

Quick Guide to Banner Self-Service Registration

The screenshot shows the Banner Self-Service Registration interface. At the top, the Montgomery College logo and 'Student Student' user information are visible. The breadcrumb trail reads 'Student • Registration • Select a Term • Register for Classes'. The main heading is 'Register for Classes'. Below this, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Find Classes' tab is active, showing a search form with fields for 'Subject', 'Course Number', and 'Campus', and a checkbox for 'Open Sections Only'. A 'Search' button and a 'Clear' button are at the bottom of the form. A '1' callout points to the search form. Below the search form, there are tabs for 'Schedule' and 'Schedule Details'. The 'Schedule' tab is active, showing a 'Class Schedule for Spring 2023' grid with columns for days of the week and rows for times (6am, 7am, 8am, 9am). A '3' callout points to the schedule grid. To the right of the schedule grid, there is a 'Summary' table with columns for Title, Details, Hour, CRN, Schedule Type, Status, and Action. The table lists four classes: CRAFTS (Waitlisted), GENERAL PSYCHO... (Dropped), INTRO TO SOCIOC... (Registered), and INTRO TO SOCIOL... (Registered). A '2' callout points to the summary table. A '4' callout points to the 'Summary' tab. At the bottom right of the summary table, there is a 'Submit' button.

Key features on the new Banner Registration page:

1. Search for classes
2. Schedule Summary (including pending and registered classes)
3. A graphic Schedule Display of pending and registered classes so that you can see your schedule for the week and make sure there are no conflicts.
4. Buttons to expand/collapse sections

Quick Guide to Banner Self-Service Registration Search:

Students can do a Basic Search:

The screenshot shows the 'Find Classes' tab selected in the navigation bar. Below it, the 'Enter Your Search Criteria' section is visible, with the term set to 'Spring 2023'. The search criteria include:

- Subject:
- Course Number:
- Campus:
- Open Sections Only:

At the bottom of the search criteria section, there are three buttons: 'Search', 'Clear', and 'Advanced Search'.

An Advanced Search:

The screenshot shows the 'Find Classes' tab selected in the navigation bar. Below it, the 'Enter Your Search Criteria' section is visible, with the term set to 'Spring 2023'. The search criteria include:

- Subject:
- Course Number:
- Campus:
- Open Sections Only:
- Instructor:
- Title:
- Level:
- Attribute:
- Course Number Range: to
- Credit Hour Range: to
- Meeting Days:
 - Sunday:
 - Monday:
 - Tuesday:
 - ...:

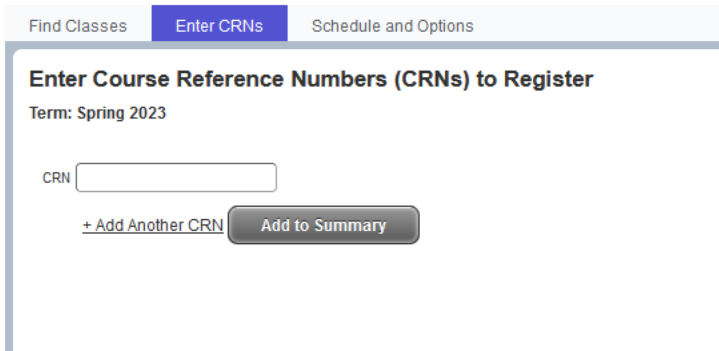
Students have several options to search for classes. You can either use the Search for Classes tab or enter Course Reference Numbers (CRNs) in the Enter CRNs tab

To access the registration page for classes, navigate to the Find Classes tab and input your preferred search parameters. Keep in mind that there are additional search alternatives accessible by clicking the **Advanced Search**.

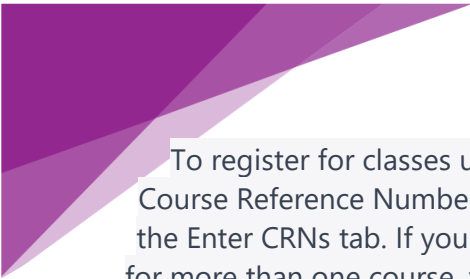
By utilizing the Advanced Search feature, you can specify your search even further. For instance, you can look for classes that occur on particular days, are instructed by a specific teacher, commence at a specific time, and so on.

Quick Guide to Banner Self-Service Registration

Or enter CRNs:



The screenshot shows a web interface with three tabs: 'Find Classes', 'Enter CRNs' (which is active and highlighted in blue), and 'Schedule and Options'. Below the tabs, the heading reads 'Enter Course Reference Numbers (CRNs) to Register'. Underneath, it says 'Term: Spring 2023'. There is a text input field labeled 'CRN' with a small cursor. Below the input field, there is a link that says '+ Add Another CRN' and a button labeled 'Add to Summary'.



To register for classes using the unique Course Reference Numbers (CRNs), select the Enter CRNs tab. If you wish to register for more than one course, you can click on the **+ Add Another CRN** link to add additional CRNs.

After entering all the CRNs, select **Add to Summary** to add them to your Registration Summary.

Quick Guide to Banner Self-Service Registration

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

Register for Classes

The screenshot displays the Banner Self-Service Registration interface. At the top, there are navigation tabs: "Find Classes", "Enter CRNs", and "Schedule and Options". Below these is a search bar with "Search Again" button. The main area shows "Search Results — 9 Classes" for "Term: Summer I 2023" and "Subject: ACCT-Accounting". A table lists the search results with columns for Subject, Course No, CRN, Title, Hours, Meeting Times, Status, Campus, Instructor, Linked Sections, and Add. The row for "ACCT 221 40017 ACCOUNTING I Lecture" is highlighted. A purple arrow points from this row to a "Class Details for ACCOUNTING I ACCT-Accounting 221 001" modal window. Another purple arrow points from the "Add" button in the table to the modal. The modal contains information for "Term: 202340 | CRN: 40024" and lists sections with "Add" buttons. The "Course/Section Notes" section provides details about the course, including prerequisites and section information text.

Subject	Course No	CRN	Title	Hours	Meeting Times	Status	Campus	Instructor	Linked Sections	Add
ACCT	221	40024	ACCOUNTING I Lecture			26 of 30 seats re...				Add
ACCT	221	40303	ACCOUNTING I Lecture							Add
ACCT	221	40391	ACCOUNTING I Lecture							Add
ACCT	221	40017	ACCOUNTING I Lecture							Add
ACCT	221	40001	ACCOUNTING I Lecture							Add
ACCT	221	40002	ACCOUNTING I Lecture							Add
ACCT	222	40035	ACCOUNTING II Lecture							Add
ACCT	222	40627	ACCOUNTING II Lecture							Add
ACCT	???	40458	ACCOUNTING II							Add

To register for a course, simply click on the **"Add" button**. Once added, the course will appear in the student's Class Schedule on the bottom left of the screen as well as in the student's Class Summary on the bottom right. It's important to note that the class will initially appear as grey and display **"Pending"** as the status.

Quick Guide to Banner Self-Service Registration

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

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 9 Classes
Term: Summer I 2023 Subject: ACCT-Accounting

Search Again

ACCT	221	40001	ACCOUNTING I Lecture	4	S M T W T F S	09:00 AM - 12:55 PM Type: Clas	30 of 30 seats r... 40 of 40 waitlist ...	Rockv...	Michael Gurevitz (Prim...	Add
ACCT	221	40002	ACCOUNTING I Lecture	4	S M T W T F S	06:00 PM - 09:55 PM Type: Clas	30 of 30 seats r... 40 of 40 waitlist ...	Rockv...	Michael Gurevitz (Prim...	Add
ACCT	222	40035	ACCOUNTING II Lecture	4	S M T W T F S	06:00 PM - 09:40 PM Type: Clas	24 of 24 seats r... 40 of 40 waitlist ...	Germ...		Add
ACCT	222	40627	ACCOUNTING II Lecture	4	S M T W T F S	- Type: Class Building: Distan	25 of 25 seats r... 40 of 40 waitlist ...	Dista...	Denise Bossard (Prim...	Add

Schedule Schedule Details

Class Schedule for Summer I 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5pm							
6pm		ACCOUNTING I	ACCOUNTING I		ACCOUNTING I		
7pm							
8pm							

Summary

*** CLICK HERE TO VIEW CHARGES AND PAY TUITION AT THE TIME OF REGISTRATION ***

Title	Details	Hour	CRN	Schedule Type	Status	Action
ACCOUNTING I	ACCT 221, ...	4	40002	Lecture	Pending	Registered Web
ELEM SPANISH I	SPAN 101, ...	0	40448	Lecture	Deleted	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 7

Submit

After adding the desired course, simply click on the **"Submit" button** located at the bottom right corner of the screen to complete the registration process. Once submitted, the class status will change to **"Registered"** in the Summary and the course will now appear in color on the student's Schedule.

Quick Guide to Banner Self-Service Registration

To view the charges and pay tuition during the registration process, navigate to the **Summary box** and locate the link that reads "**CLICK HERE TO VIEW CHARGE/PAY TUITION AT THE TIME OF REGISTRATION**". Simply click on this link to open a new window containing a summary of your tuition and fees.

Please note that tuition and fees must be paid at the time of registration in order to avoid being dropped from the course for non-payment.

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

Register for Classes

Find Classes
Enter CRNs
Plans
Schedule and Options

Search Results — 9 Classes
Term: Summer I 2023 Subject: ACCT-Accounting Search Again

ACCT	CRN	Section	CRN	Section	Days	Time	Type	Seats	Waitlist	Building	Instructor	Action
ACCT	221	40001	ACCT-221-40001	Lecture	S M T W T F S	09:00 AM - 12:55 PM	Class	30 of 30 seats r...	40 of 40 waitlist ...	Rockv...	Michael Gurevitz (Prim...	Add
ACCT	221	40002	ACCT-221-40002	Lecture	S M T W T F S	06:00 PM - 09:55 PM	Class	30 of 30 seats r...	40 of 40 waitlist ...	Rockv...	Michael Gurevitz (Prim...	Add
ACCT	222	40035	ACCT-222-40035	Lecture	S M T W T F S	06:00 PM - 09:40 PM	Class	24 of 24 seats r...	40 of 40 waitlist ...	Germ...		Add
ACCT	222	40627	ACCT-222-40627	Lecture	S M T W T F S	-	Class	25 of 25 seats r...	40 of 40 waitlist ...	Dista...	Denise Bossard (Prim...	Add

Schedule
Schedule Details

Class Schedule for Summer I 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5pm							
6pm		✓ ACCOUNTING I	✓ ACCOUNTING I		✓ ACCOUNTING I		
7pm							
8pm							

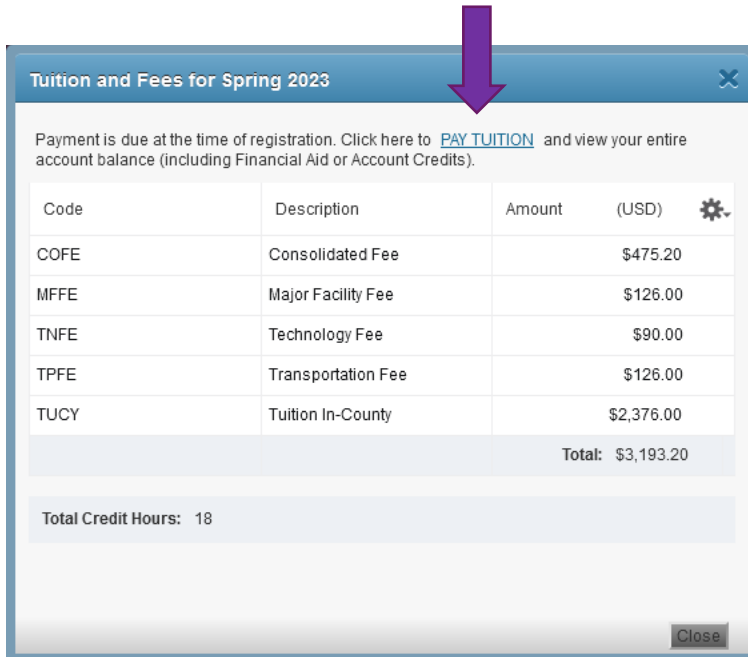
Summary
*** CLICK HERE TO VIEW CHARGES/PAY TUITION AT THE TIME OF REGISTRATION***

Title	Details	Hour	CRN	Schedule Type	Status	Action
ACCOUNTING I	ACCT 221, ...	4	40002	Lecture	Registered	None

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 7

Panels
 Conditional Add and Drop
Submit

Quick Guide to Banner Self-Service Registration



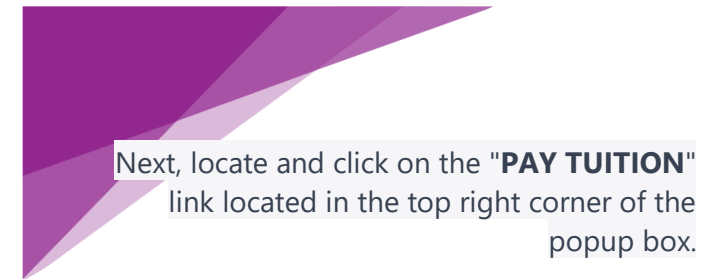
Tuition and Fees for Spring 2023

Payment is due at the time of registration. Click here to [PAY TUITION](#) and view your entire account balance (including Financial Aid or Account Credits).

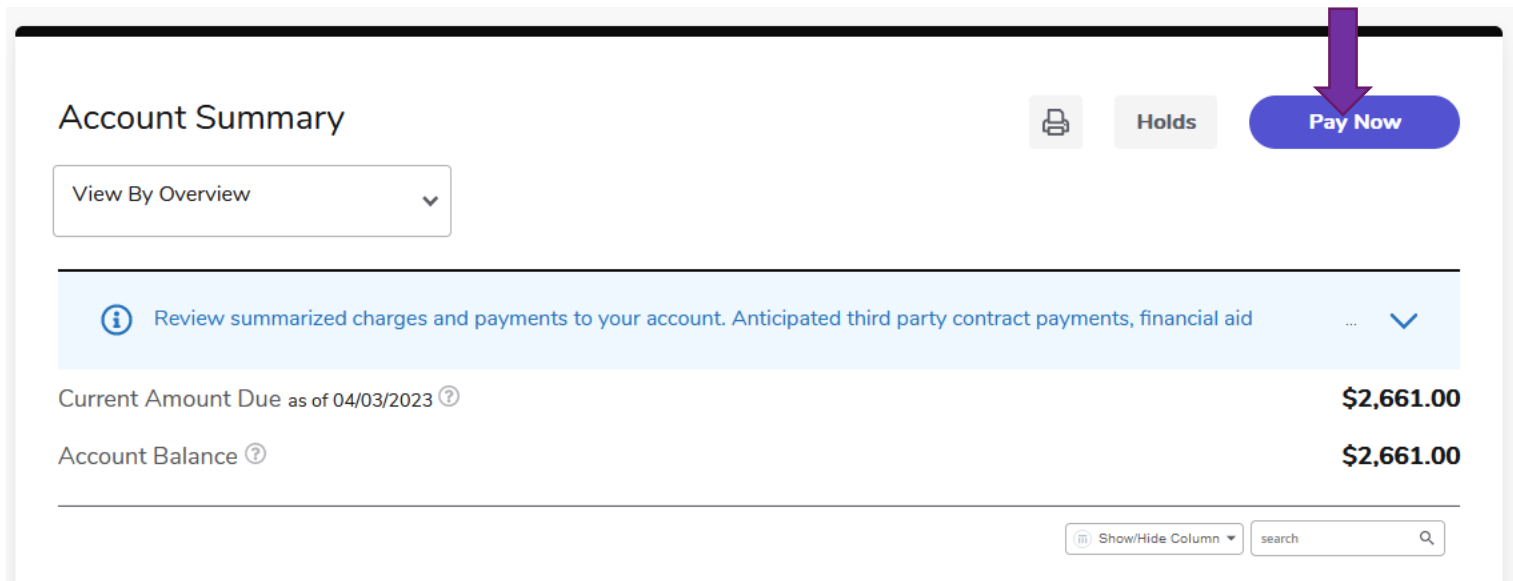
Code	Description	Amount	(USD)	
COFE	Consolidated Fee		\$475.20	
MFFE	Major Facility Fee		\$126.00	
TNFE	Technology Fee		\$90.00	
TPFE	Transportation Fee		\$126.00	
TUCY	Tuition In-County		\$2,376.00	
			Total:	\$3,193.20

Total Credit Hours: 18

Close



Clicking on the **"PAY TUITION"** link will redirect the student to the **Account Summary** page. From here, the student can then select the **"Pay Now"** button to be directed to our payment gateway for payment processing.



Account Summary

View By Overview

Review summarized charges and payments to your account. Anticipated third party contract payments, financial aid

Current Amount Due as of 04/03/2023 **\$2,661.00**

Account Balance **\$2,661.00**

Show/Hide Column search

Quick Guide to Banner Self-Service Registration

Here are some helpful registration reminders:

1. Ensure that you have paid your tuition fees at the time of registration to avoid being dropped from the course for non-payment.
2. If you encounter any registration errors that you do not understand, please visit the [Registration Help page](#).
3. If a course has a waitlist, you may receive a registration error when attempting to register. In this case, you can select "**Waitlist**" from the drop-down menu and click on the "**Submit**" button to be added to the waitlist for the course. It's important to note that being added to the waitlist does not guarantee a spot in the course, but it does increase your chances of being enrolled if a spot becomes available. You can learn more about waitlists by visiting the [Waitlist Information](#) page.
4. Remember that certain types of financial aid only cover courses that are within your declared program of study. Financial aid does not cover "**Audit**" classes. [Click here to learn more about Financial Aid](#).
5. Once you click on "**Register**", you will be held financially responsible for any classes that are listed as "Registered" or "Audit".