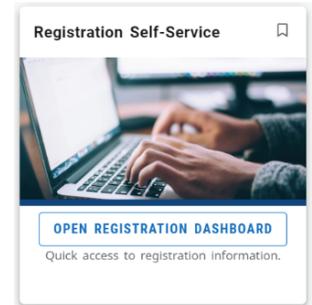


Registration Self-Service

in the New MySite

How To Register, Waitlist, or Drop Classes

The **Registration Self-Service** card (right) allows students to view registration appointments, holds, and other messages. In addition, this is where they will register for and drop classes. It also provides a link to pay for classes. When the student clicks the Registration Self-Service card, they will land on the screen below:



Home

Registration

[Student](#) / Registration

What would you like to do?

- Step 1**
Registration Appointment
View registration status, update student term data, and complete pre-registration requirements.
- Step 2**
Register for Classes
Search and register for your classes. You can also view and manage your schedule.
- 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.
- Browse Course Catalog**
Look up basic course information like subject, course and description.

Step 1 – View Registration Appointment

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

Clicking the **Registration Appointment** option will allow students to view their registration appointment, which in Banner is called “time tickets.” This screen will also display holds and other information, including messages to the student.

Registration Status Update Student Term Data

Registration Status

Term: Spring 2025

- ✓ Your Student Status permits registration.
- ✓ Your academic status permits registration.
- ✓ You have no holds which prevent registration.

Messages to Student

Time tickets allow registration at this time. Please register within these times: 10/14/2024 12:00 AM - 05/21/2025 11:59 AM

Primary Curriculum
Level: Irvine Valley Credit
College: Irvine Valley College
Degree: Associate in Arts
Program: AA Business Administration
Campus: Irvine Valley College
Catalog Term: Fall 2024
Admit Term: Fall 2024
Admit Type: CCCApply
Major: Business Administration
Department: Business



Step 2 – Register for Classes (Including Waitlist and Drop)



[Register for Classes](#)

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

Students can register when they have a **time ticket** (formerly known as a “*registration appointment*”). Once they have registered for a class, they can **drop classes** using the same process during the drop period with a refund, the drop period without a refund, and the withdrawal period. Students will be notified which drop they will be doing.

If the class offers a **waitlist**, students will also be able to place themselves on a waitlist using the same process they use for registering for classes. If a class has started and an **authorization code** (formerly known as “APC”) is required, students will be prompted to enter the code using this same process.

Enter a “Term” to start

Select a Term

[Student](#) / [Registration](#) / Select a Term

Role: Student

Terms Open for Registration

Spring 2025

Continue

Step 3 – Enter Search Criteria

Students can enter search criteria to help find classes. For instance, they can select IVC or Saddleback College in the “**College**” field to filter by college or they can leave the “**College**” field blank to view classes for both colleges. There are simple and advanced search criteria for students to find the right class or classes.

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ?

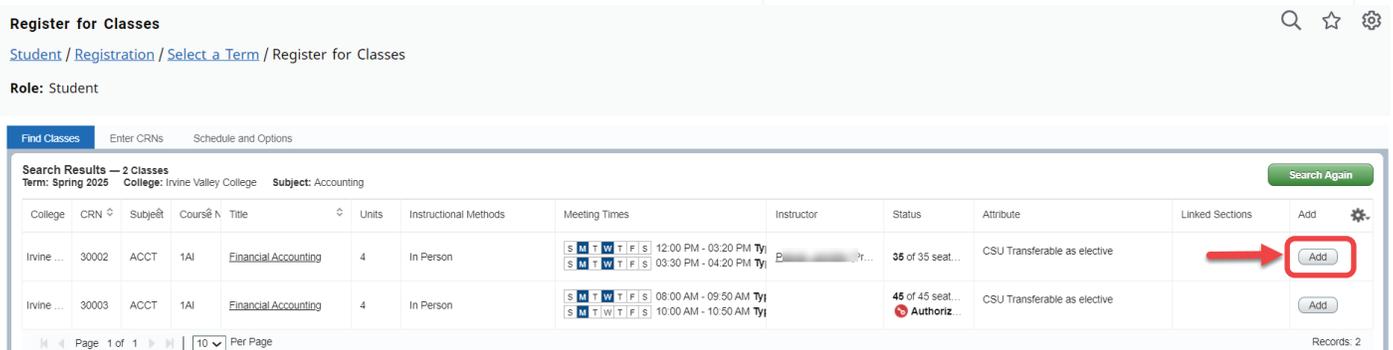
Term: Spring 2025

College	<input type="text" value="Irvine Valley College"/>
Subject	<input type="text"/>
Course Number	<input type="text" value="Accounting"/>
Keyword	<input type="text" value="Business"/>
Part Of Term	<input type="text" value="English: Genres"/>
Instructional Methods	<input type="text" value="Mathematics"/>
Meeting Days	<input type="text"/>

Search Criteria

Step 4 – Find Classes Page

Once students have entered the desired search criteria, they will land on the **“Find Classes”** page. When students find the class they want to register for, they click the **“Add”** button. If the class is on waitlist, students may select the class to be added to the **“Waitlist.”**



Register for Classes 🔍 ☆ ⚙️

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

Role: Student

Find Classes | Enter CRNs | Schedule and Options

Search Results — 2 Classes Search Again

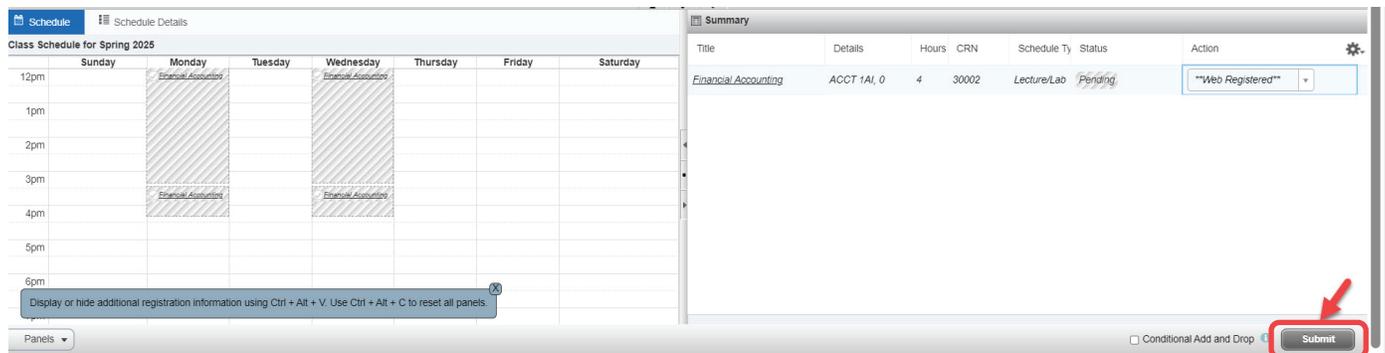
Term: Spring 2025 | College: Irvine Valley College | Subject: Accounting

College	CRN	Subject	Course N	Title	Units	Instructional Methods	Meeting Times	Instructor	Status	Attribute	Linked Sections	Add
Irvine ...	30002	ACCT	1AI	Financial Accounting	4	In Person	S M T W T F S 12:00 PM - 03:20 PM Ty S M T W T F S 03:30 PM - 04:20 PM Ty	Pr...	35 of 35 seat...	CSU Transferable as elective		Add
Irvine ...	30003	ACCT	1AI	Financial Accounting	4	In Person	S M T W T F S 08:00 AM - 09:50 AM Ty S M T W T F S 10:00 AM - 10:50 AM Ty		45 of 45 seat... ⚠️ Authoriz...	CSU Transferable as elective		Add

Page 1 of 1 | 10 Per Page | Records: 2

Step 5 – Summary Panel

After the students click the **“Add”** button, the **“Summary”** panel appears (*below*) and it will indicate a **“Pending”** enrollment status. Students will click the **“Submit”** button to finalize their registration. This also applies to the waitlist.



Schedule | Schedule Details

Class Schedule for Spring 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12pm		Financial Accounting		Financial Accounting			
1pm							
2pm							
3pm		Financial Accounting		Financial Accounting			
4pm							
5pm							
6pm							

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Summary

Title	Details	Hours	CRN	Schedule Ty	Status	Action
Financial Accounting	ACCT 1AI, 0	4	30002	Lecture/Lab	Pending	**Web Registered**

Submit

Note: Adding a Class After it has Started

If a student is adding a class that has already started, the student will have obtained permission from the instructor to register and issued an **“Authorization Code”** (formerly known as an **“APC.”**) The student will be prompted to enter the **“Authorization Code”** prior to clicking the **Submit** button.

Step 6 – Enrollment Status for Each Class

The screenshot shows a registration interface with two main panels. On the left is the 'Class Schedule for Spring 2025' grid, and on the right is the 'Summary' table.

Title	Details	Hours	CRN	Schedule Ty	Status	Action
Financial Accounting	ACCT 1AI, 0	4	30002	Lecture/Lab	Registered	None

After students click the **Submit** button, the **Summary** panel will indicate the enrollment status according to what the student is trying to accomplish. The **Status** column will indicate the following:

- **Registered** - Registered students, including students who entered an authorization code.
- **Waitlisted** - Students who placed themselves on a waitlist.
- **Dropped with a Refund** - Students who drop during the refund period.
- **Dropped** - Students who drop during the drop period without penalty.
- **Withdrawn** - Students who withdraw from class after the refund or drop periods.

Note: Using “Conditional Add and Drop”

Clicking the **“Conditional Add and Drop”** next to the **“Submit”** button will allow students to drop and add classes at the same time. This allows students to ensure that they don’t lose their seat in their currently enrolled class just in case something prevents them from adding the new class.

This screenshot is similar to the first one, but with a red arrow pointing to the 'Conditional Add and Drop' checkbox at the bottom right of the interface, which is also enclosed in a red box.