

Concordia College Registration Information

Preparing for Registration

1. Review the registration processes.
2. Schedule an advisement appointment with your adviser the week prior to – and no later than one day before – the registration date. (See your Student Detail Schedule for the name of your adviser.)
3. Use the trial schedule form available as a PDF on the Web registration page to plan your schedule. Be sure to record the CRN (Course Reference Number) of each class you are choosing. Please discuss alternate course selections with your adviser in the event a course is at its capacity when you register.
4. Ask your faculty adviser for your alternate pin number (ALT-PIN). You need this code to access the Self-Service Banner (SSB) and complete registration.
5. Determine your registration date and time (see next page).

NOTE: SSB will not allow you to register for the term unless you have:

- met with your adviser and received your alternate pin number (**ALT-PIN**)
- met financial obligations
- complied with Minnesota immunization regulations

If you are ineligible to register for any of these reasons, you may complete registration via SSB anytime after the registration hold has been resolved.

Because you can register any time after your starting date/time, there is no need to skip classes due to registration.

Concordia reserves the right to alter published course schedules including canceling courses with low enrollment.

Registration Process

The number of semester hour credits you have earned determines the date you are eligible to register using Self-Service Banner (SSB).

To determine the number of credits you have completed:

1. Go to **Concordia home page**
2. Click **Current Students** tab
3. Log in to **Student Portal**
4. Click **Course List**
5. Click **Core/GPA** link
6. Scroll down to **Course Statistics by Department** section

Please Note: Class standing is based on earned semester hour credits through the end of the last full semester completed. IP (in progress), NR (not reported), INC (incomplete) credit hours are not applied to the total credit hours earned.

Students will use Self-Service Banner for registration. After meeting with your faculty adviser and receiving your alternate pin number (ALT-PIN), you are eligible to complete your registration in SSB according to the following registration times and dates and using the directions outlined in the SSB Registration Instructions section.

Seniors	88 or more earned semester hour credits 8:30 a.m. Tuesday, Nov. 10
Juniors	56-87.99 earned semester hour credits 8:30 a.m. Wednesday, Nov. 11
Sophomores	24-55.99 earned semester hour credits 8:30 a.m. Thursday, Nov. 12
Freshmen	1-23.99 earned semester hour credits 8:30 a.m. Friday, Nov. 13

Special Instructions:

If you are:

- enrolling in an **Education** course, you must meet the requirements stated in the college catalog. To be eligible to enroll in 300-level or higher Education courses, the Praxis I must be taken.
- currently receiving **disability services** through the Counseling Center, please follow the directions in the information provided by Monica Kersting.
- currently enrolled in an **off-campus program**, you will be able to complete registration via SSB on your designated date/time provided you have received your adviser's approval of course selections and your ALT-PIN.
- registering for a **Tri-College** course or an **Independent Study**, please see the staff in the Registrar's Office in Lorentzen Hall for assistance.
- registering for a **Co-op**, please see the staff in the Cooperative Education Office in Academy Hall for assistance.
- registering for **Music lessons**, please see the music department faculty member for permission to register for the lesson through SSB.
- planning to enroll in an **off-campus program** experience for the next semester, please follow the directions in your acceptance packet from the Global Education Office. If you have any questions, please contact Stacy Rodlund at 299-4549.

Class Schedule Changes

Second-semester freshmen and upperclass students may make adjustments to their class schedule via Self-Service Banner from Nov. 10 to Jan. 15.

If a class is at its capacity, students must contact the instructor of the course. If the instructor grants permission for you to be added to the class, the instructor will execute a "**capacity override**" and you will be able to register for the course through SSB.

After Jan. 15, **all schedule changes** will be completed via the drop/add form available in the Registrar's Office. The drop/add form will require the signatures of the instructor and your faculty adviser. It also must be completed by the published deadlines.

Overloads

Overloads may be attempted only by students in good academic standing and must be approved by the Registrar. Additional fees are assessed in excess of 17 credit hours (excluding music lessons and ensembles).

Degree Audit

We intend to launch DegreeWorks in fall 2009. More information will be coming.

Building Abbreviations

BW	Bishop Whipple	KCTR	Knutson Campus Center
FFCT	Frances Frazier Comstock Theatre	MUS	Hvidsten Hall of Music
FH	Memorial Auditorium	OF	Olson Forum
GROS	Grose Hall	OLDM	Old Main
IVER	Ivers Science	OLIN	Olin Art and Communications Center
JONE	Jones Science Center		

Classroom assignments may change prior to the start of the term. Students should consult their **Student Detail Schedule** on SSB prior to the start of the semester to confirm class locations.

On the Move From Legacy to Banner

Self-Service Banner (SSB) is the Web-based interface used by individuals to check and update their personal information (addresses, phone numbers, etc.) or to access various tools, such as registration, faculty advising, paycheck stubs, e-time sheets, finance account information and more. The majority of students, faculty and staff will have most of their needs met through these self-service tools.

What is ...

the tool used to identify a particular class?

the fall/spring academic term called?

the first half of an academic term called?

the second half of an academic term called?

required to complete registration?

the unit of academic credit?

full-time status?

an overload?

needed to gain permission to enter a class at capacity?

the unit of time used?

Legacy (current system)

4-digit section number (e.g., 1021)

semester

Block I or Block III

Block II or Block IV

faculty adviser's signature

course plan hours
(1.0, .5, .25 course credit)

3.0 or more course credits

over 4.25 course credits (excludes music lessons and ensembles)

pink "registration card"

Regular time using numbers 1 to 12 to identify each of the 24 hours in a day

Self-Service Banner

5-digit Course Registration Number (e.g., CRN 10211)

Part of Term 1 (POT1)

Part of Term 2 (POT2)

Part of Term 3 (POT3)

alternative pin number (ALT-PIN) – provided by faculty adviser

semester hour credits
(4, 2, 1 credit hours)

12 or more semester hour credits

over 17 semester hour credits (excludes music lessons and ensembles)

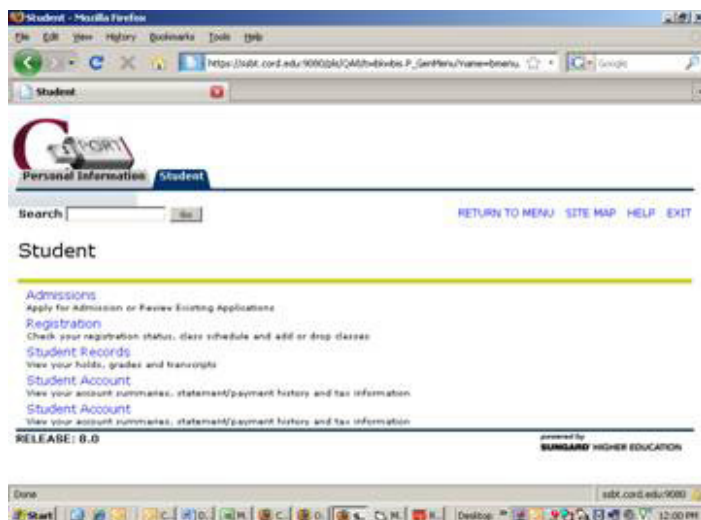
override performed by instructor in SSB and then the student registering for the class via SSB

24-hour clock

SSB Registration Instructions

1. Go to <https://cport.cord.edu>
2. Enter username and password (also used to access your e-mail)
3. Click on **SSB icon**
4. Go to **Student** tab
5. Click **Registration**
6. Click **Add or Drop Classes**
7. Choose selected term: **Concordia College** (e.g., Spring 2010 Concordia College) and submit
8. Enter alternate pin number (**ALT-PIN**) and submit
9. Enter **CRNs** in **Add Classes Worksheet** section
10. Click **Submit**

Remember: Click **Submit** to complete registration.



SSB allows you to ...

Search for a course:

1. Go to **Student** tab
2. Click **Registration**
3. Click **Add or Drop Classes**
4. Click **Class Search**
5. Use **Selection Options** to complete search

View and print your schedule:

1. Go to **Student** tab
2. Click **Registration**
3. Click **Student Detail Schedule**
4. Select **appropriate term**
5. Click **submit**
6. **Print**

Find the name of your faculty adviser and expected graduation date:

1. Go to **Student** tab
2. Click **Student Record**
3. Click **View Student Information**

Determine eligibility to register:

1. Go to **Student** tab
2. Click **Registration Status**

Add a course:

1. Go to **Student** tab
2. Click **Registration**
3. Click **Add or Drop Classes**
4. Enter **CRN** in **Add Classes** section
5. Click **Submit Changes**

Drop a course:

1. Click **Student** tab
2. Click **Registration**
3. Click **Add or Drop Classes**
4. Select option available in the **Action Pull-Down List** for the course
5. Click **Submit Changes**

View account balance:

1. Go to **Student** tab
2. Click **Student Account**
3. Click **Account Summary**

Note: If you experience technical difficulties when logging in, please contact the Solution Center at 299-3375.