

Banner Registration Reference Checklist for Students

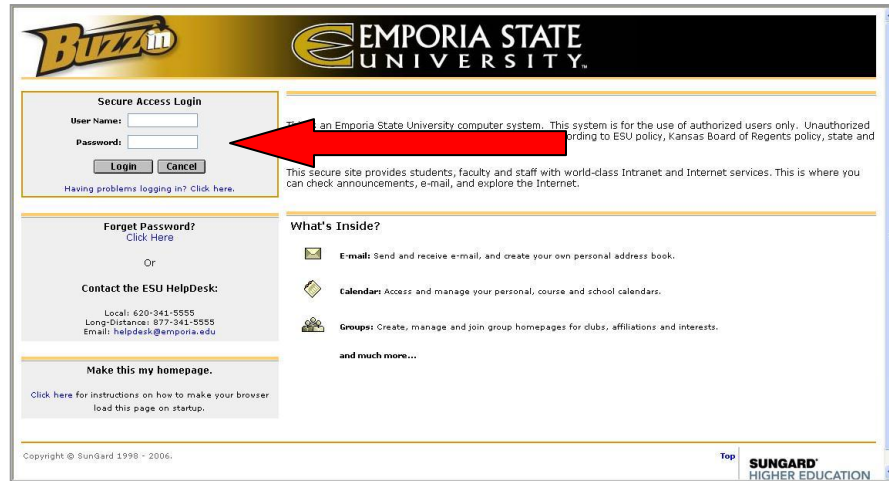
Please note, before you can register, you must see your advisor for your alt pin number.

Registering for classes

Step 1

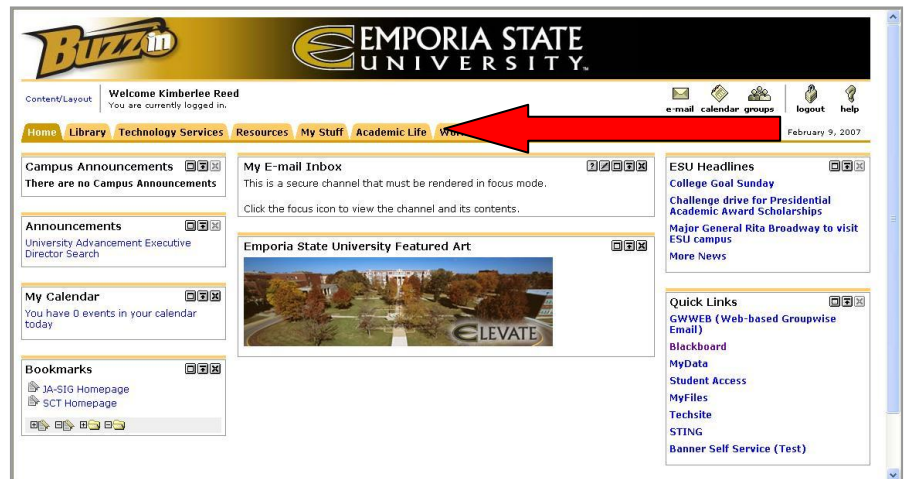
- Login to Buzzin
- <http://buzzin.emporia.edu>

Your password is the last Six digits of your E-number



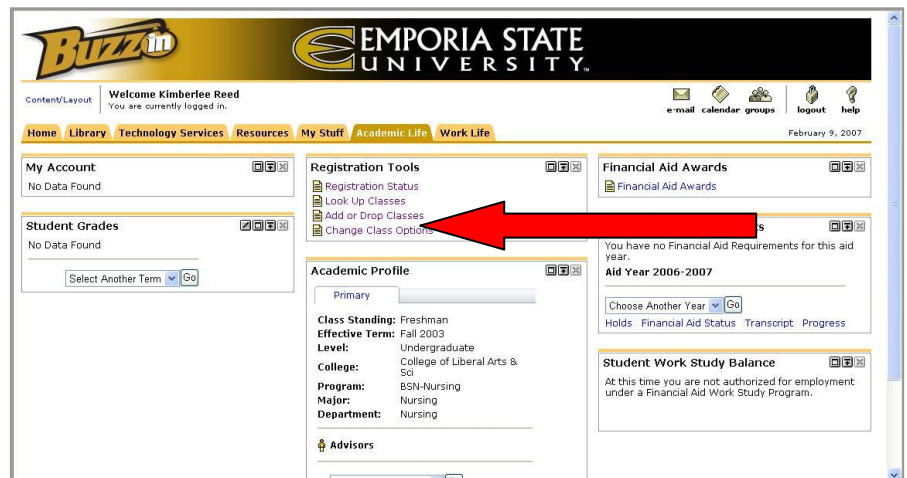
Step 2

- Select the **Academic Life** Tab



Step 3

- Look for the **Registration Tools** Channel
- Select the **Add/Drop** classes link



Step 4

- Select the **Term** for which you will be registering the student
- Click **Submit**

The screenshot shows the 'Registration Term' page in the Bizzzz system. At the top, there are navigation tabs for 'Personal Information', 'Student and Financial Aid', and 'Employee'. A search bar is present with a 'Go' button. The page title is 'Registration Term'. On the right, it displays 'E10088103 Kimberlee M. Reed' and 'Feb 09, 2007 03:43 pm'. Below the title, there is a dropdown menu labeled 'Select a Term:' with 'Fall 2007' selected. A red arrow points to this dropdown. Below the dropdown is a 'Submit' button. At the bottom, it says 'RELEASE: 7.2' and 'powered by SUNGARD SGT HIGHER EDUCATION'.

Step 5

- Type in the **Alt Pin** number
- Click **Submit**

We will send out pin numbers to grad students at least 2 weeks prior to enrollment

The screenshot shows the 'Faculty Student PIN' page in the Bizzzz system. At the top, there are navigation tabs for 'Personal Information', 'Student and Financial Aid', 'Faculty Services', 'Employee', and 'Finance'. A search bar is present with a 'Go' button. The page title is 'Faculty Student PIN'. On the right, it displays 'E10000070 Kathy L. Emler' and 'Feb 19, 2007 10:01 am'. Below the title, there is a message: 'Please enter the Personal Identification Number (PIN) for the student. Choose the ID Selection link to select a different student.' Below this message is an input field labeled 'Enter Dean Accettura's PIN:' with a red arrow pointing to it. Below the input field is a 'Submit' button. At the bottom, it says 'RELEASE: 7.1' and 'powered by SUNGARD SGT HIGHER EDUCATION'.

Step 6

- Select **Class Schedule** to look up classes or if **CRN** number is known type the CRN number in the appropriate space

The screenshot shows the 'Add or Drop Classes' page in the Bizzzz system. At the top, there are navigation tabs for 'Personal Information', 'Student and Financial Aid', and 'Employee'. A search bar is present with a 'Go' button. The page title is 'Add or Drop Classes'. On the right, it displays 'E10088103 Kimberlee M. Reed' and 'Fall 2007 Feb 09, 2007 03:10 pm'. Below the title, there is a message: 'To add a class, enter the Course number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.' Below this message is a section titled 'Add Classes' with a table of input fields for 'CRNs'. A red arrow points to the 'Class Search' button below the table. Another red arrow points to the 'CRN #' input field. Below the table, there are buttons for 'Submit Changes', 'Class Search', and 'Re'. At the bottom, it says 'RELEASE: 7.0' and 'powered by SUNGARD SGT HIGHER EDUCATION'.

Step 7

- Select the **Subject Area** (School Counseling, Psychology, Business, etc)
- Additional filters can be added (e.g., Course number, Instructor, Part of Term, etc.)
- Click **Class Search**

Secondary Education = ED535, ED887, ED833

Educational Admin = EA773

Psychology = PY722

The screenshot shows a web interface for 'Look Up Classes'. At the top, there are navigation tabs: 'Personal Information', 'Student and Financial Aid', and 'Employee'. Below these is a search bar with a 'Go' button. The main section is titled 'Look Up Classes' and includes a user profile for E10088103 Kimberlee M. Reed. A message states: 'Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.' The form fields include:

- Subject:** A dropdown menu with 'Accounting', 'Anthropology', and 'Arabic' visible. A large red arrow points to this menu.
- Course Number:** An empty text input field.
- Title:** An empty text input field.
- Schedule Type:** A dropdown menu with 'All', 'Directed Studies', and 'Independent Study' visible.
- Credit Range:** Two text input fields for 'hours to' and 'hours'.
- Campus:** A dropdown menu with 'All', 'ESU', and 'Off Campus' visible.
- Course Level:** A dropdown menu with 'All' visible.

Step 8

- Find the class to add to the schedule and select the class by clicking in the Open Box next to the class. Make sure a check mark appears in this box.
- Select either **Register** or **Add to Worksheet** (the register button immediately adds you to the class and the add to worksheet will build your schedule and then add all classes at one time).

The screenshot shows the 'Look-Up Classes' results page. At the top, it says 'Look-Up Classes' and 'E10000070 Kathy L. Ermier Fall 2007 Feb 02, 2007 10:11 am'. A message states: 'Select the box to the left of the CRN and choose either Register or Add to Worksheet to register for classes. The Add or Drop Class page will display and you can continue registering.' Below this is a section titled 'Sections Found' with the filter 'English'. A table lists the sections with columns: Select, CRN, Subj, Crse, Sec, Cmp, Cred, Title, Days, Time, Cap, Act, Rem, WL, Cap, Act, Rem, XL, Cap, Act, Rem, Instructor, Date (MM/DD), Location, and Attribute. A red arrow points to the 'Select' checkbox in the first row.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	Cap	Act	Rem	XL	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	50043								09:50 am	1	16	0	0	0	0	0	0	0	0	0	TBA	08/15-12/07	CH 315	
<input type="checkbox"/>	50044	EG	001	B	ESU	3.000	Basic Writing	MWF	09:00 am-09:50 am	16	0	16	0	0	0	0	0	0	0	0	TBA	08/15-12/07	CH 316	
<input type="checkbox"/>	50045	EG	001	C	ESU	3.000	Basic Writing	MWF	10:00 am-10:50 am	16	0	16	0	0	0	0	0	0	0	0	TBA	08/15-12/07	CH 315	
<input type="checkbox"/>	52209	EG	001	D	ESU	3.000	Basic Writing	MWF	10:00 am-10:50 am	16	0	16	0	0	0	0	0	0	0	0	TBA	08/15-12/07	CH 318	
<input type="checkbox"/>	50046	EG	100	PA	ESU	1.000	Composition Workshop	TBA		0	0	0	0	0	0	0	0	0	0	TBA	08/15-12/07	CH 318		
<input type="checkbox"/>	50047	EG	101	A	ESU	3.000	Composition I	MWF	08:00 am	22	2	20	0	0	0	0	0	0	0	0	TBA	08/15-	PH 307	

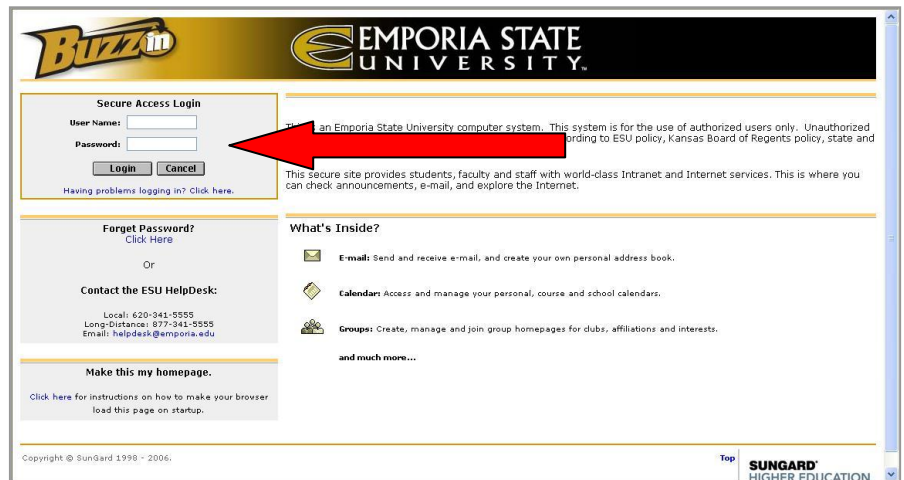
Step 9

- Repeat **Steps 7 and 8** until registered for all classes.

Dropping a class – Advisor already has given you the Alt Pin number

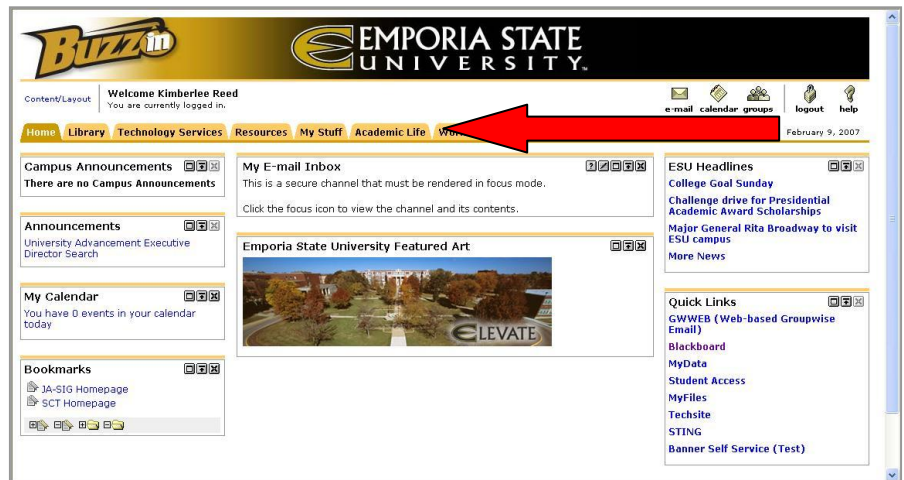
Step 1

- Login to Buzzin
- <http://buzzin.emporia.edu>



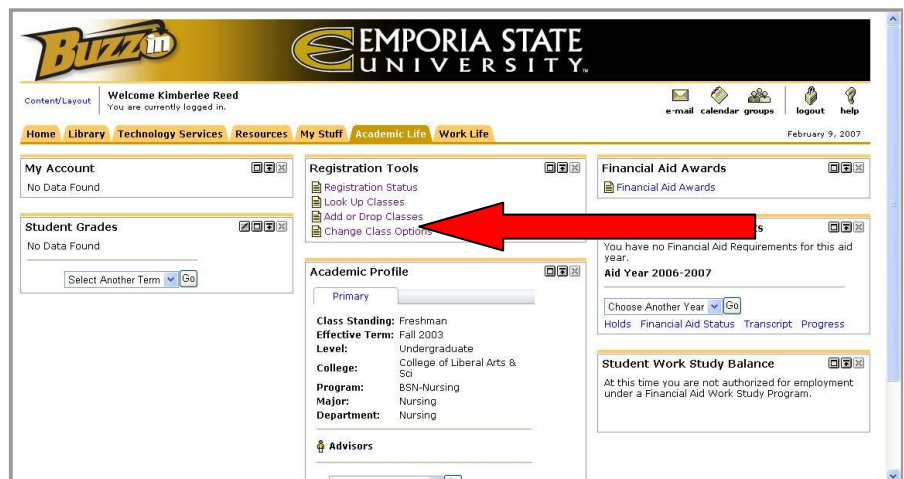
Step 2

- Select the **Academic Life** Tab



Step 3

- Look for the **Registration Tools** Channel
- Select the **Add/Drop** classes link
- Select the **Term** for which you will be registering the student
- Click **Submit**



Step 4

- Select the **Term** for which
- Click **Submit**

back to Academic Life Tab

Personal Information Student and Financial Aid Employee

Search Go RETURN TO MENU SITE MAP HELP

Registration Term E10088103 Kimberlee M. Reed
Feb 09, 2007 03:43 pm

Select a Term: Fall 2007

Submit

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Step 5

- Type in the **Alt Pin** number
- Click **Submit**

back to Faculty/Advising Tab

Personal Information Student and Financial Aid Faculty Services Employee Finance

Search Go RETURN TO MENU SITE MAP HELP

Faculty Student PIN E10000070 Kathy L. Emler
Feb 19, 2007 10:01 am

Please enter the Personal Identification Number (PIN) for the student. Choose the ID Selection link to select a different student.

Enter Dean Accetura's PIN:

Submit

[ID Selection]

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Step 6

- Select the drop down menu under **Action**
- Select **Web Drop**
- Click **Submit Changes**
- You are now dropped from this class

Add or Drop Classes E10000070 Kathy L. Emler
Fall 2007
Feb 02, 2007 10:22 am

Use this page to add or drop classes for the selected term. Classes for which the student has already registered will appear in the Current Schedule. Additional classes may be added in the Add Classes table. To add a class, enter the Course Reference Number (CRN) in the Add Classes table. Classes may be dropped using the options available in the Action field. If no options are listed in the Action field, the class may not be dropped. When adds or drops are complete, select Submit Changes.

You may choose Class Search to review the class schedule.

Information for Kimberley D. Botkin

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
Web Registered on Feb 02, 2007	None	51478	HL	150	B	Undergraduate 3.000	Standard	Letter	Grade Health for Human Wholeness
Web Registered on Feb 02, 2007	Web Drop	50047	EG	101	A	Undergraduate 3.000	Standard	Letter	Grade Composition I

Total Credit Hours: 6.000
Billing Hours: 6.000
Maximum Hours: 999999.999
Date: Feb 02, 2007 10:22 am

Add Classes Worksheet

CRNs

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*Please note, you may not drop all your classes. Only the registrar's office may drop you from all of your classes.