The Student Self-Service application in Banner 9 allows students to view registration information in one location.

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You can access the Registration Dashboard through your myIIT portal on the Welcome tab.

The Registration Dashboard is the main landing page for registration access.
Student Action Items for Required Financial Responsibility Statement

Each term you will need to acknowledge a Statement of Financial Responsibility before you can register or prepare to register.

When you select either link you will receive a notification.

The notification that requires acknowledgement will hand a pending indicator.

Select the action item to display the information.
The message will populate on the right.

Read the message, and scroll to the bottom to acknowledge.

5. By clicking the box below and proceeding to register for classes, you acknowledge that any outstanding balance due on your student account that is not timely paid when due is subject to service charges in the amounts or at the rates established and published by IIT from time to time and that you will be prevented from registering for additional courses at IIT or obtaining official documents such as diplomas or transcripts until that outstanding balance has been paid in full. You also acknowledge that failure to pay any amount due by the due date may result in an unfavorable report with credit bureaus and collection activities against you, including litigation. You agree to pay the actual expenses incurred in connection with collection of the debt, including but not limited to attorney fees, and you also agree to reimburse IIT any collection agency cost, which may be based on a percentage at a maximum of 33% of the aggregate amount of the debt.

☐ I have read, understand and agree

Save
You will receive a message indicating the save was successful. Select the continue button in the top right and you will be redirected to the registration module.
Select a term for registration using the drop down.

Registration status page:
- Student status: Holds
- Academic status: Earned hours
- Class standing: Curriculum
- Curriculum: Permits
The Search Results page has three panels. The panels can be minimized or maximized by selecting the toggle arrows or reset back to default by selecting the reset button.

- Search Results: Allows you to search for classes for the selected term.
- Schedule: Provides a visual list of registered sections for the term. Sections will be identified by color, which will allow the student to view schedule conflicts.
- Summary: Lists selected sections. Students will then choose registration or remove.

To register for classes you can select from three options – find classes, enter CRNs, and Plans.

Find classes - basic search.
Once you locate the course you can add it to your summary on the bottom right.
Enter CRNs

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2020

<table>
<thead>
<tr>
<th>CRN</th>
<th>CRN Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>34287</td>
<td>Section 202030 24287 not a valid CRN Special Topics SSCI 265, 01 Special Topics SSCI 265, 01</td>
</tr>
<tr>
<td>34287</td>
<td>Introduction to Computer Programming for Engineers CS 104, 01</td>
</tr>
</tbody>
</table>

- Add Another CRNs
- Add to Summary

Plans

Register from a plan.
Term: Summer 2020

<table>
<thead>
<tr>
<th>Title</th>
<th>Details</th>
<th>Hours</th>
<th>CRN</th>
<th>Schedule Type</th>
<th>Instructor</th>
<th>Grade Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Computer Programming</td>
<td>CS 104</td>
<td>2</td>
<td>34287</td>
<td>Lecture</td>
<td>Jon Hasen</td>
<td>Standard</td>
</tr>
</tbody>
</table>

Created by: You (Preferred)

- Add All

Records 1
When you have located and added the courses to your summary you can chose an action – student registered or remove.

If there is a registration error, you will receive a notification and the action will change to remove.
Once registered you can drop or withdraw from the course. Please refer to the Academic Calendar for important term dates.

Now you can view your registration summary, weekly schedule, and schedule details.
## Class Schedule for Summer 2020

<table>
<thead>
<tr>
<th>Time</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10am</td>
<td></td>
<td></td>
<td>Advanced Modeling</td>
<td></td>
<td>Advanced Modeling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2pm</td>
<td>Introduction to Engineering Drawing and Design</td>
<td>Introduction to Engineering Drawing and Design</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Search Results — 31 classes

#### Advanced Modeling | Architecture 436 Section 01 | Class Begin: 05/18/2020 | Class End: 06/27/2020 | Registered

- **05/18/2020 – 06/27/2020**
- **Building Room**: 110
- **Instructor**: Mr. Alphonse J. Peluso (Primary)
- **CRN**: 32597
- **Message**: Student Registered
- **Level**: Undergraduate
- **Campus**: Mies
- **Schedule Type**: Lab
- **Instructional Method**: Traditional

#### Introduction to Engineering Drawing and Design | Civil and Architectural Engr 100 Section 01 | Class Begin: 06/01/2020 | Class End: 07/25/2020 | Registered

- **06/01/2020 – 07/25/2020**
- **Building Room**: None
- **Instructor**: Laurence Rohrer (Primary)
- **CRN**: 34334

#### Open Source Programming | ITM Development 413 Section 02 | Class Begin: 06/01/2020 | Class End: 07/25/2020 | Registered

- **06/01/2020 – 07/25/2020**
- **Internet Location**: None
- **Instructor**: James Papademas (Primary)
- **CRN**: 33932
Change variable credit hours

When you register for a variable credit hour course the system will select the lowest credit hour option. To change it go to Schedule and Options and select the underlined credit hour.

Enter the number of credit hours you need and press submit, new hours will be reflected.
Waitlisting

**How to waitlist an individual course**

Identify whether the section is full and if there is a waitlist.

<table>
<thead>
<tr>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL: 0 of 17 seats remain.</td>
</tr>
<tr>
<td>98 of 99 waitlist seats remain.</td>
</tr>
</tbody>
</table>

Select Add and the course will be entered into the summary section, with a waitlist option in the drop down.

**How to waitlist a linked course**

Linked courses have a waitlist on the section with the lower capacity. Add the course to the summary section and select waitlist.

<table>
<thead>
<tr>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>FULL: 0 of 17 seats remain.</td>
</tr>
<tr>
<td>98 of 99 waitlist seats remain.</td>
</tr>
<tr>
<td>LINKED</td>
</tr>
</tbody>
</table>

How to register after receiving a waitlist notification

After you have received the waitlist notification you will need to select the Student Registered option in the Action drop down.

If you are waitlisted for a linked course you must add the course to your summary and select the Student Registered option for both sections at the same time.
PLAN AHEAD

Select A Plan

Plans you have created for this term: 0
Term: Summer 2020
You are allowed a maximum of 3 plans for this term.

Create a New Plan

You can have up to 3 plans per semester.
That can include a plan from your advisor.

Search for your courses using a basic or advanced search.

Plan Ahead

Find Classes

Enter Your Search Criteria
Term: Summer 2020

Subject
Course Number
Keyword
Search  Clear  Advanced Search
The plan page shows the search tool, schedule, and summary.

Plan Ahead

The results allow you to navigate the sections, course details, and add courses to your plan.
Selecting the title will give you the course details.

View section information:
Once you find the course you want to register for you can add it to your summary in the bottom right. Then save and name your plan. You can also make notes on each course selection.
Select a term for registration using the drop down.

Find classes - basic search.
Find classes - advanced search

Here you can view information for course offerings by term.

<table>
<thead>
<tr>
<th>Title</th>
<th>Subject</th>
<th>Course Number</th>
<th>Instructor</th>
<th>Meeting Times</th>
<th>Campus</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Baseline Lecture</td>
<td>Biol</td>
<td>415</td>
<td>4</td>
<td>MWF 9:00 AM - 10:11 AM</td>
<td>Type: Class</td>
<td>16 of 17 seats</td>
</tr>
<tr>
<td>Human Baseline Lecture</td>
<td>Biol</td>
<td>415</td>
<td>4</td>
<td>MWF 9:00 AM - 10:11 AM</td>
<td>Type: Class</td>
<td>16 of 17 seats</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>Biol</td>
<td>415</td>
<td>4</td>
<td>MWF 9:00 AM - 10:11 AM</td>
<td>Type: Class</td>
<td>16 of 17 seats</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>Biol</td>
<td>415</td>
<td>4</td>
<td>MWF 9:00 AM - 10:11 AM</td>
<td>Type: Class</td>
<td>16 of 17 seats</td>
</tr>
<tr>
<td>Modern Research Project - Independent</td>
<td>Biol</td>
<td>415</td>
<td>4</td>
<td>MWF 9:00 AM - 10:11 AM</td>
<td>Type: Class</td>
<td>16 of 17 seats</td>
</tr>
</tbody>
</table>
Selecting the title will give you the course details.
You can view your past registration, weekly schedule, and schedule details.

You can also view your active registration.
Basic search

Browse Courses

Enter Your Search Criteria
Term: Summer 2020

Subject: Anthropology
Course Number
Keyword

Search Clear Advanced Search

Advanced search

Enter Your Search Criteria
Term: Summer 2020

Subject: Anthropology
Course Number
Keyword
Subject and Course Number
Keyword (With All Words)
Keyword (With Any Words)
Keyword (Exact Phrase)
Keyword (Without The Word)
Title
Attribute
Level
Other

Search Clear Advanced Search
You can view course information by selecting the title and section information by selecting the view section button on the right.

Course details:
<table>
<thead>
<tr>
<th>Title</th>
<th>Subject</th>
<th>Subject Description</th>
<th>Credit</th>
<th>Section</th>
<th>Hours</th>
<th>CHN</th>
<th>Term</th>
<th>Instructor</th>
<th>Meeting Times</th>
<th>Campus</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture of Buildings Lecture</td>
<td>ARCH</td>
<td>Architecture</td>
<td>497</td>
<td>01</td>
<td>3</td>
<td></td>
<td></td>
<td>Joseph A. Whitehouse (Ph)</td>
<td>5.0 W 3 F 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Projects Lecture</td>
<td>ARCH</td>
<td>Architecture</td>
<td>497</td>
<td>02</td>
<td>3</td>
<td>32996</td>
<td></td>
<td>Yvonne L. Ruiz (Primary)</td>
<td>5.0 W 3 F 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Projects Studio</td>
<td>ARCH</td>
<td>Architecture</td>
<td>497</td>
<td>03</td>
<td>5</td>
<td>33738</td>
<td></td>
<td>Dennis C. Poon (Primary)</td>
<td>5.0 W 3 F T 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6th Yr. Atelier Architecture Studio</td>
<td>ARCH</td>
<td>Architecture</td>
<td>497</td>
<td>04</td>
<td>6</td>
<td>34832</td>
<td></td>
<td>Larry C. Arning (Prof)</td>
<td>5.0 W 3 F T 6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13 of 15 seats remaining...
80 of 80 seats...
10 of 15 seats...
15 of 15 seats...
9 of 15 seats...
80 of 80 seats...