

Banner 9 Self-Service Registration: Tips & Tricks

In this guide, the following topics will be covered:

- A. Expand Columns
- B. Email a Schedule
- C. Print a Schedule
- D. Customize Information Shown on the Page
- E. Expand or Close Page Sections

A. Expand Columns

Use the mouse to drag (expand) columns so that the full content can be shown. In this example, the Meeting Times column will be expanded:

Title	Subject Description	Course#	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
General Anthropology, Structured Class	Anthropology	0101	01	3	8548	2020...	Greer, Jill (Primary)	S M T W T F S 01:00 PM - 02:15 PM Type: Class B Main ...		24 of 35 seats re...

Expanded view of the Meeting Times column:

Instructor	Meeting Times
Greer, Jill (Primary)	S M T W T F S 01:00 PM - 02:15 PM Type: Class Building: Webster Hall Room: 204 Start Date: 08/17/2020 End Date: 12/04/2020

B. Email a Schedule

Click the email icon to email a schedule to yourself or someone else:

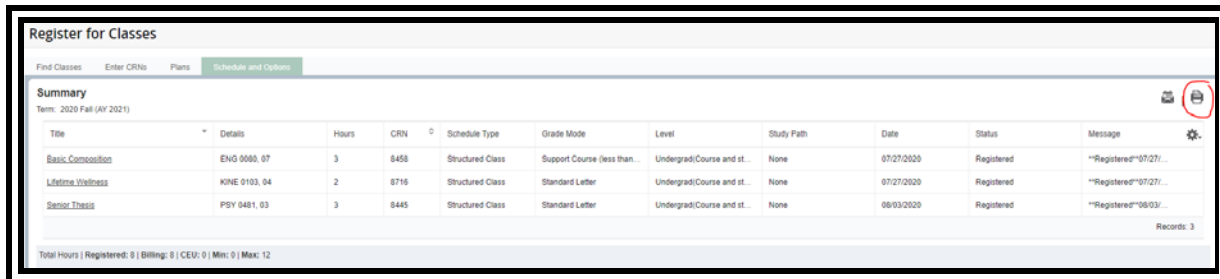
Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
Basic Composition	ENG 0990 07	3	8458	Structured Class	Support Course (less than...	Undergrad/Course and st...	None	07/27/2020	Registered	**Registered**07/27...
Lifetime Wellness	KINE 0193 04	2	8716	Structured Class	Standard Letter	Undergrad/Course and st...	None	07/27/2020	Registered	**Registered**07/27...
Senior Thesis	PSY 0481 03	3	8445	Structured Class	Standard Letter	Undergrad/Course and st...	None	05/03/2020	Registered	**Registered**05/03...

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

The email will come from noreply@mssu.edu. This account is not monitored. You may need to check your junk email folder if you do not see an email from noreply@mssu.edu in your inbox.

C. Print a Schedule

Print a schedule by clicking the printer icon:



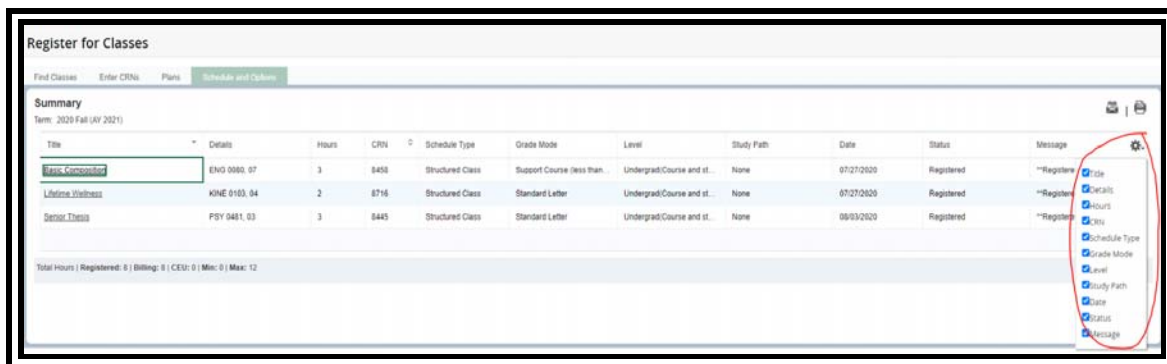
The screenshot shows the 'Register for Classes' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below this is a 'Summary' section for the term '2020 Fall (AY 2021)'. A table lists three classes:

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
Basic Composition	ENG 0080, 07	3	8458	Structured Class	Support Course (less than...	Undergrad/Course and st...	None	07/27/2020	Registered	**Registered**07/27/...
Lifetime Wellness	KINE 0103, 04	2	8716	Structured Class	Standard Letter	Undergrad/Course and st...	None	07/27/2020	Registered	**Registered**07/27/...
Senior Thesis	PSY 0481, 03	3	8445	Structured Class	Standard Letter	Undergrad/Course and st...	None	08/03/2020	Registered	**Registered**08/03/...

At the bottom of the table, it says 'Records: 3'. Below the table, there is a summary: 'Total Hours | Registered: 8 | Billing: 0 | CEU: 0 | Min: 0 | Max: 12'. A printer icon is circled in red in the top right corner of the table area.

D. Customize Information Shown on the Page

Click the gear icon to choose what information is displayed on the page:



The screenshot shows the same 'Register for Classes' interface as above. A gear icon in the top right corner of the table area is circled in red. A dropdown menu is open, showing a list of columns with checkboxes to toggle their visibility:

- Title
- Details
- Hours
- CRN
- Schedule Type
- Grade Mode
- Level
- Study Path
- Date
- Status
- Message

E. Expand or Close Page Sections

Expand or close sections of the page by clicking the arrows and dot:

The screenshot shows the 'Register for Classes' page. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below this is a 'Summary' section for the term '2020 Fall (AY 2021)'. A table lists three classes:

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
Basic Composition	ENG 0080, 07	3	8458	Structured Class	Support Course (less than...	Undergrad/Course and st...	None	07/27/2020	Registered	**Registered**07/27/...
Lifetime Wellness	KINE 0103, 04	2	8718	Structured Class	Standard Letter	Undergrad/Course and st...	None	07/27/2020	Registered	**Registered**07/27/...
Senior Thesis	PSY 0481, 03	3	8445	Structured Class	Standard Letter	Undergrad/Course and st...	None	06/03/2020	Registered	**Registered**06/03/...

Below the table, there is a summary: 'Total Hours | Registered: 6 | Billing: 0 | CEU: 0 | Min: 0 | Max: 12'. At the bottom of the page, there is a navigation bar with a circled control consisting of a left arrow, a center dot, and a right arrow.

The diagram illustrates the function of the expand/collapse control. It shows three text boxes with arrows pointing to the control elements:

- The left arrow** hides the top section of the page and expands the bottom section.
- The center dot** restores the page to the original format.
- The right arrow** hides the bottom section of the page and expands the top section.