Student Registration

Rowan University
INFORMATION RESOURCES & TECHNOLOGY

Before You Register

- Be sure you have paid your online account.

- Be sure you have checked that you do not have any holds that would bar registration.

- Be sure you are within the open times for registration utilizing Self-Service Banner (7AM-11PM EST).

- If you are registering for an online course for the first time, you must register for the **Rowan Online Immersion course (ONL 00100)** first, or you will get a prerequisite error. This course is a one-time, zero-credit, zero-cost online-learning tutorial required of any student registered for an online or hybrid course. It appears in CANVAS alongside your other online or hybrid course registrations, is approximately 1 hour long and can be completed at your own pace (you are not required to be online at a specific date or time). You must successfully complete a final quiz in order to receive a grade of **"Successful"** on your transcript for ONL 00100. If you have any question, contact Rowan Online: http://www.rowanonline.com/portal.

- Meet with your program advisor to select courses and review prerequisites, restrictions and other issues before registering.

Log in to Self-Service Banner

1. Go to: rowan.edu/selfservice.

2. Select **Access Banner Services**. (Banner is the student information system in which student/course records are held.)

3. Enter your Banner ID as **User ID**. (If you do not know your Banner ID, visit **id.rowan.edu**.)

**4.** Enter your **PIN** (If this is your FIRST TIME logging be your 6-digit birthday (MMDDYY). If you do not know your PIN, visit id.rowan.edu.)

5. Select **Login**. (First-time users will see a screen that says "Your PIN has expired." Follow the prompts to set a permanent PIN. First-time login users will be prompted to set a security question. To change PIN or security question, select **Personal Information**.)

### We do NOT recommend using a browser on your mobile phone.

Self-Service Banner - Registration

7. To register, select the **Student** tab.

**8.** Select **Registration (new interface)**.
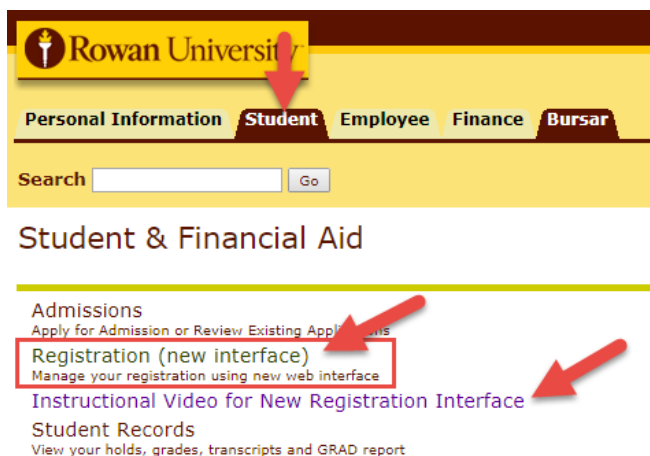
NOTE: Access the instructional video via the link **Instructional Video for New Registration Interface**.

9. Select **Register for Classes**. If you have not already logged in, you will be redirected to **login.rowan.edu**. Log in with your Rowan Network username and password.
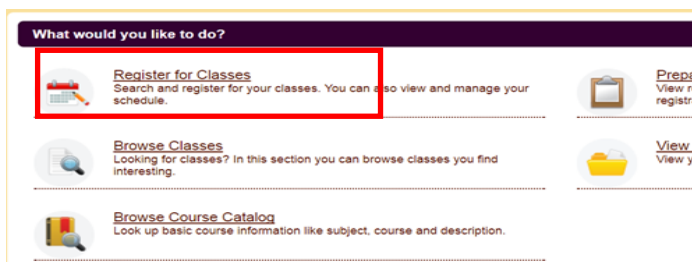
10. Select the **Term** from the dropdown menu (i.e., Summer 2018).

11. Select **Continue**.
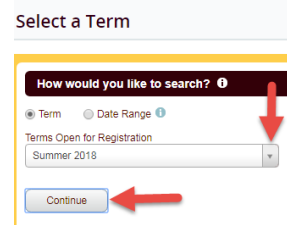
Navigating Registration Pages

12. Search for classes by either the **Find Classes** tab or the **Enter CRN** tab. Select the **Panels** button at the bottom to expand the panel. Use the toggle buttons and scroll bars to navigate the screens.

Search and Schedule

13. To search by the **Find Classes** tab, you can:

- Search by subject (can choose multiple).
- Search by course number.
- Search by keyword.
- Select the **Search** button.

14. A list of search results will display. You can select the course title and instructor names to see more details.   Notice the days of the week of the classes are in blue - hover over for specifics. Select the **Add** button to add the class to your schedule. Select **Search Again** to continue to add courses to your schedule.

15. To search by the **Enter CRNs** tab, you can:

- Enter the CRN of a course.
- Tab to enter or select **+Add Another CRN** to add more.
- Once you have entered all of the CRNs, select the **Add to Summary** button.

Complete Registration

16. When you are done adding classes to the **Schedule** and/or **Summary**, be sure to select the green **Submit** button. To remove a course, select **Remove** under the **Action** column, and then select the green **Submit** button.