



# Spring 2020 Pre-registration Guide

Online Pre-registration is October 29-December 31

What is Pre-registration? Students enrolled in Covenant's Fall 2019 term select courses for the Spring 2020 term. Pre-registration is a 2-phase process: Preparing to Pre-register and then Pre-registering on Banner.

**Students planning to graduate in May 2020:** Please remember you must finish with 126 Earned Hours to graduate. A full list of Bachelor of Arts degree requirements is available [here](#).

## Phase A: Preparing to Pre-register

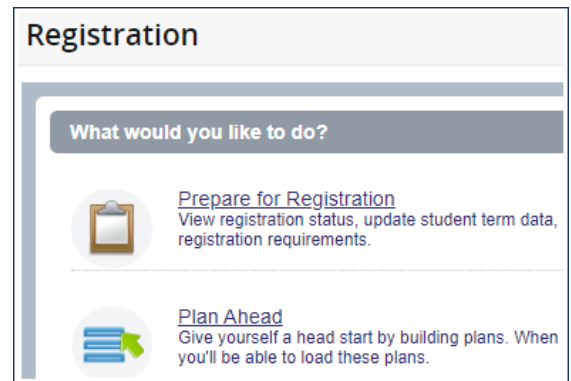
### ▪ Step 1: Know your Banner username and password.

For help, visit Technology Services in Mills Hall.

### ▪ Step 2: Check your Registration Status.

In Banner:

- Access the [Registration site](#) (you have to login)
- Click the "Prepare for Registration" link
- Select the Spring 2020 term and click "Continue"
  - **This displays your online registration time.**
  - **If you have holds, contact the appropriate office to resolve them**
  - **Check this page again a few days before your registration time to confirm all holds are cleared**



### ▪ Step 3: Resolve any holds

- *All holds must be cleared before you can pre-register for Spring 2020 classes.*
- Clear all holds *before* meeting with your advisor.

### ▪ Step 4: Meet with your advisor

- The goal of this meeting is to make a class schedule & check your progress toward completing degree requirements. The [Academic Advising webpage](#) explains the Academic Advising process.
- Your advisor will provide an Alternate PIN. The Alternate PIN lets you pre-register on Banner.
- **You must meet with your advisor to receive your PIN.**
- If you are concerned about time conflicts with a class & another activity, please ask your advisor about the Priority Pre-registration process.
- Banner's "Degree Evaluation" and "What-If Analysis" features are helpful tools. They can help you track your progress toward completing degree requirements.
  - Instructions on how to use a Degree Evaluation are here: <http://www.covenant.edu/pdf/records/DegreeEvaluationFeaturesonBannerWeb.pdf>

### **Priority Pre-registration**

Students may request priority for **multiple section courses** when a certain section helps minimize conflicts with activities or health-related issues. See form for details (form available from faculty and coaches). Students should bring the completed form to the Office of Records and talk with a staff member.

If you are concerned about conflicts with a class & other concerns, please speak with your advisor and request he/she email the Office of Records with specific requests.

The faculty allow this process to help students who need a particular section that work with the following:

- health-related needs
- athletic practices & games
- off-campus classes
- internship
- education practicum hours
- off-campus employment

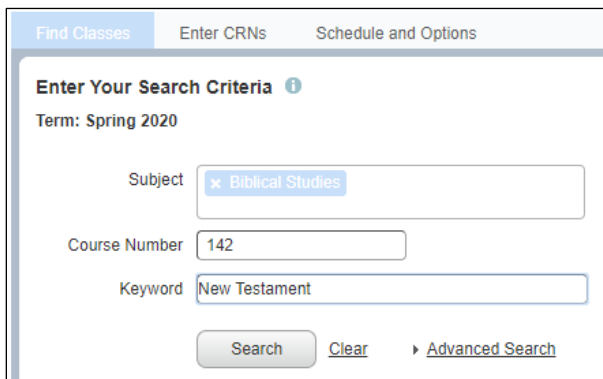
**Example:** A student has tennis matches in the afternoons. He/she may request priority for the morning Chemistry lab because the afternoon lab conflicts with afternoon matches.

## Phase B: Pre-registering on Banner

**Step 1:** Once your Pre-registration time has started, follow these steps:

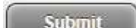
- Access the [Registration website](#). *Recommendation: Use a computer, not a smartphone. The registration webpages display better on a laptop/desktop than on a mobile device.*
- Login (if prompted)
- Click on Register for Classes
- Select Spring 2020 in the drop down menu.
- Enter your Alternate PIN (provided by your advisor) and click Continue.

**Step 2: Find the classes you want to take and register for them**



The screenshot shows the 'Enter Your Search Criteria' form in the Banner system. It has three tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. The 'Find Classes' tab is active. The form includes a 'Term' dropdown set to 'Spring 2020'. There are three input fields: 'Subject' with a dropdown menu showing 'Biblical Studies', 'Course Number' with the value '142', and 'Keyword' with the value 'New Testament'. At the bottom, there are buttons for 'Search', 'Clear', and a link for 'Advanced Search'.

**Step 3: Continue adding courses until you have 12+ credits registered**

Be sure to click the  button to register for the classes



**Possible Error Messages:** Sometimes students sign up for classes that don't work. You may be blocked from a class that is already full, requires prerequisites, or conflicts with another class.

Some common errors are:

- **Closed – Waitlisted:** The class is already full. You need to add your name to the waiting list or choose a different class.
- **Prerequisite and Test Score Error:** The course requires a prerequisite you have not taken. For example, if you have not completed Calculus 1 then you can't register for Calculus 2.
- **Time conflict:** Two of your classes meet at the same time.

## Other items to consider:

### Closed Sections/Waitlists:

- **To add yourself to the waitlist, you must select "Waitlisted" under the ACTION field on the right of the screen, and then click Submit. If the ACTION field states "None", that means NO action has been taken and you are not on the waitlist.**
- The Office of Records monitors waiting lists. If a seat opens for you, Records staff contact you by email.
- If you are on a class's waiting list, it is wise to pre-register for a different class as a backup plan. There is no guarantee that seats will become available in the full class.

### Changing a course's credits hours, or to Pass/Fail grade mode:

Visit the Office of Records to change to Pass/Fail or to change credits on variable-credit courses.

