Registration Instructions

Step 1: Log onto: [https://my.rutgers.edu](https://my.rutgers.edu)

Click on the “LOGIN”

Type in your NetID and password
Step 2: Click on BANNER SELF SERVICE or Type in BANNER in the search box
Step 5: Click on “Student Enrollment Services” tab and then “Registration”

Step 6: Click on “Check Eligibility to Register”
Step 7: If there is no hold then select "Registration Menu"

Step 8: Select the term and click on "Submit"
Step 9: Select ALL in the “Subject” and click on “Course Search”

Step 10: Search for the course

Select Course Search
Step 11: Click on the “View Sections” to view sections for the course

Step 12: Search for the section of the course
Step 13: Click on course ‘CRN’ to view course comments
Campus reference:
N: Newark
W: Web-based

Step 14: Once you have reviewed the course comments, syllabus, professor, dates and times. If it is the course that you wish to take and this course is available, there will be a box next to the course. Select ‘Register’ at the bottom of the page. You have now been registered for courses, repeat the steps for each course that you wish to register for.
Step 15: Final confirmation

The word "None" in the Action column means that no further action needs to be taken unless you wish to drop the course.

When all add/drops are completed, click Submit Changes.

Scroll through the page to review any error messages. Review your changes by clicking on Fee Assessment.

### Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj Code</th>
<th>Seq Level</th>
<th>Credit Grade</th>
<th>Node</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong></td>
<td>None</td>
<td>13392</td>
<td>5145E-001</td>
<td>3.00</td>
<td>Normal</td>
<td></td>
<td>DISEASE PROCESSES &amp; SYSTEMS</td>
</tr>
</tbody>
</table>

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: Jun 14, 2016 12:58 pm

### Add Classes Worksheet

CRNs

Submit Changes  Class Search  Reset

5555  6666  7777  8888  9999

1 of 2 matches  Reached end of page, continue from top