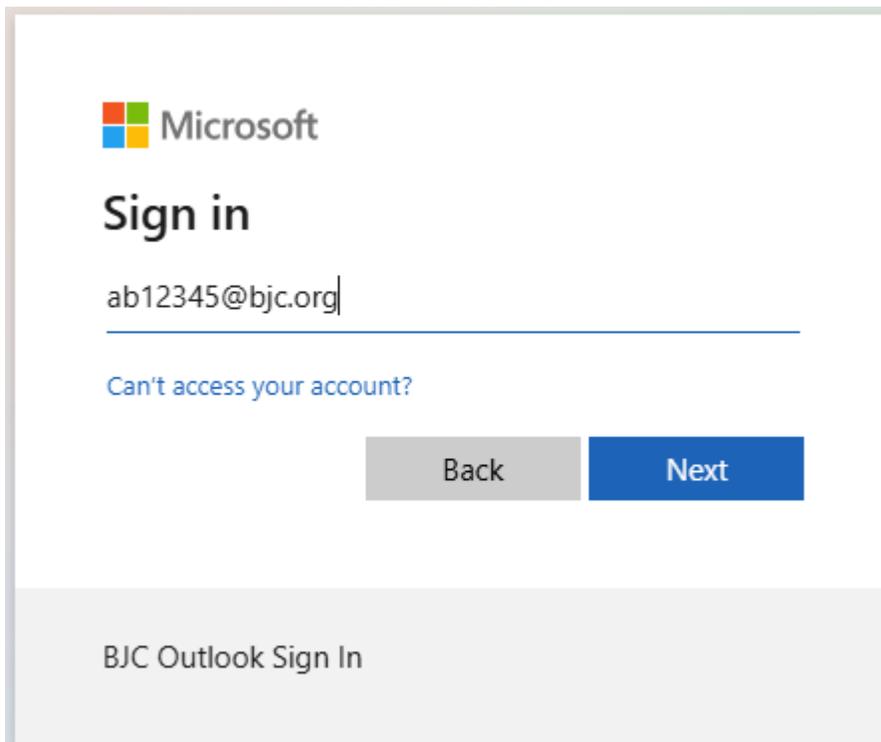


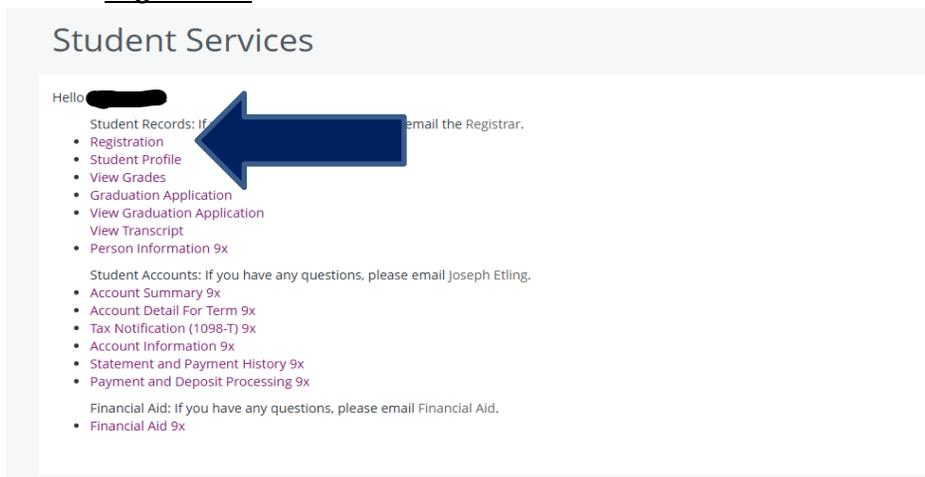
Registration Instructions via Banner Self-Service

1. Log into [Banner Self-Service](#) through your username [ab12345@bjc.org] and password.



The screenshot shows the Microsoft Outlook Sign In interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "ab12345@bjc.org". Below the input field is a blue link that says "Can't access your account?". At the bottom of the sign-in area are two buttons: a grey "Back" button and a blue "Next" button. Below the sign-in area, there is a grey bar with the text "BJC Outlook Sign In".

2. Click on **Registration**



The screenshot shows the "Student Services" page. At the top, the text "Student Services" is displayed. Below this, there is a "Hello" greeting followed by a redacted name. A large blue arrow points to the "Registration" link in a list of services. The list includes: "Registration", "Student Profile", "View Grades", "Graduation Application", "View Graduation Application", "View Transcript", and "Person Information 9x". Below this list, there is a section for "Student Accounts" with a list of links: "Account Summary 9x", "Account Detail For Term 9x", "Tax Notification (1098-T) 9x", "Account Information 9x", "Statement and Payment History 9x", and "Payment and Deposit Processing 9x". At the bottom, there is a section for "Financial Aid" with a link: "Financial Aid 9x".

3. Click on **Register for Classes**

Registration

What would you like to do?

- Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
- 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.
- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

4. Select the Term for registration and then click **Continue**.

Select a Term

Terms Open for Registration

Select a term...

Continue

5. Choose your courses that you need to register for

PRO TIP: Click on **Advanced Search** and search by **Course Attributes** to filter out the sections that are offered for your specific undergraduate track. For graduate students, you can filter by **Level**.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ
Term: Spring 2024

Subject

Course Number

Search Clear [Advanced Search](#)



Find Classes

Enter Your Search Criteria
Term: Summer 2023

Keyword (Exact Phrase):

Keyword (Without The Word):

Title:

Attribute:

Level:

College:

Division:

Departments:

Schedule Type:

Attribute:

Level: BSN Accelerated - Term 1

BSN Accelerated - Term 2

BSN Accelerated - Term 3

Division: BSN Duncan Upper Div - Term 1

BSN Duncan Upper Div - Term 2

Level:

Doctoral

Graduate

Undergraduate

6. From your search, you will need to **Add Sections** that you want to register for

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 20 Classes
Term: Spring 2024 Attribute: BSN Accelerated - Term 1

Title	Subject Description	Course No.	Section	Hours	CRN	Term	Meeting Times	Campus	Status	Attribute	Instructor	Linked Sections	Add
Nursing Pharmacology Lecture	Nursing	3170A	01	4	3301	Sprin...	[S][M][T][W][Th][F][S] 01:00 PM - 02:50 PM Type: Ctl	Main	64 of 65 seats r...	BSN Accelerated - Term 1	Buck, Aaron (Primary)		Add
Health Assessment for the P... Lec w/Skills Lab (3180)	Nursing	3180A	01	3	3302	Sprin...	[S][M][T][W][Th][F][S] 02:00 PM - 04:20 PM Type: Ctl	Main	64 of 64 seats r...	BSN Accelerated - Term 1	Scheer, Dusty (Primary)		Add
Health Assessment for the P... Clinical	Nursing	3180A	C01	0	3303	Sprin...	[S][M][T][W][Th][F][S] 08:00 AM - 10:00 AM Type: Ctl	Main	8 of 8 seats rem... Time Conflict!	BSN Accelerated - Term 1	Scheer, Dusty (Primary)		Add
Health Assessment for the P... Clinical	Nursing	3180A	C02	0	3547	Sprin...	[S][M][T][W][Th][F][S] 08:00 AM - 10:00 AM Type: Ctl	Main	8 of 8 seats rem... Time Conflict!	BSN Accelerated - Term 1	Scheer, D...		Add
Health Assessment for the P... Clinical	Nursing	3180A	C03	0	3305	Sprin...	[S][M][T][W][Th][F][S] 10:00 AM - 12:00 PM Type: Ctl	Main	8 of 8 seats rem...	BSN Accelerated - Term 1	Scheer, Dusty (Primary)		Add
Health Assessment for the P...	Nursing	3180A	C04	0	3306	Sprin...	[S][M][T][W][Th][F][S] 10:00 AM - 12:00 PM Type: Ctl	Main	8 of 8 seats rem...	BSN Accelerated - Term 1			Add

PRO TIP: You will only need to select sections for LECTURE. CLINICAL sections will be automatically assigned by the registration team.

7. After adding all sections you want to register for, click **Submit**.

Register for Classes

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

Register from a plan.
Term: Summer 2023

Plan: Gus's Summer 2023 Plan

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
Nursing of Women and the Childbearing...	NURS 3380A, 01	4	1034	Lecture		Letter		Q View Sections	Add
Nursing of Women and the Childbearing...	NURS 3380A, C21	0	1144	Clinical		Letter		Q View Sections	Add
Psychiatric-Mental Health Nursin...	NURS 3350A, C25	0	1150	Clinical		Letter		Q View Sections	Add
Psychiatric-Mental Health Nursin...	NURS 3350A, 01	4	1035	Lecture		Letter		Q View Sections	Add

Records: 4

Schedule | Schedule Details

Class Schedule for Summer 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Psychiatric-Mental Health Nur...	NURS 3350A, 01	4	1035	Lecture	Pending	**Web Registered**
Psychiatric-Mental Health Nur...	NURS 3350A, C25	0	1150	Clinical	Pending	**Web Registered**
Nursing of Women and the Ch...	NURS 3380A, C21	0	1144	Clinical	Pending	**Web Registered**
Nursing of Women and the Ch...	NURS 3380A, 01	4	1034	Lecture	Pending	**Web Registered**

Total Hours Registered: 0 | Billing: 0 | Min: 0 | Max: 999 999 999

Submit

8. View the results of your registration.

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	
Psychiatric-Mental Health Nur...	NURS 3350A, 01	4	1035	Lecture	Registered	None	
Psychiatric-Mental Health Nur...	NURS 3350A, C25	0	1150	Clinical	Errors Preventing Regis...	Remove	
Nursing of Women and the Ch...	NURS 3360A, C21	0	1144	Clinical	Registered	None	
Nursing of Women and the Ch...	NURS 3360A, 01	4	1034	Lecture	Registered	None	

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 999,999,999

Submit

PRO TIP: If registration is successful, the status of your course will show “Registered”. If registration is unsuccessful, you will get an error message telling you why. This particular example has a time conflict so a different section will need to be chosen.

Adimey, Casey 1

NURS 3350A CRN 1150: Time conflict with CRN 1144

Psychiatric-Mental Health Nur...	NURS 3350A, C25	0	1150	Clinical	Errors Preventing Regis...	Time conflict with CRN 1144
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9. You may view your registration results on the Schedule and Options tab.

Register for Classes

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

Summary

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Date	Status	Message
Nursing of Women and the Childbearing Family	NURS 3360A, 01	4	1034	Lecture	Letter	Undergraduate	03/12/2023	Registered	""Web Registered""03/1...
Nursing of Women and the Childbearing Family	NURS 3360A, C21	0	1144	Clinical	Letter	Undergraduate	03/12/2023	Registered	""Web Registered""03/1...
Psychiatric-Mental Health Nursing	NURS 3350A, 01	4	1035	Lecture	Letter	Undergraduate	03/12/2023	Registered	""Web Registered""03/1...

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 999,999,999

Schedule

Class Schedule for Summer 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am							
12pm							
1pm							
2pm		Psychiatric-Mental Health Nursing			Psychiatric-Mental Health Nursing		
3pm							
4pm							

Submit

10. Congrats! You are all done!!