MCLA Student Self-Service Banner Registration Instructions

Students register for courses online through Self-Service Banner. If you need help with setting up your account, please contact the Computer Services Help Desk at helpdesk@mcla.edu or (413) 662-5276. For additional registration assistance, contact the Student Records Office at registrar@mcla.edu or (413) 662-5216, during regular business hours.

Instructions for Registration:

1. From the campus portal: https://sso.mcla.edu , select *Banner* from the blue header bar.

2. Select *Student,* then *Registration.*

3. Click on *Select Term,* then select the term from the drop-down menu.

4. Select *Add or Drop Classes.* You will be prompted to enter the 6-digit **ALTERNATE PIN** given to you by your academic advisor. At the bottom of this online form, you will be able to directly enter the CRN for the courses you selected with your advisor. You can also search for sections using the *Class Search* button. When your list is complete, select the *Submit Changes* button.

5. If the registration is successful, you will see "** Web Registered **" under *Status* in your class schedule.

6. If there are problems with the registration, you will see a red stop sign and a message indicating "Registration Add Errors". The reason for the error will display under *Status.*

Common errors include:

"Time Conflict with XXXX" – choose a section meeting at a different time

"CORQ_XXXX REQ" – you have selected a section that has another connected section as a co-requisite. Go to Class Search and add the missing part. The "XXXX" in the error message will indicate the course section you need to add.

"Closed Section" – go back to "*Class Search"* and choose another section.

"PREQ_TEST SCORE ERROR" – you have selected a course for which you do not have the proper prerequisites.

OVERRIDE PROCESS:
The Course Override Form is available on the Registrar's Forms webpage. You can use this form to request authorization to register for courses that are otherwise restricted due to instructor permission, department permission, pre-requisites, class level (junior/senior status) or other requirements.

COURSE OVERLOAD FORM:
If you need to register for more than 18 credits, please submit the Course Overload Form.

INTERNSHIPS:
To register for an internship, please use the Internship Form. If you have questions about internships, please contact Tony Napolitano in MCLA Career Services at Anthony.Napolitano.Jr@mcla.edu or 413-662-5332 to set up an internship consultation at any time.