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

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

Step 6
- Select Class Schedule to look up classes or if CRN number is known type the CRN number in the appropriate space
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

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).

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](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 you will be registering the student
- Click **Submit**

Step 5
- Type in the **Alt Pin** number
- Click **Submit**

Step 6
- Select the drop down menu under **Action**
- Select **Web Drop**
- Click **Submit Changes**
- You are now dropped from this class

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