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 mmddyy. 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.
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