



Banner 9 Self Service Registration works **ONLY** with **Firefox**, **Chrome**, or **Safari**. Using a different browser may cause issues in the recording of grades.

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## Before Registering for Classes

### Registration Alternate Pin (RAP)

If you are a new incoming student or have not yet registered for any classes for the semester, ensure you have your six digit **registration alternate pin** (RAP). The RAP is received from your advisor at the conclusion of your advising meeting.

### Holds

Check to see if you have any **holds**. Some holds prevent registration. If you have a hold, contact the office of the hold to resolve.

1. Go to [oberview.oberlin.edu](http://oberview.oberlin.edu) and search for the task called **Student Registration Landing Page**.
2. Click **start** in the upper right hand corner.
3. Select **Prepare for Registration**.
4. Log in with your ObieID and password.
5. Under **Terms Open for Registration**, select the term you would like to register for.
6. If you have holds, they are now viewable. If you do have a hold(s), contact the office of the hold to investigate further before your registration time begins

## Access the Registration Portal

1. Go to [oberview.oberlin.edu](http://oberview.oberlin.edu) and search for the task called **Student Registration Landing Page**.
2. Click **start** in the upper right hand corner.
3. Select **Register for Classes**.
4. Log in with your ObieID and password.
5. Under Terms Open for Registration, select the term you wish to register for.
6. If prompted, enter your **registration alternate pin** (RAP).

### The Registration Portal

#### Understanding the Layout

The below photo points out some key features in the registration portal.

- **Find Classes** and **Enter CRNS** tabs are discussed in more detail [here](#).
- **Schedule and Options** tab will display your schedule in a basic format.
- **Schedule** tab will display your classes in block schedule format.
- **Schedule Details** tab will display details about the class, including wait list position.
- The **three buttons** in the middle of the registration portal allow you to expand or collapse the bottom portion
- **Conditional Add and Drop** is discussed in more detail [here](#)



After you select an action in a drop down menu within your registration summary pane, you must **always** click the **submit button** in the lower right hand corner to fully process your request. Failing to do this will result in your requested action to *not* be recorded or processed.

The screenshot shows the 'Register for Classes' page. At the top, there is a breadcrumb trail: Student > Registration > Select a Term > Register for Classes. Below this is a 'New Search' button. The main navigation tabs are 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options', with 'Find Classes' and 'Schedule and Options' highlighted. Under 'Enter Your Search Criteria', there are input fields for 'Subject', 'Course Number', 'Keyword', and 'Attribute'. Below the search criteria, there are three expandable panels: 'Schedule', 'Schedule Details', and 'Summary'. The 'Schedule' panel is expanded, showing a class schedule for Fall Semester 2019 with columns for days of the week and rows for times (6am, 7am, 8am). A tooltip says 'Open and close bottom panels to display extra registration information'. At the bottom right, there are three buttons: 'Panels', 'Conditional Add and Drop', and 'Submit', with the latter two highlighted.

### Find Classes

1. Go to [oberview.oberlin.edu](http://oberview.oberlin.edu) and search for the task called **Student Registration Landing Page**.
2. Click **start** in the upper right hand corner.
3. Select **Register for Classes**.
4. Log in with your ObieID and password.
5. Under Terms Open for Registration, select the term you wish to register for.
6. If prompted, enter your **registration alternate pin (RAP)**.
7. On the Register for Classes page, select the tab **Find Classes**.
8. Click the **Advanced Search** link to display more search options.
9. Complete the areas you wish to search by then click **Search**.
10. After submitting your search, if results are available, they will display.
11. You can click on the class title to display more information about a specific class.

The screenshot displays the 'Register for Classes' interface. The 'Find Classes' tab is active, showing search results for the Fall Semester 2019. The first result, 'Introduction to Africana Studies', is highlighted with a red box. A modal window titled 'Class Details for Introduction to Africana Studies Africana Studies 101 01' is open, providing the following information:

- Term:** 201909 | **CRN:** 1002
- Class Details:**
  - Associated Term:** Fall Semester 2019
  - CRN:** 1002
  - Campus:** Oberlin
  - Schedule Type:** Lecture
  - Instructional Method:** Section Number: 01
  - Subject:** Africana Studies
  - Course Number:** 101
  - Title:** Introduction to Africana Studies
  - Credit Hours:** 4
  - Grade Mode:** No Section specified grade mode, please see Catalog link below for more information.
- Bookstore Links**
- Course Description**
- Syllabus**
- Attributes**
- Restrictions**
- Instructor/Meeting Times**
- Enrollment/Waitlist**
- Corequisites**
- Prerequisites**
- Mutual Exclusion**
- Cross Listed Courses**
- Linked Sections**
- Fees**
- Catalog**

Below the search results, a 'Class Schedule for Fall Semester 2019' is visible, showing a grid for Sunday, Monday, Tuesday, and Wednesday from 6am to 7am.

### Add a Class

There are two methods to add a class, **Find Classes** or **Enter CRNs** (course reference number).

#### Find Classes

If you do not know the CRN for the class you would like to register for, you can instead search for the class.

1. Go to [overview.oberlin.edu](http://overview.oberlin.edu) and search for the task called **Student Registration Landing Page**.
2. Click **start** in the upper right hand corner.
3. Select **Register for Classes**.
4. Log in with your ObieID and password.
5. Under Terms Open for Registration, select the term you wish to register for.
6. If prompted, enter your **registration alternate pin** (RAP).
7. On the Register for Classes page, select the tab **Find Classes**.
8. Once you find a class you wish to add, on the far right of the search results page, click the **Add** button. The class will now appear in the bottom right hand summary pane.
9. To process the request to add the class, click the **submit** button in the lower right hand corner. Provided no [registration errors](#) appear, you can validate you are registered for the class once you see *Registered* appear in the status column next to the class in the summary pane.

#### Enter CRNs

If you know the CRN for the class you would like to register for, you can quickly add the class by:

1. Go to [overview.oberlin.edu](http://overview.oberlin.edu) and search for the task called **Student Registration Landing Page**.
2. Click **start** in the upper right hand corner.
3. Select **Register for Classes**.
4. Log in with your ObieID and password.
5. Under Terms Open for Registration, select the term you wish to register for.
6. If prompted, enter your **registration alternate pin** (RAP).
7. On the Register for Classes page, select the tab **Enter CRNs**.
8. Enter the CRN in the box provided.
9. Click **Add to Summary**. The class will now appear in the bottom right hand summary pane.
10. Ensure the registration action in the drop down menu is set to **\*\*Add\*\***
11. To process the request, click the **submit** button in the lower right hand corner. Provided no [registration errors](#) appear, you can validate you are registered for the class once you see *Registered* appear in the status column next to the class in the summary pane.

| Title                                       | Details      | Hours | CRN  | Schedule | Status     | Action |
|---|--------------|-------|------|----------|------------|--------|
| <a href="#">Introduction to Cultural...</a> | ANTH 101, 02 | 4     | 9842 | Lecture  | Registered | None   |

### Drop a Class

In order to drop a class, you must be registered for it.

1. Go to [oberview.oberlin.edu](http://oberview.oberlin.edu) and search for the task called **Student Registration Landing Page**.
2. Click **start** in the upper right hand corner.
3. Select **Register for Classes**.
4. Log in with your ObieID and password.
5. Under Terms Open for Registration, select the term you wish to register for.
6. If prompted, enter your **registration alternate pin** (RAP).
7. On the Register for Classes page, in the summary pane locate the class you wish to drop.
8. Use the drop down menu in the action column for the class and select **\*\*Drop\*\***
9. To process the request, click the **submit** button in the lower right hand corner. Provided no [registration errors](#) appear, you can validate you are dropped from the class once you see *Deleted* appear in the status column next to the class in the summary pane.

| Summary                              |              |       |       |            |         |        |
|--------------------------------------|--------------|-------|-------|------------|---------|--------|
| Title                                | Details      | Hours | CRN   | Schedule T | Status  | Action |
| <a href="#">Pratiques de l'écrit</a> | FREN 321, 01 | 0     | 13623 | Lecture    | Deleted | None   |

### Waitlist a Class

If you attempt to register for a class with no available seats, you will be receive a message the class is closed. If it is a class that permits electronic wait listing through Banner Self Service **and** you meet the class' reservations or restrictions (if any), you can wait list the class. Electronic wait lists are noticeable by a message that appears in the status column, below seats availability, for the class:

The screenshot shows a search results table for the class 'Supervidere: Surveillan... Lecture'. The status column contains a red box with the text: 'FULL: 0 of 10 seats remain' and '99 of 99 waitlist seats remain'.

| Title                                 | Subject Descri | Course# | Secti | Hours | CRN   | Term  | Instructor           | Meeting Times                            | Campu | Status   | Attribute  | Reserved Se |
|---------------------------------------|----------------|---------|-------|-------|-------|-------|----------------------|--|-------|--|--|-------------|
| Supervidere: Surveillan...<br>Lecture | English        | 104     | 01    | 4     | 14... | Fa... | Skeehan, Danielle... | S M T W T F S 01:30 AM - 02:20 AM T O... | O...  | FULL: 0 of 10 seats remain<br>99 of 99 waitlist seats remain | Arts & Humanities<br>Full Academic Course Credit |             |



Before you attempt to wait list a class, you should double check if the class requires instructor consent or any pre-requisites. If you are successful in wait listing the course, be sure your next action is to acquire consent, etc. if needed. If a seat becomes open for you and you have *not* acquired consent or fulfilled the pre-requisite, etc., you will not be able to add the class.

1. Go to [overview.oberlin.edu](http://overview.oberlin.edu) and search for the task called **Student Registration Landing Page**.
2. Click **start** in the upper right hand corner.
3. Select **Register for Classes**.
4. Log in with your ObieID and password.
5. Under Terms Open for Registration, select the term you wish to register for.
6. If prompted, enter your **registration alternate pin (RAP)**.
7. Using the [Find Classes](#) tab or [Enter CRNs](#) tab, click the **add** button next to the class you would like to wait list.
8. In the summary pane, use the action drop down menu and select **\*\*Waitlist\*\***
9. To process the request, click the **submit** button in the lower right hand corner.
10. You can validate you are wait listed for the class once you see **Waitlisted** appear in the status column next to the class in the summary pane.

The screenshot shows a summary table with columns: Title, Details, Hours, CRN, Schedule, Status, and Action. The row for 'Supervidere: Surveillan...' shows a status of 'Waitlisted' and an action dropdown menu set to 'None'.

| Title                      | Details      | Hours | CRN   | Schedule | Status     | Action |
|----------------------------|--------------|-------|-------|----------|------------|--------|
| Supervidere: Surveillan... | ENGL 104, 01 | 0     | 14176 | Lecture  | Waitlisted | None   |



If a seat becomes available for you, you will receive a time-sensitive email to your oberlin.edu email directing you to register for the seat within a specific timeframe (typically **26 hours\*** from the day and time the email was sent). If you do not register within the noted timeframe, you will be removed from the waitlist, and your seat will be offered to the next person in line. More information is available on the Office of the Registrar [website](#).

*\*as the add/drop deadline approaches, the timeframe to register for an open seat may vary. Please review the email notification for the precise timeframe you must take action.*

### View Waitlist Position

1. Go to [oberview.oberlin.edu](http://oberview.oberlin.edu) and search for the task called **Student Registration Landing Page**.
2. Click **start** in the upper right hand corner.
3. Select **Register for Classes**.
4. Log in with your ObieID and password.
5. Under Terms Open for Registration, select the term you wish to register for.
6. If prompted, enter your **registration alternate pin (RAP)**.
7. On the Register for Classes page, in the lower left hand corner, click on the tab **Schedule Details**
8. Select the class you have wait listed. On the bottom of the class' information, there is a note of **Waitlist Position**

The screenshot shows the 'Schedule Details' page for the class 'Introduction to Computer Science'. The class is marked as 'Waitlisted'. The waitlist position is highlighted in a red box and labeled 'Waitlist Position: 2'. Other details include the instructor Eck Adam, CRN 17263, and the message 'Wait Listed | Hours: 0 | Level: Undergraduate | Campus: Oberlin | Schedule Type: Lecture/Lab | Instructional Method: TR | Grade Mode: New Standard Letter | Notification Expires: None'.

### Conditional Add Drop

Conditional Add Drop is a feature that allows you to drop a class from your schedule *on the condition* you are able to add a new class to your schedule *without error*. This registration add and drop will only be completed if the new class is open and there are no errors that prevent registration.

1. Go to [oberview.oberlin.edu](http://oberview.oberlin.edu) and search for the task called **Student Registration Landing Page**.
2. Click **start** in the upper right hand corner.
3. Select **Register for Classes**.
4. Log in with your ObieID and password.
5. Under Terms Open for Registration, select the term you wish to register for.
6. If prompted, enter your **registration alternate pin (RAP)**.
7. On the Register for Classes page, the class you desire to add must be in the summary pane, with a status of *Pending* and an action of **\*\*Add\*\***. At the same time, the class you desire to drop *conditionally* should have a status of *Registered* and an action of **\*\*Drop\*\***
8. The Conditional Add and Drop box must be check marked (located to the left of the submit button).
9. After all three of the above steps are in place, click the **submit** button to process your request. The registration add and drop will only be completed if the new class is open and there are no errors that prevent registration.

The screenshot shows the 'Summary' page with a table of classes. The table has columns for Title, Details, Hour, CRN, Schedule, Status, and Action. The 'Approaches to Western...' class is 'Pending' with an action of '\*\*Add\*\*'. The 'Introduction to African...' class is 'Registered' with an action of '\*\*Drop\*\*'. The 'Conditional Add and Drop' checkbox is checked, and the 'Submit' button is visible.



### View Schedule

There are three options to view your schedule information.

1. Go to [oberview.oberlin.edu](http://oberview.oberlin.edu) and search for the task called **Student Registration Landing Page**.
2. Click **start** in the upper right hand corner.
3. Select **Register for Classes**.
4. Log in with your ObieID and password.
5. Under Terms Open for Registration, select the term you wish to register for.
6. If prompted, enter your **registration alternate pin (RAP)**.
7. On the Register for Classes page, ensure the bottom panel is visible. If not, click the Panels button in the lower left hand corner.

### Schedule Tab

This tab will display your class schedule in a block format.

|     | Sunday | Monday            | Tuesday  | Wednesday         | Thursday   | Friday            | Saturday |
|-----|--------|-------------------|--|-------------------|--|-------------------|----------|
| 1pm |        |                   | ✓ Caribbean Survey: Cuba, Haiti, and the Dominican Republic Part I: Introductory |                   | ✓ Caribbean Survey: Cuba, Haiti, and the Dominican Republic Part I: Introductory |                   |          |
| 2pm |        |                   |  |                   |  |                   |          |
| 3pm |        | ✓ Plaisir de lire | ✓ Introduction to African Studies: Patterns, Issues, and Controversies           | ✓ Plaisir de lire | ✓ Introduction to African Studies: Patterns, Issues, and Controversies           | ✓ Plaisir de lire |          |
| 4pm |        |                   |  |                   |  |                   |          |

### Schedule Details

This tab will display your class detailed information, such as instructor, time, location, wait list position, etc.

[Schedule](#) | **[Schedule Details](#)**

Class Schedule for Fall Semester 2019

▼ **Supervidere: Surveillance Cultures of the American Canon** | English 104 Section 01 | **Class Begin:** Waitlisted

09/03/2019 | **Class End:** 12/21/2019  
 09/03/2019 -- 12/21/2019 | **S M T W T F S** | 01:30 AM - 02:20 AM **Type:** Class **Location:** None **Building:** None **Room:** None

**Instructor:** [Skeehan, Danielle](#) (Primary)  
**CRN:** 14176

**Message:** Wait Listed | **Hours:** 0 | **Level:** Undergraduate | **Campus:** Oberlin | **Schedule Type:** Lecture | **Instructional Method:** TR | **Grade Mode:** New Standard Letter | **Waitlist Position:** 1 | **Notification Expires:** None

### Schedule and Options

This tab will display your classes in a basic format.

[Student](#) • [Registration](#) • [Select a Term](#) • Register for Classes

**Register for Classes**

Find Classes | Enter CRNs | **Schedule and Options**

Summary 🖨️ | 📄

Term: Fall Semester 2019

| Title  | Details      | Hours | CRN   | Schedule Type | Grade Mode                          | Level         | Study Path | Date       | Status     | Message           |
|--|--------------|-------|-------|---------------|-------------------------------------|---------------|------------|------------|------------|-------------------|
| <a href="#">Caribbean Survey: Cuba, Haiti, an...</a>     | AAST 122, 01 | 4     | 13513 | Lecture       | <a href="#">New Standard Letter</a> | Undergraduate | None       | 08/12/2019 | Registered | **Web Register... |
| <a href="#">Introduction to African Studies: Patt...</a> | AAST 132, 01 | 4     | 14595 | Lecture       | <a href="#">New Standard Letter</a> | Undergraduate | None       | 08/12/2019 | Registered | **Web Register... |
| <a href="#">Plaisir de lire</a>                          | FREN 309, 01 | 4     | 13753 | Lecture       | <a href="#">New Standard Letter</a> | Undergraduate | None       | 08/12/2019 | Registered | **Web Register... |

### Registration Errors

A registration error may occur when you attempt to add a class. **There are several types of errors you may encounter.**

Below is an example of one type of error; instructor's consent. To resolve this specific error, you must contact the instructor and request they add permission for you to register in the system. If permission is granted, you can then re-attempt to register for the class.



To learn more about other types of errors and how to resolve them, visit the [Office of the Registrar website](#).

OBERLIN COLLEGE & CONSERVATORY

Finney, Obie 1

Student > Registration > Select a Term > Register for Classes

ENGL 398 CRN 14177: Instructor's Consent

Register for Classes