

Coursera Post Pathway Student Self-Service Registration

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

Disclaimer

-This guide is only intended for Coursera Post Pathway students who are registering for 2 or 3 credit hour Coursera courses.

-For all Coursera students who register through the portal, it is important to note when registering for courses in Term A and Term B, these differentiations will be shown beside the section number, i.e. A01, B02.

If you are a current student, and completed the Pathway courses, please use Banner Self-Service to register by using this guide to navigate.

Do not use this registration guide if you are registering for 1 credit hour pathway course. If you are a new student, or if you need to complete the Pathway courses, please register via Target X using the link below:

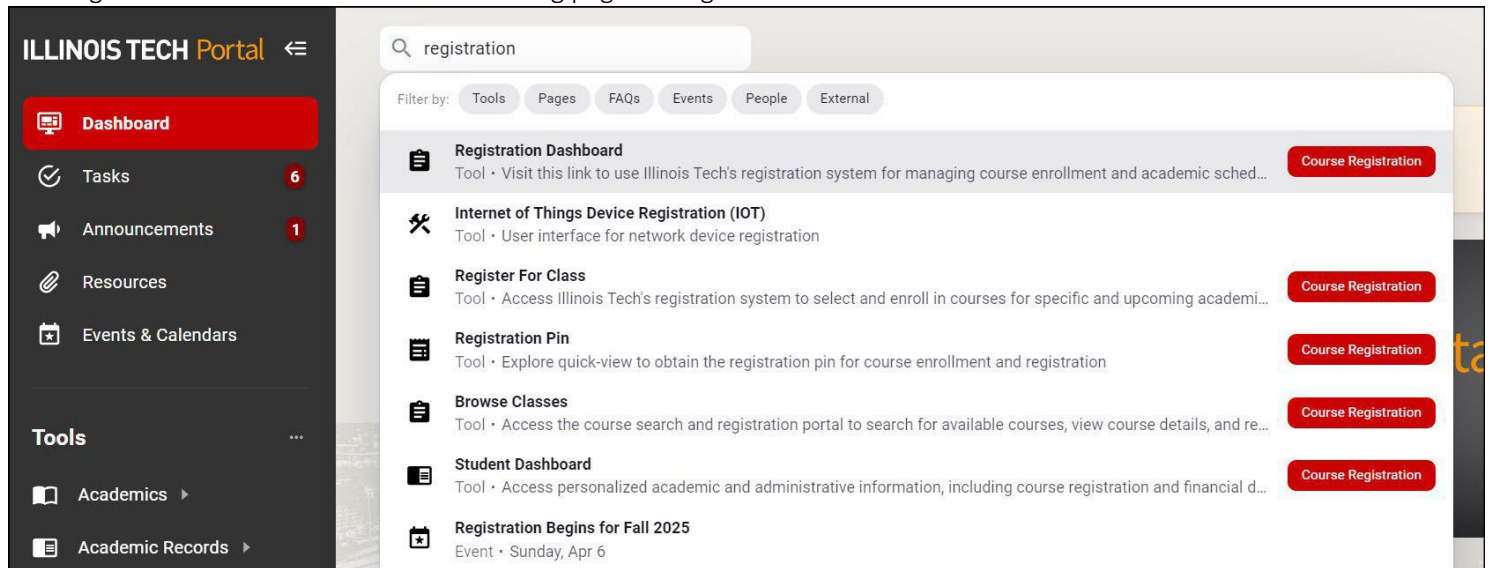
https://illinoistech.my.site.com/coursera/TX_SiteLogin?startURL=%2Fcoursera%2FTargetX_Portal_PB

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BANNER 9 SELF-SERVICE NAVIGATION

You can access the Registration Dashboard through your Illinois Tech Portal. Search for Registration Dashboard. The Registration Dashboard is the main landing page for registration access.

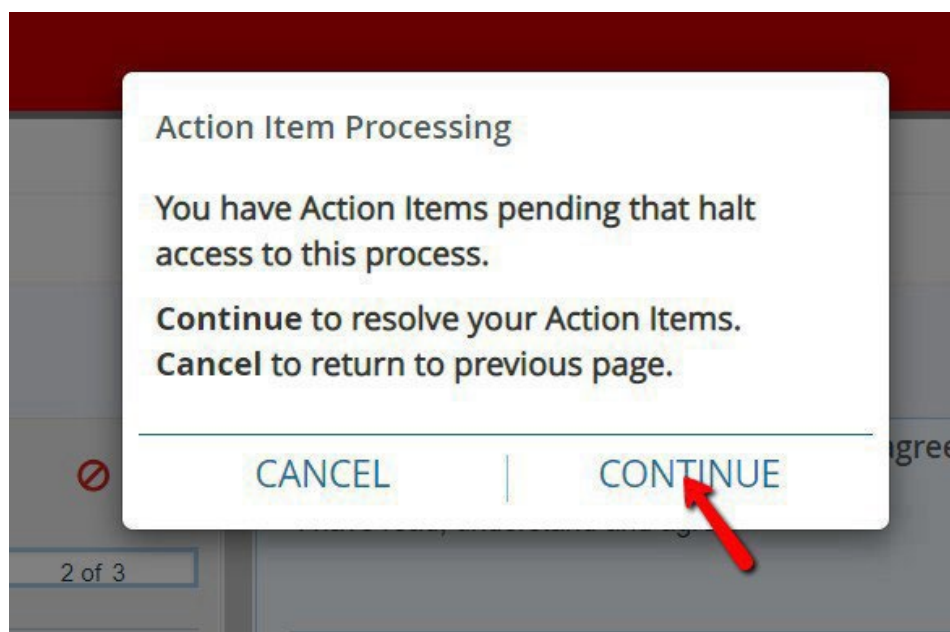


The screenshot shows the Illinois Tech Portal interface. On the left is a dark sidebar with navigation options: Dashboard (6), Tasks (1), Announcements (1), Resources, and Events & Calendars. Below these are 'Tools' including Academics and Academic Records. The main content area features a search bar with 'registration' entered. Below the search bar are filter tabs for Tools, Pages, FAQs, Events, People, and External. The search results list several items, each with a 'Course Registration' button: 'Registration Dashboard', 'Internet of Things Device Registration (IOT)', 'Register For Class', 'Registration Pin', 'Browse Classes', and 'Student Dashboard'. An event titled 'Registration Begins for Fall 2025' is also listed.

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 screenshot shows a white notification dialog box with a dark red header. The text inside reads: 'Action Item Processing', 'You have Action Items pending that halt access to this process.', 'Continue to resolve your Action Items.', and 'Cancel to return to previous page.' At the bottom of the dialog are two buttons: 'CANCEL' and 'CONTINUE'. A red arrow points to the 'CONTINUE' button. In the background, a red prohibition sign is visible, and the text '2 of 3' and 'gree' are partially visible.

The notification that requires acknowledgement will hand a pending indicator.

Select the action item to display the information.

End Date:03/23/2020

testing 123 ⊘ Pending

Halt Processes:

- Register for Classes
- Prepare for Registration

Please acknowledge and check the box at the bottom of the page.

The message will populate on the right

[Continue](#)

testing 123
STATEMENT OF FINANCIAL RESPONSIBILITY

Illinois Institute of Technology (IIT) is providing you this information to help you understand the commitment that you are making with respect to the payment of your tuition, fees and other costs during your terms of enrollment at IIT, and by clicking the box below and proceeding to register for courses at IIT, you are acknowledging that you have received, read and understood this information and agreed to the terms and conditions that it contains.

1. Your student account includes charges and credits assessed to you during your enrollment at IIT, including, without limitation, tuition, room, board, fees, expenses, health insurance premiums, financial aid credits and adjustments, payments made to your account, service charges for late payment, and various fines. You may view your student account at any time through the myIIT portal.
2. Each semester, a billing statement will be made available to you through the myIIT portal and such other responsible party or parties that you designate (e.g., parent or guardian) and for whom you have provided IIT with an email address. This statement will detail the then-current charges, payments and other credits to your account, including the amount you must pay and the date such payment is due. Notifications of new billing statements will be sent via email to your IIT email address as well as the e-mail for any other responsible party that you had designated. You agree to monitor your IIT email account regularly.
3. If your financial aid, including any disbursements of Title IV funds such as Pell grants or Federal loans, creates a credit balance on your student account, you will be refunded any such overage. If any non-financial aid payments that you make results in an overpayment of the charges on your account, IIT will hold these credits on your student account to be applied towards future charges, unless you contact the Student Accounting Office to request a refund of the overpayment, or you cease to be enrolled.
4. By clicking the box below and proceeding to register for classes, you promise to take financial responsibility for the payment of all your education related charges and fees that become a part of your student account, when those charges are due regardless of your expected reliance on third-party resources such as financial aid, family gifts, employer reimbursement, private loans, outside scholarship or sponsorships. Any balance due to IIT as the result of adjustments made to your estimated or confirmed financial aid or your refusal to apply for any or all of your financial aid or your inability to complete the financial aid verification become your responsibility for payment. You agree to supply the Financial Aid Office with any reasonable information or documents that they may request to complete the verification process in a timely manner.

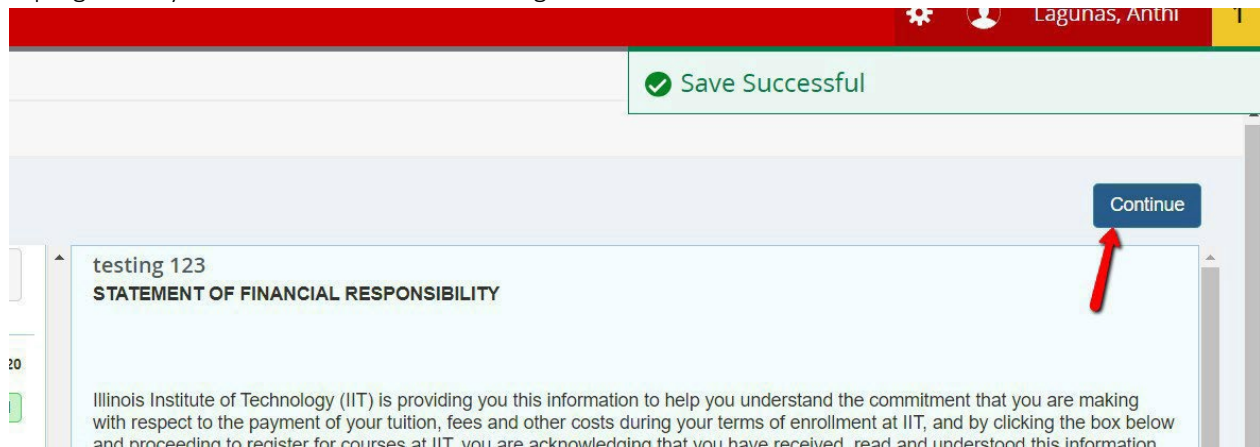
Read the message, and scroll to the bottom to acknowledge.

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.

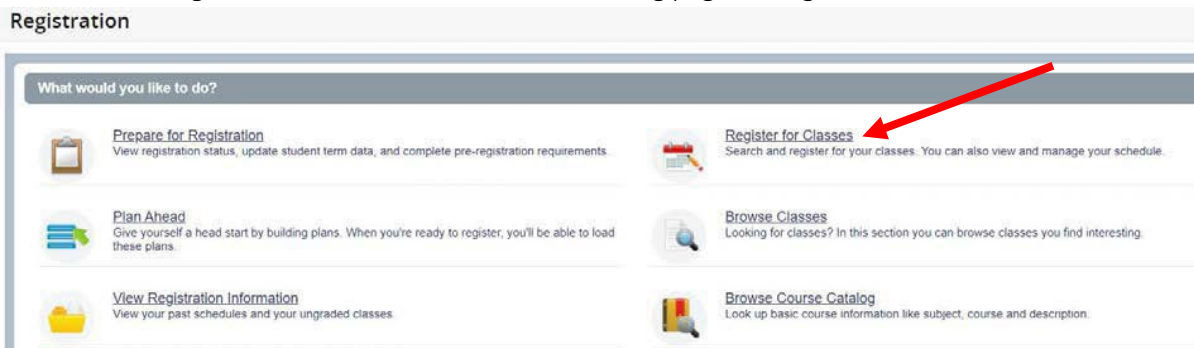
I have read, understand and agree

[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.



The Registration Dashboard is the main landing page for registration access.



PREPARE FOR REGISTRATION

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Registration
Summer 2020

Continue

Select a term for registration using the drop down.

REGISTER FOR CLASSES

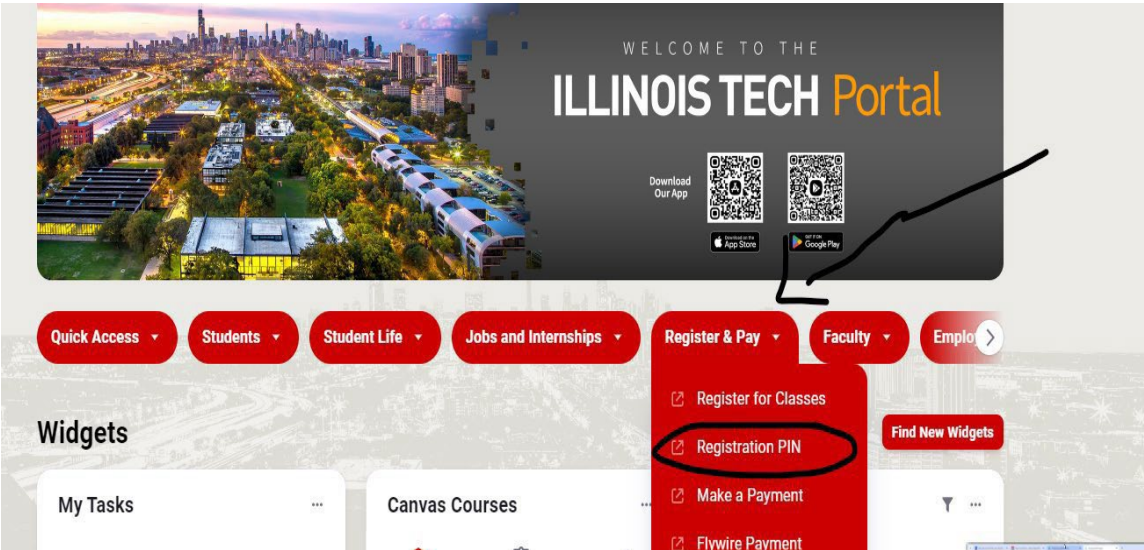
Terms Open for Registration
Summer 2020

Alternate PIN*
.....

Continue

Select a term for registration using the drop down.
Enter your PIN

If you do not know your pin, you can view under the Register & Pay drop down



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.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Summer 2020

Subject:

Course Number:

Keyword:

Enter Subject: MBA
Enter Course Number: 701

Once you locate the course you can add it to your summary on the bottom right.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 3 Classes
Term: Summer 2020 Subject: ITM Development

Title	Subject	Subject Descripti	Cours# N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Action
Open Source Programming Lecture	ITMD	ITM Develo...	413	01	3	33631	Sum...	James Papademas (Pri...	S M T W T F S 08:25 PM - 08:50 PM	Clas	Mies	6 of 10 seats re... ▼ 99 of 99 wa... Add
Open Source Programming Lecture	ITMD	ITM Develo...	413	02	3	33632	Sum...	James Papademas (Pri...	S M T W T F S - Type: Internet Building: None Inter...	Inter...	Mies	9 of 10 seats re... ▼ 99 of 99 wa... Add
Open Source Programming Lecture	ITMD	ITM Develo...	513	01	3	33637	Sum...	James Papademas (Pri...	S M T W T F S 08:25 PM - 08:50 PM	Clas	Mies	8 of 10 seats re... ▼ 99 of 99 wa... Add

Schedule | Schedule Details

Class Schedule for Summer 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Summary

Title	Details	Hours	CRN	Schedule T	Status	Action
Open Source Program	ITMD 413, 02	3	33632	Lecture	Pending	Student Registered
Introduction to Compute...	CS 104, 01	2	34267	Lecture	Pending	Student Registered

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

Submit

Plans

Register from a plan.
Term: Summer 2020

plan 1

Created by: You (Preferred) Add All

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode
[Redacted]						Standard Letter

View Sections Add

Records: 1

Schedule Schedule Details

Class Schedule for Summer 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Summary

Title	Details	Hour	CRN	Schedule T	Status	Action
[Redacted]					Pending	Student Registered

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

Submit

Enter CRNs

Find Classes Enter CRNs Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register
Term: Summer 2020

CRN 34287 Section 202030 24287 not a valid CRN.Special Topics SSCI 285, 01Special Topics SSCI 285, 01

CRN 34267 Introduction to Computer Programming for Engineers CS 104, 01

+ Add Another CRN Add to Summary

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

Summary

Title	Details	Hours	CRN	Schedule T	Status	Action
[Redacted]					Pending	Student Registered
[Redacted]					Pending	Student Registered
[Redacted]					Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 9

Click submit to register

Submit

Once registered, you will need to pay for the courses immediately. Follow the instructions below to complete your payment.

These are payment instructions for post pathway students that will be registering via the Banner portal.

Illinois Institute of Technology/Online Payment Guide

Access the online system through the IIT portal. Log in to the portal, and click the **Register & Pay tab – Make a Payment**. This will open the secure online system in a new window.

Click on the **Make Payment** Tab from the top menu

The screenshot displays the IIT online payment portal interface. At the top, a red navigation bar contains the following menu items: My Account, Make Payment, Payment Plans, Deposits, Refunds, and Help. The main content area is organized into three columns. The left column, titled "Announcement", contains several paragraphs of text regarding emergency relief grants, tuition deadlines for June 8, 2020, and payment options. The middle column, titled "Student Account", shows a balance of \$3,492.48 and includes buttons for "View Activity" and "Make Payment". A red arrow points to the "Make Payment" button. Below this is a "Statements" section with a "View Statements" button. The right column, titled "My Profile Setup", contains a list of links: Authorized Users, Personal Profile, Payment Profile, Security Settings, Consents and Agreements, and Electronic Refunds. At the bottom of the right column is a "Term Balances" section.

Click [Continue](#)

Enter Payment Amount or Pay by Term, enter payment date, and then click [Continue](#).

Select a Payment Method

Payments can be made by credit card or checking account. A 2.95% convenience fee applies to all credit card transaction. There is no fee for payments made with a checking account. After method selection, complete all required fields and then click Select.

Please note: You will not be charged until you have reached the payment confirmation screen and submitted your payment.

*If you selected: New Electronic Check (checking account):
Enter all required fields – use Routing Number Example to enter account information!*

Please enter your banking information as shown in the example above.

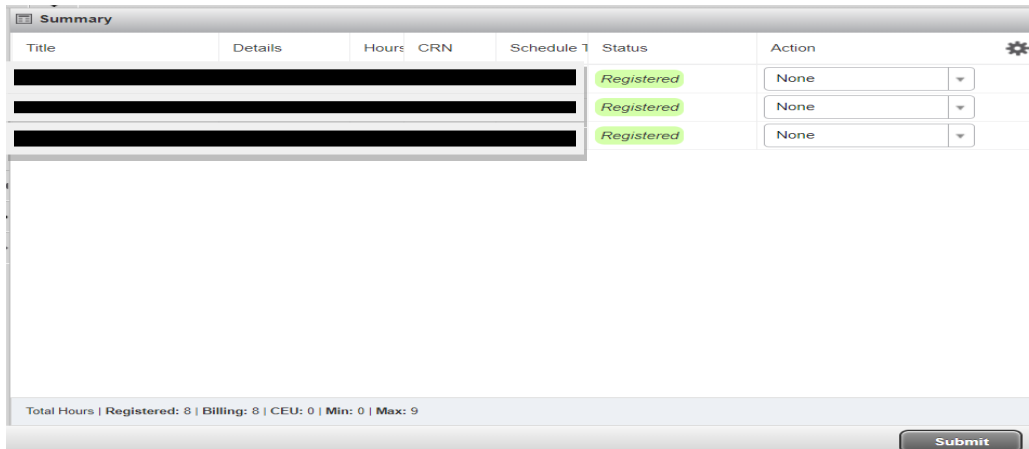
- **Routing number** - always comes first and is exactly 9 digits.
- **Account number** - varies in length. May appear before or after the check number. Include any leading zeros, but omit spaces and non-numeric characters.
- **Check number** - is not needed. Do not include the check number.

It is important to enter your banking account information accurately, or your payment cannot be successfully completed. If you have questions, please contact your bank.

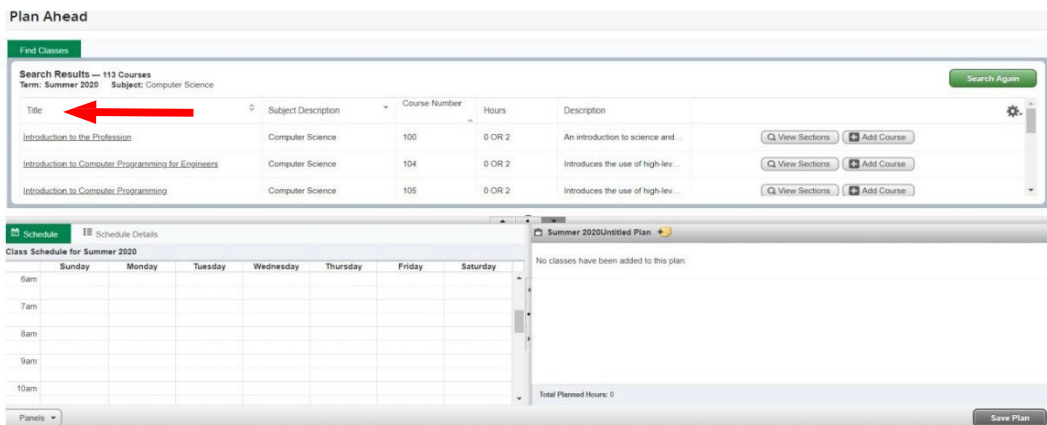
DO NOT enter your debit card number.

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



The plan page shows the search tool, schedule, and summary.



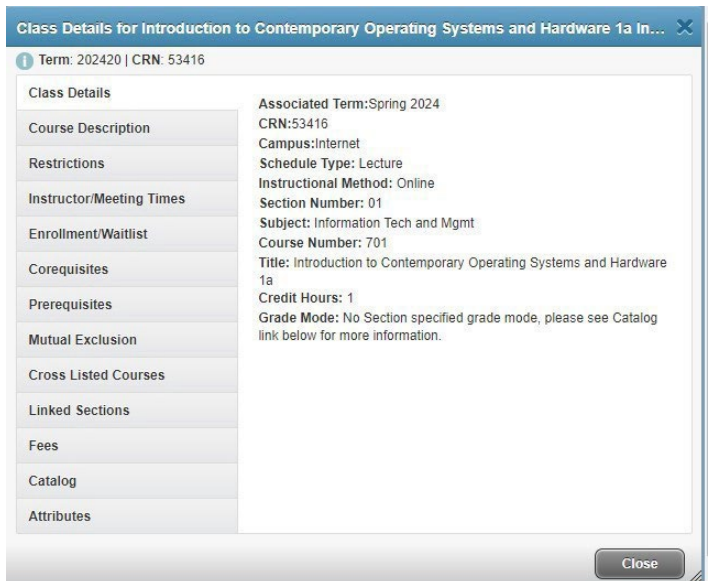
The results allow you to navigate the sections, course details, and add courses to your plan.

Selecting the title (the arrow in the above image) will give you the class details (click the title of the class to see the below details)

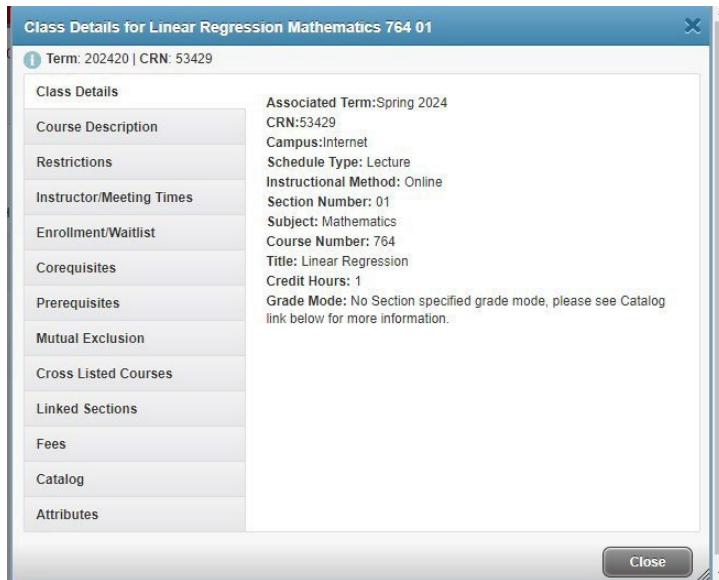
Note: You can also view this information when browsing for classes by clicking the title.



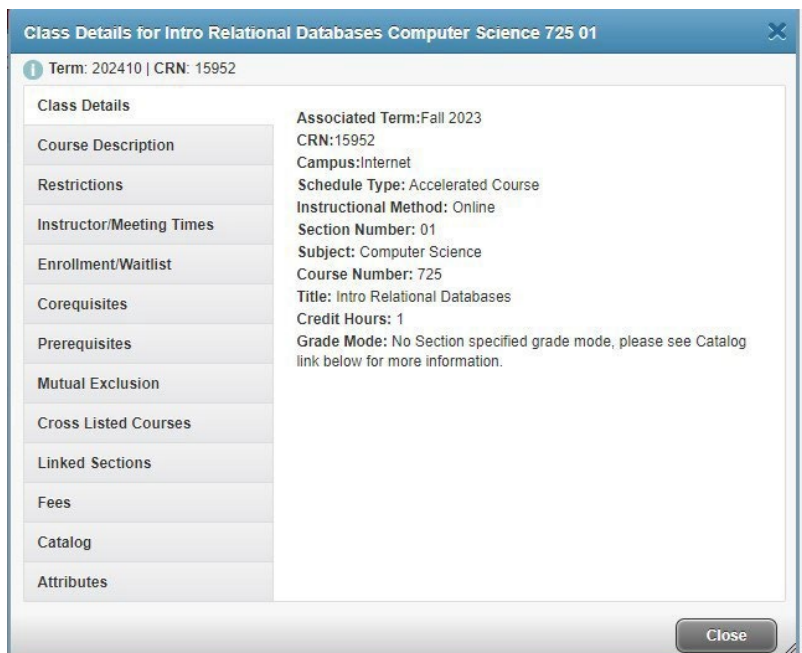
Sample MBA Details



Sample ITM Details



Sample Math Details



Sample Computer Science Details