

Banner 9 (SSB9) Registration

SSB9 Registration is an upgrade to our existing registration system. It offers more features designed to help make the registration process more seamless for students. Everything from searching for courses to planning your schedule, can be done through SSB9 Registration. The slides below provide more detail on the new upgraded system.

You can Import a Preferred Schedule from Schedule Planner:

- Once you find your preferred schedule in Scheduler Planner, click on **Send to Preferred Schedule**

Schedule Planner Help Sign out

Potential Schedule for Spring 2023

Back Print Email **Send to Preferred Schedule** Shuffle Schedule 1 of 717

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You are viewing a potential schedule only and you must still register.

1. Click 'Send to Preferred Schedule' and you will be redirected to your Banner Student Portal.
2. Select the 'Term' for which the schedule was created.
3. Click 'Carts and Plans' tab on the top menu bar.
4. Click 'Add All'
5. Click 'Submit'
6. Your classes will show as successfully registered when you see a green 'Registered' label next to each course.

CRN #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Campus	Credits
10014	ART	110N	112	14	F 12:15pm - 3:15pm - ST 121 T 2:00pm - 3:15pm - ST 121	Marist College Campus	3
10025	BIOL	101L	112	29	MW 3:30pm - 4:45pm	Marist College Campus	3
10086	CRJU	101L	111	24	MTh 8:00am - 9:15am	Marist College Campus	3
10450	ENG	120L	125	18	M 11:00am - 12:15pm W 9:30am - 10:45am	Marist College Campus	3
12349	HIST	228L	112	24	TF 9:30am - 10:45am	Marist College Campus	3
							Total: 15

Click Continue:

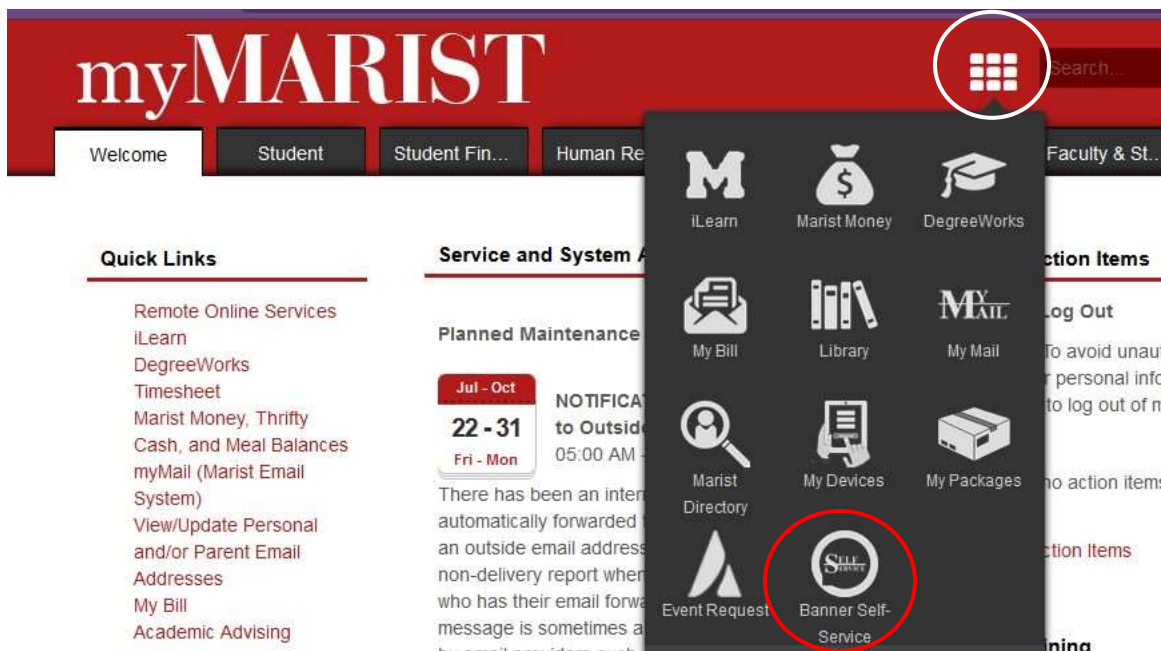
This schedule will now be transferred to the Preferred Schedule and the Schedule Planner will close. Do you want to continue?

Cancel Continue

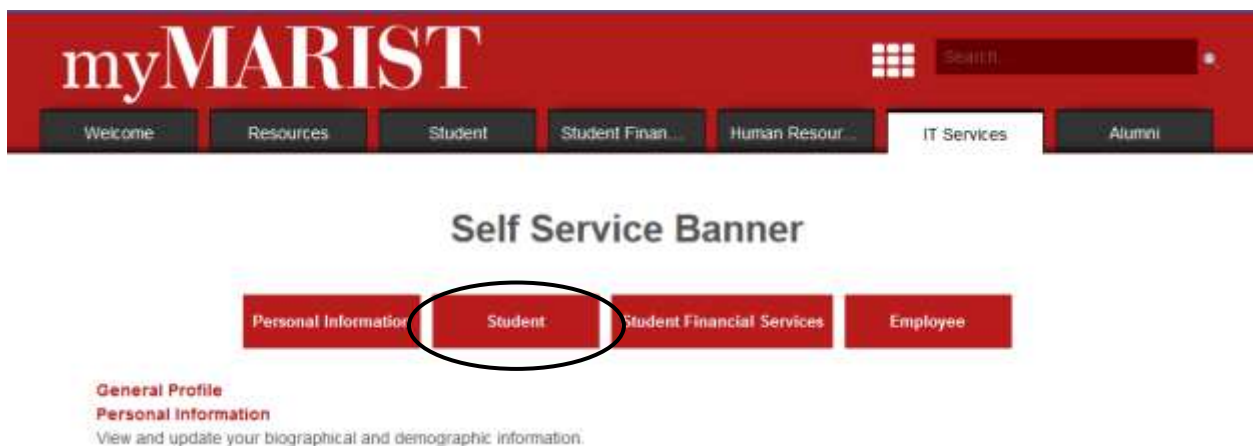
This will save your preferred schedule until it's your registration time. Check your preferred schedule before your registration time to make sure that classes are still open. You can adjust your preferred schedule and save it again.

When it is your registration time:

Log into your myMarist account and click on the 9-box to get to Banner Self-Service



Then Select Student



Then Student Registration:

Student

Student Registration

Prepare for Registration, Plan Ahead, View Registration Information, Register for Classes, Browse Classes, and Browse Course Catalog.

Student Records

View your holds, grades and transcripts

Courses, Grades, Academic Profile

Schedule Planner

Additional Information about College Scheduler

DegreeWorks

DegreeWorks is currently the only audit that contains accurate up-to-date grades and registration.

Select Register for Classes:

The screenshot shows the 'Student • Registration' page. The main heading is 'Registration'. Below it, a section titled 'What would you like to do?' contains six cards. The 'Register for Classes' card is circled in red. It features a calendar icon and the text: 'Register for Classes. Search and register for your classes. You can also view and manage your schedule.' Other cards include 'Prepare for Registration', 'Plan Ahead', 'View Registration Information', 'Browse Classes', and 'Browse Course Catalog'.

Select your registration term:

Student • Registration • Select a Term

Select a Term

Terms Open for Registration

Fall 2023

Continue

Select the Plans tab:

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

Register for Classes

Find Classes

Enter CRNs

Plans

Schedule and Options

Enter Your Search Criteria ?

Your Preferred Schedule from Scheduler Planner will appear.

The screenshot shows the 'Register for Classes' page with the 'Plans' tab selected. Below the navigation tabs, there is a section titled 'Register from a plan.' for the term 'Fall 2023'. A plan named 'Plan: Schedule Planner Shopping Cart' is displayed, created by 'You'. An 'Add All' button is circled in red. Below this is a table of courses with columns for Title, Details, Hours, CRN, Grade Mode, Course Sections, and Add.

Title	Details	Hours	CRN	Grade Mode	Course Sections	Add
▶ WRITING FOR COLL	ENG 120L, 131	3	10369	Standard Letter	View Sections	Add
▶ AMER HIST II	HIST 227L, 200	3	12616	Standard Letter	View Sections	Add
▶ INTRO BUS & MGT	BUS 100N, 118	3	10871	Standard Letter	View Sections	Add
▶ ELEM CHINESE I	CHIN 101L, 111	3	12157	Standard Letter	View Sections	Add
▶ INTRO TO DATA ANA	DATA 220L, 112	4	11260	Standard Letter	View Sections	Add

Records: 5

Click on **Add All** to add your plan to your schedule.

Note:

- After adding courses, they will appear on the bottom right of your screen
- As you add classes they will appear as **Pending** status
- You must **Submit** to complete the transaction

Title	Details	Hours	CRN	Schedule Type	Status	Action
INTRO TO DATA ANALY...	DATA 220L, 112	4	11260	Lecture	Pending	**Web Registered**
ELEM CHINESE I	CHIN 101L, 111	3	12157	Lecture	Pending	**Web Registered**
INTRO BUS & MGT	BUS 100N, 118	3	10871	Lecture	Pending	**Web Registered**
AMER HIST II	HIST 227L, 200	3	12616	Lecture	Pending	**Web Registered**
WRITING FOR COLLEGE	ENG 120L, 131	3	10369	Lecture	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Submit

- Courses will appear in two formats, a visual schedule on the bottom left and a summary panel on the bottom right.

Class Schedule for Fall 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8am					
	9am					
	10am					
	11am					
	12pm					

Title	Details	Hours	CRN	Schedule Type	Status	Action
INTRO TO DATA ANALYSIS	DATA 220L, 112	4	11260	Lecture	Registered	None
ELEM CHINESE I	CHIN 101L, 111	3	12157	Lecture	Registered	None
INTRO BUS & MGT	BUS 100N, 118	3	10871	Lecture	Registered	None
AMER HIST II	HIST 227L, 200	3	12616	Lecture	Registered	None
WRITING FOR COLLEGE	ENG 120L, 131	3	10369	Lecture	Registered	None

Total Hours | Registered: 18 | Billing: 18 | CEU: 6 | Min: 0 | Max: 18

Submit

- After you select **Submit**, it shows the courses you are successfully registered for & any errors. Click on the error to get more information. *To remove the course that you are not able to register for, click **Submit** again.*

Title	Details	Hours	CRN	Schedule Type	Status	Action
PHILOSOPHICAL PERSP...	PHIL 101L, 111	3	10345	Lecture	Errors Preventing Re...	Remove
FINANCIAL ACCTNG	ACCT 203N, 117	3	11640	Lecture	Registered	None
WRITING FOR COLLEGE	ENG 120L, 125	3	10474	Lecture	Registered	None

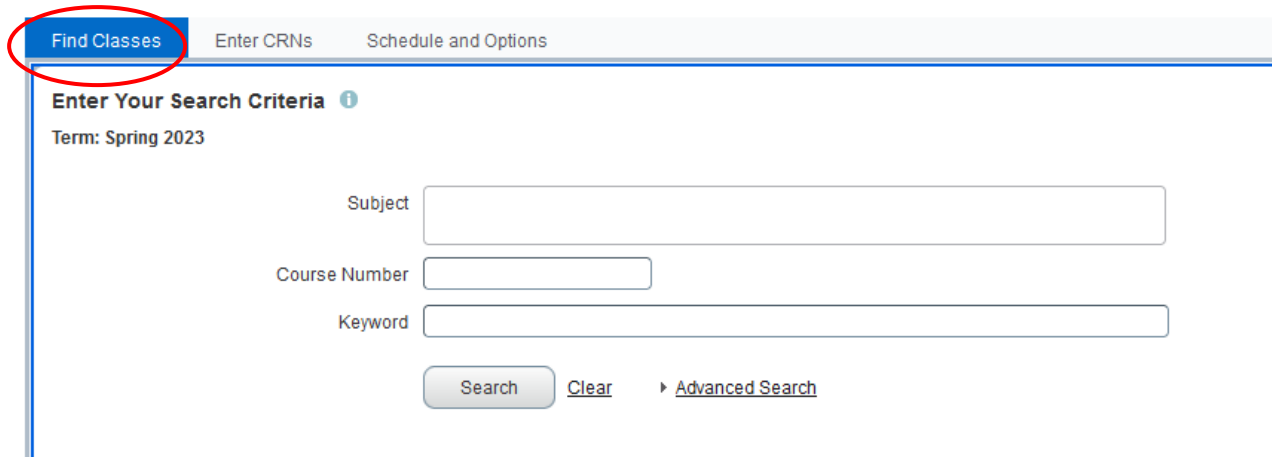
Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

Submit

Other ways to Search for classes:

You can also find a class you would like to register for by:

Course Number by selecting **Find Classes:**



Find Classes Enter CRNs Schedule and Options

Enter Your Search Criteria ⓘ

Term: Spring 2023

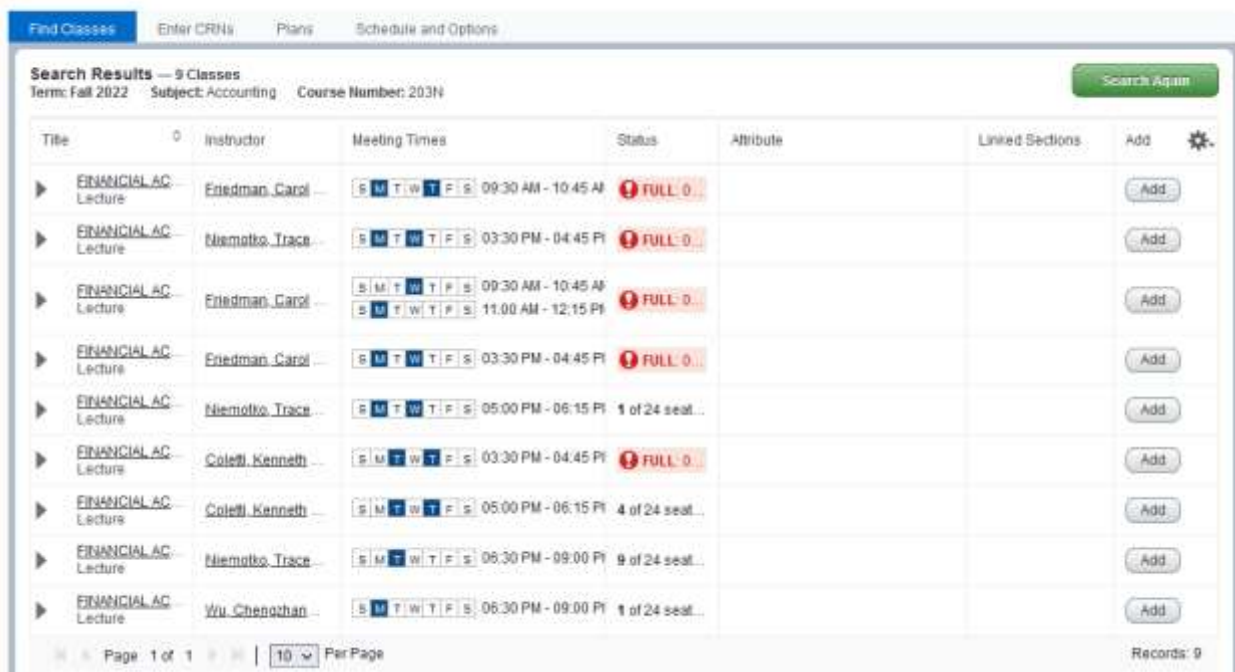
Subject

Course Number

Keyword

Search Clear > [Advanced Search](#)

Register for Classes



Find Classes Enter CRNs Plans Schedule and Options

Search Results — 9 Classes

Term: Fall 2022 Subject: Accounting Course Number: 203N [Search Again](#)

Title	Instructor	Meeting Times	Status	Attribute	Linked Sections	Add
FINANCIAL AC Lecture	Friedman, Carol	S M T W T F S 09:30 AM - 10:45 AM	FULL 0			Add
FINANCIAL AC Lecture	Niemoto, Trace	S M T W T F S 03:30 PM - 04:45 PM	FULL 0			Add
FINANCIAL AC Lecture	Friedman, Carol	S M T W T F S 09:30 AM - 10:45 AM S M T W T F S 11:00 AM - 12:15 PM	FULL 0			Add
FINANCIAL AC Lecture	Friedman, Carol	S M T W T F S 03:30 PM - 04:45 PM	FULL 0			Add
FINANCIAL AC Lecture	Niemoto, Trace	S M T W T F S 05:00 PM - 06:15 PM	1 of 24 seat...			Add
FINANCIAL AC Lecture	Coletti, Kenneth	S M T W T F S 03:30 PM - 04:45 PM	FULL 0			Add
FINANCIAL AC Lecture	Coletti, Kenneth	S M T W T F S 05:00 PM - 06:15 PM	4 of 24 seat...			Add
FINANCIAL AC Lecture	Niemoto, Trace	S M T W T F S 09:30 PM - 09:00 PM	9 of 24 seat...			Add
FINANCIAL AC Lecture	Wu, Chenozhan	S M T W T F S 06:30 PM - 09:00 PM	1 of 24 seat...			Add

Page 1 of 1 | 10 Per Page Records: 9

- Columns can be rearranged (drag & drop)
- The underlined texts are links to additional information
- The Add button is on the right, click on it to register for the course

or by CRN, by selecting **Enter CRNs** tab and then **Add to Summary**

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2023

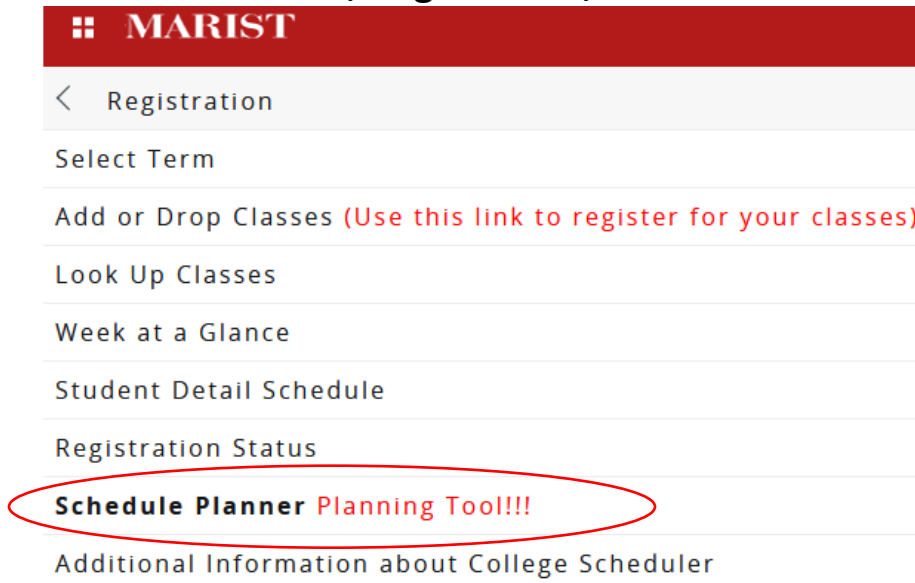
CRN

[+ Add Another CRN](#) **Add to Summary**

If you need to get back to Schedule Planner or myMarist from Registration 9, click the **4-box** on the upper left



Then click **Student, Registration, Schedule Planner**



What do the other buttons do?



[Prepare for Registration](#)

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

Select Registration Term and the Registration Status Screen will display:

- Your Student Status
- Your Academic Standing
- Any Registration Holds on your account.



[Plan Ahead](#)

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

View your saved Preferred Schedule from Schedule Planner



[View Registration Information](#)

View your past schedules and your ungraded classes.

- View current and past schedules
- Review your schedule for next semester, once you have completed your registration



[Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.

Search the course listing for the current term



[Browse Course Catalog](#)

Look up basic course information like subject, course and description.

Search the entire course inventory of classes taught at Marist (includes courses not in the current semester)

If you have any questions or need assistance, please contact:

Office of the Registrar
Phone: 845-575-3250
Email: registrar @marist.edu