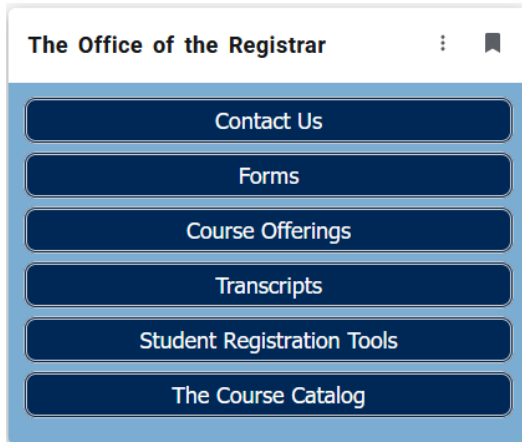


# THE CITADEL

## Office of the Registrar


Welcome to the new Banner Registration pages

You may access registration through your my.citadel.edu account by clicking on Student Registration Tools located on The Office of the Registrar tile.



You are now in your **Banner Web** account and may navigate through the different options.

### Student Services



Greetings, Keith R. Gauvin.  
Welcome to your dashboard! From here you can navigate throughout Banner with just a few clicks!

#### Student Records

If you have any questions, please email the [Registrar](#)

- Student Information
  - Student Profile
  - Update Student Personal Information
- Registration
  - Register for Classes
  - Registration Status/View Holds
  - Browse Course Schedule
- View Grades
- Transcript
  - View Unofficial Transcript
  - Order Official Transcript
- Graduation
  - Apply for Graduation
  - View Graduation Application Status

#### Student Treasury Information

If you have any questions, please email [Student Business Services](#)

- [Account Summary](#)
- [Account Detail for Term](#)
- [Tax Notification \(1098-T\)](#)
- [Account Information](#)

**Your Profile** allows you to see your personal information as well as your advisor assignment.

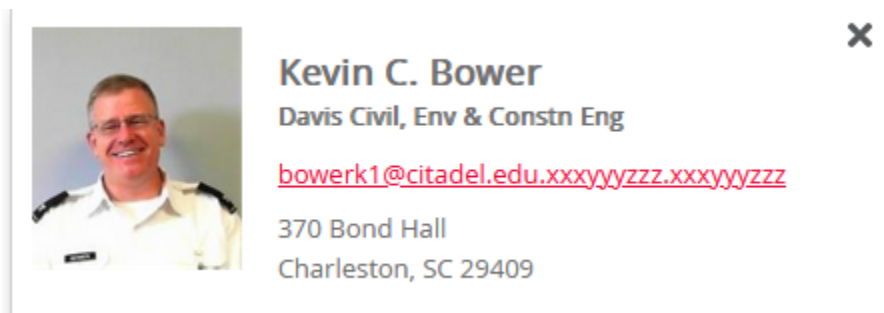
### Advisors

Primary / Primary Advisor

[Kevin C. Bower](#)

[Joelle Neulander](#)

If you click on your advisor's name, you will be able to email your advisor and find their office information.



A profile card for Kevin C. Bower. On the left is a headshot of a man with glasses wearing a white polo shirt. To the right of the photo, the text reads: "Kevin C. Bower", "Davis Civil, Env & Constn Eng", "[bowerk1@citadel.edu.xxyyzzz.xxyyzzz](#)", "370 Bond Hall", and "Charleston, SC 29409". A close button (an 'x' icon) is located in the top right corner of the card.

On the left side there are tools that you may find useful such as registering for classes and viewing grades. These are the same options that are located on the main Banner Web page.

You can also update your personal information such as address and phone number.

---

For registration, use the **Registration Tools** link found on the Student Services page.

- Registration
  - Register for Classes
  - Registration Status/View Holds
  - Browse Course Schedule

You will be asked to enter the term that you would like to register for. This is a drop-down menu.

### Terms Open for Registration

Spring 2025

  
Spring 2025  
**Fall 2024**

You are now able to search for classes. Although this page is helpful, we suggest that you click on the **Student** or **Registration** link at the top of the page. This provides you with multiple options.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

## Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

**Enter Your Search Criteria** ⓘ

Term: Spring 2025

Subject

Course Number

Keyword






Attribute

Part Of Term

You will now be able to view additional registration options.

### Registration

What would you like to do?

-  [Prepare for Registration](#)  
View registration status, update student term data, and complete pre-registration requirements.
-  [Register for Classes](#)  
Search and register for your classes. You can also view and manage your schedule.
-  [Plan Ahead](#)  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
-  [Browse Classes](#)  
Looking for classes? In this section you can browse classes you find interesting.
-  [View Registration Information](#)  
View your past schedules and your ungraded classes.

Start by clicking on the **Prepare for Registration** link.



### [Prepare for Registration](#)

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

This link allows you to view important information prior to registration. You will be able to view the date and time you can start registering as well as any holds that may prohibit registration.

Registration Status Update Student Term Data

#### Registration Status

Term: Spring 2025

- ✓ Your Student Status permits registration.
- ✓ Your academic status permits registration.
- ! You have holds which prevent registration.  
Academic Advising  
From Date: 10/10/2024  
To Date: 12/31/2099  
Processes Affected: Registration

i Time tickets allow registration at this time. Please register within these times: 10/02/2024 08:00 PM - 03/06/2025 11:59 PM

i Your class standing for registration purposes is First Semester Senior

In the above example, the student has an academic advising hold highlighted in red that must be removed by the student's faculty advisor prior to registration.

Your registration time, known as a time ticket, is listed in the blue bullet.

You may take advantage of the **Plan Ahead** option.

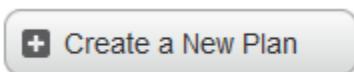
This function allows you to plan for the semester by selecting the courses that you plan to take during the next semester prior to registration. By completing this plan, you will have an easier time registering for classes.



### [Plan Ahead](#)

Give yourself a head start by building plans. When you're ready to register,

You will be directed to select a term and create a plan by clicking the Create a **New Plan** button.



You must first search for the courses you expect to take during the upcoming term. You can search the subject and/or course number. Note: It may be faster to enter the subject code rather than the complete subject (FSWI rather than Freshman Writing).

You can also type information in the **Keyword** search if you want to search for a course title or ROTC fulfillment course.

**Enter Your Search Criteria**

Term: Spring 2025

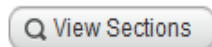
Subject

Course Number

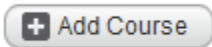
Keyword

[Advanced Search](#)

Once you have entered the subject and course information and have clicked the search button, you will be able to view the course and the available sections during the selected term.

 **View Sections**

Select the **Add Course** button, and the course will be added to you plan for the term.

 **Add Course**

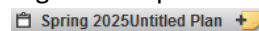

It is advised that prior to registration, do not select a specific section until your registration time unless you have specific requirements such as an honors section.












You will see the course added to your **Untitled Plan** for the term.

You can click the **Search Again** button to add additional classes.

 **Search Again**

Continue these steps until you have listed the courses that you would like to register for when your registration period begins.

 Spring 2025Untitled Plan 

Title	Details	Hours	CRN	Schedule Type	Note	Status	Action	
<a href="#">Foundations in Leadership</a>	MLTY 102	1				<i>Pending</i>	<input type="button" value="Add"/> 	
<a href="#">Survey of Amer Hist II</a>	HIST 202	3				<i>Pending</i>	<input type="button" value="Add"/> 	
<a href="#">Elemen Mathematical Mo...</a>	MATH 104	3				<i>Pending</i>	<input type="button" value="Add"/> 	
<a href="#">Freshman Seminar</a>	FSEM 101	3				<i>Pending</i>	<input type="button" value="Add"/> 	
<a href="#">Freshman Writing Seminar</a>	FSWI 101	3				<i>Pending</i>	<input type="button" value="Add"/> 	

Total Planned Hours: 0

When you are done, click the **Save Plan** button.

 **Save Plan**

When your registration period begins, click on the **Register for Classes** link and select the registration term.



### [Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.

If you have a hold that prohibits registration, you will see a window colored in red.

**!** [You have holds which prevent registration.](#)

[Academic Advising](#)  
[From Date: 10/10/2024](#)  
[To Date: 12/31/2099](#)  
[Processes Affected: Registration](#)

Ok

If your hold was recently removed it could take a few minutes for the system to process the request, so it is important to resolve outstanding obligations prior to your registration period.

You can now register for classes. If you did not create a plan, you can search classes by subject, course number, days of the week etc. You can search by CRN or you can use your plan.

## Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

**Enter Your Search Criteria** ?

Term: Spring 2025

The **Find Classes** tab allows you to enter a subject and/or course number, Key words, days of the week, and course times.

Subject

Course Number

Keyword

Attribute

Part Of Term

Meeting Days

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Start Time

End Time

[Clear](#) [▶ Advanced Search](#)

The **Enter CRNs** tab allows students to enter the CRN for a specific course. CRNs that start with a 1 are spring courses, CRNs that start with a 5 are fall courses and CRNs that start with a 3 are summer courses.

## Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2025

CRN

[+ Add Another CRN](#)

The **Plans** tab allows students who created a plan to use their plan to select classes.

**Register for Classes**

Find Classes [Enter CRNs](#) **Plans** [Schedule and Options](#)

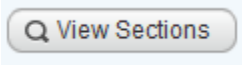
**Register from a plan.**

Term: Spring 2025

Plan: Spring 2025

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections
<a href="#">Foundations in Leadership</a>	MLTY 102	1						<input type="button" value="View Sections"/>
<a href="#">Survey of Amer Hist II</a>	HIST 202	3						<input type="button" value="View Sections"/>
<a href="#">Elemen Mathematical Modeling</a>	MATH 104	3						<input type="button" value="View Sections"/>
<a href="#">Freshman Seminar</a>	FSEM 101	3						<input type="button" value="View Sections"/>
<a href="#">Freshman Writing Seminar</a>	FSWI 101	3						<input type="button" value="View Sections"/>

When registration opens, students can click the **View Sections** button to see all the sections related to the class.



All the sections of that class will appear with the days and times. Expand the **Status** column in order to view all the messages.

Search Results — 13 Classes  
Term: Spring 2025 — MLTY 102

Title	Subject Descrpt	Course#N	Sector?	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Linked Sections	Add
Foundations in Leadership	Military Soc...	102	01	1	10067	Spring...		Su T W T F S 09:00 AM - 09:50 AM Type: Le...	Citad...	35 of 35 seats r... 10 of 10 waitlist...	Lecture			Add
Foundations in Leadership	Military Soc...	102	02	1	10156	Spring...		Su T W T F S 10:00 AM - 10:50 AM Type: Le...	Citad...	35 of 35 seats r... 10 of 10 waitlist...	Lecture			Add

Click the Add button, and it will be added to your schedule as pending.



You will see the course appear in the **Class Schedule** and **Summary** windows, and click submit.

Schedule Schedule Details

Class Schedule for Spring 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
7am							
8am							
9am		Foundations in Leadership					
10am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Foundations in Leadership	MLTY 102.01	1	10067	Lecture	Pending	**Web Registered**

The course will change to a different color indicating that you are registered for the course.

Schedule Schedule Details

Class Schedule for Spring 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am		Foundations in Leadership					
10am							
11am							
12pm							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Foundations in Leadership	MLTY 102.01	1	10067	Lecture	Registered	None

Continue this process through all the courses that are on your **Plan**.

If a conflict exists, there will be a **Time Conflict** indicator located in the **Status** block.

25 of 25 seats remain.  
100 of 100 waitlist seats remain. **Time Conflict!**

If an error appears in the summary, it means you will need to adjust your schedule.

Status

**Errors Preventing Regi...**

Registered

Registered



Common errors are:

**Time Conflict** – Means there is another course at the same time as the course you are trying to register for. To resolve this issue, try to find another section of one of the courses at a different time.

**Corequisite** – Means that a course must be taken at the same time as one of the courses on your schedule. Quite often it will indicate what the corequisite is and you can register for the other course. This happens with lab sciences, Freshman Writing and Freshman Seminars.

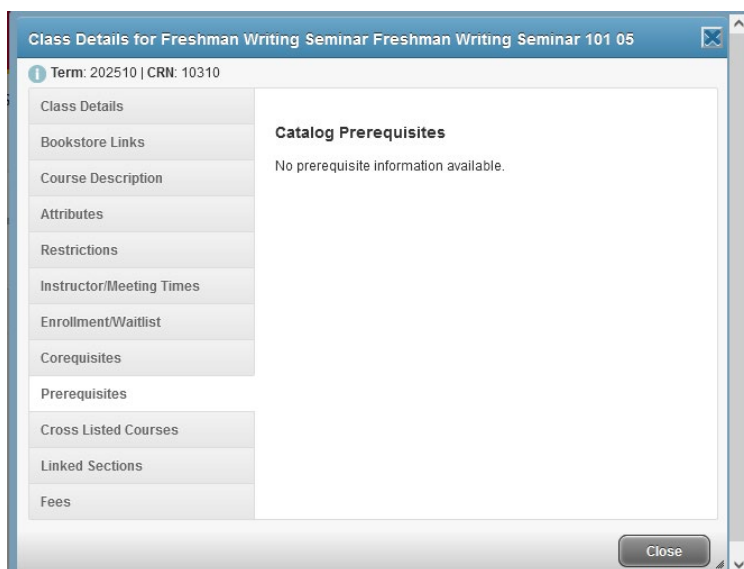


The screenshot shows a web interface for "Class Details for Freshman Writing Seminar Freshman Writing Seminar 101 05". The term is 202510 and the CRN is 10310. A sidebar on the left lists various details: Class Details, Bookstore Links, Course Description, Attributes, Restrictions, Instructor/Meeting Times, Enrollment/Waitlist, Corequisites, Prerequisites, Cross Listed Courses, Linked Sections, and Fees. The "Corequisites" section is active, displaying a table with the following data:

Subject	Course Number	Title
Freshman Seminar	101	Freshman Seminar

A "Close" button is located at the bottom right of the window.

**Prerequisite** – This means you must to another course prior to enrolling in the course you just attempted to register for. You can click on underlined course title and look at the prerequisites.



The screenshot shows the same web interface as above, but the "Prerequisites" section is active. It displays the text "Catalog Prerequisites" and "No prerequisite information available." The sidebar on the left is the same as in the previous screenshot. A "Close" button is located at the bottom right of the window.

Once you have resolved the error, you can click submit again.

When you are done, you should see your schedule on the left and your course registration status on the right.

The screenshot displays a course registration interface. On the left, a 'Class Schedule for Spring 2025' is shown as a grid with days of the week (Sunday to Saturday) and time slots (8am to 1pm). Colored blocks represent registered courses: Foundations in Leadership (green), Freshman Mathematical Seminars (purple), Freshman Writing Seminar (red), and Block/Eiffel Tower (blue). On the right, a 'Summary' table lists the registered courses with their details, hours, CRN, schedule type, status, and an action dropdown menu.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Freshman Writing Seminar	FSWI 101_05	3	10310	Lecture	Registered	None
Block/Eiffel Tower	FSEM 101_05	3	10309	Lecture	Registered	None
Element Mathematical Modeling	MATH 104_02	3	10053	Lecture	Registered	None
Foundations in Leadership	MLTY 102_01	1	10067	Lecture	Registered	None

Total Hours | Registered: 10 | Billing: 10 | CEU: 0 | Min: 0 | Max: 999,999,999

Conditional Add and Drop