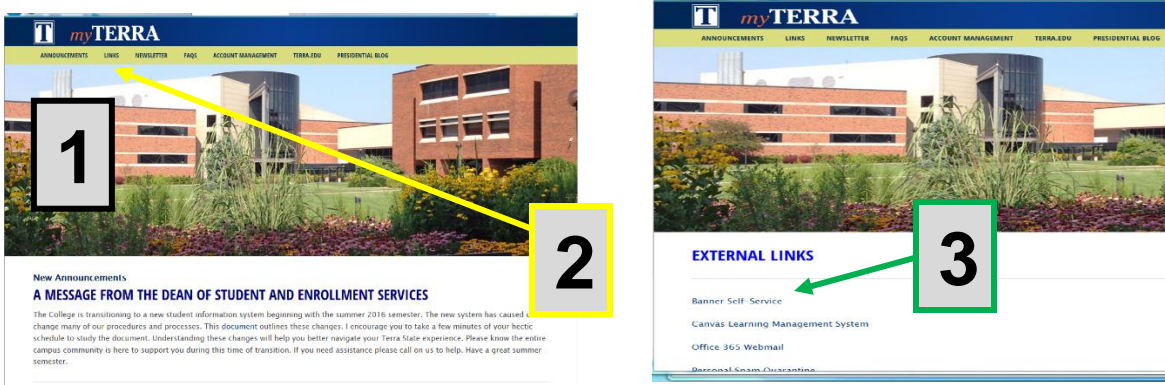
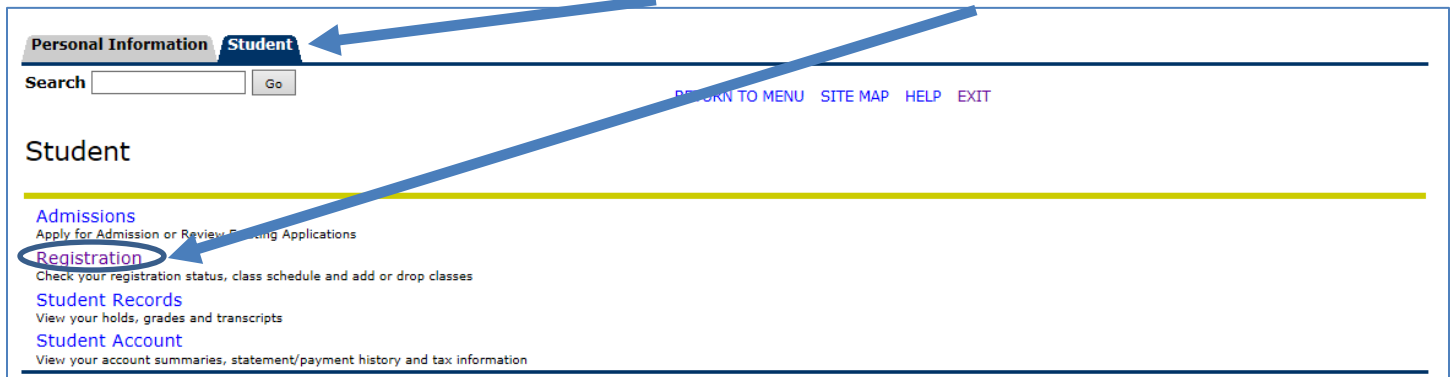


# Online Registration Instructions

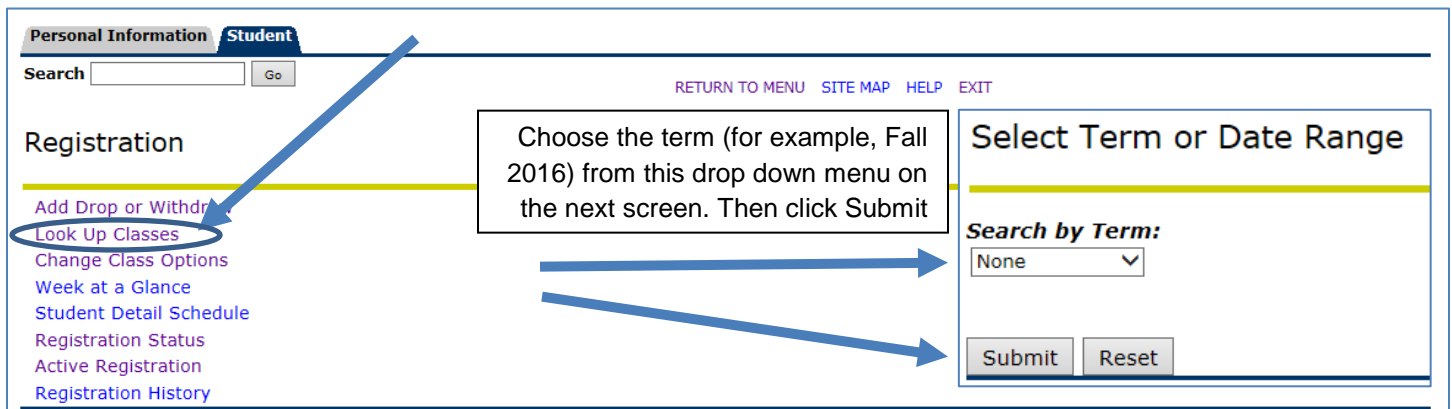
Are you ready to register? 1. First go to **my.terra.edu**. 2. Click on the links tab, 3. Click on Banner self-service link, then sign in with your Terra State username and password. (If you do not have your username and password, contact the Help Desk at 419.559.2309.)



Once in Banner Self Service, click on the **Student Tab**, then select **Registration**.



Next click on **Look Up Classes**. On the next screen choose the correct term from the **Search by Term** drop down menu and click **Submit**.



# Online Registration Instructions

Select the **Subject** you'd like to search for, click on the subject title, click on **Course Search** to bring up all the classes in that subject area, then click on **View Sections** to select specific available class sections. (Note: the First Year Seminar is listed under the General subject)

The screenshot shows the 'Look Up Classes' interface. At the top, there are tabs for 'Personal Information' and 'Student'. A search bar is present with a 'Go' button. Below the search bar, there are navigation links: 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The user's session information is displayed: 'T00203047 Super Student', 'Summer 2016', and 'Mar 18, 2016 10:25 am'. A yellow banner contains instructions: 'Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.' Below this, a 'Subject' dropdown menu is open, showing a list of subjects including Accounting, Biology, Chemistry, Computer-Aided Design, Digital Arts and Media Design, Digital Literacy Skills, Economic, Electric, English, and Experiential Based Education. The 'Accounting' subject is selected. Below the dropdown are 'Course Search' and 'Advanced Search' buttons. To the right, a 'Look Up Classes' box shows 'Fall 2016' and 'General' subject categories. Under 'General', there is a row for '1000 First-Year Seminar' with a 'View Sections' button. Blue arrows point from the search bar to the subject dropdown, from the subject dropdown to the 'View Sections' button, and from the 'View Sections' button to the 'Look Up Classes' box.

After choosing the time of the class that best fits your schedule, select the course section you want by **checking the box** to the left of the corresponding section. You are now ready to click **Register**.

The screenshot shows the 'Sections Found' page. At the top, there are tabs for 'Personal Information' and 'Student'. The user's session information is displayed: 'T00203047 Super Student', 'Summer 2016', and 'Mar 18, 2016 09:10 am'. A yellow banner contains instructions: 'Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.' Below this, the 'Sections Found' section is titled 'English'. A table lists the sections found. The table has columns: Select, CRN, Subject, Course, Sec, Cmp, Cred, Title, Days, Time, Cap, Act, Rem, WL, WL, WL, XL, XL, XL, Instructor, Date (MM/DD), Location, and Attribute. Two rows are shown. The first row has an unchecked checkbox, CRN 30032, ENG 0920 001 M, 4.000 Elements of Communication, MW, 01:00 pm-03:15 pm, 15, 3, 12, 0, 0, 0, 0, 0, 0, TBA, 05/16-08/05, A 106, and Development Education Course. The second row has a checked checkbox, CRN 30033, ENG 0920 002 M, 4.000 Elements of Communication, TR, 08:00 am-10:15 am, 15, 0, 15, 0, 0, 0, 0, 0, 0, TBA, 05/16-08/05, A 106, and Development Education Course. Below the table are 'Register', 'Add to WorkSheet', and 'New Search' buttons. Blue arrows point from the 'Select' column to the checked checkbox and from the 'Register' button to the 'Register' button.

Select	CRN	Subject	Course	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	30032	ENG	0920	001	M	4.000	Elements of Communication	MW	01:00 pm-03:15 pm	15	3	12	0	0	0	0	0	0	TBA	05/16-08/05	A 106	Development Education Course
<input checked="" type="checkbox"/>	30033	ENG	0920	002	M	4.000	Elements of Communication	TR	08:00 am-10:15 am	15	0	15	0	0	0	0	0	0	TBA	05/16-08/05	A 106	Development Education Course

Congratulations! The next screen will explain that you are **\*\*Web Registered\*\*** for the class (i.e. you registered through the online system). To add another class, click on **Class Search** at the bottom of the screen and repeat the steps above.

To view your complete schedule, you can click on your **Student** tab, select **Registration**, then click **Student Detail Schedule** (for dates, times, instructor, grade mode, etc.). If you prefer to view your schedule in a different format, click on **Student** tab, **Registration**, then **Week at a Glance**. Right click on the screen to print.

The screenshot shows the 'Registration' page. It has a yellow banner at the top. Below the banner, there is a list of links: 'Add Drop or Withdraw', 'Look Up Classes', 'Change Class Options', 'Week at a Glance', 'Student Detail Schedule', 'Registration Status', 'Active Registration', and 'Registration History'. A blue arrow points from the 'Student Detail Schedule' link to a 'View Your Schedule' button. The 'View Your Schedule' button is highlighted with a black border.