

REGISTER WITH BANNER 9 AND SCHEDULE PLANNER

- ▶ After you log into Self-Service, select the Students Menu



- ▶ Under the Student menu, in the Registration section, Select Prepare for Registration to view any holds that may prevent registration.



Prepare for Registration

View registration status, update student data, and complete pre-reg requirements.

- ▶ After selecting the appropriate term, your Registration Status will display along with any holds on your account. In this case, there is a Major hold, which will affect Registration. You will need to contact your advisor for removal.

Registration Status

Term: First Summer 2025

A screenshot of the 'Registration Status' section. It shows two green bars with checkmarks: 'Your Student Status permits registration.' and 'Your academic status Good Standing permits registration.' Below these is a red bar with an exclamation mark icon and the text 'You have holds which prevent registration.' Underneath the red bar, it says 'Major Hold-must see advisor', 'From Date: 04/24/2025', and 'To Date: 12/31/2009'. A red box highlights the text 'Processes Affected: Registration'.

- ▶ Use the Four-Square menu to return to the Main Menu



- ▶ Under the Registration menu, select Schedule Planning Tool (go to Schedule Planner).

Students - Registration

 **Schedule Planning Tool (go to Schedule Planner)**

Build your schedule based on course and time availability.

- ▶ Select the term in which you intend to register, click Save and Continue

Select Term

Term

Spring 2025

First Summer 2025

Second Summer 2025

- ▶ The next screen will show any outstanding Action Items. Action Items are critical tasks that must be resolved before you can continue with registration.

Action Item Processing

You have Action Items pending that halt access to this process.

Continue to resolve your Action Items.
Cancel to return to previous page.

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- ▶ Every student will need to complete the Registration Agreement once per academic year.

Action Item Processing

Welcome
You have the following items that require your attention.

<p>Registration Agreement 2024-2025</p> <p>Instructions</p> <p>End Date: 06/04/2025</p> <p>Registration Agreement 2024-2025</p> <p>Halt Processes: Register for Classes</p> <p>Registration Agreement 2024-2025</p>	<p>Registration Agreement 2024-2025</p> <p>REGISTRATION TERMS AND CONDITIONS this is a test for explicitly stating the terms which would be Fall of 2024, Spring of 2025, Summer I of 2025, and Summer II of 2025. By attempting to register for classes at the University of Southern Indiana, I understand and agree that I am aware of the University's Alcohol & Other Drug Policies, Annual Security Report, other information published in the current schedule of classes, and the Financial Responsibilities Policies (listed below). I also understand and agree that if I choose not to acknowledge my awareness of these policies, I am unable to register.</p> <p>PAYMENT OF FEES/PROMISE TO PAY I understand and agree that when I register for any class at the University of Southern Indiana or receive any service from the University of Southern Indiana, I accept full responsibility to pay all tuition, fees, and other</p>
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▶ Click the link to read the full text of the Registration Agreement for the current academic year.

▶ Once you have read the Registration Agreement in its entirety, click Accept, and Save

I consent to receive my annual IRS Form 1098-T, Tuition Statement, electronically from the University of Southern Indiana. I understand and agree that if I do not consent to receive my Form 1098-T electronically, a paper copy will be provided. I understand and agree that I can withdraw this consent or request a paper copy following the instructions at [University of Southern Indiana Form 1098T](#).

STUDENT AGE

I understand and agree that if I am younger than the applicable age of majority when I execute this agreement that the educational services provided by the University of Southern Indiana are a necessity, and I am contractually obligated pursuant to the "doctrine of necessities".

Accept
 Do Not Accept

Save

▶ You can now continue with the registration process.

Save Successful

Continue

▶ Select the registration term and Continue.

Select a Term

Terms Open for Registration
First Summer 2025

Continue

▶ Select campus, save and continue.

Select Campus

- Select All Campuses**
- Accelerated Online (Partnrshp)
- Degree completion
- Distance Education
- Grad acceleratd online

- Main – meets on USI’s campus
- Hybrid – online learning with required classroom attendance
- Distance Education – fully online learning; no classroom attendance

▶ You can adjust the search parameters to search for classes according to your needs.

Course Status	Open, Full, & Permission Only	Change	Term	First Summer 2025	Change
Campuses	All Campuses Selected	Change	Parts of Term	All Parts of Term Selected	Change
Levels	All Levels Selected	Change			

▶ Click *Add Break* if you have other obligations that you need to schedule around, such as a job or athletic practice.

Breaks

+ Add Break

Select All



Chair yoga

M - 5:00pm to 7:00pm
Ongoing

⚙ Edit ✕

▶ You are now ready to add courses.

Courses

+ Add Course

Add the courses you wish to take for the upcoming term.

There are four ways to search for currently offered courses:

Click on one of the tabs to search:

Add Courses for First Summer 2025

By Subject	Search By Attribute	DegreeWorks	Search By Instructor
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- Subject for example, Mathematics
- Attribute such as a specific Core 39 category
- Degree Works – import your locked 4-year degree plan
- Instructor – if you prefer to attend a course taught by a specific person

- ▶ Click on the *Add Course* button when you find a course you would like to include in your schedule. Selected courses will appear on the right side of the screen.

+ Add Course

Courses

+ Add Course E

Select All ⊗

<input checked="" type="checkbox"/>	AFRC 111. Introduction to Africana Studies	Options i 🔒 ⊗
<input checked="" type="checkbox"/>	ART 103. Two-Dimensional Design	Options i 🔒 ⊗
<input checked="" type="checkbox"/>	ASTR 201. General Astronomy	Options i 🔒 ⊗

You can click the gear icon to further narrow down your choices if needed.

Add Courses for First Summer 2025

By Subject | Search By Attribute | DegreeWorks | Search By Instructor

Subject: ENG - English

Course: 301. Advanced Composition

English 301. - Advanced Composition

ENG 301 is a Core 39 Embedded Experience course in writing, reading, metacognitive reflection, and discussion. Applies advanced composing techniques and rhetorical strategies to evidence-based writing about writing, original research, and presentation. Engages academic conventions for discipline-specific audiences, contexts, and purposes through approaches that recognize diverse writing situations and responses. Requires multiple, multipage, evaluated compositions in different genres develop... [Show More](#)

< Done **+ Add Course**

Courses

i	ENG 301. Advanced Composition	⊗
i	FIN 101. Money Skills	⊗
i	ANTH 111. Introduction to World Cultures	⊗

Once you have selected all of your courses click *Done*.

- ▶ Click *Generate Schedules* to view and compare options.

Schedules

Generate Schedules

- To view a generated schedule, click *View*.

Subject	Course	Section	Title	Seats Open	Day(s) & Location(s)	Campus	Credits
AFRC	111.	N01	Introduction to Africana Studies	22	WEB	Distance Education	3
ART	103.	002	Two-Dimensional Design	15	TR 9:00am - 11:50am - AC 229	Main	3
ASTR	201.	002	General Astronomy	1	T 7:00pm - 8:50pm - SC 3249 MWF 11:00am - 11:50am - ED 2108	Main	4
							10
							Credits to Reach

Monday	Tuesday	Wednesday	Thursday	Friday
8am				
8:15				
8:30				
8:45				
9am	ART-103. AC 229 Maynard, Kirk Patrick		ART-103. AC 229 Maynard, Kirk Patrick	
9:15				
9:30				
9:45				
10am				
10:15				
10:30				
10:45				
11am	ASTR-201. ED 2108	ASTR-201. ED 2108		ASTR-201. ED 2108
11:15				
11:30				

- Online courses will not display on the weekly grid
- Partial-term courses (courses that meet less than the full term) may not show on every week
- More information about searching for classes, such as Section Codes may be found in the USI [Bulletin](#)

- To compare schedules side-by-side, check the boxes next to the schedules and click *Compare*.

Generated 2 Schedules

Compare Select at least two schedules to compare side by side

View 1 Chair yoga, 111.-ANTH-NO2, 301.-ENG-NO1, 101.-FIN-NO1

View 2 Chair yoga, 111.-ANTH-NO1, 301.-ENG-NO1, 101.-FIN-NO1

Once you have selected your desired schedule, click *Send to Plans* and Continue

Potential Schedule for First Summer 2025

Back Print **Send to Plans** Shuffle Schedule 1 of 2

You are viewing a potential schedule only and you must still register.

Subject	Course	Section	Title	Credits
ANTH	111.	NO2	Chair yoga	3
ENG	301.	NO1	Chair yoga	3
FIN	101.	NO1	Chair yoga	1
				7
				Credits to Reach 15: 8

This schedule will now be transferred to the Plans and the Schedule Planner will close. Do you want to continue?

Cancel Continue

▶ Verify the appropriate term and click *Continue*.

Terms Open for Registration

First Summer 2025 ▼

Continue

▶ Click on the plans tab to see the plan you created in Schedule Planner. Click *Add All*.

Register for Classes

Find Classes Enter CRNs **Plans** Schedule and Options

Register from a plan.
Term: First Summer 2025

▼ Plan: Schedule Planner Shopping Cart Created by: You [+ Add All](#)

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
Intro to Cultural Anthropol...	ANTH 111., NO2	3	20050	Lecture	Bauer, Daniel (Prima...	Standard Letter		View Sections	+ Add
Advanced Composition	ENG 301., NO1	3	20156	Lecture		Standard Letter		View Sections	+ Add
Money Skills	FIN 101., NO1	1	20198	Lecture	Schibik, Timothy (Pri...	Standard Letter		View Sections	+ Add

Please note: your selected courses now show in the Summary window with a Pending status. You must click *Submit* to complete registration and finalize your schedule.

Summary

Title	Details	Hour	CRN	Schedule	Status	Action
Money Skills	FIN 101., ...	1	20198	Lecture	Pending	Registered web
Advanced Composit...	ENG 301...	3	20156	Lecture	Pending	Registered web

Congratulations! You are registered if you see this message. ✔ Save Successful

You will also notice that your schedule summary status changed from *Pending* to *Registered*.

Summary

Title	Details	Hour	CRN	Schedule	Status
Advanced Composit...	ENG 301., ...	3	20156	Lecture	Registered
Intro to Cultural Ant...	ANTH 111...	3	20050	Lecture	Registered

- ▶ You can print and/or view your schedule by using the Four-Square menu to return to the Main Menu, then Students Menus



- ▶ Under the Registration Menu, *Select View Registration Information to*



View Registration Information

View your past schedules and your ungraded classes.

Your current courses are listed in the top window. The bottom window will display your schedule in a calendar view, or you can click Schedule Details for more specific information from the course catalog, such as the course description.

View Registration Information

Look up a Schedule Active Registrations

Class Schedule

Term: First Summer 2025

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
Advanced Composition	ENG 301, NO1	3	20156	Lecture	Standard Letter	Undergraduate	Summer 1,...	None	04/24/2025	Registered	Registered...
Intro to Cultural Anthrope...	ANTH 111, N...	3	20050	Lecture	Standard Letter	Undergraduate	Summer 1,...	None	04/24/2025	Registered	Registered...
Money Skills	FIN 101, NO1	1	20198	Lecture	Standard Letter	Undergraduate	Summer 1,...	None	04/24/2025	Registered	Registered...

Schedule Schedule Details

Class Schedule for First Summer 2025

Advanced Composition | English 301, Section NO1 | Class Begin: 05/19/2025 | Class End: 06/20/2025
 05/19/2025 – 06/20/2025 [S][M][T][W][T][F][S] - Type: Class Location: Distance Education Building: Distance Education/Internet Room: None
 No specified Instructor
 CRN: 20156

Registered



If you run into any issues that prevent you from registering, such as holds or closed classes, contact your academic advisor for assistance.

More resources can be found at <https://www.usi.edu/registrar/forms-and-general-information>.