



Vincennes University

Banner Self-Service Training Documentation

The screen shots used in this documentation have been taken from Banner 6 and Banner 7. The Vincennes University title bar changed when Banner was upgraded.

Revised 3/12/07

BANNER SELF-SERVICE

Self Service can be accessed by logging into MyVU. Type your MyVU “User Name” and “Password”.

1) Enter your :

Username
&
Password

Secure Access Login

User Name:

Password:

Having problems logging in? [Click here.](#)

Welcome to MyVU,

This secure site provides students, faculty and administrative staff with world-class Intranet and Internet services. This is where you can check e-mail and explore the Internet.

Other Vincennes University Resources

At Vincennes University's web site you will find many resources including: Admissions, Financial Aid, Housing, Student Activities, Student Services, Parent Services and how to apply at VU. www.viuu.edu

- [Blackboard](#) - VU's online classroom portal.
- [Library](#)
- [Indian E-Mail](#)
- [Financial Aid Links](#)
- [Class Schedule - Fall 2006](#)

System News/Alerts: MyVU is currently available. However, every Tuesday from 5:30pm thru 7:3pm it could be unavailable, due to preventative maintenance.

How do I get a user name and password?

[CLICK HERE](#)

Make this my homepage.

[Click here for instructions on how to make your browser load this page on startup.](#)

What's Inside?

- Email:** Send and receive e-mail, and create your own personal address book.
- Calendar:** Access and manage your personal, course, and school calendars.
- Groups:** Create, manage and join group homepages for clubs, affiliations and interests.

2) After successful login, select the “Faculty” tab.

Welcome John Faculty
You are currently logged in.

[My Account](#) [Content/Layout](#)

[e-mail](#) [calendar](#) [groups](#) [admin](#) [logout](#) [help](#)

My VU **Student** **Faculty** **Employee** **Tutorial**

March 12, 2007

VU Links

- [Emergency Procedures](#)
- [Shake Library](#)
- [Bookstore](#)
- [VU in Pictures](#)
- [WVUB](#)
- [Events Calendar](#)
- [Parents Calendar](#)

Weather

Weather for Vincennes
Sunny
Time: 9:30 am
Temp: 53
RealFeel Temp. 55
Humidity: 37
Winds: S at 7 mph

[Click for 5-day forecast!](#)

Personal Announcements

- [ISU Transfer Event on March 27](#)
- [On-line Payments now available !](#)

Campus Announcements

- [EARLY ENTRY/PLACEMENT TESTING FOR NEW STUDENTS](#)
- [How to view your grades](#)
- [EARLY ENTRY/PLACEMENT TESTING FOR NEW STUDENTS](#)

My Headlines

Home

[Click here to get all the latest news stories, stockquotes, sports scores, and take advantage of many other information services.](#)

Top Stories

- [Upi Newstrack Topnews](#)
- [Hard To Profile Terrorists In Europe](#)
- [Analysis: Chirac's Long Goodbye To France](#)

Entertainment

- [Watercooler Stories](#)
- [Jockstrip: The World As We Know It](#)
- [Your Daily Horoscope](#)

Sports

- [Isiah Thomas Will Return As Knicks Coach](#)
- [Upi Thoroughbred Racing Roundup](#)
- [Nhl: Anaheim 4, Vancouver 2](#)

3) Select Academic Services.

The screenshot shows the Vincennes University website interface. At the top, the university logo and name are displayed. Below the header, a navigation bar includes links for 'My Account', 'Content Admin', and 'Channel Admin'. A welcome message for 'REBECCA KAYE LITTLE' is visible. A secondary navigation bar contains tabs for 'My VU', 'Student', 'Faculty', 'Employee', and 'Tutorial'. The main content area is divided into four sections: 'My Courses', 'Academic Services', 'Administrative Systems', and 'Instructional Resources'. A red arrow points from the text '3) Select Academic Services.' to the 'Academic Services' section, which contains a 'Click here to:' link. The footer includes copyright information and a 'Top' link.

4) Select Administrative Services

The screenshot shows the 'Academic Services' page on the Vincennes University website. The page title is 'Academic Services' and the date is 'March 12, 2007'. There are two main sections: 'Admin Services' and 'Banner Test System'. A red arrow points from the text '4) Select Administrative Services' to the 'Admin Services' section, which contains a 'This link will take you to your school's Administrative Services page...' link. The 'Banner Test System' section contains a 'This link is to be used for Faculty Advisor training.' link. The footer includes copyright information and a 'Top' link.

5) Click on **Faculty**



VINCENNES UNIVERSITY

back to Faculty Tab

e-mail calendar groups admin logout help

Personal Information
Addresses, contacts, e-mail, marital status, SSN, PIN.

Employee
Time sheets, time off, benefits, leave or job data, pay stubs, W2 and T4 forms, W4 data.

Faculty
Enter grades and registration overrides, view class lists, student information.

Student & Financial Aid
Apply for admission, register, view academic records and financial aid.

Enter Grades and Registrations, View Class Lists and Student Information.

6) Faculty Menu

Select one of the following:

See Example 6a & 6b
Faculty Detail Schedule



See Example 6c, 6d & 6e
Midterm and Final Grades



VINCENNES UNIVERSITY

back to Faculty Tab

e-mail calendar groups admin logout help

Personal Information Student and Financial Aid **Faculty Services**

Search Go RETURN TO MENU SITE MAP HELP

Faculty Services

- Faculty** Detail Schedule
 - Week at a Glance
 - Term Selection
 - Summary Class List
 - Detail Class List
 - Midterm Grades
 - Final Grades
 - Office Hours
 - Syllabus Information
 - Active Assignments
 - Assignment History
- Student Information Menu**
 - Register students, view student phone/address information, view advisee listing
 - Look Up Classes
 - Add or Drop Classes
 - Course Catalog
 - Class Schedule
- Advisor Menu**
 - View a student's transcript, View a student's grades.

RELEASE: 7.3.1

powered by @sct

Example 6a) Faculty Detail Schedule.

Vincennes University

Search Go RETURN TO MENU SITE MAP HELP EXIT

[Personal Information](#) [Student Services & Financial Aid](#) [Faculty Services](#)

Select Term Sep 28, 2006 01:33 pm

Select a Term: **Fall 2006** ▼

Select the term.

RELEASE: 6.1 powered by @sct

Example 6b) Faculty Detail Schedule

VINCENNES UNIVERSITY

back to Faculty Tab e-mail calendar groups admin logout help

[Personal Information](#) [Student and Financial Aid](#) [Faculty Services](#) RETURN TO MENU SITE MAP HELP

Search Go

Faculty Detail Schedule **Removed**
Fall 2007
Mar 12, 2007 11:15 am

Survey Of Criminal Justice - 10286 - LAWE 100 - 001

Status:	Open
Available for Registration:	Mar 12, 2007 - Aug 26, 2007
College:	Vinc Business and Public Serv
Department:	Law and Safety
Part of Term:	1
Course Credits:	3.000
Course Levels:	Undergraduate
Campus:	Vincennes
Override:	No
Syllabus:	Add
Rosters:	Classlist
Office Hours:	Add

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	15	0	15
Cross List:	0	0	0

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	10:00 am - 10:50 am	MWF	Walter A Davis Hall 316	Aug 20, 2007 - Dec 15, 2007	Lecture	Removed (P)

[Return to Previous](#)

| [Term Selection](#) | [CRN Selection](#) | [Detail Class List](#) | [Mid Term Grades](#) | [Final Grades](#) | [Summary Class List](#) |

Example 6c) Midterm Grades or Final Grades

Vincennes University

Search Go RETURN TO MENU SITE MAP HELP EXIT

Personal Information Faculty Services

Select Term Sep 28, 2006 03:18 pm

Select a Term:

Select the term.

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Example 6d) Midterm and Final Grades – selecting the CRN (Course Reference Number)

Vincennes University

Search Go RETURN TO MENU SITE MAP HELP EXIT

Personal Information Faculty Services

Select a CRN Fall 2006
Sep 28, 2006 05:43 pm

CRN:

You can choose the course by using the drop down box and selecting the assigned CRN or you can enter the CRN number directly.

[\[Enter CRN Directly \]](#)

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Example 6e) How to assign grades.

Personal Information Faculty Services

Final Grades

Fall 2006
Sep 28, 2006 06:22 pm

Enter final grades and last attendance date. Please ignore the Attendance Hours box below. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
 Arithmetic - MATH 009 001
 CRN: 14462
 Students Registered: 14

Please submit the grades often. There is a 60 minute time limit starting at 06:22 pm on Sep 28, 2006 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Albers, Jason D.		4.000	Registered Jun 20, 2006	None	N			21
2	Cash, Monique S.		4.000	Registered Jul 15, 2006	None	N			39
3	Felders, Jasmine N.		4.000	Registered Jun 15, 2006	A-	N			7
4	Figgins, Misty K.		4.000	Registered Jun 19, 2006	B+	N			17
5	Gordon, Jonathan M.		0.000	Withdrawn from Term Sep 15, 2006	B-	N			8
6	Manship, Benjamin W.		0.000	Withdrawn Nonattendance Sep 16, 2006	C	N	08/21/2006	0	13
7	Marshall, Kelsey C.		4.000	Registered Jun 22, 2006	D	N			27
8	Martin, Sean M.		4.000	Registered Jun 22, 2006	E	N			28
9	Muller, Todd M.		4.000	Registered Jun 20, 2006	F	N			30
10	O'Bannon, Rodney B.		4.000	Registered Jun 13, 2006	W	N			5
11	Poe, Richard A.		4.000	Registered Jun 15, 2006	None	N			9
13	Shadwell, Daniel R.		4.000	Registered Jul 19, 2006	None	N			42
14	Smith, Mikel C.		4.000	Web Registered Jul 11, 2006	None	N			32

Please submit the grades often. There is a 60 minute time limit on this page.

[Return to Previous](#)

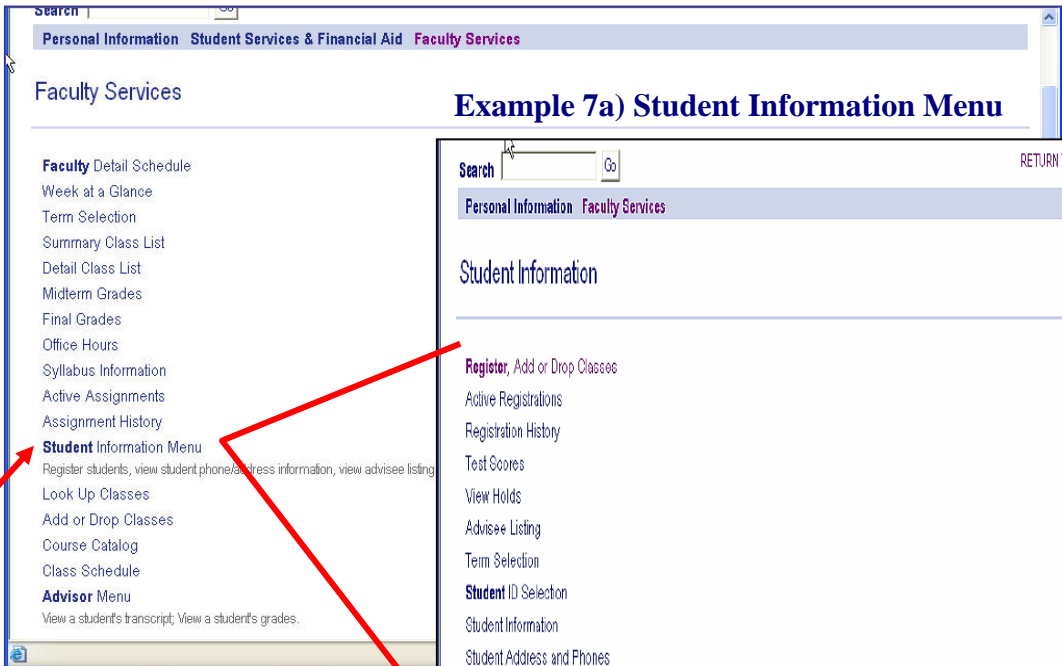
Enter midterm or final grades.

- Use the drop down box to select the grade you wish to assign.
- If you are assigning a "W", enter the Last Attend Date.
- If you are assigning an "F" because the student has stopped attending, enter the Last Attend Date.
- If you are assigning a "W" or "F" for a "NO SHOW", use the first date of the term as Last Attend Date and a "0" in Attend Hours.
- If the student was previously dropped for nonattendance, the grade, the Last Attend Date and Zero Attend hours (for NO SHOWS) will already be displayed.

Hint: Submit often.

7) Student Information Menu

Example 7a) Student Information Menu



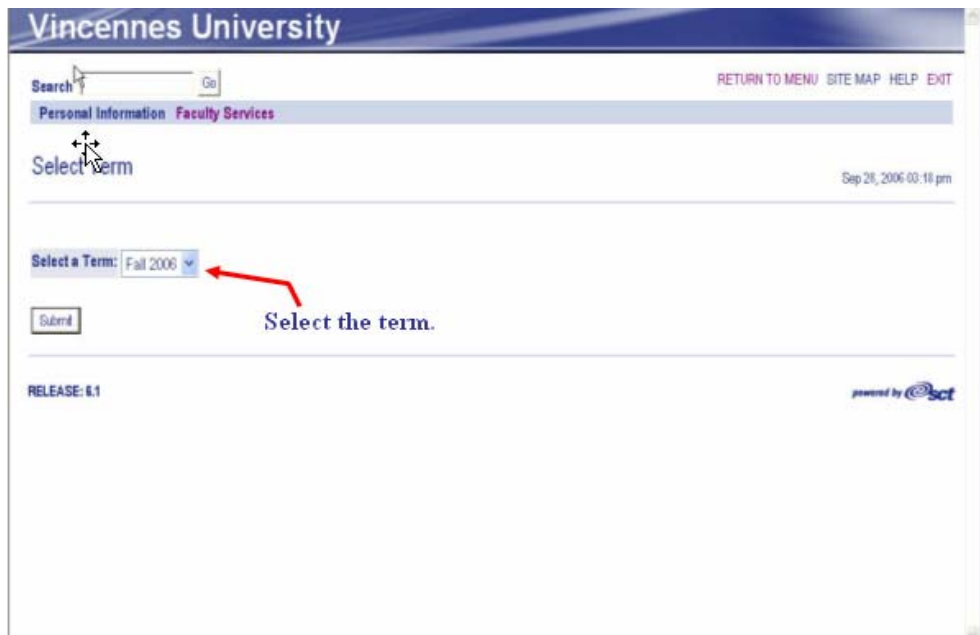
The screenshot shows a web interface with a search bar at the top and navigation tabs for 'Personal Information', 'Student Services & Financial Aid', and 'Faculty Services'. The 'Faculty Services' menu is expanded, listing various options. A red arrow points to the 'Student Information Menu' option, which includes a sub-description: 'Register students, view student phone/address information, view advisee listing'. A second screenshot to the right shows the 'Student Information' page with a list of options including 'Register, Add or Drop Classes', 'Active Registrations', 'Registration History', 'Test Scores', 'View Holds', 'Advisee Listing', 'Term Selection', 'Student ID Selection', 'Student Information', 'Student Address and Phones', 'Student E-mail Address', and 'Student Schedule'. A red arrow points from the 'Student Information Menu' in the first screenshot to the 'Student Information' page in the second.

Click Student Information Menu
--- See Example 7a

8) Accessing Student Information

You may be asked to select the term.

Example 8a) How to select a term.



The screenshot shows the 'Vincennes University' website with a search bar and navigation tabs for 'Personal Information' and 'Faculty Services'. The 'Select Term' page is displayed, featuring a dropdown menu labeled 'Select a Term:' with 'Fall 2006' selected. A red arrow points to this dropdown menu with the text 'Select the term.' below it. A 'Submit' button is located below the dropdown menu. The page also includes a timestamp 'Sep 28, 2006 03:18 pm', a version number 'RELEASE: 6.1', and a logo for 'powered by @sct'.

8b) Select the student.

VINCENNES UNIVERSITY

back to Faculty Tab

Search Go

RETURN TO MENU SITE MAP HELP

Removed
Fall 2007
Mar 12, 2007 11:37 am

i You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

Enter student's assigned ID number or Social Security number.

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both
 All

You can also search by student's name.
Hint: Remember the wildcard %.
Example: John Smith could be in the system as John, Jon, Jonathan, etc.
Type Last Name = Smith and First Name = Jo%
(You will receive a list of student to choose from. You will see all student with last name Smith and First Name that begins with Jo.)

Submit Reset

Submit

RELEASE: 7.2

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8c) Verify that you have the correct student. Then Submit.

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Personal Information Faculty Services

Student Verification

Sep 29, 2006 05:31 pm

i Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

Ava E. Test is the name of the student or advisee that you selected.

Submit

[ID Selection]

RELEASE: 6.1

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8d) Enter the student's pin if registering.

Then click on Submit.

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Personal Information Faculty Services

Faculty Student PIN

Sep 29, 2006 05:36 pm

Please enter the Personal Identification Number (PIN) for the student. Choose the ID Selection link to select a different student.

Enter Ava E. Test's PIN:

Submit

[ID Selection]

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9) Student Information (Found under Faculty Services – Student Information Menu)

VINCENNES UNIVERSITY

back to Faculty Tab

e-mail calendar groups admin logout help

Personal Information Student and Financial Aid Faculty Services

Search Go

RETURN TO MENU SITE MAP HELP

General Student Information

Removed
Fall 2007
Mar 12, 2007 12:03 pm

Information for **Removed**

Student Information effective from Spring 2007 to The End of Time

Registered for Term:	No
First Term Attended:	Fall 2000
Last Term Attended:	Fall 2006
Status:	Active
Matric Term:	Spring 2006
Residence:	Resident of Indiana
Citizenship:	US Citizen
Student Type:	Continuing
Class:	Junior
Primary Advisor:	Removed
Primary Advisor Type:	Academic
Expected Graduation Date:	May 09, 2009
Expected Graduation Term:	Spring 2006
Expected Graduation Year:	2005-2006

Curriculum Information

Current Program

Associate in Applied Science

Level:	Undergraduate
Program:	Loss Prevention+Safety
Admit Term:	Spring 2006
Catalog Term:	Fall 2005
College:	Vinc Business and Public Serv
Campus:	Vincennes
Major and Department:	Loss Prevention and Safety, Law and Safety

[Student Schedule | Student Addresses and Phones | Student E-mail Addresses]

RELEASE: 6.1

powered by @sct

10) Student Address and Phone(Found under Faculty Services – Student Information Menu)

Search Go RETURN TO MENU SITE MAP HELP EXIT

Personal Information **Student Services & Financial Aid** **Faculty Services**

View Student Addresses and Phones Sep 30, 2006 04:44 pm

Information for [Ava E. Test](#)

Addresses and Phones

Local/Off-Campus Housing	Phones
Current: Sep 30, 2006 - (No end date) Primary: 812-8888787 135 Banner Street Vincennes, Indiana 47591 Knox	

Mailing	Phones
Current: Sep 30, 2006 - (No end date) Primary: 812-0008784 128 Fake Address Patoka, Indiana 47666 Gibson	

Hint: These links can be used for navigation.



[Student Information](#) | [Student E-mail Address](#) | [Class List](#) | [Mid-Term Grades](#) | [Final Grades](#) | [Term Selection](#) | [Registration, Add, or Drop](#)]

RELEASE: 6.1 powered by 

11) Student Email (Found under Faculty Services – Student Information Menu)


Search Go RETURN TO MENU SITE MAP HELP EXIT

Personal Information **Student Services & Financial Aid** **Faculty Services**

Select Student E-Mail Address to View Sep 30, 2006 05:02 pm

E-mail Addresses

VU MyVU ates09@myvu.viuu.edu Preferred



[Student Information](#) | [Student Address and Phones](#) | [Class List](#) | [Mid-Term Grades](#) | [Final Grades](#) | [Registration, Add, or Drop](#) | [Term Selection](#) | [Summary Class List](#)]

RELEASE: 6.1 powered by 

12) Student Schedule(Found under Faculty Services – Student Information Menu)

View Student Schedule

Fall 2006
Oct 01, 2006 10:02 am

Student's name will appear here.

Information for _____

Current Schedule

Total Credit Hours: 14.000

English Comp I (Word Process) - ENGL 101 017

Associated Term: Fall 2006
CRN: 12085
Status: Web Registered on May 11, 2006
Assigned Instructor: Ann M. Ladner

Grade Mode: Standard Letter
Credits: 3.000
Level: Undergraduate
Campus: Vincennes

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	2:00 pm - 3:15 pm	TR	Shrediff Humanities Center	Aug 21, 2006 - Dec 16, 2006	Combined Lec,Disc,Demo or Adv	Ann M. Ladner (P)

CRN: 12340
Status: Web Registered on Mar 16, 2006
Assigned Instructor: Dorothy A. Stanfill

Grade Mode: Standard Letter
Credits: 3.000
Level: Undergraduate
Campus: Vincennes

Survey Of Criminal Justice - LAWE 100 008

Associated Term: Fall 2006
CRN: 12340
Status: Web Registered on Mar 16, 2006
Assigned Instructor: Dorothy A. Stanfill

Grade Mode: Standard Letter
Credits: 3.000
Level: Undergraduate
Campus: Vincennes

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	12:30 pm - 1:45 pm	TR	Walter A Davis Hall 313	Aug 21, 2006 - Dec 16, 2006	Lecture	Dorothy A. Stanfill (P)

Introduction to Traffic Control - LAWE 105 003

Associated Term: Fall 2006
CRN: 12344
Status: Web Registered on Mar 16, 2006
Assigned Instructor: Arie S. Frazier

Grade Mode: Standard Letter
Credits: 3.000
Level: Undergraduate
Campus: Vincennes

Scheduled Meeting Times

13) Student Test Scores (Found under Faculty Services – Student Information Menu)


Vincennes University

Search Go RETURN TO MENU SITE MAP HELP EXIT

[Personal Information](#) [Student Services & Financial Aid](#) [Faculty Services](#)

Test Scores

Fall 2006
Oct 01, 2006 10:40 am

 This page lists the test scores for this student if the student is registered for the selected term.

Information for _____

Test Scores

Test Description	Test Score	Date Taken
VU Placement Arithmetic	0056	Jun 20, 2005
VU Placement Elem Algebra	0038	Jun 20, 2005
VU Placement Reading	0049	Jun 20, 2005
VU Placement English	0052	Jun 20, 2005

[Return to Previous](#)

14) Student Holds (Example: Registration, Transcript) (Found under Faculty Services – Student Information Menu)

Vincennes University


Search Go RETURN TO MENU SITE MAP HELP EXIT


[Personal Information](#) [Student Services & Financial Aid](#) [Faculty Services](#)

View Holds

Oct 01, 2006 10:42 am

Information for _____

 Please note that some holds are sensitive and may not display.

 **No holds exist.**

[Return to Previous](#)

[ID Selection | Term Selection]

15) Student Registration (Found under Faculty Services – Student Information Menu)

You can enter the CRN's directly into the worksheet.

Then select Submit Changes.

OR

You can perform a class search.

Vincennes University

Search Go RETURN TO MENU SITE MAP HELP EXIT

[Personal Information](#) [Student Services & Financial Aid](#) [Faculty Services](#)

Add or Drop Classes

Fall 2006
Oct 01, 2006 10:47 am

Use this page to add or drop classes for the selected term. Classes for which the student has already registered will appear in the Current Schedule. Additional classes may be added in the Add Classes table. To add a class, enter the Course Reference Number (CRN) in the Add Classes table. Classes may be dropped using the options available in the Action field. If no options are listed in the Action field, the class may not be dropped. When adds or drops are complete, select Submit Changes.

You may choose Class Search to review the class schedule.

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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15a) Student Registration using Class Search

Look-Up Classes

Fall 2006
Oct 01, 2006 11:11 am

Use any combination of the selection options to search for particular classes in the class schedule. Choose Class Search when your selection is complete.

Subject:	<input type="text" value="Engineering"/> <input type="text" value="Engineering Labs"/> <input type="text" value="English"/>	You must select a subject.
Course Number:	<input type="text" value="101"/>	You can enter a course number, but it is not required.
Title:	<input type="text"/>	
Schedule Type:	<input type="text" value="All"/> <input type="text" value="Clinical Laboratory"/> <input type="text" value="Combined Lec,Disc,Demo or Act"/>	You can sort by schedule type.
Instructional Method:	<input type="text" value="All"/> <input type="text" value="Computer Mediated"/> <input type="text" value="Correspondence"/>	You can sort by instructional method.
Credit Range:	<input type="text"/> hours to <input type="text"/> hours	
Campus:	<input type="text" value="All"/> <input type="text" value="Bus and Ind Central"/> <input type="text" value="Bus and Ind North"/>	You can sort by Campus.
Part of Term: <small>Non-data based classes only</small>	<input type="text" value="All"/> <input type="text" value="10 Weeks"/> <input type="text" value="First 4 Weeks"/>	You can sort by Part of Term.
Duration:	<input type="text"/> Day	
Instructor:	<input type="text" value="All"/> <input type="text" value="Abendroth, Kirk R"/> <input type="text" value="Ackerman, Dean K"/>	You can sort by instructor.
Attribute Type:	<input type="text" value="All"/> <input type="text" value="Developmental Vinc Campus"/> <input type="text" value="Protected Course"/>	You can sort by Attribute Type.
Start Time:	Hour <input type="text" value="09"/> Minute <input type="text" value="00"/> am/pm <input type="text" value="pm"/>	You can sort by Start Time and End Time. You can sort by only Start Time. You can also indicate Days.
End Time:	Hour <input type="text" value="10"/> Minute <input type="text" value="00"/> am/pm <input type="text" value="am"/>	
Days:	<input checked="" type="checkbox"/> Mon <input type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input type="checkbox"/> Thur <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	
<input type="button" value="Class Search"/> <input type="button" value="Reset"/>		Select Class Search or to start over, you can select Reset.

15b) Results from Class Search

Look-Up Classes

Fal 2006
Oct 01, 2006 01:02 pm

Select the box to the left of the CRN and choose either Register or Add to Worksheet to register for classes. The Add or Drop Class page will display and you can continue registering.

= Open for registration.
C = Section Closed.
SR = Student not eligible to register.

Enrollment Counts

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attributes
										Cap	Act	Rem	Cap	Act	Rem				
C	12070	ENGL	101	002	VM	3.000	English Comp I (Word Process)	MWF	09:00 am-09:50 am	23	23	0	0	0	0	Karen S. Bell (P)	08/21-12/16	15SHC E133	Lower Division and Protected Course
C	12071	ENGL	101	003	VM	3.000	English Comp I (Word Process)	MWF	09:00 am-09:50 am	23	23	0	0	0	0	Debbie A. Reynolds (P)	08/21-12/16	15SHC E132	Lower Division and Protected Course
C	12089	ENGL	101	021	VM	3.000	English Composition I	MWF	09:00 am-09:50 am	23	23	0	0	0	0	John T. Mahoney (P)	08/21-12/16	15SHC B218	Lower Division and Protected Course
<input type="checkbox"/>	12090	ENGL	101	022	VM	3.000	English Composition I	MWF	09:00 am-	23	22	1	0	0	0	Charlotte E. Thompson	08/21-12/16	15SHC B217	Lower Division and Protected Course
<input type="checkbox"/>	15901	ENGL	101	L05	JP	3.000	English Composition I	MTWRF	09:05 am-09:55 am	24	21	3	0	0	0	Trevor Apple (P)	08/14-12/21	X01OFF 151205	Lower Division Jasper Proj Exl and Protected Course
C	15464	ENGL	101	X13	VP	3.000	English Composition I	MWF	09:00 am-09:50 am	30	30	0	0	0	0	Aaron E. Greve (P)	08/16-12/18	X01OFF 151015	Protected Course and Lower Division CE Off Campus
								TR	09:00 am-09:50 am							Aaron E. Greve (P)	08/16-12/18	X01OFF 151015	Protected Course and Lower Division CE Off Campus
<input type="checkbox"/>	15753	ENGL	101	X39	VP	3.000	English Composition I	MTWRF	09:00 am-09:55 am	10	9	1	0	0	0	C (Cont Ed) Staff (P)	08/19-12/21	X01OFF 150925	Protected Course and Lower Division CE Proj Excel

Register Add to WorkSheet Class Search

You can either send your selection to "Add to Worksheet" or "Register".

15c) Add or Drop

Add or Drop Classes

Fall 2006
Oct 01, 2006 12:23 pm

 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Information for [Ava E. Test](#)

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Oct 01, 2006	None	12769	SDCL	151	003	Undergraduate	3.000	Standard Letter	Principles of Sociology
Web Registered on Oct 01, 2006	None	15753	ENGL	101	X39	Undergraduate	3.000	Standard Letter	English Composition I

Total Credit Hours: 6.000

Billing Hours: 6.000

Maximum Hours: 999999.999

Date: Oct 01, 2006 12:23 pm

To remove a CRN from the worksheet, use the drop-down box under Action.

Add Classes Worksheet

CRNs

15753 12769

To add a course, enter the CRN directly or do another class search.

Submit Changes

Class Search

Reset

[[ID Selection](#) | [Term Selection](#)]

Don't forget to submit changes.