

Registration Instructions

IMPORTANT INFORMATION

Select your course(s) carefully. The University is not able to screen for errors in course selection, so it is possible for you to enroll in a wrong course or fail to take a needed course. Therefore, before you select a course, you should do a degree evaluation (CAPP) which is available via Banner Web. This is for those students who have entered in the summer of 2003 term and beyond for all Master Degree programs.

Click here for [CAPP Instructions](#):

ALL STUDENTS should check the [Course Schedule](#) for course availability.

Make sure that the courses are in the required sequence according to the Masters Program Catalog.

Refer to your transcript to make sure that the course(s) has not previously been completed.

Make certain that all prerequisites for the course(s) are completed.

ALL STUDENTS MUST verify their “Graduate Student Information” using Banner Web **EACH TERM** prior to registration. This will ensure correct delivery of course materials and enable registration to take place.

The entire process should take less than 5 minutes.

If you need assistance, please call 1-800-955-4464, ext. 9630 or ext. 7852 during regular business hours. If you are a GM TEP student please contact 1-800-955-4464 ext. 9893.

To access Banner Web from Kettering University's home page;
<http://my.kettering.edu>, Banner Web/ Self Service

LOGIN

Select: Student and Financial Aid menu option

Select: Registration menu option

Select: Graduate Student Information Verification menu option

This step is required before each term to verify correct address information, mail course materials, verify your testing proctor and select your viewing media. Make sure to click **SUBMIT** option to continue with registration. This will enable you to register on line.

If you are registering for courses which will complete your academic degree requirements, please complete the [Masters Degree Application to Graduate](#) and fax to 810-762-9836. Refer to registration/refund dates for Application to Graduate deadline

ONLINE REGISTRATION

[Click here](#) to connect to Banner Web for registration.

LOGIN

Select Student Services and Financial Aid from the first menu.

Select "Registration Menu".

Select "Check Your Registration Status" to verify that you have no registration blocking holds. Select term you are registering for and select "Submit Term".

If no holds exist, select "Look-up Classes to Add" from the bottom of the "Check Your Registration Status" page or from the Registration Menu. If holds are indicated, select "View Holds" item at the bottom of the page for explanation.

Holds must be resolved prior to registration.

Enter Course Number and select appropriate Part of Term, scroll to bottom of screen and select "Get Classes" and select "Register". Your course registration will display. To register for additional courses, select "Class Search" at bottom of page, then repeat.

Click: Submit Changes to process your registration. Banner web will display the courses successfully registered and any errors that prevented registration.

To correct your registration errors:

to drop a class, click the down arrow located under "action" on current schedule, select "web drop" then click on submit changes.

To verify course registrations, select: student detail schedule.

When finished, select the "Exit" button at the top right of the page, select the "Home" function of your web browser to logout and return to Kettering's home page.

Online HELPFUL HINTS

Be sure to page down to view the entire page. Some options are located near the bottom of the page.

Use the menu button to move between screens. Do not use the Back button to navigate on the Banner web pages or you will be logged off. At the stop sign, login again.

Inactivity for a 7-minute period will log you out. If this happens, simply login again.

Three failed attempts to login will disable your Banner web account. If you try to access a menu option and receive the message 'request failed', click on the Back button and try again.

To remove registration error messages, select "Class Search" item

at the bottom of the page, then select another course or section.