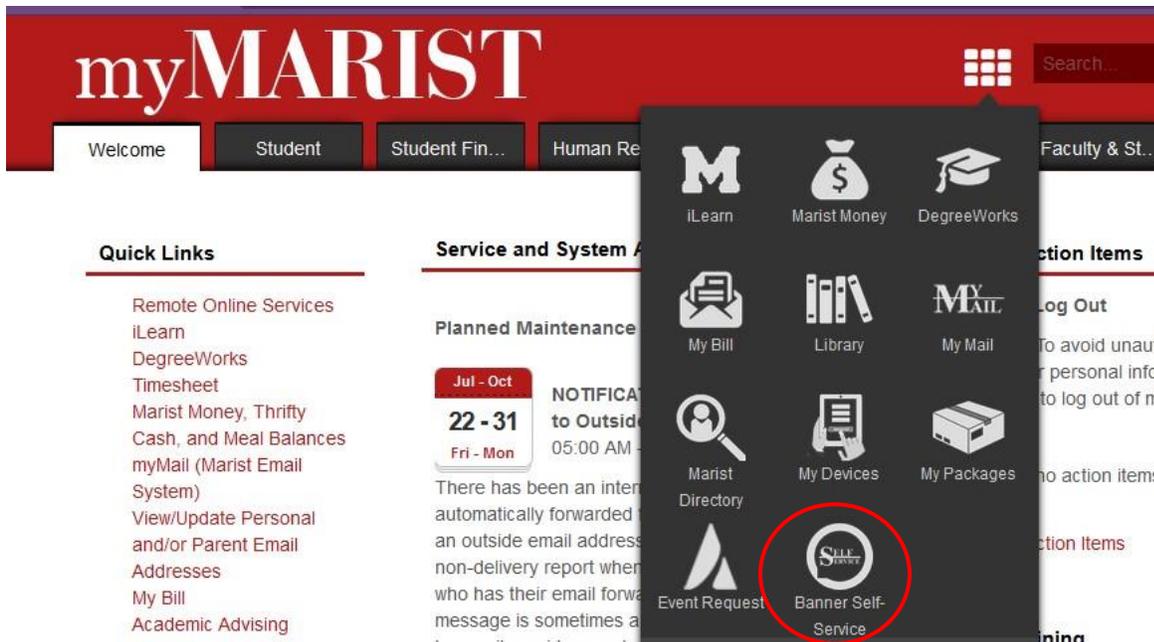


Banner 9 (SSB9) Registration

SSB9 Registration is an upgrade to our existing registration system. It offers more features designed to help make the registration process more seamless for students. Everything from searching for courses to planning your schedule, can be done through SSB9 Registration. The slides below provide more detail on the new upgraded system.

Getting Started:

Log into your myMarist account and click on the 9-box to get to Banner Self-Service



Then click on Student

Then Registration:

Student

[Registration](#)
Check your registration status, class schedule and add or drop classes

[Student Records](#)
View your holds, grades and transcripts

[DegreeWorks](#)
DegreeWorks is currently the only audit that contains accurate up-to-date g

If you have questions or concerns about the information on the audit pleas ensure that each audit is correct, we could not predict every possible situati

Then Add or Drop Classes:

Registration

[Select Term](#)

[Add or Drop Classes \(Use this link to register for your classes\)](#)

[Look Up Classes](#)

[Week at a Glance](#)

[Student Detail Schedule](#)

[Registration Status](#)

[Schedule Planner Planning Tool!!!](#)
Safari is currently experiencing issues, please use Chrome.

[Additional Information about College Scheduler](#)

Select Spring 2023

Click on Registration

Student **Registration**

Registration

What would you like to do?

- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**
View your past schedules and your ungraded classes.
- Browse Course Catalog**
Look up basic course information like subject, course and description.

Note: "Browse Classes" is the class schedule listing of sections by term
"Browse Course Catalog" is the entire inventory of classes taught at Marist

Prepare for Registration:

Select **Prepare for Registration**

[Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.

Select Registration Term and the Registration Status Screen will display:

- Your Student Status
- Your Academic Standing
- Any Registration Holds on your account.

Prepare for Registration

Registration Status Update Student Term Data

Registration Status
Term: Spring 2023

- ✓ Your Student Status permits registration.
- ✓ Your academic status permits registration.
- ✓ You have no holds which prevent registration.

Earned Hours

- ⓘ You have Earned Hours for Level: Undergraduate, Institution Hours: 0, Transfer Hours: 3
- ⓘ Your class standing for registration purposes is Freshman

Primary Curriculum
Level: Undergraduate
College: Management
Degree: Bachelor of Science
Program: BS in Business Administration
Campus: Marist College Campus
Catalog Term: Fall 2021
Admit Term: Fall 2012
Admit Type: Internal Transfer
Major: Business Administration
Department: School of Management
Major Concentration: Bus Admin, Emphasis: Marketing
Minor: Comm, Minor Advertising

Then Select Registration to go back to the main Registration window and select **Register for Classes**



[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.

Select the term you wish to register for and click continue

You can search for courses by:

- subject and course number
- CRN
- Import a preferred schedule from Schedule Planner.

By Course Number:

Find Classes Enter CRNs Schedule and Options

Enter Your Search Criteria ⓘ
Term: Spring 2023

Subject

Course Number

Keyword

[Clear](#) [▶ Advanced Search](#)

By CRN:

Find Classes **Enter CRNs** Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2023

CRN

[+ Add Another CRN](#)

Import a Preferred Schedule from Schedule Planner:

- Once you find your preferred schedule in Scheduler Planner, click on "Save Preferred Schedule"



Potential Schedule for Spring 2023

[Back](#) [Print](#) [Email](#) **[Send to Preferred Schedule](#)** [Heart](#) [Shuffle](#) [Schedule 1 of 717](#) [Next](#)

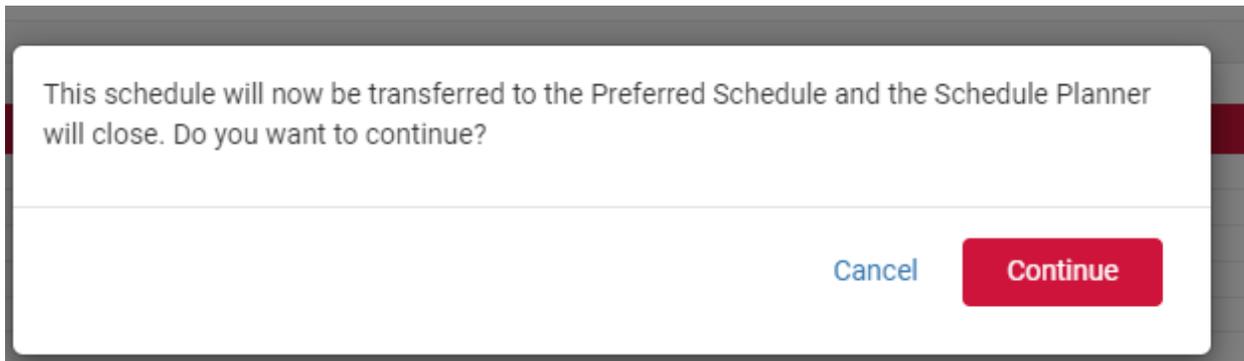
ID: mary.heller@marist.edu

You are viewing a potential schedule only and you must still register.

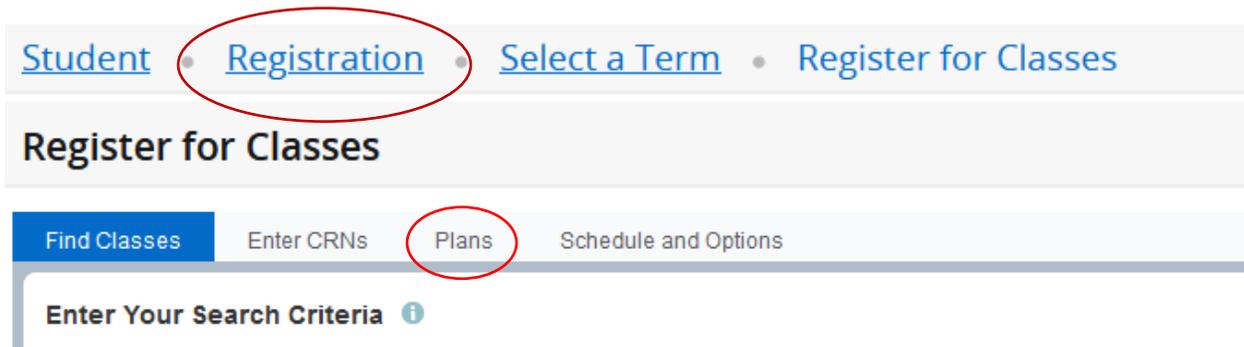
1. Click 'Send to Preferred Schedule' and you will be redirected to your Banner Student Portal.
2. Select the 'Term' for which the schedule was created.
3. Click 'Carts and Plans' tab on the top menu bar.
4. Click 'Add All.'
5. Click 'Submit.'
6. Your classes will show as successfully registered when you see a green 'Registered' label next to each course.

	CRN #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Campus	Credits
	10014	ART	110N	112	14	F 12:15pm - 3:15pm - ST 121 T 2:00pm - 3:15pm - ST 121	Marist College Campus	3
	10025	BIOL	101L	112	29	MW 3:30pm - 4:45pm	Marist College Campus	3
	10086	CRJU	101L	111	24	MTh 8:00am - 9:15am	Marist College Campus	3
	10459	ENG	120L	125	18	M 11:00am - 12:15pm W 9:30am - 10:45am	Marist College Campus	3
	12349	HIST	228L	112	24	TF 9:30am - 10:45am	Marist College Campus	3
								Total: 15

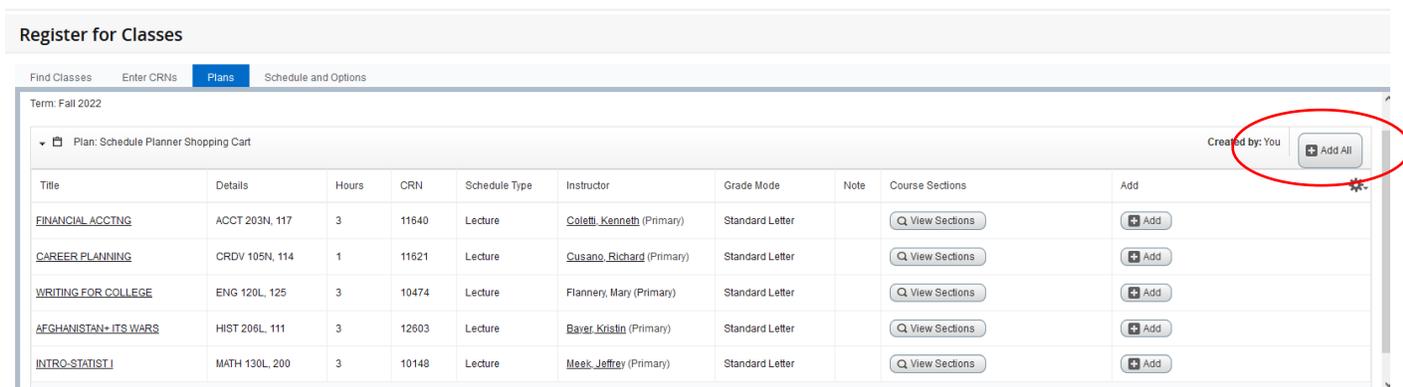
Click Continue:



This will bring you back to Registration – select the registration term and then on the "Plans" tab.



Your Preferred Schedule from Scheduler Planner will appear.



Click on "Add All" to add your plan to your schedule.

Register for Classes:

When you find a class you would like to register for, either by "Find Classes" or "Enter CRNs" or from your "Plan", you can add the class directly from this screen:

Note:

- Columns can be rearranged (drag & drop)
- The underlined texts are links to additional information
- The Add button is on the right, click on it to register for the course

Register for Classes

The screenshot shows the 'Register for Classes' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below the tabs, the search criteria are: 'Term: Fall 2022', 'Subject: Accounting', and 'Course Number: 203N'. A 'Search Again' button is on the right. The main content is a table with the following columns: Title, Instructor, Meeting Times, Status, Attribute, Linked Sections, and Add. The table lists nine 'FINANCIAL AC... Lecture' courses. Most are marked as 'FULL: 0...' with a red exclamation mark icon. One course by Niemetko, Trace... is marked '1 of 24 seat...' and another by Coletti, Kenneth... is marked '4 of 24 seat...'. Each row has an 'Add' button on the right. At the bottom, there is a pagination control showing 'Page 1 of 1' and '10 Per Page', and a 'Records: 9' indicator.

Title	Instructor	Meeting Times	Status	Attribute	Linked Sections	Add
FINANCIAL AC... Lecture	Friedman, Carol ...	S M T W T F S 09:30 AM - 10:45 AM	! FULL: 0...			Add
FINANCIAL AC... Lecture	Niemotko, Trace ...	S M T W T F S 03:30 PM - 04:45 PM	! FULL: 0...			Add
FINANCIAL AC... Lecture	Friedman, Carol ...	S M T W T F S 09:30 AM - 10:45 AM S M T W T F S 11:00 AM - 12:15 PM	! FULL: 0...			Add
FINANCIAL AC... Lecture	Friedman, Carol ...	S M T W T F S 03:30 PM - 04:45 PM	! FULL: 0...			Add
FINANCIAL AC... Lecture	Niemotko, Trace ...	S M T W T F S 05:00 PM - 06:15 PM	1 of 24 seat...			Add
FINANCIAL AC... Lecture	Coletti, Kenneth ...	S M T W T F S 03:30 PM - 04:45 PM	! FULL: 0...			Add
FINANCIAL AC... Lecture	Coletti, Kenneth ...	S M T W T F S 05:00 PM - 06:15 PM	4 of 24 seat...			Add
FINANCIAL AC... Lecture	Niemotko, Trace ...	S M T W T F S 06:30 PM - 09:00 PM	9 of 24 seat...			Add
FINANCIAL AC... Lecture	Wu, Chengzhan ...	S M T W T F S 06:30 PM - 09:00 PM	1 of 24 seat...			Add

Note:

- After Adding a course, it will appear below
- As you add classes they will appear as "**Pending**" status
- You must "**Submit**" to complete the transaction
- Courses will appear in two formats, a visual schedule on the bottom left and a summary panel on the bottom right.

The screenshot shows a 'Schedule' window with a 'Class Schedule for Fall 2022' grid and a 'Summary' table. The grid shows courses like 'WRITING FOR COLLEGE' and 'FINANCIAL ACCTNG' on various days. The summary table lists the following courses:

Title	Details	Hours	CRN	Schedule Type	Status	Action
FINANCIAL ACCTNG	ACCT 203N, 1...	3	11640	Lecture	Pending	**Web Registered**
WRITING FOR COLLEGE	ENG 120L, 125	3	10474	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

- After you select "Submit", it shows you the courses that you are successfully registered for & any errors. Click on the error to get more information. *To remove the course that you are not able to register for, click "Submit" again.*

The screenshot shows the 'Summary' table with a red box highlighting the first row, which has an error. The 'Remove' button in the 'Action' column is highlighted.

Title	Details	Hours	CRN	Schedule Type	Status	Action
PHILOSOPHICAL PERSP...	PHIL 101L, 111	3	10345	Lecture	Errors Preventing Re...	Remove
FINANCIAL ACCTNG	ACCT 203N, 117	3	11640	Lecture	Registered	None
WRITING FOR COLLEGE	ENG 120L, 125	3	10474	Lecture	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

What do the other buttons do?



[View Registration Information](#)
View your past schedules and your ungraded classes.

- View current and past schedules
- Review your schedule for next semester, once you have completed your registration



Plan Ahead

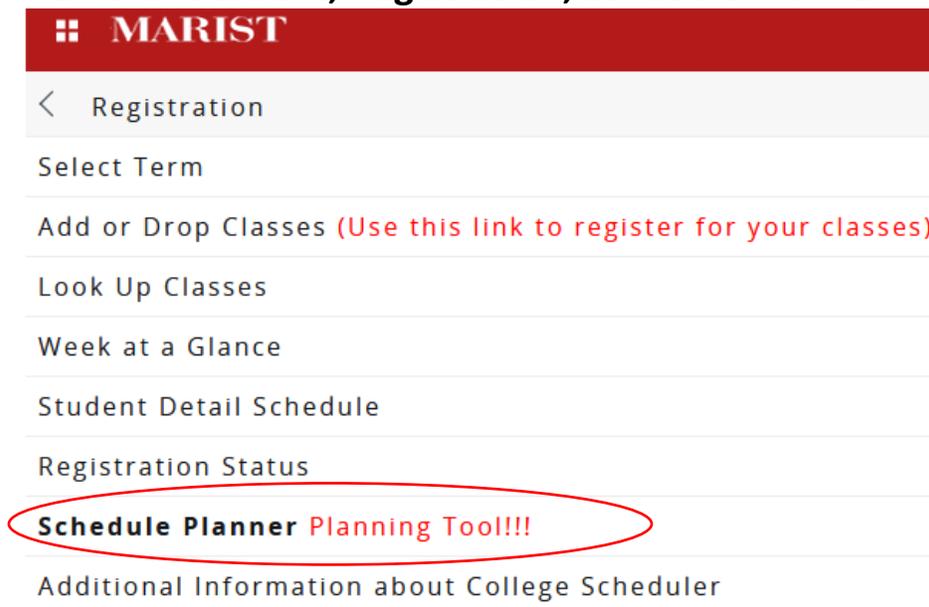
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

- Links to Schedule Planner – you can save a preferred schedule to import into registration.

If you need to get back to Schedule Planner from Registration 9, click the **4-box** on the upper left



Then click **Student, Registration, Schedule Planner**



If you have any questions or need assistance, please contact:

Office of the Registrar
Phone: 845-575-3250
Email: registrar @marist.edu