How to Use Add Codes to Register for a Class

1. Log into Banner College Web Service and select the Student button

   ![Student Login Screen](image)

   Click on the Registration block

   ![Registration Block](image)

   Select *Add or Drop Classes*
Select the Term and click *Submit*

[Image of Registration Term page]

Enter the 5 digit CRN (Section number) of the class you want to add and click *Submit Changes*

[Image of Add or Drop Classes page]

**Add Classes Worksheet**

<table>
<thead>
<tr>
<th>CRNs</th>
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<td>71257</td>
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[Buttons: Submit Changes, Class Search, Reset]
Enter add code into *Registration Add Auth Code* field and click on *Validate* button.

If the code is valid and not previously used, you will see the screen below that says ‘Approved’. You are still NOT in the class. To complete the transaction, press the ‘Submit Changes’ button to complete registration.

Banner will now conduct registration error checking (check if you have met the prerequisites, check to see if you have time conflicts with other classes...). If you pass the edits, you will be registered in the class and you will see confirmation of your registration on the Student Schedule page.