

# Bookmark this webpage!

[www.mtu.edu/registrar/students/registration/prepare/](http://www.mtu.edu/registrar/students/registration/prepare/)

## REGISTRAR'S OFFICE

Registrar's Office > Registration > Prepare for Registration

### STUDENTS

#### Student Advising

#### Registration

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## Prepare for Registration

Before their allotted registration period, students should adequately prepare for registration by being familiar with the registration instructions, resources, and forms.

**Registration Instructions**—Guides a student through the registration process online in BanWeb.

**General Education Requirements**—Information regarding when to register and what you might need to register for.

**Registration Forms**—Permission forms for special circumstances, including overload, approval, time conflict, and grading options.

- Gen Ed Requirements
- Course Descriptions
  - **Pre-reqs, restrictions, etc.**
- Schedule of Classes
- **Registration Priority Schedule**
- Seating Availability
- Registration Forms
- **REGISTRATION INSTRUCTIONS – PDF and Video available**

### RESOURCES

General Education  
Requirements

Schedule of Classes

Registration Priority Schedule



Credit Overload Form



Special Approval Form



#### Course Descriptions

Graduate



Undergraduate



### SEATING AVAILABILITY

Spring 2014

Summer 2014



# Registration – Spring & Summer 2015

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- Registration Day/Time:
  - **Priority** based on credits **earned** at time of registration
  - Check Banweb: Student -> Registration -> Check Registration Status
    - Lists: Time/Day, Permits and Overrides (aka waivers)
  - Registration unavailable 2-2:30 am daily
- Registration Instructions: PDF and Video available
  - [www.mtu.edu/registrar/students/registration/instructions/](http://www.mtu.edu/registrar/students/registration/instructions/)
- Common Restrictions/Errors
  - **Prereq:** course needed before (MA1160 or MA1161 before MA2160)
  - **Concurrent Prereq:** course taken before or with (PH1100 & PH2100)
  - **Coreq:** course taken with (CH1150 & CH1151)
  - **Time Conflict:** course times overlap
- Problems or questions contact Student Service Center
  - 103 Admin Building, 487-2319, [schedule@mtu.edu](mailto:schedule@mtu.edu)

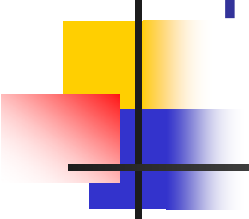


# Registration Tips

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- Avoid potential time conflicts – Plan ahead
  - Select multiple sections that will fit (desired sections fill quickly)
  - Faster Registration: Enter CRNs at bottom of registration page
- Check prerequisites, restrictions, etc. before registering
  - Undergraduate Course Descriptions
  - Register Coreq together: MA2160 Rec & Lab, CH1150 & CH1151
  - Register Concurrent prereq first or together: MA1161 & ENG1100
  - Get waivers before registering: contact department offering course
    - Banweb for waivers: Student -> Registration -> Check Registration Status
    - Restriction by class standing: UN1015 and UN1025 Freshman
- Filled Sections
  - Contact the department offering the course
  - May have wait list or over fill the section



# How to register for Lecture, Recitation, and Lab classes?

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- CH1150 & CH1151 – Lecture + any lab  
CH1153 – Any Recitation (required for ChemEng), optional for others
- MA1031 must register with corresponding MA0031 (lab)

MA1031	MA0031
<u>Recitation (CRN)</u>	<u>Lab (CRN)</u>
R01 (11977)	L01 (12173)
R02 (11978)	L02 (12174)
- MA2160 – Calculus II must register for Recitation and corresponding Lab

MA2160	MA2160
<u>Recitation (CRN)</u>	<u>Lab (CRN)</u>
R01 (10140)	L01 (14051)
R02 (10141)	L02 (14052)