Roadrunner Self-Registration Guide

1

MEET YOUR ADVISOR

Before you can self-register, you **must** meet with your assigned advisor! Your advisor's contact information is on your Student Profile under the Banner 9 Web Self-Service link.

2

DEGREE WORKS

Degree Works is **an outline of all graduation requirements** for your major. You will use this to keep track of upcoming classes and plans.

DW is located under the Students tab in Roadrunner Portal! Once on DW, you can click course codes to review the course descriptions. Be careful when looking at class sections in DW because it does NOT show campus location, professor, or part of term!

3

SELF- REGISTRATION

Use the Schedule of Classes and a Schedule Template to draft potential plans! You can view class days/times, campus, room number, professor, and other details using the Schedule of Classes.

Under the Students tab, click **Banner 9 Web Self-Service**

Using the **Student Registration** menu, you will select the semester you are planning. Use the **Find Classes** feature to search the schedule.

Subject Code - 4 Letter part of course number (ex. ENGL, PSYC, BIOL, NURS)

Course **Number** - 4 digit part of course number (ex. 1101, 1001L, 2111, 2260K)

After confirming all course details, use the gray **Add** button on the very right to add the class to your pending schedule draft.

After adding the class to your draft, you must **Submit** to confirm your registration.

ROADRUNNER PORTAL TIPS

Using the **Prepare for Registration** tab, check your **Registration Status** to ensure you do not have any Holds!

CRN (Course Reference Number) - 5 number used to identify specific class sections (ex. 81341, 20217)

To view **Part of Term**, hover over the course days and times. This will provide a pop-up that shows Start and End dates. Double-check this to prevent accidentally registering for a short course!

Campus - Main Campus (In-Person @ Dalton), Mountain Campus - Gilmer (Ellijay), Online DSC, eCore, and others

Use the **Action** dropdown menu on your Summary to add yourself to a **Waitlist** or **remove** a course from your pending draft.