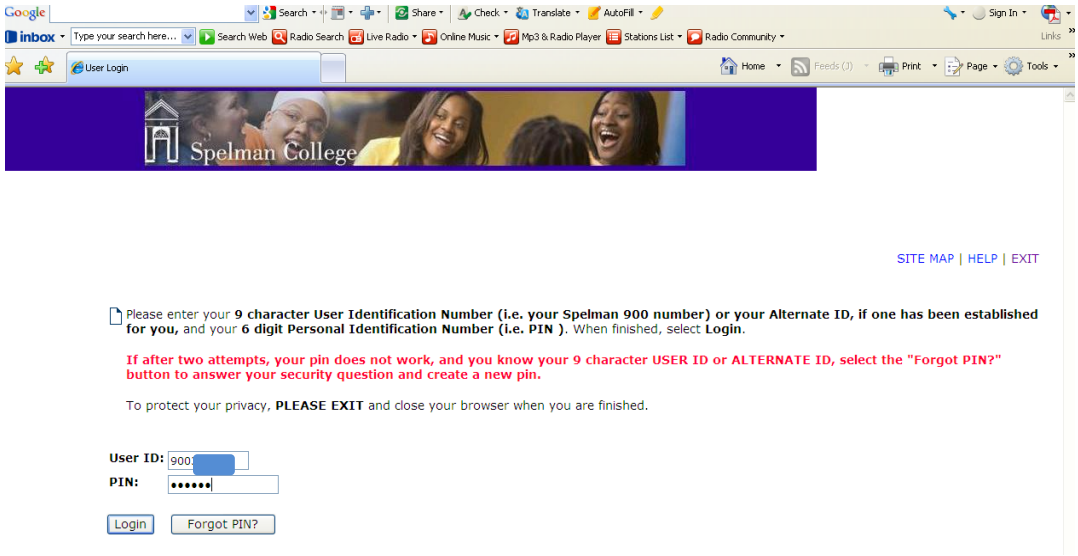
How to Get and Use A Registration Key

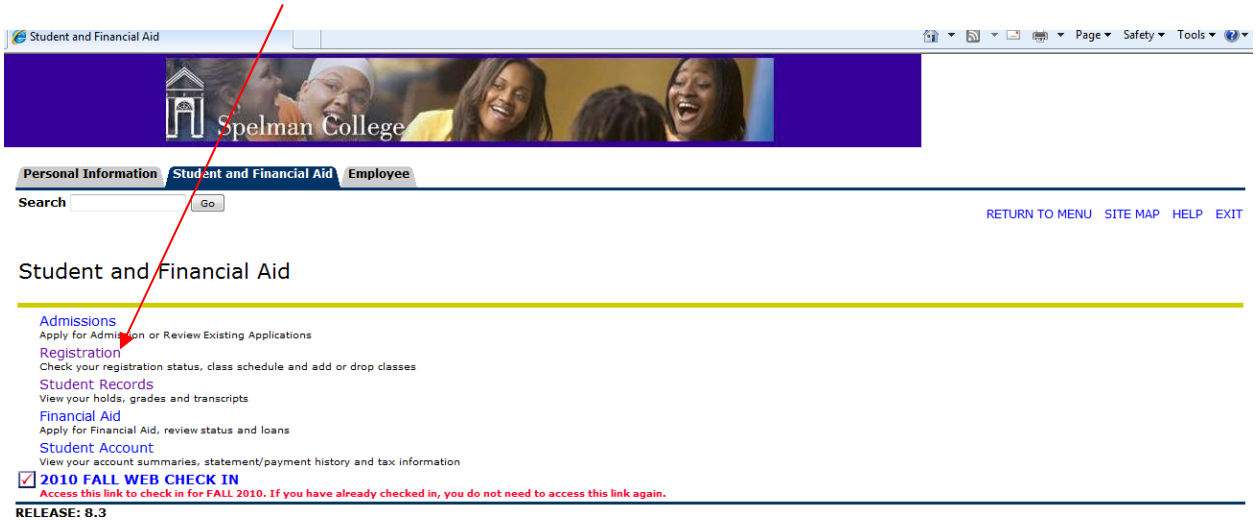
Beginning with the Spring 2011 Registration Cycle, students will be required to get a Registration Key from their Advisor before they can be permitted to register for classes. The Registration Key is term-specific and will change every semester. It must be used each time a student wishes to Add or Drop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

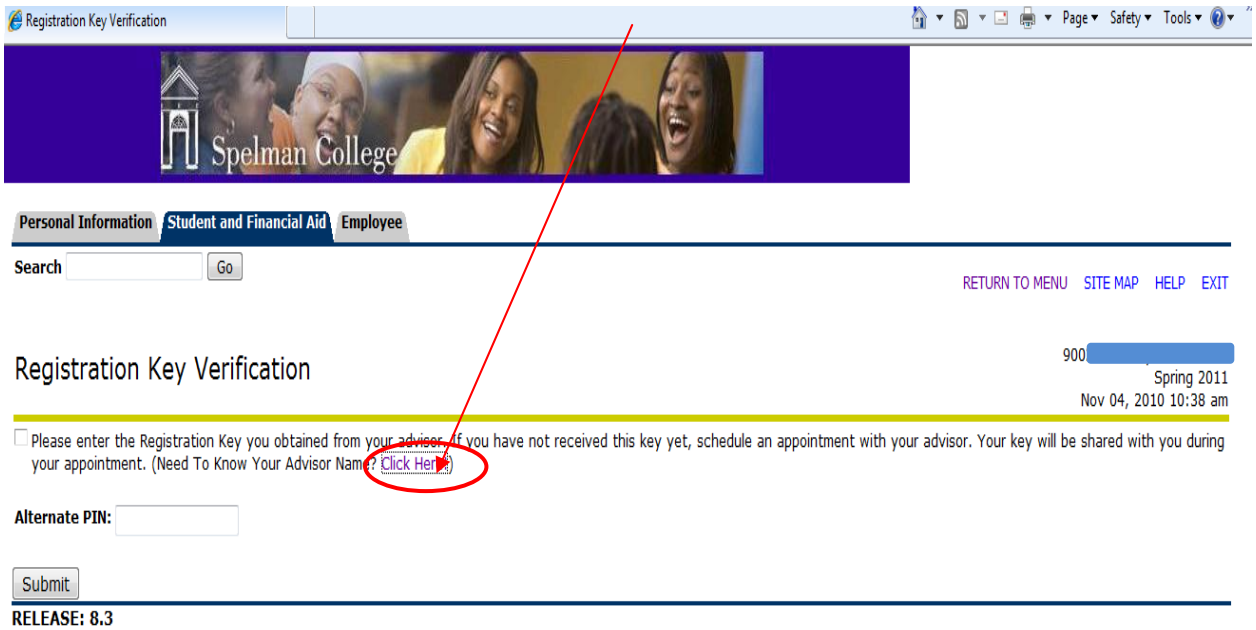
1. **Log into Self Service by selecting "Online Registration" from www.spelman.edu and enter your 900 number and PIN**



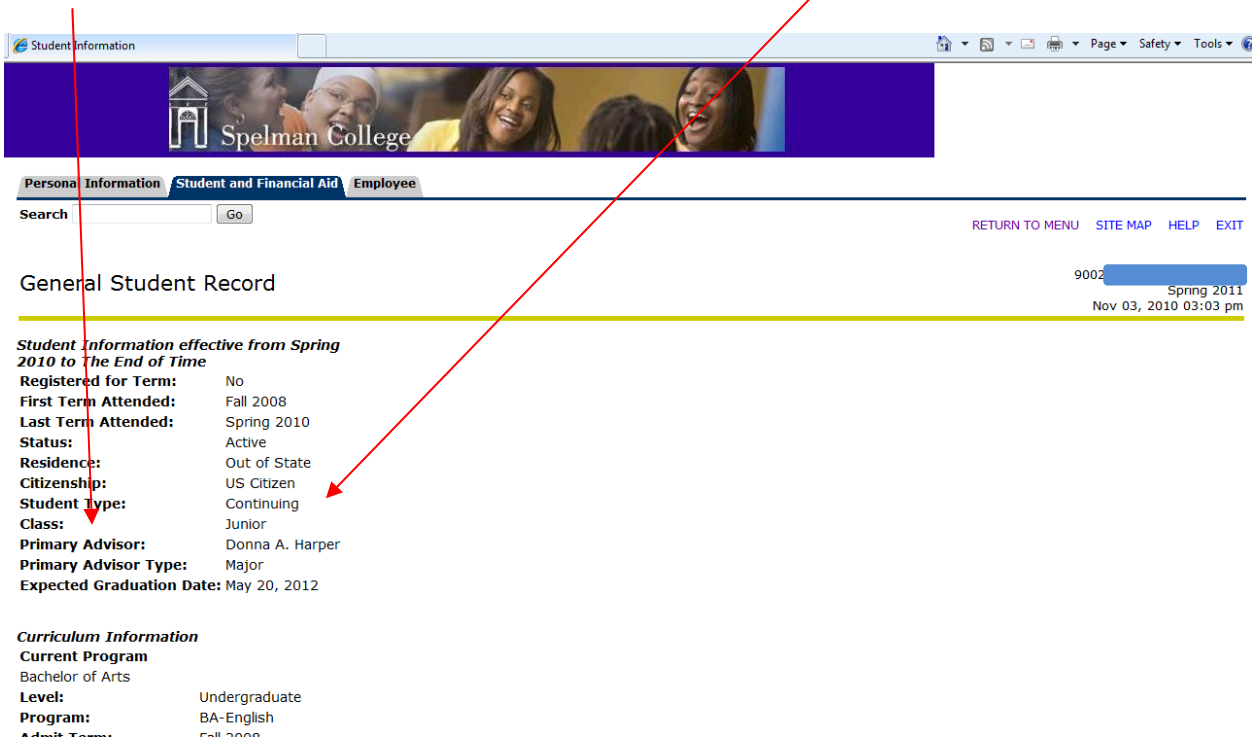
2. Select the "Registration" Link



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

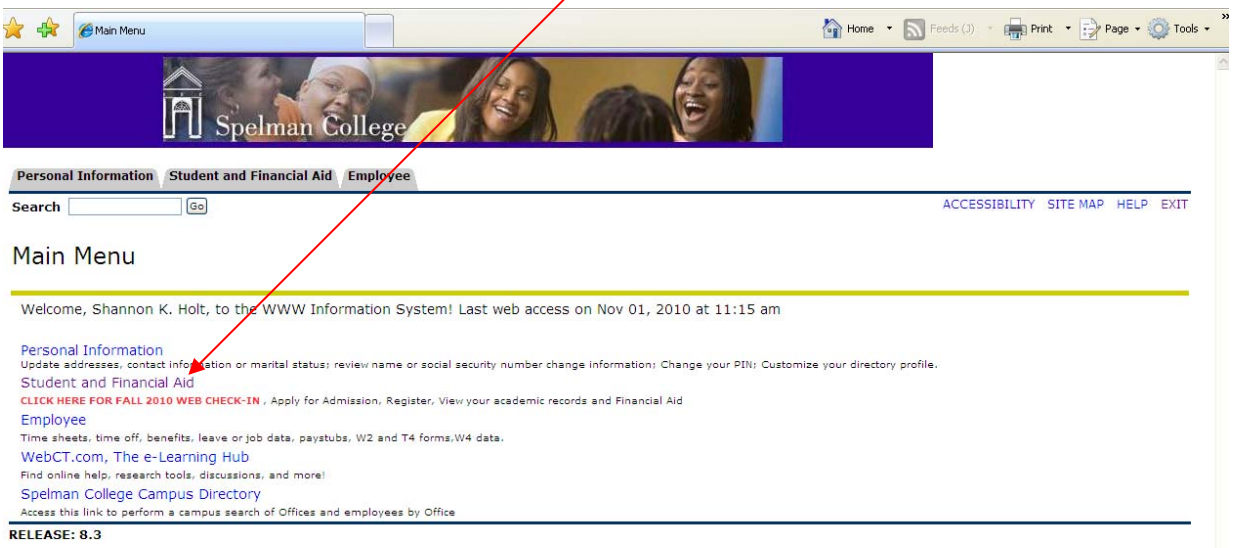


3b. Selecting "Click Here" in the step 3a will lead you to the General Student Record. Here, among other things, students will find the name of their advisor. Students who believe the advisor listed on this page is incorrect or if there is no advisor listed should contact the Registrar's Office for assistance.

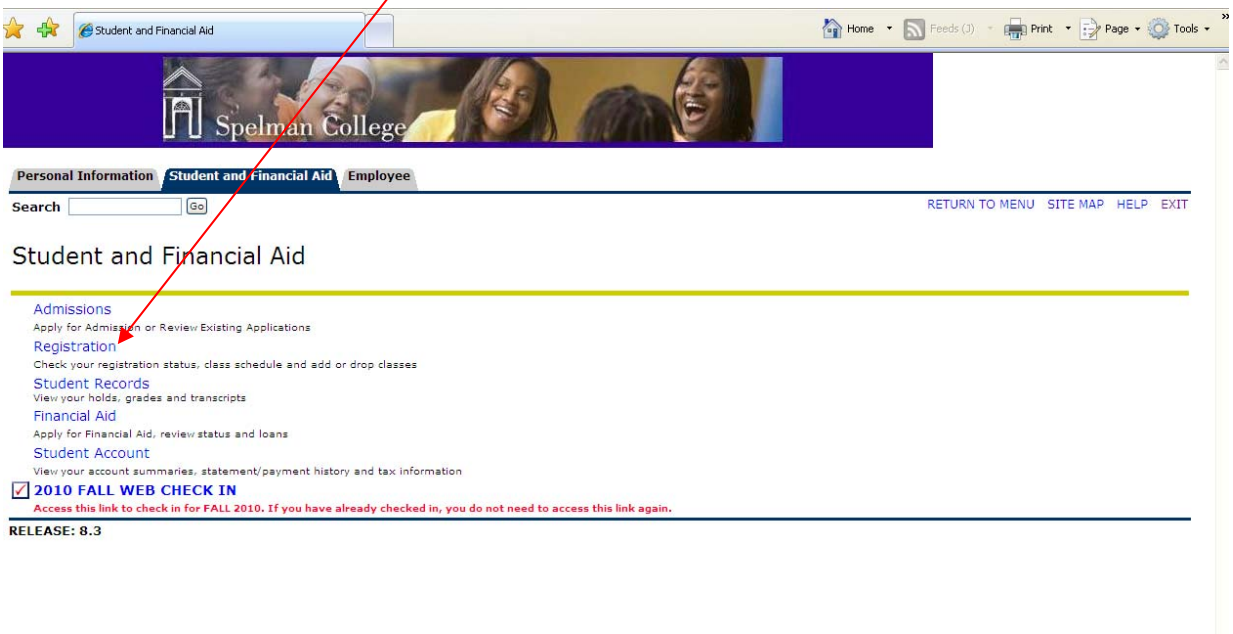


Once a student has met with her advisor and has received her Registration Key, she may then register for classes provided she does not have any holds on her account AND she does not attempt to do so before her Registration Time-Ticket allows.

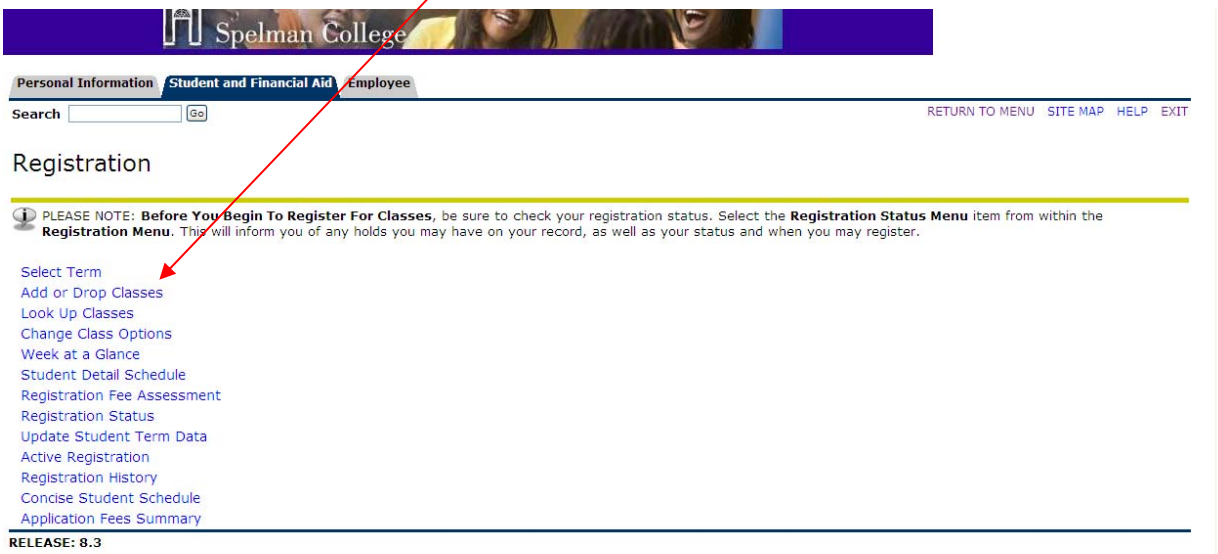
Step 1: **To enter the Registration Key, navigate to the Main Menu in Banner Self Service and select the "Student and Financial Aid" link:**



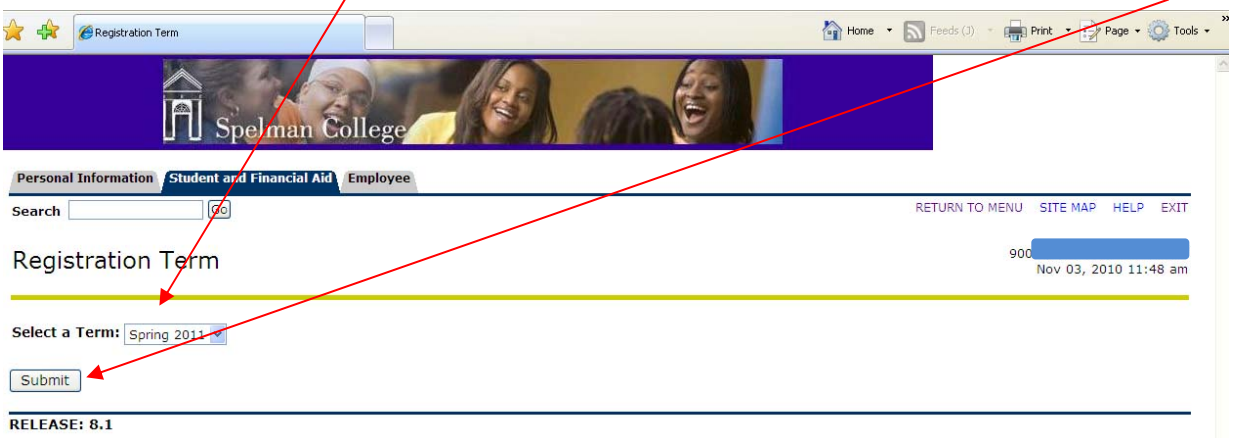
Step 2: **Select the "Registration" link:**



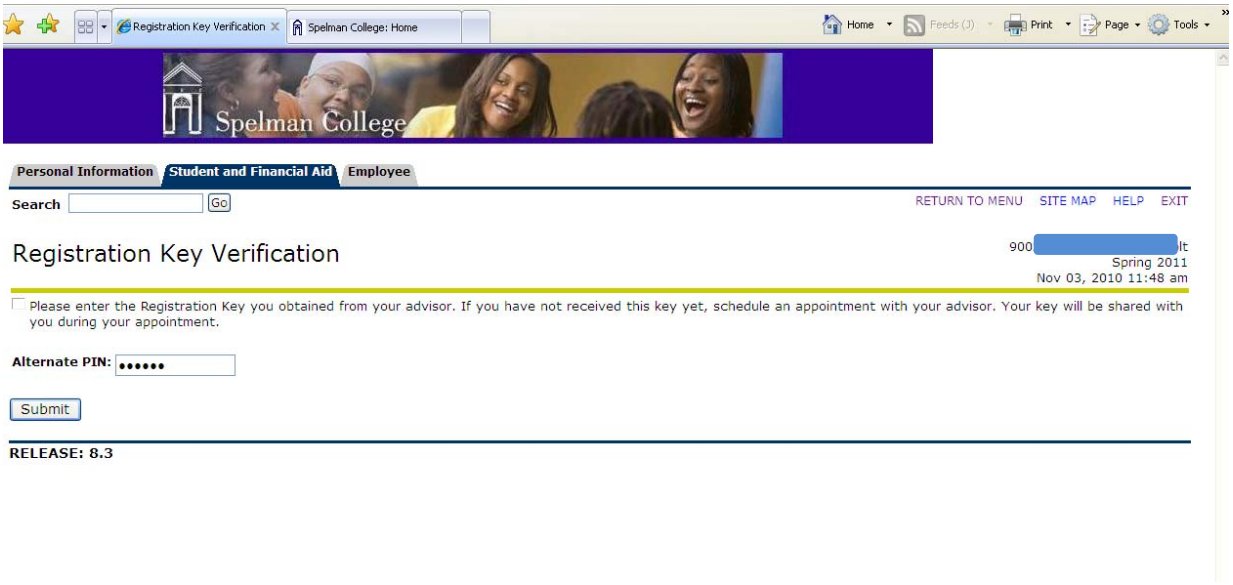
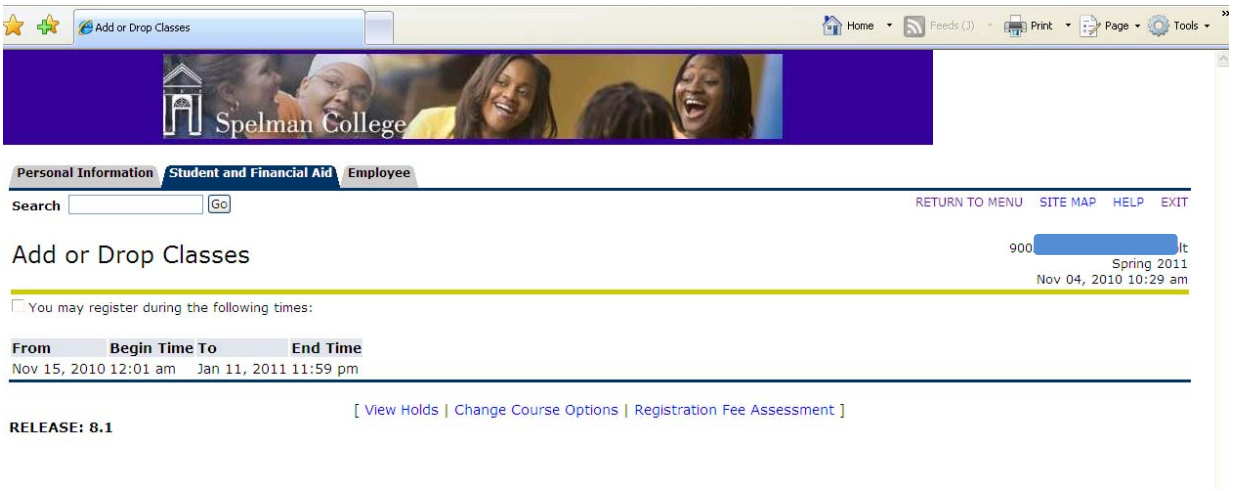
Step 3: **Select the "Add or Drop Classes" link:**



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



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



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.**