

## Quick Guide to Banner Self-Service Registration

1. Login to the MyYC student portal using an approved web browser.

Banner 9 Self-Service Registration is recommended on these web browsers:



2. Click on the **Search and Register for Classes** quick link  at the top of your portal to directly access the new **Banner Self-Service Registration** menu.




*NOTE:* If you are registering for more than one or two classes, use the [Roughrider Scheduler](#) to help add in breaks and build a class schedule that works for you. You can send your selected schedule to the registration page via the Registration Cart from the Scheduler to complete your registration.

3. Click on the **Register/Drop Classes** link:

[Student](#) • [Registration](#)

### Registration

What would you like to do?




-  [Check Registration Eligibility](#)  
View registration eligibility and pre-registration requirements.
-  [Register/Drop Classes](#)  
Search and register for classes; Drop classes; View and manage your schedule.
-  [Browse Credit Classes](#)  
Looking for classes? Browse credit classes offered this semester. (Not a registration area.)

4. Choose a term:

[Student](#) • [Registration](#)

### Registration

What would you like to do?

-  [Check Registration Eligibility](#)  
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Search and register for classes; Drop classes; View and manage your schedule.
-  [Browse Credit Classes](#)  
Looking for classes? Browse credit classes offered this semester. (Not a registration area.)

## Registration overview

From here, you can search for classes using the **Search for Classes** tab, entering CRNs in the **Enter CRNs** tab, and/or pulling in your planned schedule from the **Roughrider Scheduler**. The Schedule and Options will populate once you are registered for the term.

### 1. Search for Classes tab

Let's see what searching for an Anthropology course looks like if we choose the first option and search using the **Search for Classes** tab:

Search for Classes | Enter CRNs | Roughrider Scheduler (Registration Cart) | Registration Summary

Enter Your Search Criteria ("Type" in box or "Click" in box to activate search); For information on YC Programs of Study navigate to [catalog.yc.edu](http://catalog.yc.edu)

Term: Spring 2019

Keyword (Ex: Writing)

Subject (Ex: ENG)

Course Number (Ex: 101)

Campus

Open Sections Only

Search Clear Advanced Search

At this point, you can click on the underlined course title to the left to view more about the course, or you can click on the **Add** button to the right to add the course to your preliminary schedule (the course will then show in the summary section to the bottom right of the screen and on the schedule to the bottom left of the screen as shown below):

Search Results \*Campus Location Information: [www.yc.edu/cas](http://www.yc.edu/cas)\* \*Meeting Type Definitions: [www.yc.edu/classsearch](http://www.yc.edu/classsearch)\* \*After adding classes click "VIEW CHARGES/PAY TUITION\*\* - 57 Classes

Term: Spring 2019 Subject (Ex: ENG): Physical Education

CRN	Subject	Course #	Title	Campus	Meeting Times	Add
14649	PHE	100F	<a href="#">Hatha Yoga</a>	Prescott	S M T W T F S 06:00 AM - 06:50 AM Meeting Type: Class Building: BI	Add
15516	PHE	100F	<a href="#">Hatha Yoga</a>	Prescott	S M T W T F S 08:00 AM - 08:50 AM Meeting Type: Class Building: BI	Add
15607	PHE	100F	<a href="#">Hatha Yoga</a>	Online	S M T W T F S - Meeting Type: Online Building: Online Course Room	Add
15320	PHE	100G	<a href="#">Intermediate Yoga</a>	Verde Val...	S M T W T F S 08:30 AM - 09:20 AM Meeting Type: Class Building: V	Add
15931	PHE	103	<a href="#">Nature Based Mindfulness</a>	Prescott	S M T W T F S 08:30 AM - 04:00 PM Meeting Type: Field Trip Building S M T W T F S 05:30 PM - 09:00 PM Meeting Type: Class Building: BI	Add
15614	PHE	105B	<a href="#">Fitness Workshop_Crosstraining</a>	Prescott	S M T W T F S 10:00 AM - 10:50 AM Meeting Type: Class Building: BI	Add
15616	PHE	105D	<a href="#">Fitness Workshop_Tennis</a>	Prescott	S M T W T F S 05:30 PM - 06:50 PM Meeting Type: Class Building: Te	Add

Search Again

Enrollment Activity						***CLICK HERE TO VIEW CHARGES/PAY TUITION AT THE TIME OF REGISTRATION***	
CRN	Subject/Course	Title	Credi	Enrollment Status	Change Enrollment Status		
15931	PHE 103, 101	Nature Based Mindfuln...	1	Pending	**Web Registered**		
15404	PHE 110F, 101	INSANITY	1	Registered	None		

Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 18

**Submit**

**NOTE:** clicking the **Add** button only adds the course to your preliminary schedule. Notice that in the **Enrollment Activity** window, the course status is listed as Pending. This means that you are not yet registered for the course. You will need to click **Submit** to register for the course. The enrollment status will then change to *Registered*.

## 2. Enter CRNs tab

Click on the **Enter CRNs** tab to register for classes based on their Course Reference Numbers. To add multiple CRNs, click **+ Add Another CRN** for each additional class that you wish to register for. When you have finished entering the CRNs, click **Add to Summary** for them to be added to your Registration Summary.

### Register for Classes

[Search for Classes](#)   
 [Enter CRNs](#)   
 [Roughrider Scheduler \(Registration Cart\)](#)   
 [Registration Summary](#)

**Enter Course Reference Numbers (CRNs) to Register** *\*\*Recommended for quick registration\*\**

**Enter your CRN (Ex: 15160), Click "Add to Summary"**

Term: Spring 2019

CRN

[+ Add Another CRN](#)   
 [Add to Summary](#)

**NOTE:** You will still need to click **Submit** on the Registration Summary to register for these classes.

## 3. Register for Classes in your cart from Roughrider Scheduler

To add classes from the Roughrider Scheduler, you will first need to create a schedule in the Roughrider Scheduler and send them to your Registration Cart. Once the classes are in your Registration Cart, they will appear under the **Roughrider Scheduler (Registration Cart)** tab. From there, you can add the classes to you Registration Summary.

Search for Classes   Enter CRNs   **Roughrider Scheduler (Registration Cart)**   Registration Summary

Register from Roughrider Scheduler (Registration Cart) \*\*Recommended for degree seeking students\*\* For more information navigate to: [www.yc.edu/roughriderscheduler](http://www.yc.edu/roughriderscheduler)

Term: Spring 2019

**NOTE:** Once the classes are in your Registration Summary, you will still need to click **Submit** to register for them.

4. **Pay for Classes** via the YC Payment Portal

In the **Enrollment Activity** window, click the **\*\*\*CLICK HERE TO VIEW CHARGES/PAY TUITION AT THE TIME OF REGISTRATION\*\*\*** link. This will open a window with a summary of your tuition.

Enrollment Activity (Questions? Call 928.776.2149)   **\*\*\*CLICK HERE TO VIEW CHARGES/PAY TUITION AT THE TIME OF REGISTRATION\*\*\***

CRN	Subject/Course/Section	Title	Credit H	Enrollment Status	Change Enrollment Status	
14767	COM 131, 102	Fundamentals of Speech Commun...	0	Withdrawn	None	
15701	SPA 202, 102	Intermediate Spanish II	4	Registered	None	
14917	CSA 110, 702	Introduction to Computer Informati...	3	Registered	None	
15512	GEO 212, 702	Introduction to Meteorology	4	Registered	None	

Total Hours | Registered: 11 | Billing: 14 | CEU: 0 | Min: 0 | Max: 18

**Submit**

Next, click on the **PAY TUITION** link to be redirected to the YC Payment Portal.

**Tuition and Fees for Spring 2019**

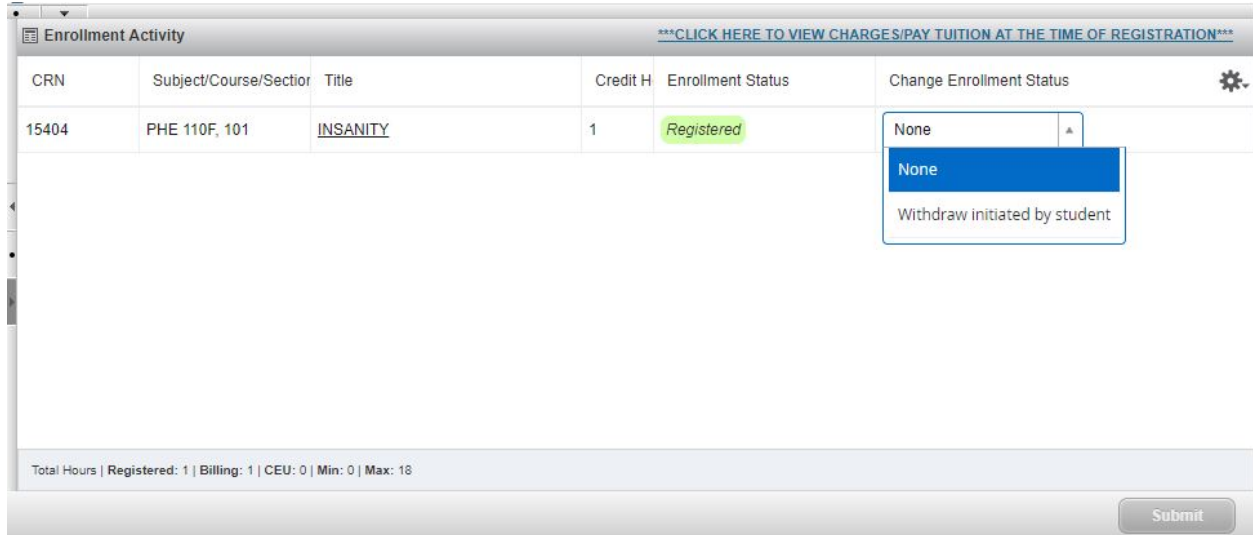
Click here to **PAY TUITION** and view your entire account balance (including Financial Aid or Account Credits). Payment is due at the time of registration for the Spring and Summer semesters. There is a deferred payment option for Fall semester registration. For information on Payment Plans or Deferred Payment view the entire policy at [www.yc.edu/payments](http://www.yc.edu/payments) or contact the Cashier at 928.776.2124 (NOTE: Clicking the link will redirect you to the YC Payment Portal)

Code	Description	Amount	(USD)	
TUI1	Differential Tuition One		\$52.00	
TUIT	Registration Tuition		\$1,218.00	
			<b>Total:</b>	\$1,270.00

**Total Credit Hours: 11**

**Close**

5. **View Your Schedule** with the classes that you are currently registered for  
The Schedule window creates a class schedule for you based on the classes that you are registered for or that are pending in your Registration Summary.
6. **Drop Classes** or remove previously added classes  
Click on the drop-down menu under the **Change Enrollment Status** column next to the class that you would like to drop or remove. This will display the enrollment status options.



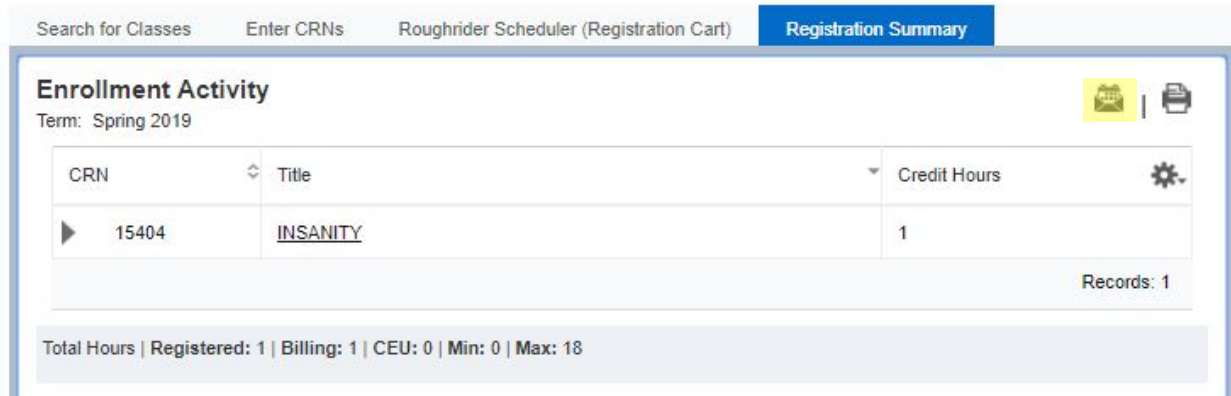
Select the option that corresponds with the action that you would like to take – either **Withdraw initiated by student** or **Remove**. Then, click **Submit**. This will remove the course from your schedule and drop you from the class.

7. **Register/Submit Changes** by clicking “Submit”  
It is important to remember to click **Submit** to save your changes. Unless a course shows the enrollment status as *Registered*, you are not registered for the course. It will show *Pending* until you click **Submit**.

## Tips and Tricks

### 1. Email Your Schedule

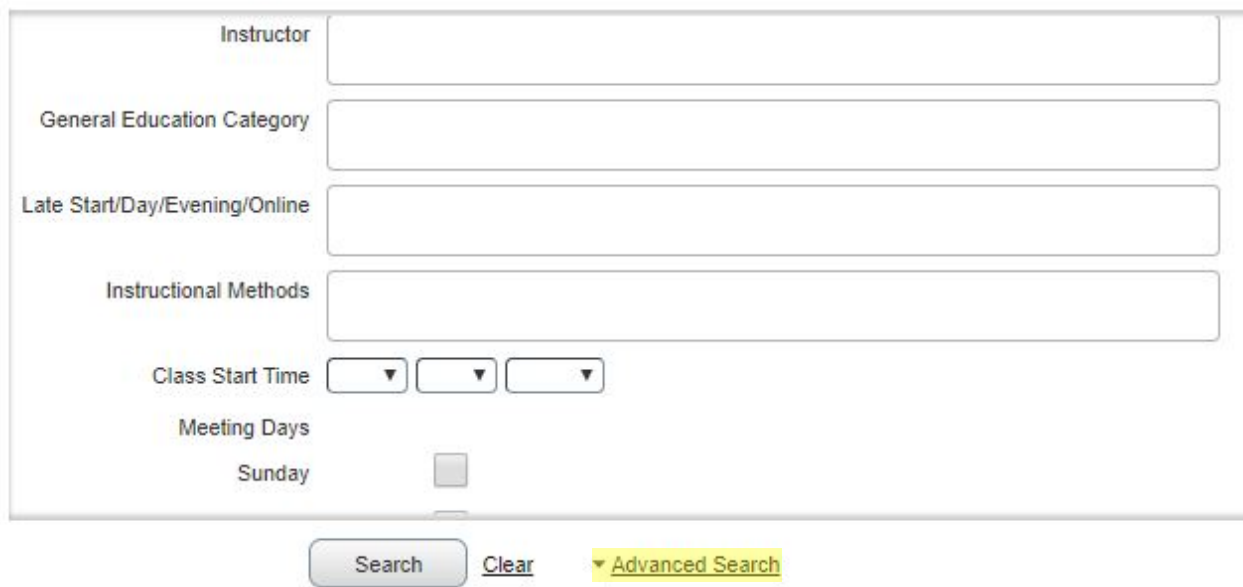
Note the highlighted e-mail icon to the top right of the screen (shown below). By clicking this icon, you can e-mail a copy of your schedule to yourself (or whoever you choose).



The screenshot shows the 'Registration Summary' tab in a web application. At the top, there are navigation tabs: 'Search for Classes', 'Enter CRNs', 'Roughrider Scheduler (Registration Cart)', and 'Registration Summary'. Below the tabs is the 'Enrollment Activity' section for the term 'Spring 2019'. It features a table with columns for 'CRN', 'Title', and 'Credit Hours'. A single record is shown with CRN '15404' and Title 'INSANITY' (underlined). The 'Credit Hours' column shows '1'. To the right of the table is a gear icon and a yellow envelope icon. Below the table, it says 'Records: 1'. At the bottom, a summary bar shows 'Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 18'.

### 2. Advanced Search – Late start, specific days, etc.

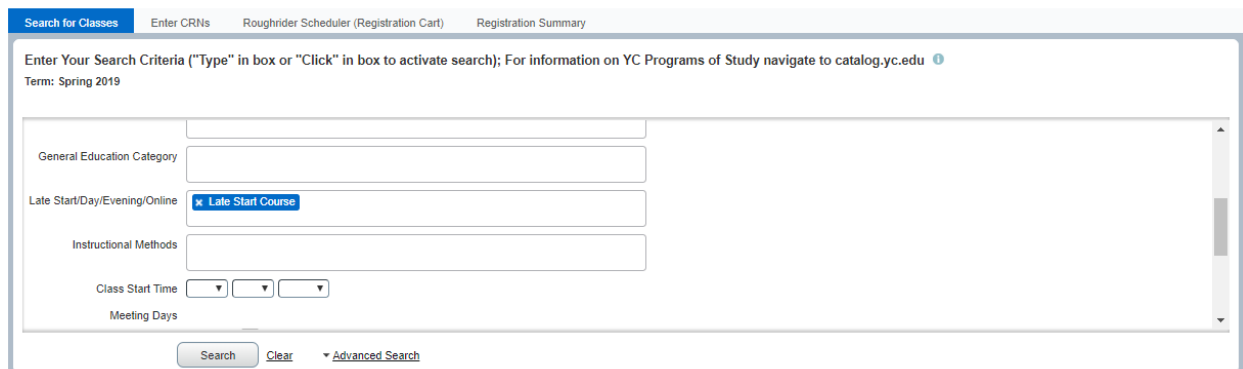
To use the Advanced Search, click on **Advanced Search** in the **Search for Classes** tab.



The screenshot shows the 'Advanced Search' form in the 'Search for Classes' tab. The form has several input fields: 'Instructor', 'General Education Category', 'Late Start/Day/Evening/Online', and 'Instructional Methods'. Below these are three dropdown menus for 'Class Start Time' and a 'Meeting Days' section with a checkbox for 'Sunday'. At the bottom, there are three buttons: 'Search', 'Clear', and 'Advanced Search' (highlighted in yellow).

From here, you can search for classes that meet on specific days, are taught by a specific instructor, start at a certain time, and more.

Once you add your search criteria, click **Search**.



The screenshot shows the 'Advanced Search' form with search criteria entered. The 'Late Start/Day/Evening/Online' field has a dropdown menu open showing 'Late Start Course' selected. The 'Search' button is highlighted in blue. The 'Clear' and 'Advanced Search' buttons are also visible at the bottom.

The courses that meet your criteria will appear in the window. From there, you can add them to your Registration Summary.

Search for Classes | Enter CRNs | Roughrider Scheduler (Registration Cart) | Registration Summary

Search Results "Campus Location Information: www.yc.edu/cas" "Meeting Type Definitions: www.yc.edu/classsearch" "After adding classes click "VIEW CHARGES/PAY TUITION"" — 72 Classes  
 Term: Spring 2019 **Late Start/Day/Evening/Online: Late Start Course** Search Again

CRN	Subject	Course #	Title	Campus	Meeting Times	
15708	AJS	123	Ethics and Criminal Justice	Online	S   M   T   W   T   F   S	- Meeting Type: Online Building: Online Course Room <span>Add</span>

**NOTE:** Once the classes are in your Registration Summary, you will still need to click **Submit** to register for them.

### 3. Error Messages

Any errors that occur when attempting to add classes will display on the screen. You will have to then search for additional course options, resolve the error message by gaining online consent from the professor, completing a time conflict form and submitting it to the AARC/Registrar's Office, speaking with an Academic Advisor, etc.

Here is an example of an error message that you may receive:

**CNT 115 CRN 15593: Prerequisite/Test Score Error. The system has no documentation that you have met the prerequisite established for the course. Select another course or see an Academic Advisor.**

Search Again

This is indicating that the system doesn't show that you have completed the prerequisites for the class that you attempted to register for. In this case, you would have to remove the class from your schedule and select a different class, or speak with an Academic Advisor if you believe that this is an error.

To remove the class, choose **Remove** from the drop down options under **Change Enrollment Status** next to the class that you wish to remove. You will need to click **Submit** to save your changes and to remove the class from your schedule.

Enrollment Activity \*\*\*CLICK HERE TO VIEW CHARGES/PAY TUITION AT THE TIME OF REGISTRATION\*\*\*

CRN	Subject/Course/Section	Title	Credit Ho	Enrollment Status	Change Enrollment Status
15593	CNT 115, 100	Computer Networking Technologies II	4	Errors Preventing Registration	Remove
15404	PHE 110F, 101	INSANITY	1	Registered	None

### 4. Expand or Hide Areas

When using the **Register for Classes** function, you'll notice arrows between the displays that can be used to close or expand the areas – shown highlighted here:

The **left arrow** in the middle of the page expands the Schedule and Summary areas as such.

The **center dot** to the right of the left arrow restores the page to its original format.

The **right arrow** expands the top sections of the page and removes the Schedule and Summary sections as such.

