




Banner XE Course Registration **Frequently Asked Questions**


How do I get to the Banner XE registration system?

- Go to <http://my.njit.edu>, where you will find a link to the new Banner XE registration system, as well as two (2) short videos to help you plan your courses and register

How do I see if I am eligible to register?

- On the Banner XE homepage, click  **Prepare for Registration**
- **Select the term** for which you wish to check
- Click **Continue**
- Your student status, academic standing, and holds will be displayed
- If any of these items will prevent registration, they will be indicated by a red exclamation point 
- If all items have a green check mark , you are eligible to register


How do I search for classes?

- On the Banner XE homepage, click  **Browse Classes**
- **Select the term** for which you wish to search
- Click **Continue**
- Enter your search criteria
 - You can search for one or more subjects
 - You can search by the course number
 - You can search for a keyword
 - You can search using the advanced options under Advanced Search, such as day of the week, time, campus, instructor, and more
- When all of your criteria has been entered, click **Search**
- All of the courses that match your criteria will be displayed
- Click on the course name to see more information about the course


How do I register for classes?

- On the Banner XE homepage, click  **Register for Classes**
- **Select the term** for which you wish to register
- Click **Continue**
- After reading the NJIT Student Registration Agreement, if you agree, check the **Yes – I agree to the above statement** checkbox, and click **I Agree** to proceed with registration
- Enter your search criteria
- Click **Search**
- All the courses that match your criteria will be displayed
- Click **Add** for the course for which you wish to register
- The course will be displayed in your **Class Schedule** and under your **Summary**
- The course will be listed as **Pending**
- Click **Submit** to attempt to register for the course
- If you are not eligible to register for the course, the reasons why will be displayed in the **Notifications** center in the upper right of the screen
- If successful, the course will be listed as **Registered** under your **Summary**


How do I drop a class?

- On the Banner XE homepage, click  **Register for Classes**
- **Select the term** of the course from which you wish to drop
- Click **Continue**
- Click **Panels** in the lower left of the screen
- Under your **Summary**, for the course you wish to drop, select **Drop/Delete (Web)** from the Action dropdown list
- Click **Submit**
- The course will be listed as **Deleted**


How do I swap one class for another (swap/drop)?

- On the Banner XE homepage, click  **Register for Classes**
- **Select the term** for which you wish to swap
- Click **Continue**
- Search for and add the desired course
- For the course you wish to drop, select **Drop/Delete (Web)** from the Action dropdown list
- Check the **Conditional Add and Drop** checkbox
- Click **Submit**
- If unsuccessful, the reasons will be displayed in the **Notifications** center in the upper right of the screen. You will not be dropped from the original course
- If successful, the swapped course will be listed as **Registered** under your **Summary**. The original course will be listed as **Deleted**

How do I get a copy of my schedule?


- On the Banner XE homepage, click  **Register for Classes**
- **Select the term** of the schedule for which you wish to obtain a copy
- Click **Continue**
- Click on the **Schedule and Options** tab
- Click on the **Email** icon to send a copy to yourself and others if you wish
- Click on the **Print** icon to print a hardcopy version of your schedule

How do I make a plan?

- On the Banner XE homepage, click  **Plan Ahead**
- **Select the term** for which you wish to plan
- Click **Continue**
- Click **Create a New Plan**
- Search for and add any courses or sections to your plan
- When finished, click **Save Plan**
- Provide a name for your plan
- Click **Save**
- The courses will be listed as **Planned**
- You can create up to ten (10) plans



How do I register for courses from my plan?

- On the Banner XE homepage, click  **Register for Classes**
 - **Select the term** for which you wish to register
 - Click **Continue**
 - Click the **Plans** tab
 - Click **Add All** to bring all courses of the plan for which you wish to register under your **Summary**
- or
- Click **Add** next to any sections for which you wish to register
 - Under your **Summary**, click **Submit** to attempt to register