Accessing the Registration Menu
To access the Registration Menu, perform these steps:

Instructions


2. On the Student & Financial Aid Menu, click Registration. The Registration Menu appears.
Checking Registration Status
To check Registration Status, perform these steps:

Instructions

1. On the Registration Menu, click Registration Status. The Registration Term page appears.
2. In the Select a Term drop-down list, select the desired term.
3. Click Submit. The Registration Status page appears, including any information that may or may not affect your registration.
If you are prevented from registering (adding or dropping) for a class, you must clear registration problems before you can successfully register. Registration problems may include: Campus Restriction, Class Restriction, Level Restriction, Major Restriction, and Dept. Head Approval Required, etc. For a list of common registration errors, see Appendix A: Common Student Self-Service Errors.
Accessing the Registration Menu
To access the Registration Menu, perform these steps:

Instructions


2. On the Student & Financial Aid Menu, click Registration. The Registration Menu appears.
Search for a class
To Search for a Class, perform these steps:

Instructions

1. On the **Registration Menu**, click **Look Up Classes**. The **Select Term** page appears.
2. In the **Search by Term**, select the desired term.
3. Click **Submit**. The **Look Up Classes** page appears.

4. On the **Look Up Classes** page, in the provided list boxes and drop-down lists, choose the desired details to narrow your search.
To enhance your search capabilities, consider using the CTRL button on your keyboard to highlight more than one subject area at a time.

Search examples:

Search for two or more subject areas
1. In the Subject block select the first subject area.
2. Using you’re the scroll bar, move to the second subject area. Hold down the CTRL button on your keyboard while highlight the second course with the mouse.
3. If desired select any other search criteria
4. Click Class Search

Results from this search example would be all Accounting and Agriculture Economics classes available for the term.

Search for two or more subject areas by course number
1. Using the instructions above, go to the Course Number block
2. The wildcard character % can be used to further delineate the search.

   Subject:  
   Accounting  
   Ag and Human Resources  
   Agricultural Economics

   Course Number:  
   3%

5. If desired select any other search criteria
6. Click Class Search

Results from this search example would be all of the 3000 level Accounting and Agriculture Economics classes available for the term.

To see all courses offered via Internet at PVAMU, use the CTRL key and scroll bar to highlight all of the subjects and then select Internet in the Instructional Mode block.
Accessing the Registration Menu
To access the Registration Menu, perform these steps:

Instructions

1. On the **Main Menu**, click **Student & Financial Aid Menu**. The **Student & Financial Aid Menu** appears.

2. On the **Student & Financial Aid Menu**, click **Registration**. The **Registration Menu** appears.
Alternate Registration PIN
Students requiring advisement before registration will need to obtain their Alternate Registration PIN from their major advisor. The Alternate Registration PIN is required before registration can begin.

Adding a Class
To Add a Class, perform these steps:

Instructions
1. On the Registration Menu, click Look Up Classes. The Select Term page appears.
2. In the Search by Term, select the desired term.
3. Click Submit. The Look Up Classes page appears.
4. On the **Look Up Classes** page, in the provided list boxes and drop-down lists, choose the desired details to narrow your search.

5. Click **Class Search**. The **Look Up Classes** page appears, including all applicable **CRNs** (Course Reference Numbers).

6. To **Add a Class**, click a checkbox on the left side of the search results list to select a class.

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**Classes that are closed (i.e., a class that has met its registration cap) will have a “C” in the Select checkbox.**

If the Select area does not contain a Checkbox or ‘C’ then the class has already been registered for the term or has been added to the Worksheet.
7. Click Register. The Add or Drop Classes page appears, displaying the current courses registered for and the date(s) the classes were added or dropped.

If you are prevented from adding a class, you must clear registration problems before you can successfully register. Registration problems may include: Campus Restriction, Class Restriction, Level Restriction, Major Restriction, and Instructor Approval Required, etc. For a list of common errors, see Appendix A: Common Student Self-Service Errors in Banner Panthertracks Student Manual.

After a registration error is fixed, the class which produced the error must be added again for it to be included in the current list of registered classes.