

## Course Registration Instructions

Registration opens at 12 Noon ET, Friday, August 14th using Self Service in CamelWeb.

### Before registering:

1. Meet with your faculty adviser during your appointed time. Write down your 6-digit pin, which allows you to access registration, on your *Connections Advising Worksheet*. Also send an email to yourself with the pin.
2. To ensure a full schedule, assemble your list of courses and some alternates in case your first choice courses are full. You register with the 5-digit CRNs. Write them on your *Connections Advising Worksheet* and have them ready.

Information about network services and wireless is found at <https://www.conncoll.edu/information-services/technology-services/wifi-and-network-access/eduroam-wireless/>. For problems with your CamelWeb account, password, or other technical support, contact the IT Service Desk at 860-439-4357, [help@conncoll.edu](mailto:help@conncoll.edu), or submit a ticket at <http://webhelpdesk.conncoll.edu>.

### To register:

1. Log directly into Self-Service Banner (<http://banssb.conncoll.edu/>) using your CC user ID and password
1. Select **Student**, then **Registration**, then **Add or Drop Classes**.
2. Select **Fall 2020**, then **Submit**.
3. Enter your 6-digit registration **PIN** (from your adviser, step 1 “Before Registering”), then **Submit**.
4. Enter your course selections: enter the 5-digit **CRNs** in the **Add Classes Worksheet**, then **Submit Changes**. *You may register for up to 19 credits (or a total of 4 courses).*
5. The courses for which you’ve successfully registered will appear in the **Current Schedule** section of the page. You may need to scroll down to see it.
6. Errors will display in the **Registration Add Errors** section, which will appear above the **Add Classes Worksheet**. You may need to scroll down to see it. If you get an error, choose another course.
7. To drop a course: click the arrow in the **Action** field next to the course you want to delete, select **Web Drop/Delete**, then **Submit Changes**.
8. For a print-friendly schedule, select **Return to Menu**, then **Concise Student Schedule**.
9. Click **Exit** to log out of Self Service. Sign out of CamelWeb: hover your mouse over your name, then select **Sign Out**.

## Course Registration Frequently Asked Questions

### Error messages explained

- **Cannot drop:** you may not drop the only course you are registered for. Add another course(s), then drop the course you no longer want.
- **Closed Section:** the course section is full. Select another course/section.
- **Closed to Class/Major:** the remaining seats are reserved for another class year or major. Select another course/section.
- **Corequisite required:** you need to add both CRNs at the same time (the lecture AND the lab).
- **Maximum hours exceeded:** you are trying to register for too many credits. This requires paperwork.
- **Reserve met:** an instructor-requested limit for class year or major has been met. Select another course/section.
- **Time conflict:** Two of your selections have a scheduling conflict.

### How can I tell how many seats are still available in a course?

From the **Online Class Schedule**, select the fall term, click Submit; select subject(s), click Class Search. From the resulting list of courses scheduled, look under the Section column for the headings (Cap, Act, Rem). Rem displays the remaining seats in the section. If the course is cross-listed check under the Cross-List column for XL Rem, which displays the remaining seats across all cross-listings. Click on a specific CRN for information about cross-listings, prerequisites, and other registration restrictions (whether it is open to your class year or major).

### How can I confirm my schedule?

Select **Concise Student Schedule** from the Registration menu. You can also use the **Schedule Week-at-a-Glance**.

### I did not get into a course that I really wanted. What should I do?

You can email the instructor indicating why you are interested. You can contact your adviser and discuss other options. You will have the opportunity to make changes to your schedule during the Add/Drop period, which takes place during the first two weeks of classes.

### Add/Drop Deadlines

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| Tuesday, 9/8 | Add Period ends for Module 1, Module 2 and Semester courses;<br>online registration closes at 9:00 a.m.  |
| Tuesday, 9/8 | Limited Add Period begins at 9 a.m. for Module 1, Module 2, Semester courses   |
| Monday, 9/14 | Limited Add Period ends for Module 1, Module 2, and Semester courses;<br>Delete Period ends (last day to delete a Module 1 or Semester course) |