

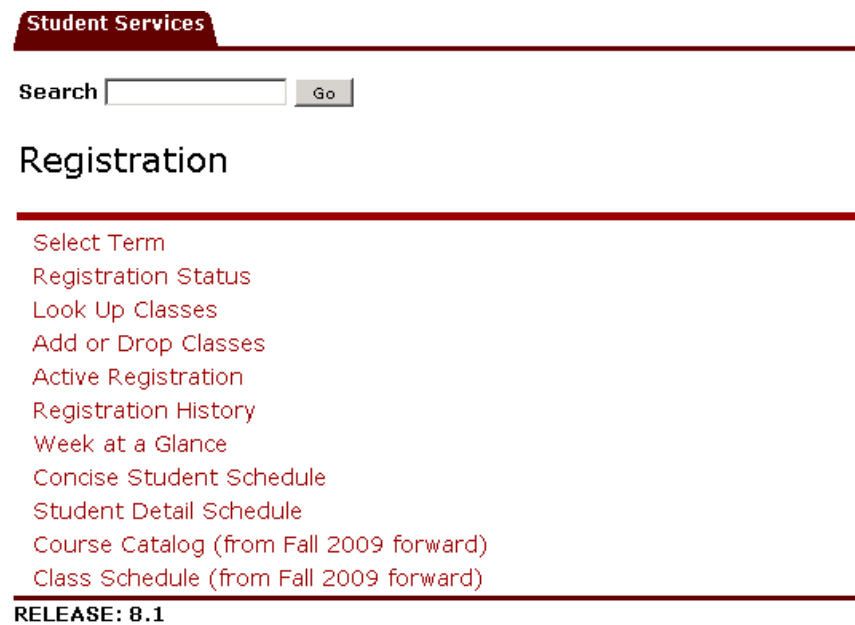
Fall 2009 Registration:

In order to register in the Banner system you need to log-in to your MyNEU. Once inside click on the self-service tab. There you should see the following in the registrar



Please select Course Registration (Fall 2009).

Once inside the registration page you will need to select an option from the menu:



For registration, please select "Add or Drop Classes."

Once inside the Add or Drop Classes section you will be asked to select a term. Please select the appropriate term, (pictured here is semester term Fall 2009):

Student Services

Search

Registration Term

Select a Term:

RELEASE: 8.1

Once you've selected a term you will be presented with the Add or Drop Classes screen. Here at the bottom you may type in your course reference numbers, (CRNs) and click "submit changes," or you may perform a class search:

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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To perform a class search, simply click on “Class Search.” You will be presented with a screen on which you will be able to limit the course results in one or more of many ways:

You **MUST** choose at least one Subject. Use the **Ctrl** key on your keyboard to select multiple subjects. Use the **Shift** key on your keyboard to select an entire group of subjects. Department search is available in the Department search Catalog.

In the Title line, you may search for a portion of the course title by using the **%** key. For example, searching for %Art% (case sensitive) will return **any** course with Art in the title.

Subject:	<div>Accounting</div> <div>African Studies</div> <div>African-American Studies</div>		
Course Number:	<input type="text"/>		
Title:	<input type="text"/>		
Schedule Type:	<div>All</div> <div>Individual Instruction</div> <div>Lab</div>		
Credit Range:	<input type="text"/> hours to	<input type="text"/> hours	
Campus:	<div>All</div> <div>89 Broad St., Boston</div> <div>Boston, Main</div>		
Course Level:	<div>Graduate</div> <div>Law</div> <div>Undergraduate</div>		
Part of Term: Non-date based courses only	<div>All</div> <div>First Half</div> <div>Full Term</div>		
Instructor:	<div>All</div> <div>Abderrazzaq, Mohammad A.</div> <div>Abourjaily, Paul N.</div>		
Attribute Type:	<div>All</div> <div>CAS Core 1st year Writing</div> <div>CAS Core Adv Writing in Discpl</div>		
Start Time:	Hour <input type="text"/>	Minute <input type="text"/>	arr
End Time:	Hour <input type="text"/>	Minute <input type="text"/>	arr

You may limit your search in any way that you choose, (always select at least one subject) but please remember that you must select “Law” under “Course Level” in order to return only law courses offered in the term you have selected.

When you have your list of results you may register by checking the box to the left of the course(s):



<input type="checkbox"/>	11718	ACCT 1201 05	BOS	4.000	Financial Accounting and Reporting	MWR	04:35 pm-05:40 pm	40	18	22	(P) Paul A. Janell (P)
<input type="checkbox"/>	11717	ACCT 1201 06	BOS	4.000	Financial Accounting and Reporting	TF	03:25 pm-05:05 pm	40	25	15	(P) Paul A. Janell (P) Brian R. Hogan (P)

Once you've checked the box for the course(s) that you want, scroll to the bottom of the page and click "Register":

<input checked="" type="checkbox"/>	13362	ACCT 6291 01	BOS	3.000	Cost Analysis for Strategic Change	S	10:30 am-01:10 pm	40	0	40	Julie Hertenstein (P)
<input checked="" type="checkbox"/>	12636	ACCT 7976 01	XCR	1.000-4.000	Directed Study		TBA	10	0	10	Tim Rupert (P)

Upon clicking "Register" you will be returned to the "Add or Drop Classes" screen where you will be able to view the classes that you've just registered for:

Current Schedule

Status	Action
Web Registered	None 
Web Registered	None 

A status of "Web Registered" indicates successful registration.