WEB ADD/DROP DEMONSTRATION
(BANNER 8)

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LOGIN TO AIMS & SELECT COURSE REGISTRATION TERM

1. Login to AIMS with your EID and password.

![AIMS Login](image)

2. Go to the Course Registration tab under the Registration Self-Service - Banner 8 section, click Main Menu for Web Add/Drop.

![Course Registration Tab](image)

3. Click Select Term > select the appropriate term and click Submit.

![Select Term](image)
4. To check your Registration Status and Registration Time Ticket, at the Main Menu for Web Add/Drop for Banner 8, click Registration Status and Time Ticket.
5. If your academic unit has pre-registered any courses for you, the courses will appear in your personal class schedule. To view your schedule, at the Main Menu for Web Add/Drop for Banner 8, click Weekly Schedule or My Detail Schedule.

- Weekly Schedule will display your class schedule by day and time in a matrix timetable. You may also click View Detail Schedule at the bottom of the timetable for full details of your registered courses.
• **My Detail Schedule** will show the full details of your registered courses.

![Student Detail Schedule](image)

**ADD COURSES BY CRN**

6. If you already know the CRN(s) of the class(es) you want to add, at the Main Menu for Web Add/Drop for Banner 8, click **Add or Drop Classes**.

![Main Menu for Web Add/Drop (Banner 8)](image)

7. Enter the CRN(s) in the **Add Classes Worksheet** and click **Submit Changes**.

![Add Classes Worksheet](image)
8. The added course section(s) will be shown at the bottom of Current Schedule if the attempt is successful. If the system fails to add a course to your schedule, the course will be listed under Registration Add Errors with the corresponding error message.

9. You may continue to add courses by inputting CRN(s) in the Add Classes Worksheet and clicking Submit Changes. Or, you may leave the form if you have completed adding courses.

SEARCH FOR CLASSES OR CRNS

1. To search for classes or to look up the CRN of a class you want to add, within the Add or Drop Classes form, click the Class Search button.
2. To perform a quick search, select a Subject (press and hold the Ctrl key to select multiple items) and click Course Search.
3. Courses in the selected subject area(s) will be displayed. Click **View Sections** to see all sections of a course.

<table>
<thead>
<tr>
<th>Accountancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>5511</td>
</tr>
<tr>
<td>6531</td>
</tr>
</tbody>
</table>

**ADVANCED SEARCH**

4. For more search options, click **Advanced Search**.
5. Select and enter the appropriate search criteria:
   - You must select at least one **Subject** (press and hold the Ctrl key to select multiple items).
   - You may specify **Session, Start Time, End Time** or **Days** to narrow your search.
   - You may enter a course number to search for a particular course. For example, select “Accountancy” at **Subject** and enter “6531” at **Course Number** if you are interested in the course “AC6531”.
   - You may search by **Subject** and **Title**. Courses with course titles containing the entered text in the **Title** field will appear in the search result.

![Advanced Search](image)

6. Click **Section Search**.

**SEARCH RESULTS**

7. The following search results page will be shown when performing **Course Search** or **Advanced Search**. Note that course sections that are already full will not be displayed.
8. To add a course section in the search result to your class schedule, click the check box next to the corresponding CRN and click **Register** or **Add to Worksheet**. Doing so will direct you to the **Add or Drop Classes** page automatically.

- If you clicked **Register**, the system will attempt to add the selected course section(s) for you. The added course section(s) will be shown at the bottom of **Current Schedule** if the attempt is successful. If the system fails to add a course to your schedule, the course will be listed under **Registration Add Errors** with the corresponding error message.
If you clicked **Add to Worksheet**, the system will only insert the CRN(s) onto the **Add Classes Worksheet** without committing the changes to your class schedule. You need to click **Submit Changes** to register for the course section(s).

**DROP COURSES**

9. To drop a course, go to the **Course Registration** tab and select **Add or Drop Classes**.
10. Select **Web drop** from the corresponding **Action** dropdown box of the course section you want to drop and click **Submit Changes**. Note that only web-enabled course sections will have an **Action** dropdown box.

11. Courses successfully dropped will no longer appear in the **Current Schedule**.

**VERIFY COURSE REGISTRATION RECORD**

12. To verify your course registration record, select **My Detail Schedule** under the **Course Registration** tab.