

## How to Register for Classes

1. Log into your InsideSOU account.
2. Select **CLASS SCHEDULE** at the top of the home page to search for classes
  - a. Select the term, select the subject and then click the **GREEN SEARCH BUTTON**
    - i. There are **OPTIONAL FILTERS** you may use. This is the best option when you need to narrow down your search criteria or to find classes that fill University Studies requirements.
  - b. Write down the **CRN (COURSE REFERENCE NUMBER)** for the classes you want to register for on the weekly schedule sheet.
3. Go back to the home page for InsideSOU and click on **STUDENT & REGISTRATION TOOLS** located in the online services blue box.

### Online Services

- AIMS (Accommodation Request)
- ALEKS
- Banner Admin
- Banner Self Service
  - Student Profile
  - Billing Account
  - Financial Aid
  - Pay Your Bill
  - Student & Registration Tools
  - Student Employment
- Bookstore

4. This will bring up the Banner Self-Service page. Click on **ADD OR DROP CLASSES** in the Registration Tools Box

## Banner Self-Service Student and Faculty Tools

Student Faculty

### Registration Tools

- Add or Drop Classes
- Change Class Options
- Look Up Classes
- Navigate Student App (iOS)
- Navigate Student App (Android)
- Registration Status
- Registration Time Tables
- Student Schedule Week at a Glance
- Wait List Status

### Billing Account

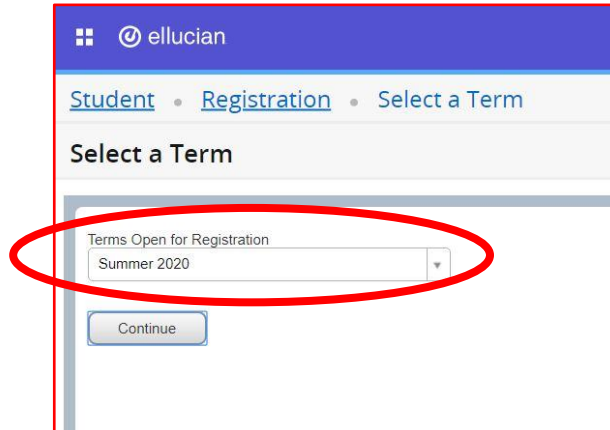
- Account Balance
- Account Summary by Term
- Account Detail
- Statement and Payment History
- Make a Payment
- Sign Revolving Charge Agreement
- Tax Notification

5. This will bring up the Registration Portal. From this page click on **REGISTER FOR CLASSES**. If you have registration holds click on **PREPARE FOR REGISTRATION** to review steps to complete pre-registration requirements.

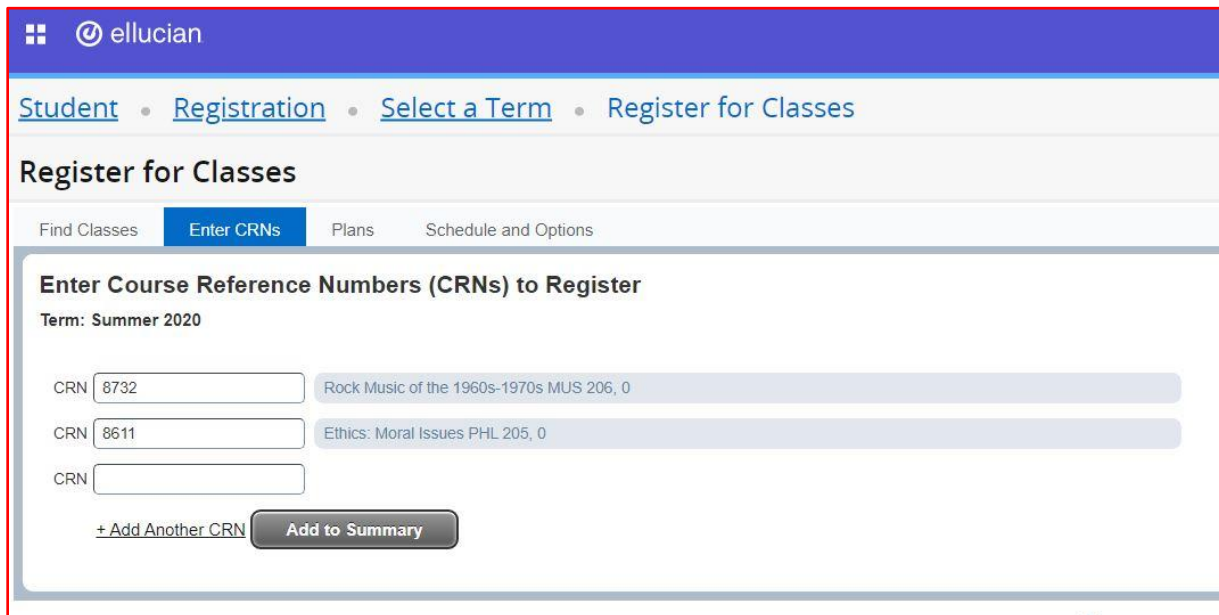
The screenshot displays the Southern Oregon University Registration Portal. At the top, there is a blue navigation bar with a user icon and the name 'ellucian'. Below this, a breadcrumb trail shows 'Student' and 'Registration'. The main heading is 'Registration'. A grey bar below the heading asks 'What would you like to do?'. There are six options, each with an icon, a title, and a brief description:

- Prepare for Registration** (circled in red): View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes** (circled in red): 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.

- When you click on **REGISTER FOR COURSES** the Select a Term page will load. Select the term you plan to register for classes in from the drop down menu, then click **CONTINUE**.

A screenshot of the 'Select a Term' page in the ellucian system. The page has a blue header with the ellucian logo and navigation links for 'Student', 'Registration', and 'Select a Term'. The main content area is titled 'Select a Term' and contains a dropdown menu labeled 'Terms Open for Registration' with 'Summer 2020' selected. A red oval highlights this dropdown menu. Below the dropdown is a 'Continue' button.

- Select **ENTER CRNs** tab from the top of the Register for Classes screen. Type each CRN into their own box (tab or select Add Another CRN to show another CRN box) and then select **ADD TO SUMMARY** when ready.

A screenshot of the 'Register for Classes' screen in the ellucian system. The page has a blue header with the ellucian logo and navigation links for 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. The main content area is titled 'Register for Classes' and has tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Enter CRNs' tab is active. Below the tabs is a section titled 'Enter Course Reference Numbers (CRNs) to Register' with 'Term: Summer 2020'. There are three input boxes for CRNs. The first two contain '8732' and '8611', with corresponding course names 'Rock Music of the 1960s-1970s MUS 206, 0' and 'Ethics: Moral Issues PHL 205, 0' displayed to the right. The third box is empty. At the bottom, there is a '+ Add Another CRN' link and an 'Add to Summary' button.

8. Drag the middle bar up so you can view your Class Schedule (left box) and Summary (right box). The **STATUS** column in the summary box will show you if courses are pending (not yet registered), registered, or dropped. The Class Schedule (left box) shows courses with in person class times as grey when pending and in color when registered successfully. When satisfied with your schedule hit the submit button in the bottom right.

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2020

**Schedule** | Schedule Details

Class Schedule for Summer 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am		Digital Image Foundation and Animation Design - Registration	Digital Image Foundation and Animation Design - Registration	Digital Image Foundation and Animation Design - Registration	Digital Image Foundation and Animation Design - Registration		
10am		Digital Image Foundation and Animation Design - Registration	Digital Image Foundation and Animation Design - Registration	Digital Image Foundation and Animation Design - Registration	Digital Image Foundation and Animation Design - Registration		
11am							
12pm							
1pm							

**Summary**

Title	Details	Hours	CRN	Schedule 1	Status	Action
Image and Animation D...	EMDA 201R, 0	2	8743	Discussi...	Pending	Web Registered
Digital Image Foundations	EMDA 201, 0	2	8742	Lecture	Pending	Web Registered
Ethics: Moral Issues	PHL 205, 0	4	8611	Comput...	Pending	Web Registered
Rock Music of the 1960 ...	MUS 206, 0	4	8732	Comput...	Pending	Web Registered
Criminal Violence	CCJ 384, 0	4	8560	Comput...	Registered	None
Social Problems and Po...	SOAN 205, 0	0	8574	Comput...	Dropped	None

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 99

**Submit**

9. Courses you've successfully registered for will show **REGISTERED** in the status column. Courses with registration errors will be highlighted in red. You can review the course errors at the top right of the screen or by selecting the link in the status column. To remove courses that have registration errors select remove from the action drop down menu and hit submit.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

### Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

**Enter Course Reference Numbers (CRNs) to Register**  
Term: Summer 2020

EMDA 201 CRN 8742: Corequisite EMDA 201R required

EMDA 201R CRN 8743: Time conflict with CRN 8742

Class Schedule for Summer 2020							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am		Digital Image and Foundation: Animation Design - Recitation	Digital Image and Foundation: Animation Design - Recitation	Digital Image and Foundation: Animation Design - Recitation	Digital Image and Foundation: Animation Design - Recitation		
10am							
11am							
12pm							
1pm							
2pm							

**Summary**

Title	Details	Hours	CRN	Schedule 1	Status	Action
Image and Animation D...	EMDA 201R, 0	2	8743	Discussi...	Errors Preventing...	Remove
Digital Image Foundations	EMDA 201, 0	2	8742	Lecture	Errors Preventing...	Remove
Ethics: Moral Issues	PHL 205, 0	4	8611	Comput...	Registered	None
Rock Music of the 1960...	MUS 206, 0	4	8732	Comput...	Registered	None
Criminal Violence	CCJ 384, 0	4	8560	Comput...	Registered	None
Social Problems and Po...	SOAN 205, 0	0	8574	Comput...	Dropped	None

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 99

**Submit**

10. Once you hit submit, you'll see the courses with errors removed from your schedule and summary, and your successfully registered courses in both boxes (unless they are online courses like in this example – then they will not show in the class schedule box on the right).

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes | **Enter CRNs** | Plans | Schedule and Options

**Enter Course Reference Numbers (CRNs) to Register**  
Term: Summer 2020

**Schedule** | Schedule Details

Class Schedule for Summer 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							

Panels ▾

**Summary**

Title	Details	Hours	CRN	Schedule T	Status	Action
<a href="#">Ethics: Moral Issues</a>	PHL 205, 0	4	8611	Comput...	Registered	None ▾
<a href="#">Rock Music of the 1960...</a>	MUS 206, 0	4	8732	Comput...	Registered	None ▾
<a href="#">Criminal Violence</a>	CCJ 384, 0	4	8560	Comput...	Registered	None ▾
<a href="#">Social Problems and Po...</a>	SOAN 205, 0	0	8574	Comput...	Dropped	None ▾

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 99

Submit

After this step you have successfully registered for courses and can exit out of the screen. The next steps show how to drop or re-register for courses you have in your summary box.

11. To view a details about the courses you registered for select the **SCHEDULE DETAILS** tab in the Class Schedule box on the right. To drop courses you previously registered for select **WEB DROP/DELETE** from the Action menu in the Summary box on the left and then hit Submit.

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2020

Schedule Schedule Details

Class Schedule for Summer 2020

▼ **Ethics: Moral Issues** | Philosophy 205 Section 0 | Class Begin: 06/22/2020 | Class End: 08/16/2020 Registered

06/22/2020 -- 08/16/2020 [S|M|T|W|T|F|S] - Type: Class Location: Ashland Building: Asynchronous web based courses Room: WWW  
 Instructor: Justin Harmon (Primary)  
 CRN: 8611  
 Message: Web Registered | Hours: 4 | Level: Undergraduate | Campus: Ashland | Schedule Type: Computer Accessed-Asynchronous | Instructional Method: Dist Delivery:No campus cntact | Grade Mode: Graded | Waitlist Position: 0 | Notification Expires: None

► **Rock Music of the 1980s-1970s** | Music 206 Section 0 | Class Begin: 06/15/2020 | Class End: 06/28/2020 Registered

06/15/2020 -- 06/28/2020 [S|M|T|W|T|F|S] - Type: Class Location: None Building: None Room: None  
 Instructor: Vicki Purslow (Primary)  
 CRN: 8732

► **Criminal Violence** | Criminology & Criminal Justice 384 Section 0 | Class Begin: 06/22/2020 | Class End: 08/16/2020 Registered

06/22/2020 -- 08/16/2020 [S|M|T|W|T|F|S] - Type: Class Location: Ashland Building: Asynchronous web based courses Room: WWW  
 Instructor: Brian Fedorek (Primary)  
 CRN: 8560

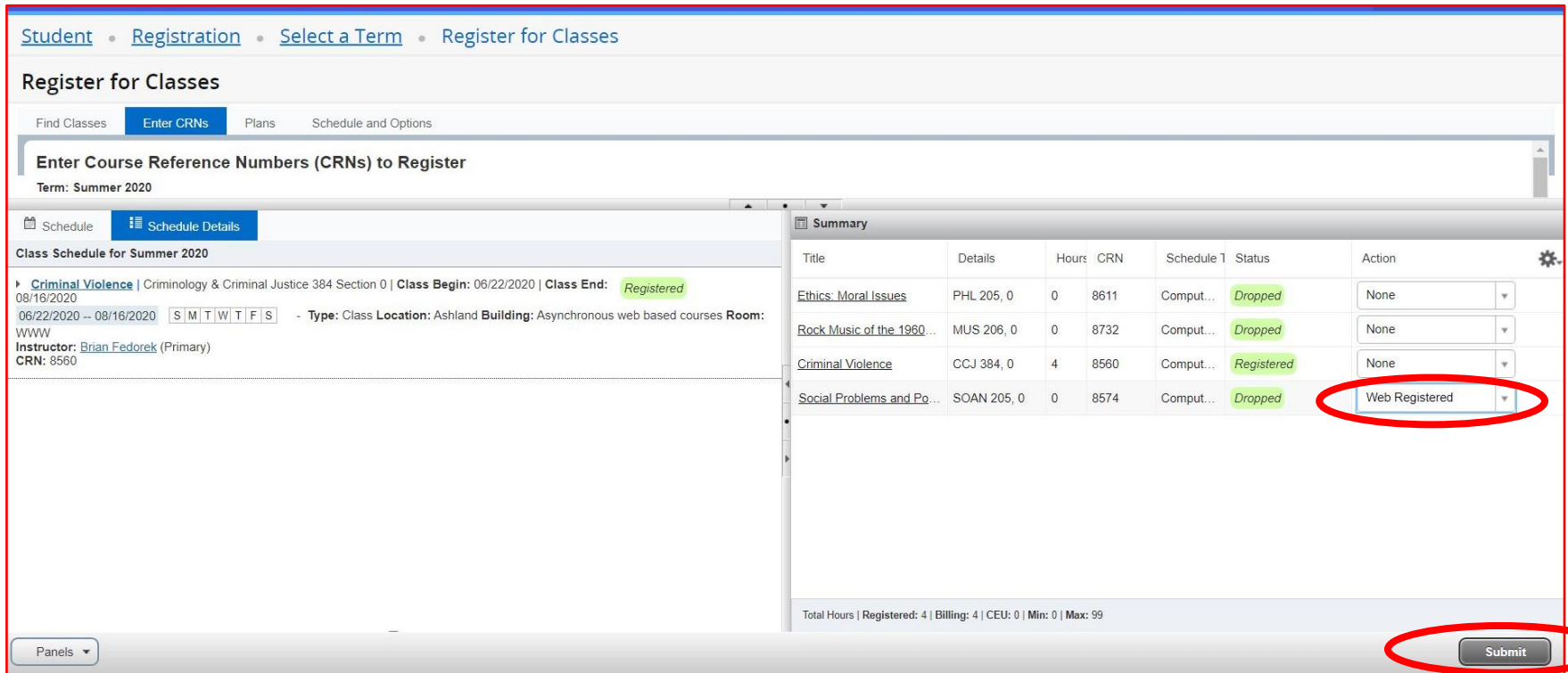
Title	Details	Hours	CRN	Schedule	Status	Action
Ethics: Moral Issues	PHL 205, 0	4	8611	Comput...	Registered	Web Drop/Delete
Rock Music of the 1960...	MUS 206, 0	4	8732	Comput...	Registered	Web Drop/Delete
Criminal Violence	CCJ 384, 0	4	8560	Comput...	Registered	None
Social Problems and Po...	SOAN 205, 0	0	8574	Comput...	Dropped	None

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 99

Submit



12. To re-register for a course that you previously dropped select **WEB REGISTERED** from the action menu next to the course you'd like to register for in the Summary box. Then hit Submit.



Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2020

Schedule Schedule Details

#### Class Schedule for Summer 2020

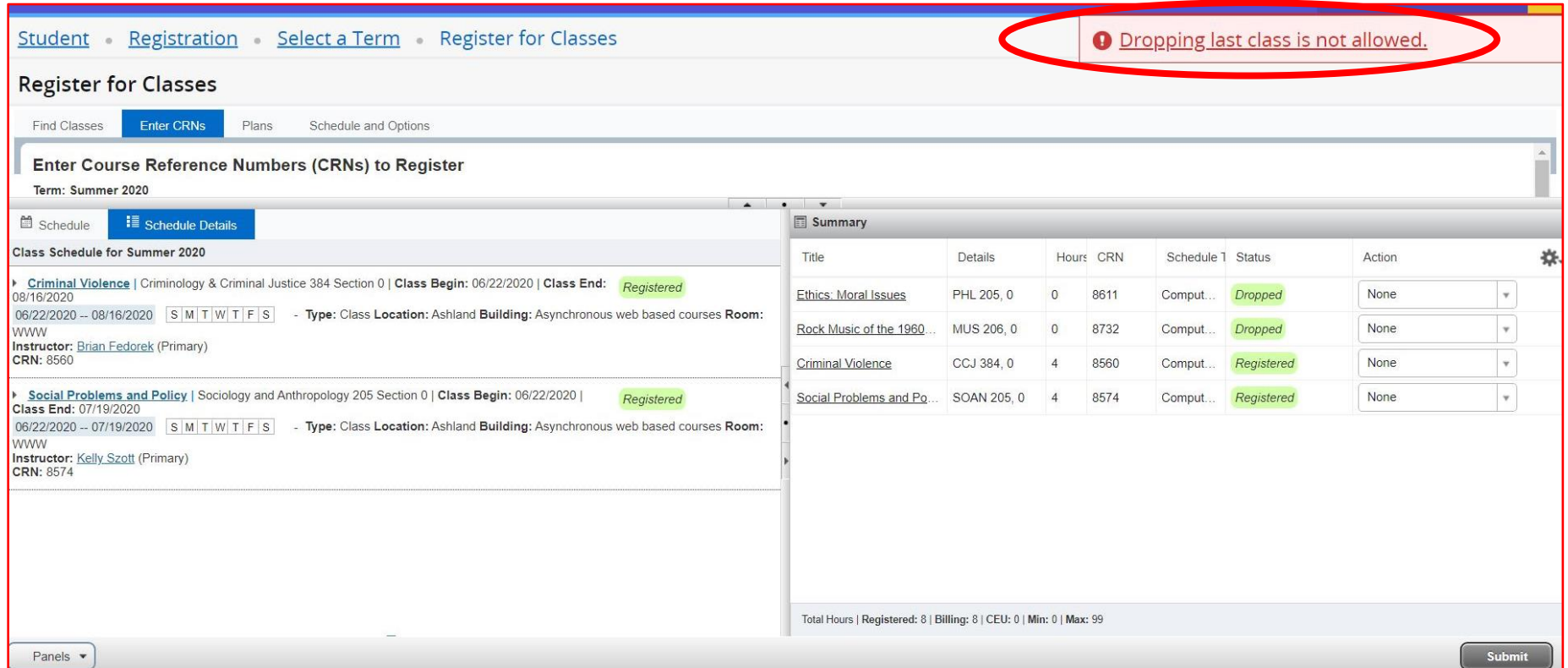
► **Criminal Violence** | Criminology & Criminal Justice 384 Section 0 | **Class Begin:** 06/22/2020 | **Class End:** Registered  
06/16/2020  
06/22/2020 -- 08/16/2020 | S M T W T F S | - **Type:** Class **Location:** Ashland **Building:** Asynchronous web based courses **Room:** WWW  
**Instructor:** Brian Fedorek (Primary)  
**CRN:** 8560

Title	Details	Hours	CRN	Schedule T	Status	Action
Ethics: Moral Issues	PHL 205, 0	0	8611	Comput...	Dropped	None
Rock Music of the 1960...	MUS 206, 0	0	8732	Comput...	Dropped	None
Criminal Violence	CCJ 384, 0	4	8560	Comput...	Registered	None
Social Problems and Po...	SOAN 205, 0	0	8574	Comput...	Dropped	Web Registered

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 99

Submit

13. To fully withdrawal from all courses (drop every course for a term), you'll need to email Raider Student Services at [studentservices@sou.edu](mailto:studentservices@sou.edu) to help you with this process. When trying to drop all your courses in one term you will receive the “Dropping last class is not allowed” error.



The screenshot shows the 'Register for Classes' interface. At the top right, a red-bordered box highlights an error message: **Dropping last class is not allowed.**

The main content area is titled 'Register for Classes' and includes a 'Summary' table of courses. The table has columns for Title, Details, Hours, CRN, Schedule T, Status, and Action.

Title	Details	Hours	CRN	Schedule T	Status	Action
Ethics: Moral Issues	PHL 205, 0	0	8611	Comput...	Dropped	None
Rock Music of the 1960...	MUS 206, 0	0	8732	Comput...	Dropped	None
Criminal Violence	CCJ 384, 0	4	8560	Comput...	Registered	None
Social Problems and Po...	SOAN 205, 0	4	8574	Comput...	Registered	None

At the bottom of the interface, there is a 'Submit' button and a status bar showing: Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 99.