Office of the Registrar

Guide to Banner Student Self Service in myIIT

How To:

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Register for Classes

1. In the myIIT portal, select the Academics tab and in the Registration Tools channel, click on Add or Drop Classes.

![Registration Tools](image)

2. Choose the registration term from the dropdown menu and click on the Submit button.

![Registration Term](image)

3. Enter your registration PIN (also referred to as an Alternate PIN) and click on the Submit button.
   
   - Chicago-Kent College of Law students do not need a PIN to register for classes.
   
   - All Institute of Design students, all Stuart School of Business graduate students, and continuing graduate students can see their PIN in their myIIT “IIT Personal ID Numbers” channel.
   
   - Other undergraduate, new graduate, and reinstated graduate students must contact their advisor to obtain their PIN.
4. Read the Statement of Financial Responsibility. In order to proceed with registration, you must agree to the terms by checking the check box and clicking on the Continue button.
   - The notice will only display once per registration cycle.

5. To register for a new class, click on the Class Search button and scroll down to step 7.
Add or Drop Classes

**Important**
The last day to drop a class and NOT be charged tuition is **September 05th, 2014**. This is also the last day of **November 03rd, 2014**. You are charged full tuition and receive a GPA neutral grade of ‘W’ for withdrawn.

To add a class, use the Course Search or enter the Course Reference Number (CRN) in the Add Classes field.

Please note that you are NOT officially registered for a class if the status is Waitlisted.

Please note: Your request will not be processed if it would cause credit hours to drop below the minimum.

### Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse Sec</th>
<th>Level</th>
<th>Cred Grad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Registered on Apr 11, 2014</td>
<td>None</td>
<td>11399</td>
<td>ARCH 100</td>
<td>01</td>
<td>Undergraduate</td>
<td>3.000 Stand</td>
</tr>
</tbody>
</table>

- **Total Credit Hours:** 3.000
- **Billing Hours:** 3.000
- **Minimum Hours:** 12.000
- **Maximum Hours:** 18.000
- **Date:** Apr 11, 2014 03:44 pm

### Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 5**

**Step 6**

6. To change the registration status for a class, select Drop or Withdraw (when available) from the **Action** dropdown menu and click the Submit Changes button.

7. When registering for a new class, look up classes by selecting a subject and clicking on the Course Search button to view the course sections offered. More filters are made available if you click on the Advanced Search button.
Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of course options to search for classes. Please click the Advanced Search button to search and view all active course sections. See if the class is being offered for the term. If there are no sections, then the course may not be offered for that term.

<table>
<thead>
<tr>
<th>Subject:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Force Aerospace Studies</td>
</tr>
<tr>
<td>Architecture</td>
</tr>
<tr>
<td>Art and Architectural History</td>
</tr>
<tr>
<td>Biology</td>
</tr>
<tr>
<td>Biomedical Engineering</td>
</tr>
<tr>
<td>Business</td>
</tr>
<tr>
<td>Chemical Engineering</td>
</tr>
<tr>
<td>Chemistry</td>
</tr>
<tr>
<td>Civil and Architectural Engr</td>
</tr>
<tr>
<td>Communications</td>
</tr>
</tbody>
</table>

| Course Search | Advanced Search |

8. Click on the View Sections button for the course.

Look Up Classes

**Fall 2014**

<table>
<thead>
<tr>
<th>Humanities</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
</tr>
<tr>
<td>202</td>
</tr>
<tr>
<td>204</td>
</tr>
<tr>
<td>206</td>
</tr>
<tr>
<td>208</td>
</tr>
<tr>
<td>343</td>
</tr>
<tr>
<td>354</td>
</tr>
<tr>
<td>380</td>
</tr>
<tr>
<td>601</td>
</tr>
</tbody>
</table>

[Week at a Glance]
9. Check the course section(s) you wish to register for and click on the Register button.

Look Up Classes

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap Act Rem</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17859</td>
<td>HUM</td>
<td>202</td>
<td>01</td>
<td>MC</td>
<td>3.000</td>
<td>Industrial Culture</td>
<td>TR</td>
<td>10:00 am-11:15 am</td>
<td>20 3 17</td>
</tr>
<tr>
<td></td>
<td>17860</td>
<td>HUM</td>
<td>202</td>
<td>02</td>
<td>MC</td>
<td>3.000</td>
<td>Industrial Culture</td>
<td>F</td>
<td>10:00 am-12:40 pm</td>
<td>20 4 16</td>
</tr>
</tbody>
</table>

10. Refer to the Registration Tools page on the Office of the Registrar’s website if you encounter any issues such as holds (click on Registration Hold Information), error messages (click on Registration Error Descriptions), and credit-hour limit rules (click on Registration Resources to find an applicable document).
View Current Holds and Transcript

1. In the myIIT portal, select the Academics tab and in the Banner Student Self Service channel, click on Student Records.

2. Click on View Holds to view your current holds.

3. Click on View Unofficial Transcript to view your unofficial, internal transcript.
4. When attempting to view your unofficial transcript, select a transcript level option from the dropdown menu when prompted and click on the Submit button.
View Registration Status and Courses Permitted Into

1. In the myIIT portal, select the Academics tab and in the Registration Tools channel, click on Registration Status.

2. Choose the registration term from the dropdown menu and click on the Submit button.
Registration Status

✓ You have no Holds which prevent registration.
✓ Your Academic Standing permits registration.
✓ Your Student Status permits registration.
✓ Your Class for registration purposes is Undergraduate Special Non Dgree.

Registration Permits and Overrides
Permit/Override CRN   Subject Course
Instructor Permit   17868 HUM   354 Science and Technology Studies

Earned Credit

<table>
<thead>
<tr>
<th>Level</th>
<th>Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Business</td>
<td>Institutional</td>
<td>3.000</td>
</tr>
<tr>
<td>Graduate</td>
<td>Institutional</td>
<td>7.000</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>Institutional</td>
<td>130.000</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>Transfer</td>
<td>15.000</td>
</tr>
</tbody>
</table>

Curriculum Information
Current Program
Professional Bachelor
Level: Undergraduate
Program: Bachelor
Admit Term: Spring 2014
Admit Type: Regular Admit
Catalog Term: Fall 2013
College: College of Architecture
Major and Department: Architecture, College of Architecture
View Current Class Schedule

1. In the myIIT portal, select the Academics tab and in the Banner Student Self Service channel, click on Registration.

2. Click on Student Detail Schedule.

3. Choose the registration term from the dropdown menu and click on the Submit button.
Class schedule for one course with registration status, meeting time, location, instructor, and other information.
1. In the myIIT portal, select the Academics tab and in the Banner Student Self Service channel, click on Update/View Personal information.

2. Click on Update Addresses and Phones.

3. To update your address, click on Current (to the left of your address). To add a new address, select the type of address you want from the dropdown menu and click on the Submit button.
Update Addresses and Phones - Select Address

IIT requires everyone to annually update their addresses and all telephone numbers including an
Update an existing address by selecting the link next to the corresponding address. Insert a new

Address Types:
- **Campus**
  This address is for current IIT Faculty and Staff only. It is displayed in the IIT

- **Permanent**
  For students, this is your permanent address and phone number(s), while not
  For International students on a F1 or J1 Visa, this address must be outside of I
  For faculty and staff, this address is used by IIT for university benefits plans.

- **Local**
  For students, this is your United States address and phone number(s), while the
  Office will maintain this information in the University Housing address type.
  For international students who do not live in University Housing, this address is

- **Mailing**
  This is your preferred mailing address if different than the permanent, local, or correspondence including payroll checks and refunds.

- **University Housing**
  University Housing (residence halls or apartments) address is maintained by the

**Addresses and Phones**

<table>
<thead>
<tr>
<th>Local</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current</strong>: Nov 11, 2012 to (No end date) <strong>Primary</strong>: None Provided</td>
<td></td>
</tr>
<tr>
<td>3300 a federal</td>
<td></td>
</tr>
<tr>
<td>chicago, Illinois 60615</td>
<td></td>
</tr>
</tbody>
</table>

**Type of Address to Insert**:
- **Select**
- Local
- Mailing
- Next of Kin or Guardian 1
- Next of Kin or Guardian 2
- Permanent

**RELEASE**: 8.6