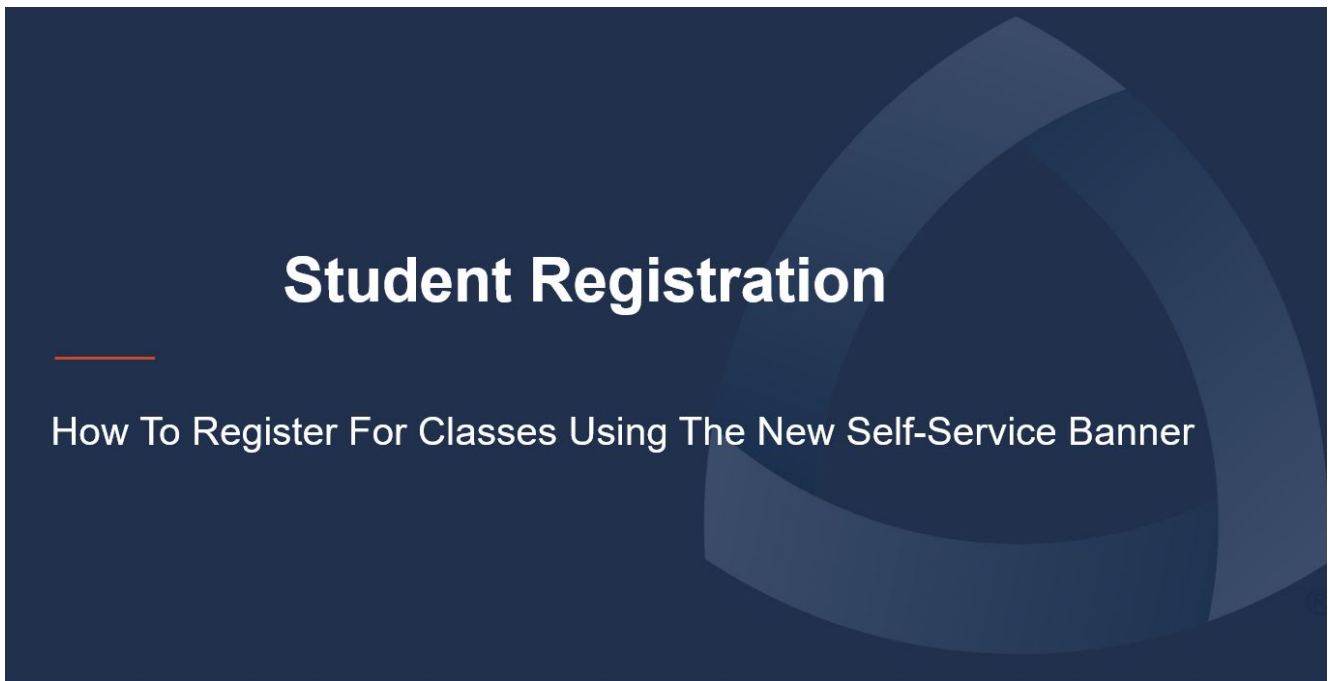# Banner 9 Registration

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.

Banner 9 Web Registration is Recommended on the Following Web Browsers

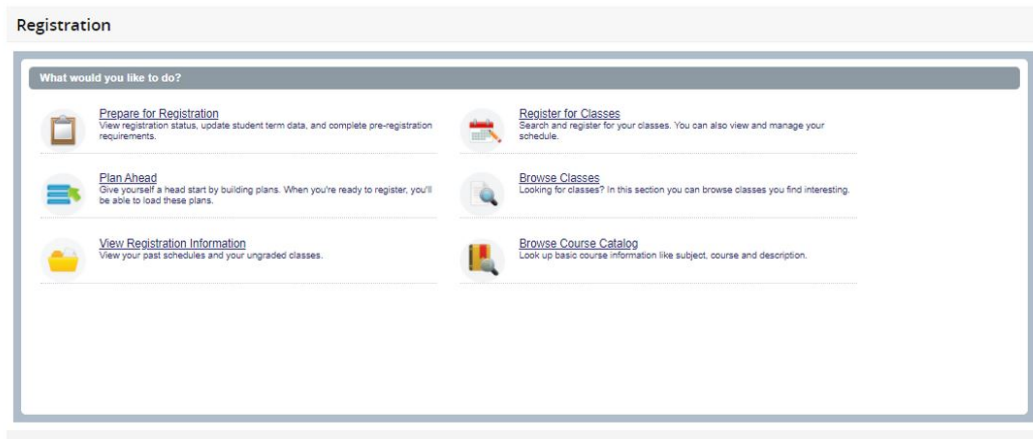Edge   Safari   Foxfire   Chrome

Getting Started

Log in to your Trailhead account

Click on the left-hand navigation link called Student

🎓 Student

Click on Registration

Registration Main Window

Note: "Browse Classes" is the class schedule listing of sections by term.
"Browse Course Catalog" is the entire inventory of courses taught at Mines.

Prepare for Registration

- Choose registration term.
- The registration status screen will display:
  - Your student status
  - Your academic standing
  - Any registration holds on your account.
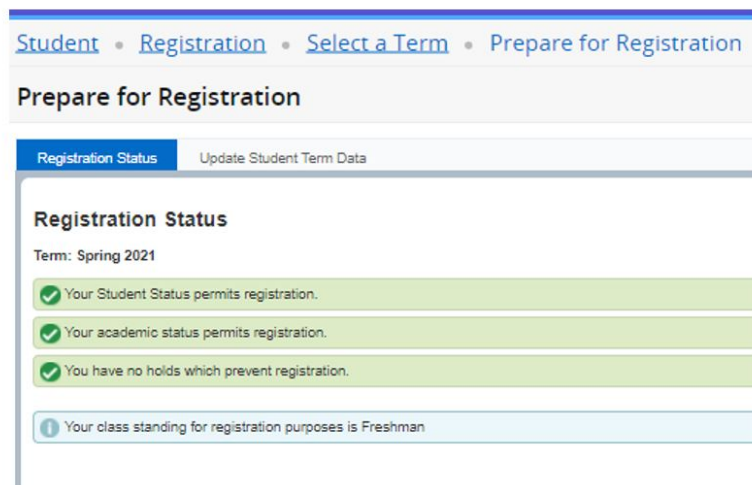
Prepare for Registration

• Go back to the Registration Main Menu and click on 'Register for Classes.

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

• Choose the term you wish to register for and click 'Continue'

Select a Term

Terms Open for Registration
Spring 2021

Continue

Search for Classes

You can search for courses two ways.

#1

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria
Term: Spring 2021

Subject
Course Number
Keyword
Schedule Type
Open Sections Only ☐

Search | Clear | ▸ Advanced Search

#2

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Course Reference Numbers (CRNs) to Register
Term: Spring 2021

CRN
+ Add Another CRN | Add to Summary

Note: The Schedule and option tab will function after classes are added.

Search for Classes

- **Basic Search**- select multiple subjects, keywords, and open sections.

- **Advanced Search**- allows for additional search criteria.

Register for Classes

Note:
- Columns can be rearranged
- The underlined text are links
- To the right is the 'Add' button
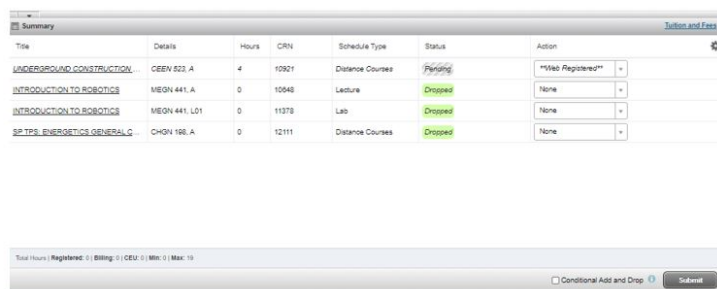- Classes added will appear below

Register for Classes

- As you add classes they will appear as 'Pending' status.
- You must 'Submit' to complete the transaction.
- If a class is full but has a waitlist you can add yourself to the waitlist under 'Action.'
- Courses will appear in two formats, a visual schedule of the bottom left and a summary pain on the bottom right.
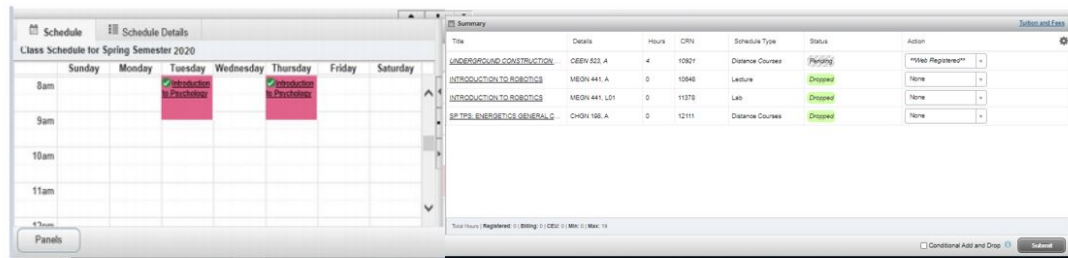
Register for Classes

- The 'Conditional Add and Drop' is on the bottom right. Selecting this option will allow you to add and drop sections in one step.
- If the entire transaction cannot take place an error message will appear.
- Example: If you do not want to drop a class unless you can add another, using this function will not drop you unless the entire transaction can occur.

Other Modules

• View Registration Information, Browse Classes, and Browse Course Catalog

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Plan Ahead

• The 'Plan Ahead' module will allow you to create up to 3 plans per term once the schedule of classes is turned on for viewing. From the 'Registration' tab you can use a plan to register.

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View Registration Information

- This module will allow you to view your current schedule and any past schedules.
- You will also be able to review your schedule for next semester, once you have completed your class registration.
- You can download or email your schedule.

Browse Course Catalog

- This module will allow you to search the entire course catalog inventory at Colorado School of Mines.
- Not every class is offered every term.
- For term specific courses select the 'Browse Classes' link information just as you would through our current Banner Web Self-Service.

If you have any questions or need assistance
please contact:

Office of the Registrar
Phone:303-273-3200
Email: registrar@mines.edu

Student FAQs

How can I find my registration status, holds, grades, and my degree audit?

Below is a guide to help you navigate all of this inforamtion and more…

User guide to the SSB9 Student Self Service Items

How do I register for classes?

- Going back to the 'Student New' drop down in Trailhead you will select 'Registration'. This will direct you to a registration menu with several options. Each option has a brief description below to help you know what they are and it is also where you can locate 'Register for Classes'.
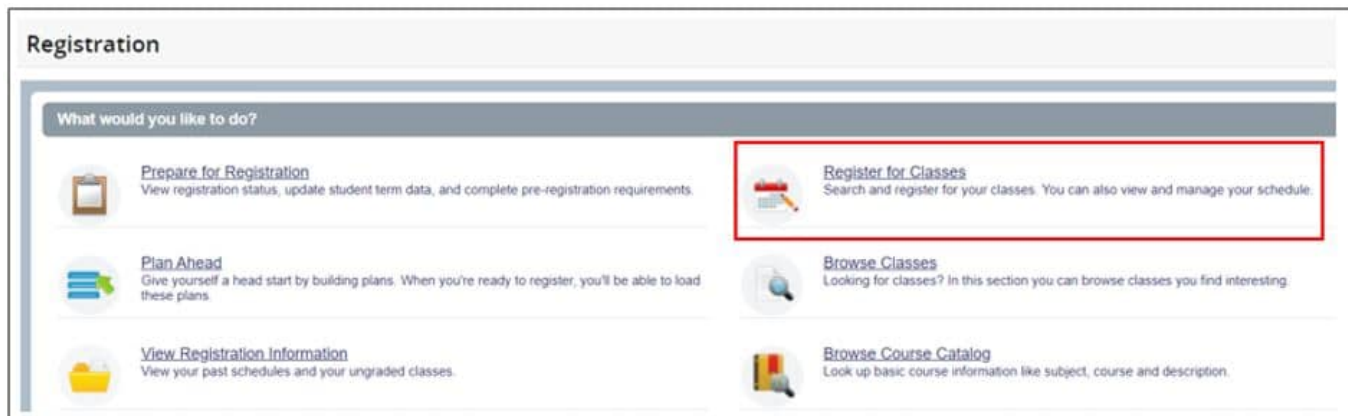
Where can I find my personal information?

- Just above the 'Student New' drop down you will find 'General Self-Service'. This is will take you to 'My Profile' page.

- Once inside 'My Profile', click on 'Personal Information'. You can view and edit personal details, email, phone number, address, and your emergency
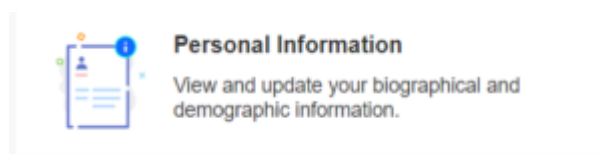
  contact.
- Note: some information is not updatable and can only be done by contacting the Registrar's Office. Documentation may be required to update certain information. You can contact them for more information, registrar@mines.edu.
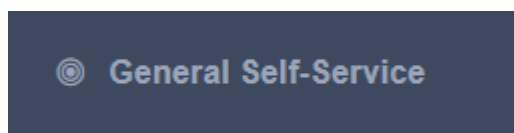
Who do I contact if I have questions?

- For questions about your student information, registration issues, class schedule, grades, or navigating SSB9 contact the Registrar's Office by email

(registrar@mines.edu) or phone (303-273-3200).

- Technical issues with logging into SSB9 contact ITS (303-384-2345) or submit a Helpdesk ticket, https://helpcenter.mines.edu/.

What is 'Student Self-Services'?

- This is the entry page to navigate your student record. You will be able to view your grades and other student information.

Student Self-Service

- 'Student Profile' will show the classes you are registered for.
- 'Financial Aid' is where you will find your personal award information.

Student Services

Hello [ ]
"This is the entry page for Banner Student. From here, you can navigate to the following pages using the Banner menu on the header(Alt+M) depending on your role at the institution:

- Attendance Tracking
- Student Profile
- View Grades
- Financial Aid

If you have any questions, please email the Registrar."

Can I still register the old way?

- The former registration links will remain active and are in their same location for the next several months and you can use them to register for summer and fall 2021 classes.

Faculty FAQs

Why are we upgrading to SSB9?

- The upgrade has a new user interface (UI) that is modernized and offers more features such as submitting grades, attendance tracking, and viewing your class roster/s.
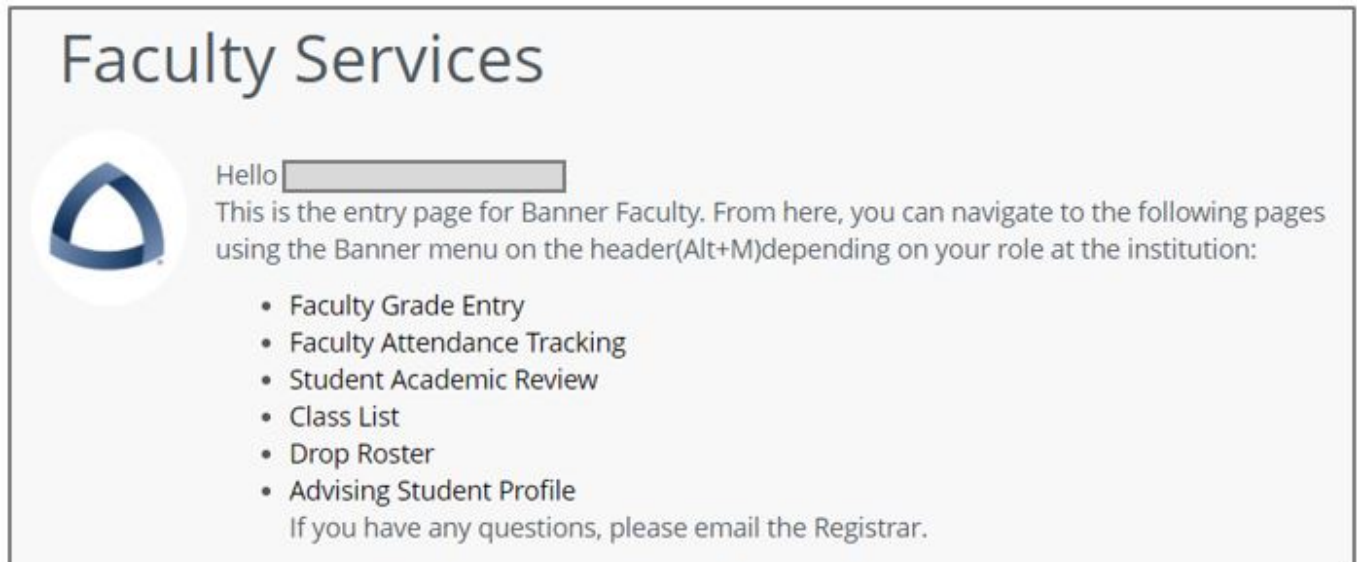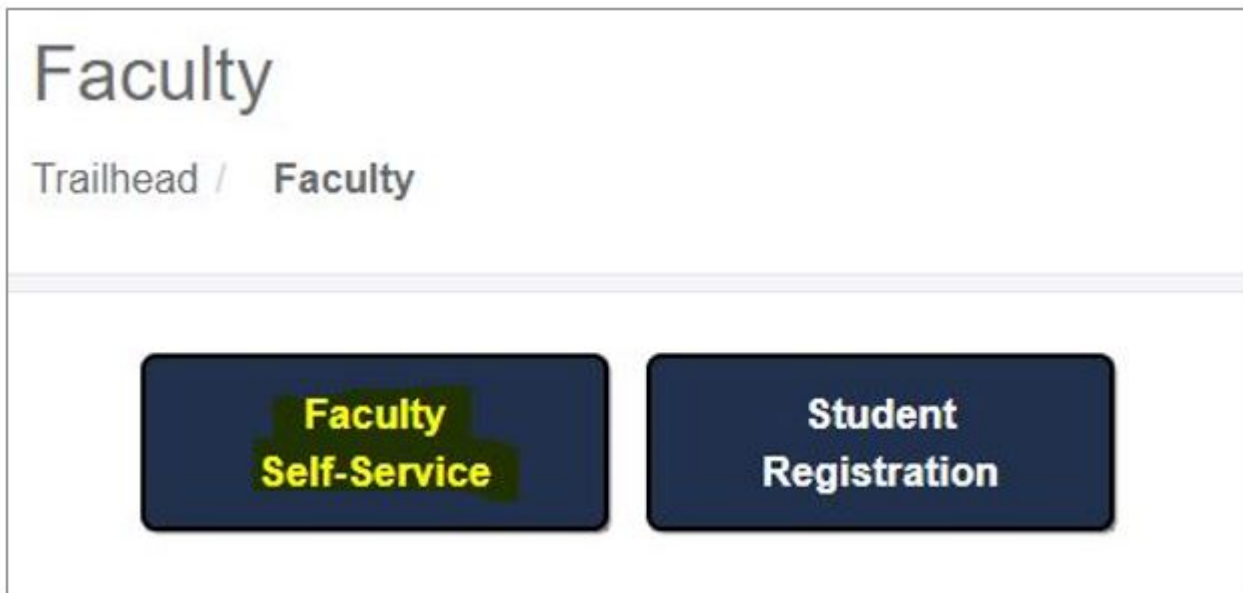

How do I get to the new UI?

- When you log into Trailhead click on 'Faculty' on the left-hand side.

- Select 'Faculty Self-Service' to get into the new UI.

Can I still enter grades the old way?

- Grades can be submitted by selecting 'Faculty Grade Entry'. However, the 'Grade Change' link to update a grade or change an incomplete will remain the same.

Who do I contact if I have questions?

- For questions about submitting grades, class rosters, or navigating SSB9, contact the Registrar's Office by email (registrar@mines.edu) or phone (303-273-3200).
- Technical issues with logging into SSB9 contact ITS (303-384-2345) or submit a Helpdesk ticket, https://helpcenter.mines.edu/.