Student Instructions for Enrolling in Classes using Banner

“Enhancing the Academic Profile”

1. Go to GSU’S website: [www.gram.edu](http://www.gram.edu)
2. Click on current student and then Banner Web
3. Click on Enter Secure Area
4. To Login:
   a. Enter User ID: Student ID No. e.g., GXXXXXXX
   b. Enter PIN#: Date of Birth (mmddyy) – e.g., 010986
   c. Click on “Login”
5. At Main Menu Select “Student”
6. Click on “Registration”
7. Select “Add or Drop Classes”
8. Select Term: “Summer I 2013, Summer II, 2013, or Fall 2013”
9. Enter Alternate Pin# (This must be obtained from your advisor)
10. Click on “Class Search” at bottom of screen
11. To select a class:
    a. Click on the subject of your choice
    b. Enter the course number
    c. Click on “Class Search” or press enter
    d. Select a course by clicking in the select box on the left of your selection
    e. Scroll down to the bottom of the screen and click on “Register” or “Add to Worksheet” (a “C” to the left indicates that the class is closed).
12. Repeat steps 10-11 until all courses have been selected.
13. To drop a class:
    a. Click on the drop-down arrow in the row of the desired course
    b. Select “Drop Web”
    c. Click on “Submit Changes” at the bottom of the screen
14. To print a copy of your class schedule:
    a. Click on “Student” at the top of the menu
    b. Click on “Registration”
    c. Click on “Student Schedule by Day & Time” or “Student Detail Schedule”
Steps to Complete
On—Line Registration
(Including Fee Payment)

1. Log onto BannerWeb
2. Select Student
3. Select Registration
4. Select Accept/Pay Fees
5. Select Term (if not previously selected). Charges and credits for the selected term will show.
6. Press submit
7. Note: If you have a previous balance or you want to pay by check or credit card you can submit payment at this point.
8. Select a Term
9. Enter the appropriate check or credit card information and submit.
10. Go back through steps 2 to 4 to Accept fees.
11. Carefully read the Financial Aid/Scholarship Authorization
12. To accept the fees/charge, enter your PIN, first and last name (these items are not case sensitive).
13. If you have enough aid to cover your fees, select the Accept Fees button.
14. You will receive a message stating that you have successfully completed registration for the selected term.

**PLEASE DO NOT STOP HERE!**
15. You should then select the Get Fee Sheet button.
16. This is your Fee Sheet. Please print a copy of your records.
17. Your registration is complete if the fee sheet indicates “REGISTERED”.

**KNOWN ISSUES**
If there are no classes, please contact your advisor to obtain your alternate PIN to enter your class schedule.

If there is a hold, click help in the upper right corner of the page to view reason for hold and contact the appropriate office.

If there is not enough aid to cover tuition, charges, or credits then your balance will show. You have three (3) options for payment:
1. Establish a payment plan
2. Pay by check
3. Pay by credit card

**Choose the option of your choice.**

Upon successful completion of the on-line fee acceptance procedures, a message will appear confirming your completed registration. You can now proceed to obtain your ID/meal cards.

Thanks for using the on-line registration process and

HAVE A GREAT SEMESTER