

## Accessing Banner 9 Registration

Banner 9 registration can be accessed by logging into LOLA. Then clicking on the Student tab at the top of the homepage. Lastly click Registration under Academic Links. Please see the image below.

To add or drop classes from your registration, choose *Register for Classes*.

### Registration

The screenshot shows a registration page with a header "What would you like to do?". Below the header are six options, each with an icon and a description:

- Prepare for Registration**: View your registration status, registration dates, holds, and permits/overrides.
- Register for Classes**: Add or drop classes, search the class schedule, or register from a plan. You can also view and manage your class schedule. (A red arrow points to this option.)
- Plan Ahead**: Give yourself a head start by building class schedule plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**: Look up classes in the semester class schedule and view class details.
- View Registration Information**: View, email or print your class schedule details.
- Browse Course Catalog**: Look up course catalog details, including course description, enforced prerequisites, special course fees, and other details.

## Registration Overview

### Choosing the Term

You will be prompted to select a term for registration. Choose the appropriate term from the drop-down box and click CONTINUE.

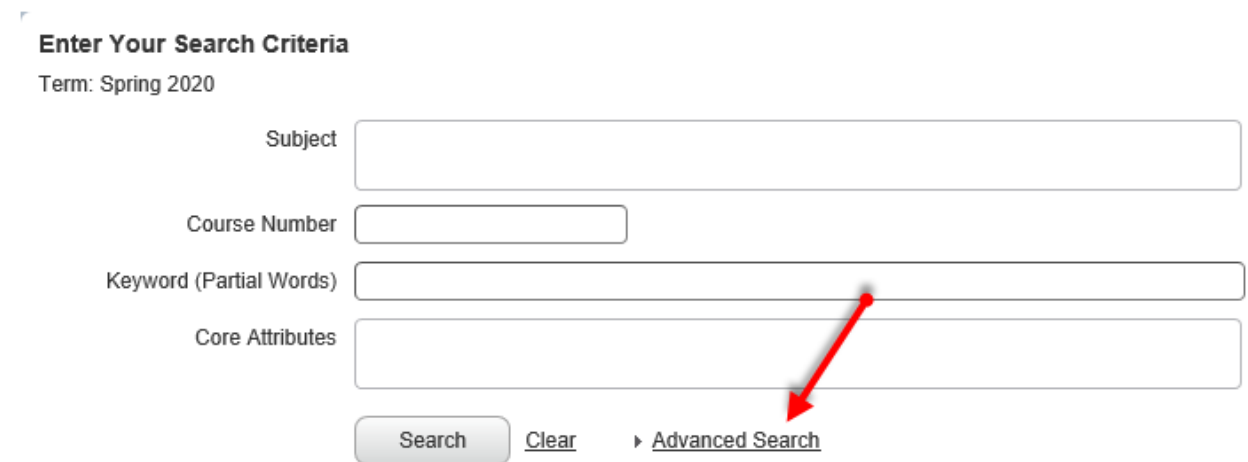
The screenshot shows a navigation breadcrumb: [Student](#) • [Registration](#) • [Select a Term](#). Below the breadcrumb is the title "Select a Term".

The screenshot shows a dropdown menu titled "Terms Open for Registration". The menu is open, showing a search bar and three options: "Fall 2020", "Spring 2020", and "Fall 2019". A red arrow points to the "Fall 2020" option.

Click the Continue button and Advance Search.

## Advanced Search

For more detailed searches, click on “Advanced Search,” and additional options will populate beneath the basic search options.



**Enter Your Search Criteria**  
Term: Spring 2020

Subject

Course Number

Keyword (Partial Words)


Core Attributes

[Clear](#) [▶ Advanced Search](#)

*Subject and Course Number:* This option is useful if you want to search for sections of multiple courses, and you already know both the subject and course number. For example, if you want to retrieve sections of MATH 1105 and ENGL 1010, you can do this in the same search with this option rather than using Basic Search to do one search for MATH 1105 and a second search for ENGL 1010.

*Campus:* Use this option to narrow your results to a particular campus or campuses. For example, use this option to retrieve only online classes.

*Schedule Type:* Use this option to narrow your results by schedule type. For example, use this option to retrieve only Lecture or Lab classes.



Course Number Range  to

Credit Hour Range  to  hours

[Clear](#) [▼ Advanced Search](#)

## Viewing Results

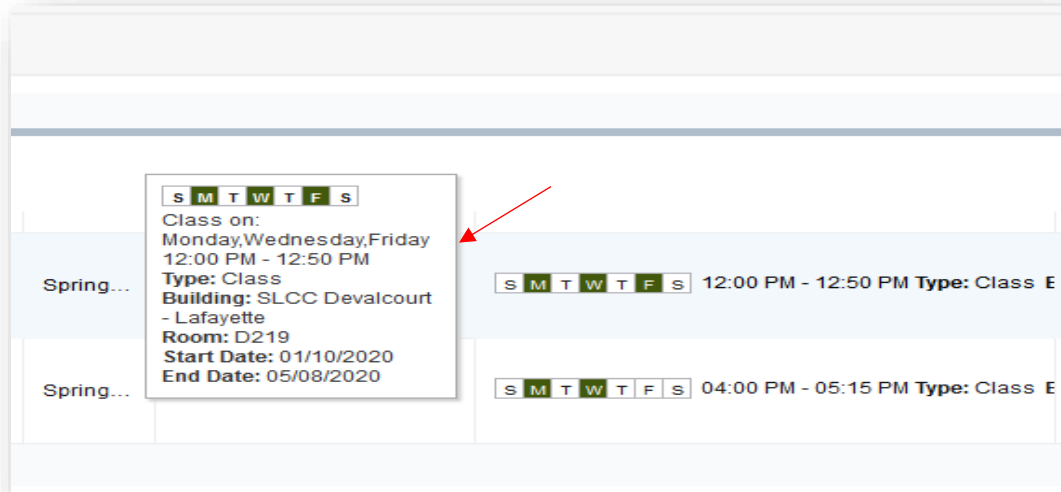
After clicking SEARCH your results will display. Search results will appear as below (fewer columns are displayed by default in mobile).

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

## Register for Classes

| Find Classes                             |                    | Enter CRNs                     |                               | Schedule and Options    |                                    |   |
|--|--------------------|--------------------------------|-------------------------------|-------------------------|------------------------------------|---|
| <b>Search Results</b> — 55 Classes       |                    |                                |                               |                         |                                    | <input type="button" value="Search Again"/> |
| Term: Spring 2020    Subject: Psychology |                    |                                |                               |                         |                                    |   |
| Title                                    | Instructor         | Meeting Times                  | Status                        | Attribute               |                                    |   |
| ▶ Introduction t...<br>Video Confer...   | O'Connor, Josh...  | S M T W T F S 03:30 PM - 05:05 | 5 of 15 se...<br>Time Conf... | Regular/Oncampus course | <input type="button" value="Add"/> |   |
| ▶ Introduction t...<br>Video Confer...   | Boudreaux, Min...  | S M T W T F S 09:30 AM - 10:45 | 8 of 15 se...                 | Regular/Oncampus course | <input type="button" value="Add"/> |   |
| ▶ Introduction t...<br>Lecture           | Greene, Joel (P... | S M T W T F S 09:30 AM - 10:45 | 9 of 30 se...                 | Regular/Oncampus course | <input type="button" value="Add"/> |   |
| ▶ Introduction t...<br>Lecture           | Eggenberger, A...  | S M T W T F S 07:00 AM - 07:50 | 16 of 30 s...                 | Regular/Oncampus course | <input type="button" value="Add"/> |   |

*Expand display:* As an alternative to widening a column, if there is not enough room to view the full data in a cell, hover your mouse over it for an expanded display. **Note:** In particular, this is helpful for the meeting time information so that you can also view meeting location and start and end dates for the class.



## Adding Classes

Build your schedule by choosing classes using one of the methods in the top panel, adding them to the Summary panel and clicking SUBMIT.

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

## Register for Classes

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

**Search Results** — 28 Classes  
Term: Spring 2020 | Subject: Communication

| Title                             | Instructor          | Meeting Times                  | Status           | Attribute                                   | Action |
|-----------------------------------|---------------------|--------------------------------|------------------|---|--------|
| Fundamental...<br>Video Confer... | Jones, Robert (...) | S M T W T F S 11:00 AM - 11:50 | <b>FULL: ...</b> | No Cost Textbook<br>Regular/Oncampus course | Add    |
| Fundamental...<br>Video Confer... | Jones, Robert (...) | S M T W T F S 11:00 AM - 11:50 | 1 of 4 seat...   | No Cost Textbook<br>Regular/Oncampus course | Add    |
| Fundamental...                    | Jones, Robert (...) | S M T W T F S 08:00 AM - 08:50 | 4 of 8 seat...   | No Cost Textbook                            | Add    |

**Classes will be in a pending registration status until you successfully submit your registration.**

## Submitting Your Registration

When a class is added to your Summary panel, it is in a pending registration status. You will also see it in gray on the Schedule grid panel. You may have to scroll down to the appropriate time block to see it. Be certain to check the grid for overlapping meeting times as you add sections. Overlapping meeting times result in errors and will prevent registration.

You can now click SUBMIT in the Summary panel to submit the registration or continue building your schedule.

**Schedule** | Schedule Details

Class Schedule for Spring 2020

| Day | Sunday | Monday                       | Tuesday                    | Wednesday                    | Thursday                   | Friday | Saturday |
|-----|--------|------------------------------|----------------------------|------------------------------|----------------------------|--------|----------|
| 1pm |        | Contemporary Social Problems |                            | Contemporary Social Problems |                            |        |          |
| 2pm |        |                              |                            |                              |                            |        |          |
| 3pm |        |                              |                            |                              |                            |        |          |
| 4pm |        |                              | Introduction to Psychology |                              | Introduction to Psychology |        |          |

**Summary** | Tuition and Fees

| Title                        | Details        | Hours | CRN   | Schedule Type  | Status     | Action             |
|------------------------------|----------------|-------|-------|----------------|------------|--------------------|
| Fundamentals of Human Comm   | CMCN 1013, L03 | 3     | 21048 | Lecture        | Pending    | **Web Registered** |
| Contemporary Social Problems | SOCI 2020, L03 | 3     | 20207 | Hybrid less... | Registered | None               |
| Introduction to Psychology   | PSYC 2010, L14 | 3     | 20153 | Lecture        | Registered | None               |
| Survey of the Arts I         | ARTS 1100, L01 | 3     | 20210 | Lecture        | Registered | None               |

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 18

**Submit**

**You are not registered for the class until you have successfully submitted your registrations in the Summary panel and the status changes to “Registered”**

When you submit your registrations, your schedule will be checked for errors, such as whether the class is still open, there are any time conflicts, whether you have met all pre-requisites, and so on. If your registration is successful, you will receive a green “Save Successful” message at the top of the page, and the status will change to “Registered.” The class will be shown in the Schedule panel grid as a solid color other than gray with a green checkmark.

The screenshot shows the registration interface. At the top, a green banner displays "Save Successful" with a green checkmark icon. Below this is the "Register for Classes" section, which includes a search bar and a "Find Classes" button. The search results show 4 classes for the term Spring 2020, subject Sociology, and course number 2020. The results table lists the following classes:

| Title                          | Instructor         | Meeting Times                  | Status                     | Attribute                                   | Action |
|--------------------------------|--------------------|--------------------------------|----------------------------|---|--------|
| Contemporar... Video Confer... | Batiste, Thadiu... | S M T W T F S 03:30 PM - 04:45 | 10 of 15 s... Time Conf... | No Cost Textbook<br>Regular/Oncampus course | Add    |
| Contemporar... Lecture         | Kelley, Rose (P... | S M T W T F S 08:00 AM - 08:50 | 14 of 30 s... Time Conf... | No Cost Textbook<br>Regular/Oncampus course | Add    |

Below the search results is the "Schedule" panel, which is currently set to "Summary" view. The schedule grid shows the following classes:

| Title                        | Details        | Hours | CRN   | Schedule Type   | Status     | Action |
|------------------------------|----------------|-------|-------|-----------------|------------|--------|
| Contemporary Social Problems | SOCI 2020, L03 | 3     | 20207 | Hybrid less ... | Registered | None   |
| Fundamentals of Human Comm   | CMCN 1013, L04 | 3     | 21049 | Lecture         | Registered | None   |
| Introduction to Psychology   | PSYC 2010, L14 | 3     | 20153 | Lecture         | Registered | None   |

If you receive any errors, all classes with errors will be shown at the top of the page. If at least one class saved successfully, you will still see the green “Save Successful” message. Any classes that submitted successfully will have the status changed to “Registered” and will be shown in the Schedule panel with a solid color and green checkmark.

Any classes that had errors will have the status changed to “Errors Preventing Registration” and the value in the Action column will change to “Remove”. In the Schedule panel grid, the class will be shown in a light red color.

Student • Registration • Select a Term • Register for **MATH 2020 CRN 21673: Prerequisite and Test Score error**

## Register for Classes

Find Classes | Enter CRNs | Schedule and Options

**Search Results — 19 Classes**  
 Term: Spring 2020 | Subject: Mathematics | Course Number: 2020

| Title                                | Instructor            | Days          | Time             | Section       | Status                                      | Action |
|--------------------------------------|-----------------------|---------------|------------------|---------------|---|--------|
| Lecture                              | ...                   | ...           | ...              | ...           | Time Conf...                                | Add    |
| Introductory S...<br>Lecture         | Austin, Joiclyn (...) | S M T W T F S | 07:00 AM - 07:50 | 7 of 30 se... | Regular/Oncampus course                     | Add    |
| Introductory S...<br>Lecture         | Ofori-Dadzie, E...    | S M T W T F S | 10:00 AM - 10:50 | 1 of 30 se... | <b>FULL: ...</b><br>Regular/Oncampus course | Add    |
| Introductory S...<br>Lecture         | Clardy, Melinda ...   | S M T W T F S | 12:00 PM - 12:50 | 2 of 30 se... | Regular/Oncampus course<br>Time Conf...     | Add    |
| Introductory S...<br>Video Confer... | Oubre, Lance (...)    | S M T W T F S | 01:00 PM - 02:15 | 1 of 20 se... | Regular/Oncampus course<br>Time Conf...     | Add    |

Schedule | Schedule Details | **Summary**

| Title                        | Details        | Hours | CRN   | Schedule Type  | Status                       | Action |
|------------------------------|----------------|-------|-------|----------------|------------------------------|--------|
| Introductory Statistics      | MATH 2020, H01 | 3     | 21673 | Video Conf...  | Errors Preventing Registr... | Remove |
| Contemporary Social Problems | SOCI 2020, L03 | 3     | 20207 | Hybrid less... | Registered                   | None   |
| Fundamentals of Human Comm   | CMCN 1013, L04 | 3     | 21049 | Lecture        | Registered                   | None   |

If you hover your mouse over the error status, you can see the error displayed in the Summary panel.

**Summary**

| Title                  | Details     | Hour | CRN   | Schedule | Status   | Action |
|------------------------|-------------|------|-------|----------|--|--------|
| Cath Thqt, State, S... | POSC 101... | 3    | 14395 | Lecture  | Registered   | None   |
| Survey of Sociology    | SOCI 101    | 3    | 16894 | Lecture  | Time conflict with CRN 16894<br>Errors Preventi... | Remove |
| Understanding Art      | ARHY 100    | 3    | 16894 | Lecture  | Registered   | None   |

Leaving “Remove” in the Action column and clicking on SUBMIT again will remove the error-producing class from your Summary panel.

## Dropping Classes

To drop a class from your schedule, find it in the Summary panel, change the value in the Action column to “Drop,” and then click SUBMIT.

**Summary** [Tuition and Fees](#)

| Title  | Details        | Hours | CRN   | Schedule Type  | Status     | Action   |
|--|----------------|-------|-------|----------------|------------|----------|
| <a href="#">Contemporary Social Problems</a> | SOCI 2020, L03 | 3     | 20207 | Hybrid less... | Registered | None     |
| <a href="#">Introduction to Psychology</a>   | PSYC 2010, L14 | 3     | 20153 | Lecture        | Registered | None     |
| <a href="#">Survey of the Arts I</a>         | ARTS 1100, L01 | 3     | 20210 | Lecture        | Registered | Web Drop |

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 18

**Submit**

## Printing your schedule

You can view a printer-friendly view of your schedule by clicking on the printer icon on the **Schedule and Options** tab of the top panel.

## Register for Classes

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

**Summary** 📅 | 🖨️

Term: Spring 2020

| Title  | Hours | CRN   | Grade Mode      | Level         | Study Path |
|--|-------|-------|-----------------|---------------|------------|
| ▶ <a href="#">Contemporary Social Problems</a> | 3     | 20207 | Standard Letter | Undergraduate | None       |
| ▶ <a href="#">Fundamentals of Human Comm</a>   | 3     | 21049 | Standard Letter | Undergraduate | None       |
| ▶ <a href="#">Introduction to Psychology</a>   | 3     | 20153 | Standard Letter | Undergraduate | None       |
| ▶ <a href="#">Survey of the Arts I</a>         | 3     | 20210 | Standard Letter | Undergraduate | None       |

Records: 4

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18

Classification: Freshman Level: Undergraduate  
 College: Arts & Humanities Major: General Studies

| Title                        | Course Details | Credit Hours | CRN   | Meeting Times  |
|------------------------------|----------------|--------------|-------|--|
| Introduction to Psychology   | PSYC 2010 L14  | 3.0          | 20153 | 01/10/2020 - 05/08/2020<br>Tuesday, Thursday<br>03:30 PM - 04:45 PM<br>Lafayette Campus, SLCC Devalcourt - Lafayette, D318<br>Domingue, Rachel       |
| Contemporary Social Problems | SOCI 2020 L03  | 3.0          | 20207 | 03/11/2020 - 05/08/2020<br>Monday, Wednesday<br>01:15 PM - 02:50 PM<br>Lafayette Campus, SLCC Devalcourt - Lafayette, D315<br>Prudhomme, Delana      |
| Survey of the Arts I         | ARTS 1100 L01  | 3.0          | 20210 | 01/10/2020 - 05/08/2020<br>Monday, Wednesday, Friday<br>08:00 AM - 08:50 AM<br>Lafayette Campus, SLCC Ardoin - Lafayette, A302<br>Miller, Vanessa    |
| Fundamentals of Human Comm   | CMCN 1013 L04  | 3.0          | 21049 | 01/10/2020 - 05/08/2020<br>Monday, Wednesday, Friday<br>12:00 PM - 12:50 PM<br>Lafayette Campus, SLCC Devalcourt - Lafayette, D219<br>McPeck, Samuel |

Total Hours | Registered: 12 | Billing: 12 | CEU: 0

**i** This is a general view of your term schedule. Download your schedule for a weekly view.

|      | Sunday | Monday                         | Tuesday                      | Wednesday                      | Thursday                     | Friday                       | Saturday |
|------|--------|--------------------------------|------------------------------|--------------------------------|------------------------------|------------------------------|----------|
| 8am  |        | ✓ Survey of the Arts I         |                              | ✓ Survey of the Arts I         |                              | ✓ Survey of the Arts I       |          |
| 9am  |        |                                |                              |                                |                              |                              |          |
| 10am |        |                                |                              |                                |                              |                              |          |
| 11am |        |                                |                              |                                |                              |                              |          |
| 12pm |        | ✓ Fundamentals of Human Comm   |                              | ✓ Fundamentals of Human Comm   |                              | ✓ Fundamentals of Human Comm |          |
| 1pm  |        | ✓ Contemporary Social Problems |                              | ✓ Contemporary Social Problems |                              |                              |          |
| 2pm  |        |                                |                              |                                |                              |                              |          |
| 3pm  |        |                                |                              |                                |                              |                              |          |
| 4pm  |        |                                | ✓ Introduction to Psychology |                                | ✓ Introduction to Psychology |                              |          |



## Email Your Schedule

Note the highlighted e-mail icon to the top right of the screen (shown below). By clicking this icon, you can e-mail a copy of your schedule to yourself (or whoever you choose).

### Register for Classes

Find Classes   Enter CRNs   **Schedule and Options**

**Summary**  
Term: Spring 2020

| Title  | Hours | CRN   | Grade Mode      | Level         | Study Path |
|--|-------|-------|-----------------|---------------|------------|
| ▶ <a href="#">Contemporary Social Problems</a> | 3     | 20207 | Standard Letter | Undergraduate | None       |
| ▶ <a href="#">Fundamentals of Human Comm</a>   | 3     | 21049 | Standard Letter | Undergraduate | None       |
| ▶ <a href="#">Introduction to Psychology</a>   | 3     | 20153 | Standard Letter | Undergraduate | None       |
| ▶ <a href="#">Survey of the Arts I</a>         | 3     | 20210 | Standard Letter | Undergraduate | None       |

Records: 4

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18