On-line Registration via BannerWeb at MIIS

Access to Web Registration depends on:
1. Active Student Status in the registration term
2. Assignment of a time-ticket by the Records Office
3. Holds preventing registration must be cleared

To check your registration status:
1. Log in to BannerWeb → Student Records & Registration → Registration → Check Your Registration Status
   a. Select the “appropriate term when prompted. MIIS Terms will have “MIIS” in the title.

To Register:
1. If you know the course CRNs (5-digit course reference number available on the Course Schedule) for the courses you wish to take, enter them directly into the Add Classes Worksheet boxes from the “Register and Add/Drop Classes” link. This is the fastest way to register.

   OR

Waivers of Restrictions and Approvals will show on your Check Registration Status page. Remember to register for the course and submit changes once you see that the override/waiver or approval has been granted by your instructor.
2. Use the “Look-up Classes to Add” link from the Registration menu:

   a. You can search for courses that fit specific criteria and register from the search output directly,

---

**Look-Up Classes to Add:**

Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to select at least one Subject. To select multiple options within a set of criteria, hold down the control key while selecting the options.

When your selection is complete, click "Class Search" to perform the search.

**Middlebury Students:** To view the most common meeting times click here.

**Middlebury Students:** Res FY (n) indicates the number of seats available only to incoming first-year students who will not register in the fall. If one of these sections is already closed, you may add yourself to a waitlist on the waitlist form.

**Middlebury Wait List Information:** When a section reaches maximum capacity, the waitlist option is enabled. [Note: not a formal class(es).] A student may choose to put themselves on the waitlist. Once a waitlist exists, the only way to register for it is to get an Add Card from the instructor during Add/Drop. If no one is on the waitlist, and someone drops the course, then the course remains unavailable for registration.

**Subject:**

- Arabic
- Chinese
- Computer Asstd Lang Learning

**Course Number:**

**Title:**

**Credit Range:**

**Part of Term:**

- All
- Full Term

**Instructor:**

- Abel, Christian
- Aissa, James S.

**Start Time:**

Hour 00

Minute 00

am/pm

**End Time:**

Hour 00

Minute 00

am/pm

**Days:**

- Mon
- Tue
- Wed
- Thu
- Fri
- Sat
- Sun

[Class Search] [Reset]

---

**Sections Found**

**Arabic**

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>WL Cap</th>
<th>WL Act</th>
<th>WL Rem</th>
<th>XL Cap</th>
<th>XL Act</th>
<th>XL Rem</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>SR</td>
<td>90121</td>
<td>ARLA</td>
<td>6232 A</td>
<td>CM</td>
<td>4.000 Topics in Intermediate Arabic</td>
<td>MW 02:00 pm-03:30 pm</td>
<td>19 0 19 50 0 0 0 0 0</td>
<td>Abdellah Bouessia (P)</td>
<td>08/30-12/14</td>
<td>MRSE B206</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SR</td>
<td>90123</td>
<td>ARLA</td>
<td>6240 A</td>
<td>CM</td>
<td>4.000 Intermediate Arabic I</td>
<td>TR 02:00 pm-03:30 pm</td>
<td>15 0 15 50 0 0 0 0 0</td>
<td>Abdellah Bouessia (P)</td>
<td>08/30-12/14</td>
<td>MRSE B206</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
If you try to register before your Registration Time Period or Window opens, BannerWeb will indicate your Registration Time Period or Window (dates and times) for you. Please note all registration time periods are Eastern. Courses on the schedule are listed in Pacific Time:

<table>
<thead>
<tr>
<th>Course Restrictions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web registration time periods or windows are opened to groups of students based on student status.</td>
</tr>
<tr>
<td>Some courses will also have restrictions based on necessary prerequisites, or depending on the graduate school or degree or field of study the course is geared toward. In these cases, if you do not meet the criteria you will see an error message after you submit the course CRN. In order to register for the course you will need to ask the instructor for an electronic override of the restriction, or to grant you an Approval if it is an approval-required course ('APRVL' will appear in the 'SEATS AVAIL' column on the course schedule for approval-required courses).</td>
</tr>
<tr>
<td>In advance of web registration, you can see any restrictions placed on a course section by clicking on the CRN from the Course Schedule, then click on the course title and you will see the enrollment counts and the course restrictions, if any.</td>
</tr>
</tbody>
</table>

**Add/Drop Classes:**

<table>
<thead>
<tr>
<th>You may register during the following times:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
</tr>
<tr>
<td>Apr 26, 2010 11:00 am</td>
</tr>
</tbody>
</table>

**Detailed Class Information**

- Wks: Nuclear Weapons Technology - 90097 - WKS99 532 - A
- Associated Term: Fall 2010 - MIIS
- Levels: MIIS Graduate
- Monterey Institute, CA Campus
- Workshop Schedule Type
- 1,000 Credits
- View Catalog Entry

**Registration Availability**

<table>
<thead>
<tr>
<th>Seats</th>
<th>Capacity</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Waitlist Seats</td>
<td>50</td>
<td>0</td>
</tr>
</tbody>
</table>

**Restrictions:**

- Must be enrolled in one of the following Majors:
  - Nonproliferation/Terrorism Studies
Waitlists
If a course is full but an electronic waitlist is available, you will receive a “Closed- x Waitlisted” Add Error. In the Action box select “Wait Listed” and click Submit Changes.

**Registered** on Mar 25, 2010
**Registered** on Mar 26, 2010
**Registered** on Mar 29, 2010
Total Credit Hours: 11.000
Billing Hours: 11.000
Minimum Hours: 0.000
Maximum Hours: 24.000
Date: Mar 30, 2010 12:28 pm

Registration Add Errors
Status: Closed - 0 Waitlisted
Action: None
CRN: 90002
Subj: CRSE
Sec: Level
Cred: 3.000
Grade Mode: Title
Waitlisted

Add Classes Worksheet
CRNs
Submit Changes  Class Search  Reset

You will see the course move up to your Course Schedule section, but it will have a status of Wait Listed:

Add/Drop Classes: Use Add Classes Worksheet

Wait listed
CRNs
Submit Changes  Class Search  Reset

Add/Drop Classes:

TO WAITLIST FOR A SECTION: If you encounter the registration error "CLOSED OR WAITLISTED" then the course you want to take is closed. To put your name on the waitlist, choose "Wait Listed" from the Action box. You should see the Status change to "Wait Listed" and the date. Note that not all instructors have activated the waitlist function.

Successful registration displays “Registered” in the course Status section of the Current Schedule.

To ADD courses during registration you will enter the CRNs for the sections here and click the SUBMIT Changes button.
Drop Course: Use the Action box to DROP a course.

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you already registered for the term, those classes will appear in the Class Registered Successfully section.

Additional classes may be added in the Add Classes worksheet. To add a class enter the Course Reference Number (CRN) in the Add Classes worksheet. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When additional prerequisites are completed click Submit Changes.

If you are unsure which classes to add, click Class Search in the right hand corner of this page.

TO WAITLIST FOR A SECTION If you encounter the restriction of “Wait Listed” from the Action box. You should function:

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registered</strong>: on Mar 25, 2010</td>
<td>None</td>
<td>90069</td>
<td>PSET</td>
<td>5587 A</td>
<td>MIS Graduate</td>
<td>3.000</td>
<td>Standard MIS</td>
<td>Hot Topics in Glob Env Policy</td>
</tr>
<tr>
<td><strong>Registered</strong>: on Mar 26, 2010</td>
<td>None</td>
<td>90212</td>
<td>TIFR</td>
<td>6531 A</td>
<td>MIS Graduate</td>
<td>4.000</td>
<td>Standard MIS</td>
<td>Adv Translation 1 into English</td>
</tr>
</tbody>
</table>

Courses that can be taken for varying amounts of credit can be registered for online. The registration will default to the lower credit limit established for the course. Consult with your advisor to determine the correct number of credits. To change it, click on the hyper-linked Credit field to modify this number and resubmit. Then select the link back to this worksheet to see your changes:

To DROP a course on-line once registered, select “Drop” from the Action column and remember to Submit Changes.

Change Class Options:

You have selected a class which has variable credit options for which you can register. Make the changes for any courses highlighted here based on the acceptable credit values noted to the left of the boxed value.

Once submitted the changes are processed. To see the results, return to the Register or Add/Drop Classes page.

Enter the Credit Hours from the range noted to the left of the box and Submit Changes. Then use the “Register or Add/Drop Classes” link above to return to your registration worksheet.
Error Messages will show under the Registration Add Errors Status section. See sample below:

NOTE: Error messages will not go away unless you obtain a waiver of the restriction and re-register for the course.