Student Guide to Registration in Banner

Things to know before you register....

- Miles Community College converted to the Banner system in 2010.

- With the conversion to Banner, MCC students must now register for classes online.

- Prior to registration each semester, students must meet with their academic advisor. The advisor will provide students with an Advising PIN that must be used to access registration.

Go to the Miles Community College homepage at www.milescc.edu. Click on "Banner Self-Service" at the top of the page.

This will take you to the Banner log-in screen. Enter your Student ID in the User ID field (this is case sensitive). If this is your first time logging into Banner, your PIN is your six-digit birth date (July 1, 1990 would be 070190).

After logging in, you will reach the Main Menu. Select "Student" from the list or click the Student tab.

Click on "Registration" in the Student Menu.

Select "Add or Drop Classes" from the Registration Menu.

Be sure to select the correct term from the drop down menu. Hit "Submit."

Next, you will be prompted to enter your Alternate PIN (or "Advising PIN"). This PIN is different than the PIN you use to log into Banner! You must see your academic advisor to get this PIN and gain access to the registration system.

Using the course schedule booklet, you may look up the Course Reference Numbers (or, CRNs) for specific classes and enter them here. Simply type in the 5-digit CRNs and hit "Submit Changes."

If you are able to be successfully added to the course(s), they will appear under your "Current Schedule" and will have "Web Registered" and the date listed next to them. Common errors that may prevent course registration will be discussed shortly. If you do not have CRNs, you can also click on "Class Search" to find classes to add.

To search for classes to add, you need only select a subject (this is required). However, within each subject, you can also search by instructor, or instructional method (for example, Distance Education).

To register for a class in Class Search mode, just place a check mark in the box next to the course, and click "Register."

If you are unable to be registered for a course, you will see "Registration Add Errors." This student does not meet the pre-requisites to enroll in M 121, College Algebra. MCC utilizes mandatory placement, so a student must take the courses they place into (based on COMPASS or ACT/SAT test scores) in order to meet the pre-requisite requirements for college level work.

If you do not meet the prerequisite requirements for one class, use the Class Search function again to select the appropriate class based on your placement test scores. Your academic advisor can help you determine which classes you should take.

Because this student's test scores allow them to take this Mathematics course, he has been registered for the class, and it now appears as "Web Registered" under his current schedule.

You may also encounter registration errors if you attempt to register for a class without it's co-requisite. For example, if you try to register for a science lecture without the lab...

... You will get a registration error – like the co-requisite error listed below. The error tells you which class you must register for.

Search and select classes again, but be sure to register for both the lecture and lab at the same time. If you are using the CRN worksheet to register, be sure to enter both CRNs at the same time. Hit "Register" to add these classes to your schedule.

All courses are now appearing as "Web Registered" under the Current Schedule. To view and/or print a schedule, go back to the Registration menu.

Click here to go back to the previous menu screen

Once you've returned to the Registration menu, you can either select "Week at a Glance" or "Concise Student Schedule."

The Concise Student Schedule will show the course, credit hours, class times and location, and instructor in a simple, easy-to-read format.

"Week at a Glance" allows you to see your schedule by day and time. You may have to put in a date during the semester you'd like to view.

If you have holds on your record, you will not be allowed to register. If you do have holds, you will see the following message after entering your Alternate PIN. Select "View Holds" for a description of your holds.

Click to see the holds prohibiting your registration

The "View Holds" screen will inform you of the hold type, when the hold was placed, who placed the hold, and the processes affected by the hold.

You can reach the "View Holds" screen at any time by returning to the Student menu and selecting "Student Records."

From the "Student Records" menu, select "View Holds" to reach the hold description screen. It is a good idea to check here prior to registration each term, or if you are having difficulty viewing grades or are unable to request a transcript.

If you are still having difficulty registering for classes, please contact Student Services at 406.874.6101.