

How to Register for Courses in Banner

1. Log In to Banner Self-Serve

NOTICE: The first time you **enter** Banner Self-Service you will be prompted to enter a new PIN.

Your Initial Login:

- Go to www.nicholls.edu
 - Under Current Students, click on Banner Self-Serve.
 - Click on **Enter Secure Area**.
 - **User ID:** New students will login with their N#.
 - **PIN:** Continuing Nicholls students and new students will enter their date of birth upon their initial login to Banner. The format is *mmdyy*. Example, January 1, 1990 would be 010190.
 - Click **Login**
 - You will be prompted to enter a secure question and answer.
 - Then the system will require you to change your PIN before going forward.
 - Once you login successfully, please note your new Nicholls student identification number. The N number will appear at the top right corner of your computer screen. This number can be used in place of your social security number. When using your N number to log in, please remember the N must always be capitalized.
 - NOTE: Students **will not** be able to receive their PIN from either the Office of Records and Registration or their academic advisor as the PIN is masked for security purposes.
2. Click on **Student**.
 3. Click on **Registration**.
 4. Click on **Select Term** and choose the term you wish to register for.
 5. Click on **Add or Drop**.
 6. Select term.
 7. Financial Obligation Statement – This statement must be read and accepted before you will be able to register for courses.
 8. Scroll to the bottom and choose **Class Search**.
 9. Select the Subject and Course number you wish to search for (ex. Biology 105).
 - a. If you do not want to search for a specific course number, leave the box blank and click on **Class Search** at the bottom. The system will pull up all courses taught in the subject you are searching.
 - b. You may also customize your search.
 10. Click **Class Search**.
 11. If there is a C next to the class, the class is closed. The only way that you can be allowed into a closed class is by calling the department and/or the instructor.
 12. If there is an open box next to the class you want, select the box, scroll down, and click on **Register**. You are now registered for the course.

****To view your complete schedule with times and locations, go to STUDENT – REGISTRATION – CONCISE STUDENT SCHEDULE.**

****Fees can be viewed sometime in July. To see fees, go to STUDENT- STUDENT ACCOUNTS –ACCOUNT DETAIL FOR TERM – CHOOSE TERM - SUBMIT**