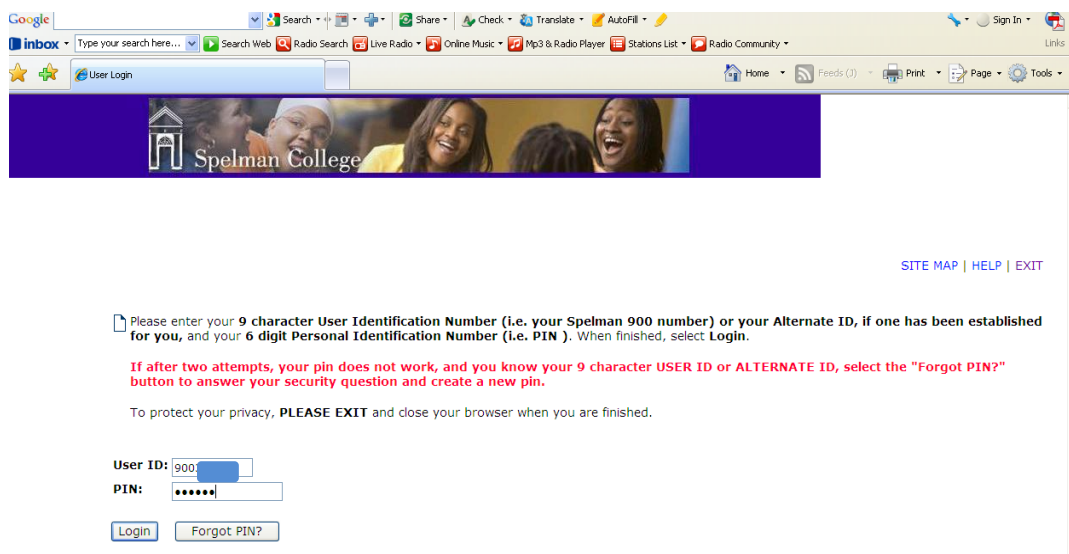


# How to Get and Use A Registration Key

Beginning with the Spring 2011 Registration Cycle, students will be required to get a Registration Key from their Advisor before they can be permitted to register for classes. The Registration Key is term-specific and will change every semester. It must be used each time a student wishes to Add or Drop a class in the term for which it is specified.

To get a Registration Key, students must meet with their advisors to review their academic progress and to chart courses that must be taken to fulfill degree requirements. Students who are not certain who they should meet with for advising can locate their advisors same via Banner Self Service:

1. Log into Self Service by selecting "Online Registration" from [www.spelman.edu](http://www.spelman.edu) and enter your 900 number and PIN



The screenshot shows a web browser window displaying the Spelman College Banner Self Service login page. The browser's address bar shows the URL [www.spelman.edu](http://www.spelman.edu). The page features a blue header with the Spelman College logo and a navigation menu with links for [SITE MAP](#), [HELP](#), and [EXIT](#). Below the header, there is a login form with the following text: "Please enter your 9 character User Identification Number (i.e. your Spelman 900 number) or your Alternate ID, if one has been established for you, and your 6 digit Personal Identification Number (i.e. PIN). When finished, select Login." Below this text, there is a red warning message: "If after two attempts, your pin does not work, and you know your 9 character USER ID or ALTERNATE ID, select the 'Forgot PIN?' button to answer your security question and create a new pin." At the bottom of the form, there is a note: "To protect your privacy, PLEASE EXIT and close your browser when you are finished." The login form includes two input fields: "User ID:" with the value "900" and "PIN:" with a masked value "\*\*\*\*\*". Below the input fields are two buttons: "Login" and "Forgot PIN?".

Please enter your 9 character User Identification Number (i.e. your Spelman 900 number) or your Alternate ID, if one has been established for you, and your 6 digit Personal Identification Number (i.e. PIN). When finished, select **Login**.

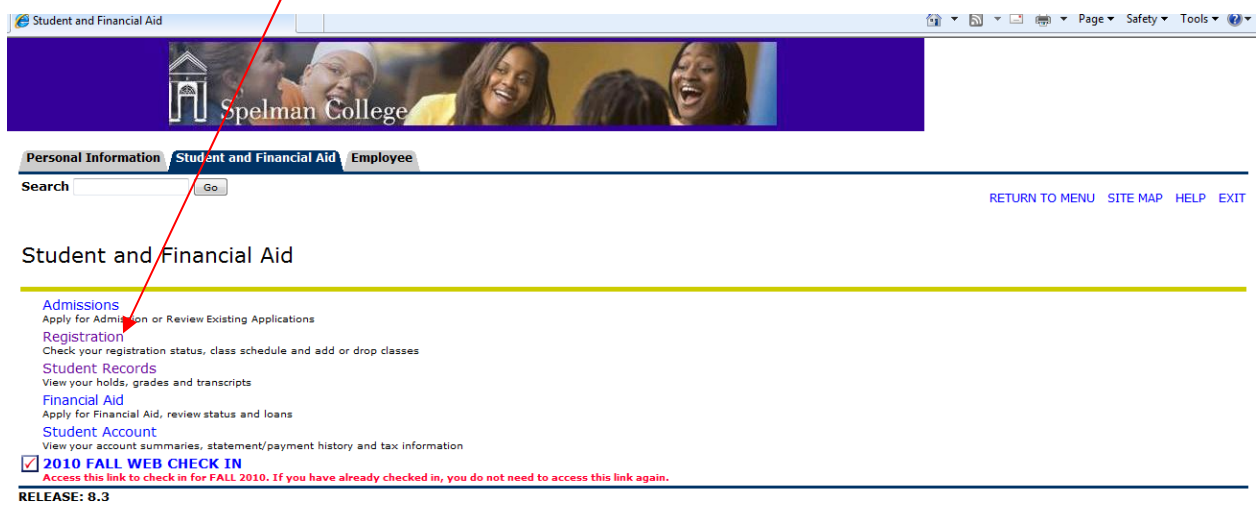
If after two attempts, your pin does not work, and you know your 9 character USER ID or ALTERNATE ID, select the "Forgot PIN?" button to answer your security question and create a new pin.

To protect your privacy, **PLEASE EXIT** and close your browser when you are finished.

User ID:

PIN:

## 2. Select the "Registration" Link



The screenshot shows a web browser window with the address bar displaying "Student and Financial Aid". The page header features the Spelman College logo and a navigation menu with tabs for "Personal Information", "Student and Financial Aid", and "Employee". A search bar is located below the navigation menu. The main content area is titled "Student and Financial Aid" and contains several links: "Admissions", "Registration", "Student Records", "Financial Aid", and "Student Account". A red arrow points from the "Registration" link to the "Click Here" link in the second screenshot. Below the links, there is a checkbox for "2010 FALL WEB CHECK IN" and a "RELEASE: 8.3" notice.

Student and Financial Aid

[Admissions](#)  
Apply for Admission or Review Existing Applications

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

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

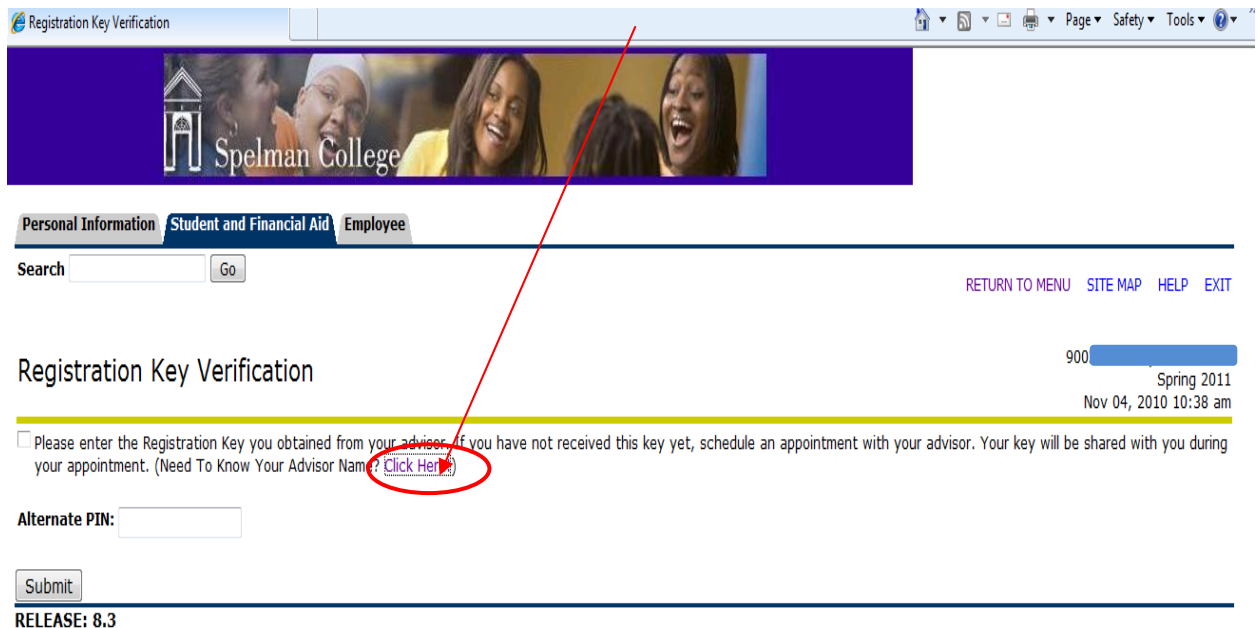
[Financial Aid](#)  
Apply for Financial Aid, review status and loans

[Student Account](#)  
View your account summaries, statement/payment history and tax information

**2010 FALL WEB CHECK IN**  
Access this link to check in for FALL 2010. If you have already checked in, you do not need to access this link again.

RELEASE: 8.3

## 3a. Select "Click Here" as presented in the circled link below



The screenshot shows a web browser window with the address bar displaying "Registration Key Verification". The page header features the Spelman College logo and a navigation menu with tabs for "Personal Information", "Student and Financial Aid", and "Employee". A search bar is located below the navigation menu. The main content area is titled "Registration Key Verification" and contains a checkbox for "Please enter the Registration Key you obtained from your advisor. If you have not received this key yet, schedule an appointment with your advisor. Your key will be shared with you during your appointment. (Need To Know Your Advisor Name? [Click Here](#))". A red arrow points from the "Click Here" link in the first screenshot to this link. Below the checkbox, there is an "Alternate PIN:" field and a "Submit" button. A "RELEASE: 8.3" notice is at the bottom.

Registration Key Verification

900 [redacted] Spring 2011  
Nov 04, 2010 10:38 am

Please enter the Registration Key you obtained from your advisor. If you have not received this key yet, schedule an appointment with your advisor. Your key will be shared with you during your appointment. (Need To Know Your Advisor Name? [Click Here](#))

Alternate PIN:

Submit

RELEASE: 8.3

3b. Selecting “Click Here” in the step 3a will lead you to the General Student Record. Here, among other things, students will find the name of their advisor. Students who believe the advisor listed on this page is incorrect or if there is no advisor listed should contact the Registrar’s Office for assistance.

Student Information

Spelman College

Persona Information Student and Financial Aid Employee

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

General Student Record 9002 Spring 2011 Nov 03, 2010 03:03 pm

*Student Information effective from Spring 2010 to The End of Time*

<b>Registered for Term:</b>	No
<b>First Term Attended:</b>	Fall 2008
<b>Last Term Attended:</b>	Spring 2010
<b>Status:</b>	Active
<b>Residence:</b>	Out of State
<b>Citizenship:</b>	US Citizen
<b>Student Type:</b>	Continuing
<b>Class:</b>	Junior
<b>Primary Advisor:</b>	Donna A. Harper
<b>Primary Advisor Type:</b>	Major
<b>Expected Graduation Date:</b>	May 20, 2012

*Curriculum Information*

**Current Program**  
Bachelor of Arts

<b>Level:</b>	Undergraduate
<b>Program:</b>	BA-English
<b>Admit Term:</b>	Fall 2008

Once a student has met with her advisor and has received her Registration Key, she may then register for classes provided she does not have any holds on her account AND she does not attempt to do so before her Registration Time-Ticket allows.

**Step 1:** To enter the Registration Key, navigate to the Main Menu in Banner Self Service and select the “Student and Financial Aid” link:

Spelman College

Personal Information Student and Financial Aid Employee

Search  Go

ACCESSIBILITY SITE MAP HELP EXIT

### Main Menu

Welcome, Shannon K. Holt, to the WWW Information System! Last web access on Nov 01, 2010 at 11:15 am

**Personal Information**  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

**Student and Financial Aid**  
[CLICK HERE FOR FALL 2010 WEB CHECK-IN](#) , Apply for Admission, Register, View your academic records and Financial Aid

**Employee**  
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.  
[WebCT.com, The e-Learning Hub](#)  
Find online help, research tools, discussions, and more!  
[Spelman College Campus Directory](#)  
Access this link to perform a campus search of Offices and employees by Office

RELEASE: 8.3

**Step 2:** Select the “Registration” link:

Spelman College

Personal Information Student and Financial Aid Employee

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Student and Financial Aid

**Admissions**  
Apply for Admission or Review Existing Applications

**Registration**  
Check your registration status, class schedule and add or drop classes

**Student Records**  
View your holds, grades and transcripts

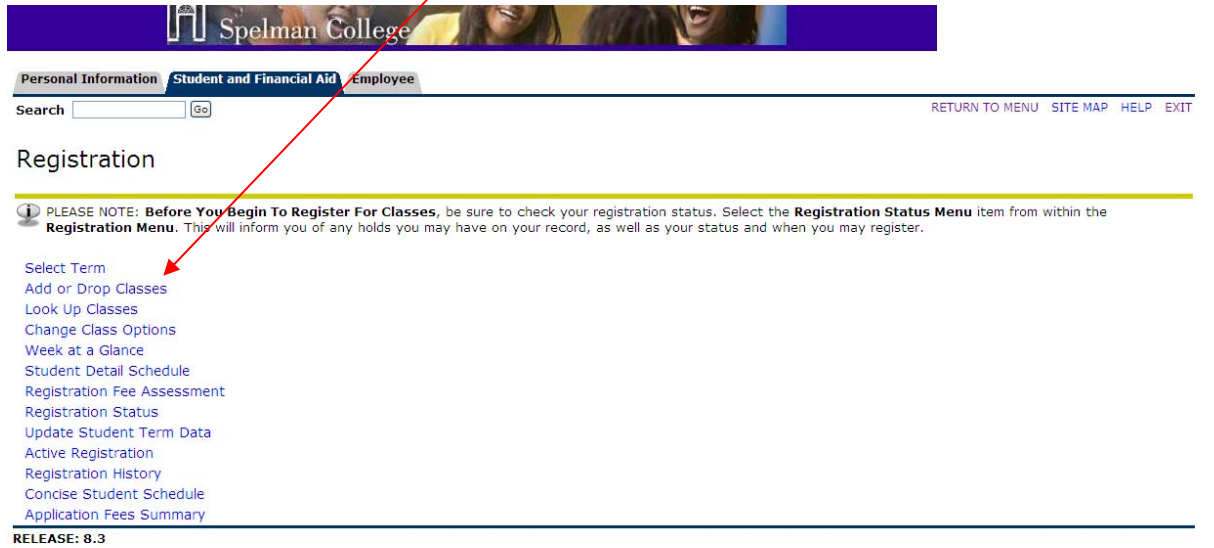
**Financial Aid**  
Apply for Financial Aid, review status and loans

**Student Account**  
View your account summaries, statement/payment history and tax information

**2010 FALL WEB CHECK IN**  
Access this link to check in for FALL 2010. If you have already checked in, you do not need to access this link again.

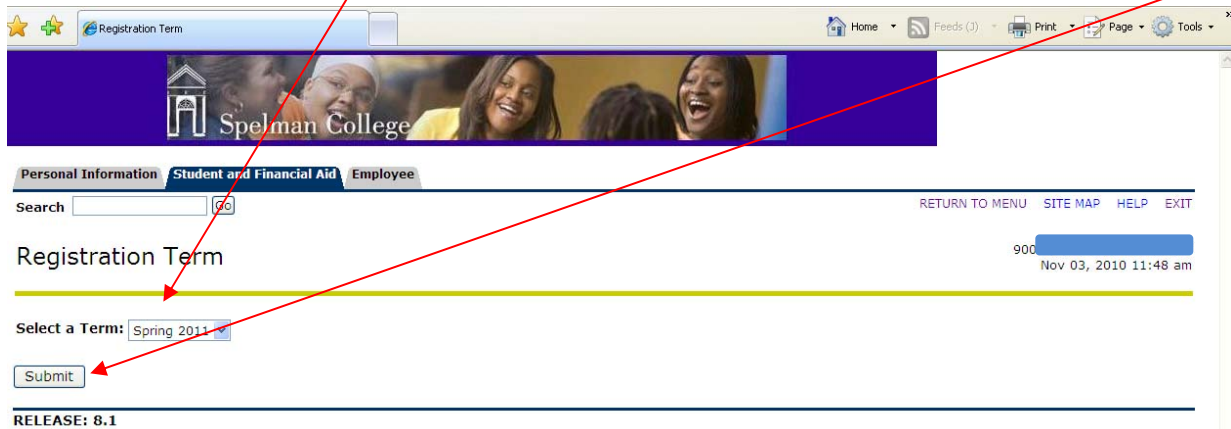
RELEASE: 8.3

**Step 3: Select the "Add or Drop Classes" link:**



The screenshot shows the Spelman College website's registration menu. At the top, there is a navigation bar with tabs for "Personal Information", "Student and Financial Aid", and "Employee". Below this is a search bar with a "Go" button and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main heading is "Registration". A note states: "PLEASE NOTE: Before You Begin To Register For Classes, be sure to check your registration status. Select the Registration Status Menu item from within the Registration Menu. This will inform you of any holds you may have on your record, as well as your status and when you may register." A list of links follows: "Select Term", "Add or Drop Classes", "Look Up Classes", "Change Class Options", "Week at a Glance", "Student Detail Schedule", "Registration Fee Assessment", "Registration Status", "Update Student Term Data", "Active Registration", "Registration History", "Concise Student Schedule", and "Application Fees Summary". A red arrow points from the "Add or Drop Classes" link to the instruction in Step 3. At the bottom, it says "RELEASE: 8.3".

**Step 4: Select the term for which you wish to register for classes then click the Submit button:**



The screenshot shows the "Registration Term" selection screen on the Spelman College website. The browser's address bar shows "Registration Term". The navigation bar is the same as in Step 3. The main heading is "Registration Term". A dropdown menu labeled "Select a Term:" is set to "Spring 2011". Below the dropdown is a "Submit" button. A red arrow points from the "Submit" button to the instruction in Step 4. At the bottom, it says "RELEASE: 8.1".

**Step 5: Enter the Registration Key in the space provide and click the Submit button:**

The screenshot shows a web browser window with the URL 'Spelman College: Home'. The page header features the Spelman College logo and navigation tabs for 'Personal Information', 'Student and Financial Aid', and 'Employee'. A search bar is present. The main heading is 'Registration Key Verification'. On the right, the user ID '900' and session information 'Spring 2011 Nov 03, 2010 11:48 am' are displayed. The main content area contains a checkbox with the text: 'Please enter the Registration Key you obtained from your advisor. If you have not received this key yet, schedule an appointment with your advisor. Your key will be shared with you during your appointment.' Below this is an 'Alternate PIN:' field with six dots. A 'Submit' button is at the bottom. The footer shows 'RELEASE: 8.3'.

**Step 6: After entering your Registration Key you will be allowed to Add or Drop classes in the usual manner unless, again, you have Holds on your account or, as in the case below, you attempt to do so before your Registration Time-Ticket.**

The screenshot shows a web browser window with the URL 'Add or Drop Classes'. The page header is identical to the previous screenshot. The main heading is 'Add or Drop Classes'. On the right, the user ID '900' and session information 'Spring 2011 Nov 04, 2010 10:29 am' are displayed. The main content area contains a checkbox with the text: 'You may register during the following times:'. Below this is a table with the following data:

From	Begin Time To	End Time
Nov 15, 2010 12:01 am	Jan 11, 2011 11:59 pm	

At the bottom, there are links: '[ View Holds | Change Course Options | Registration Fee Assessment ]'. The footer shows 'RELEASE: 8.1'.