to Menu** in the upper right of the screen. Then click on **Student Detail Schedule** in the Registration menu.

For assistance with registration issues:

See Common Registration Errors in Banner Self-Service

OR

Call the Help Desk at 726-2662

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