



MANHATTAN  
COLLEGE

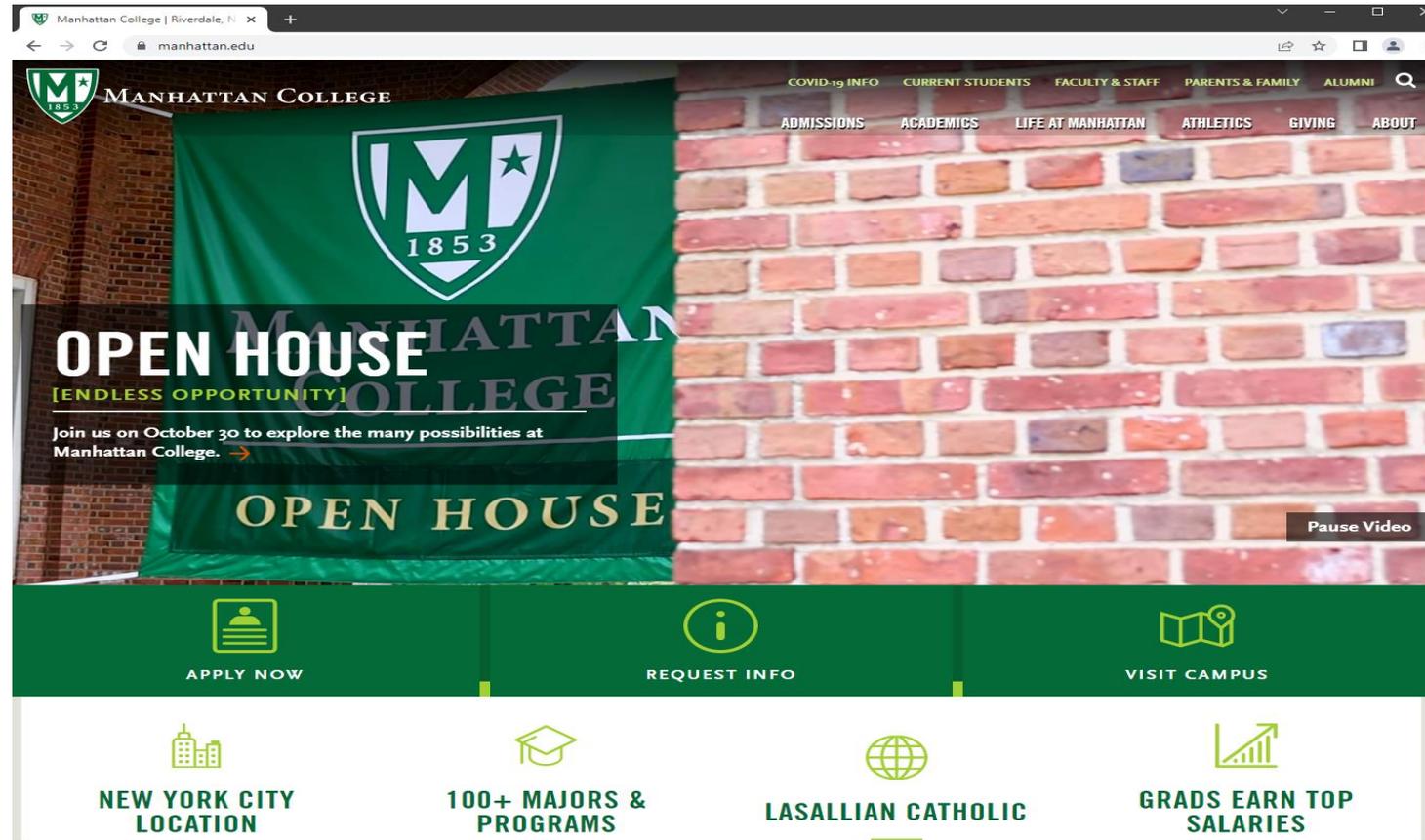
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**INSTRUCTIONAL GUIDE TO:  
REGISTERING FOR CLASSES FOR EACH  
SEMESTER**

**\*Make sure there are NO current holds on your account\***

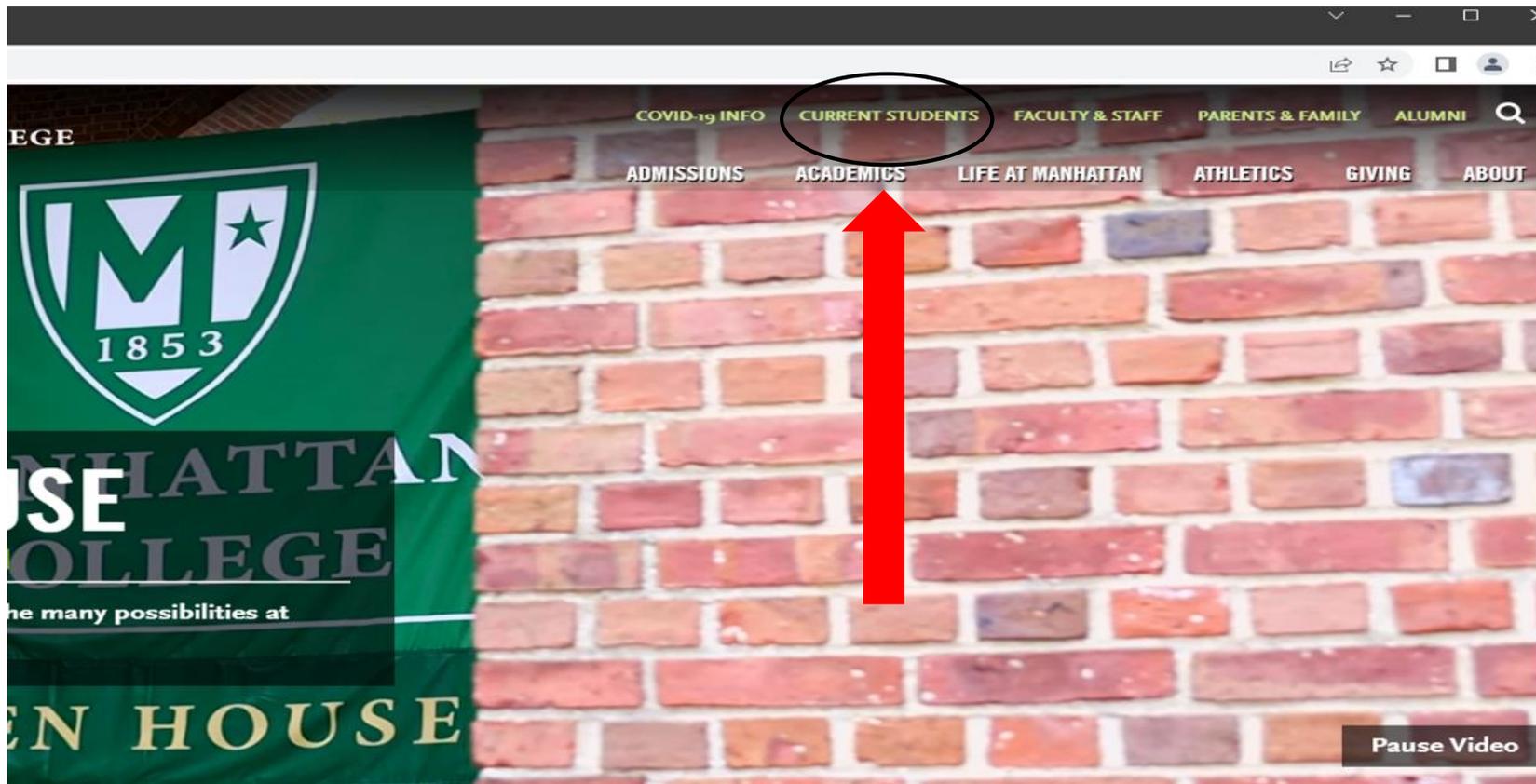
**If so, either contact your advisor or the office your hold concerns before continuing.**

# STEP 1: Go to www.manhattan.edu



Step 2:

Click on “Current Students” tab in upper right corner



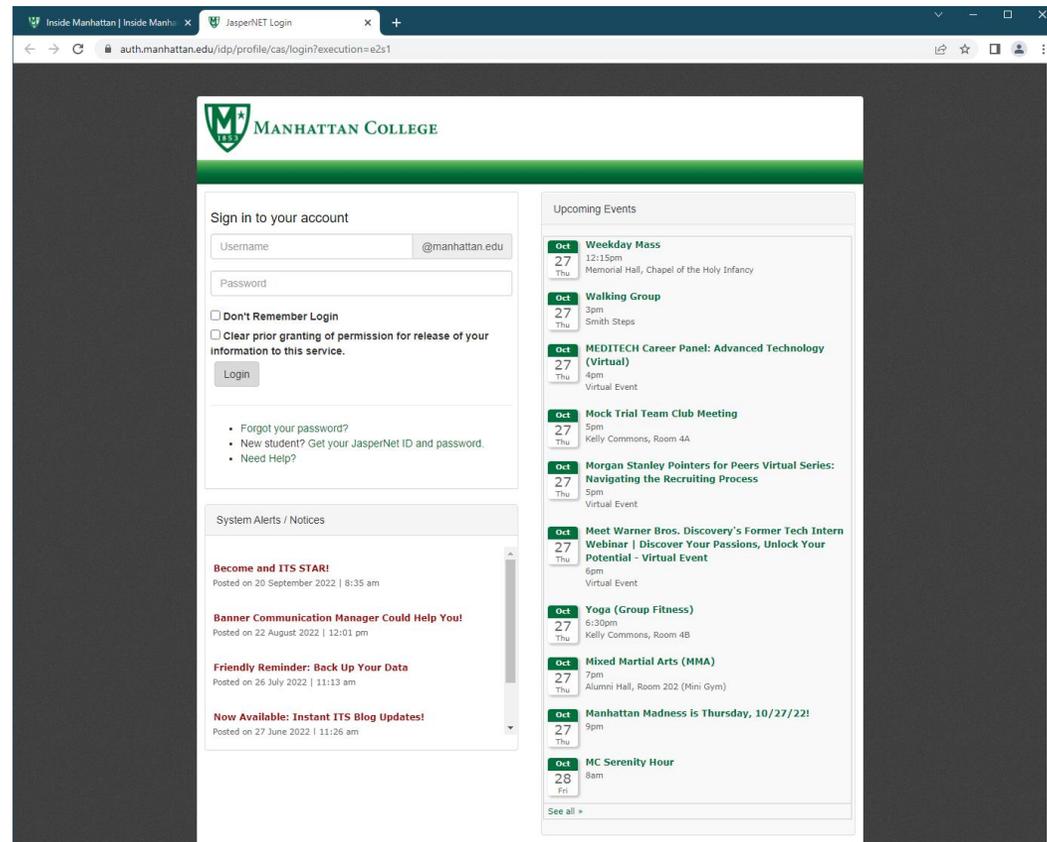
# Step 3: Scroll down & Select "Self Service"

The screenshot displays the 'QUICK LINKS' section of the Inside Manhattan website. On the left, a sidebar titled 'BROWSE BY CATEGORY' lists various services. The 'Financial Aid & Billing' category is highlighted with a red arrow pointing to the 'Self Service' link in the main grid. The 'Self Service' link is also circled in black. The main grid contains a 'KEYWORD SEARCH' bar and a grid of quick links including COVID-19 reporting, My COVID Compliance Status, Submit COVID-19 test results, Submit COVID-19 Vaccination, Email, Moodle Courses, DegreeWorks, Faculty & Staff Directory, Library, Access Software Remotely, Google Calendar, Google Drive, Taskstream, and ADP Workforce Now®.

Category	Link
Academic Resources	
Administrative Services	
All	
Dining	
Faculty Resources	
<b>Featured</b>	
Financial Aid & Billing	<b>Self Service</b>
IT Services	
Logos & Graphics	
News	
Parking & Transportation	

Link	Link	Link
COVID-19 Symptom Reporting	My COVID Compliance Status	Submit COVID-19 test results
Submit COVID-19 Vaccination	Email	Moodle Courses
Self Service	DegreeWorks	Faculty & Staff Directory
Library	Access Software Remotely	Google Calendar
Google Drive	Taskstream	ADP Workforce Now®

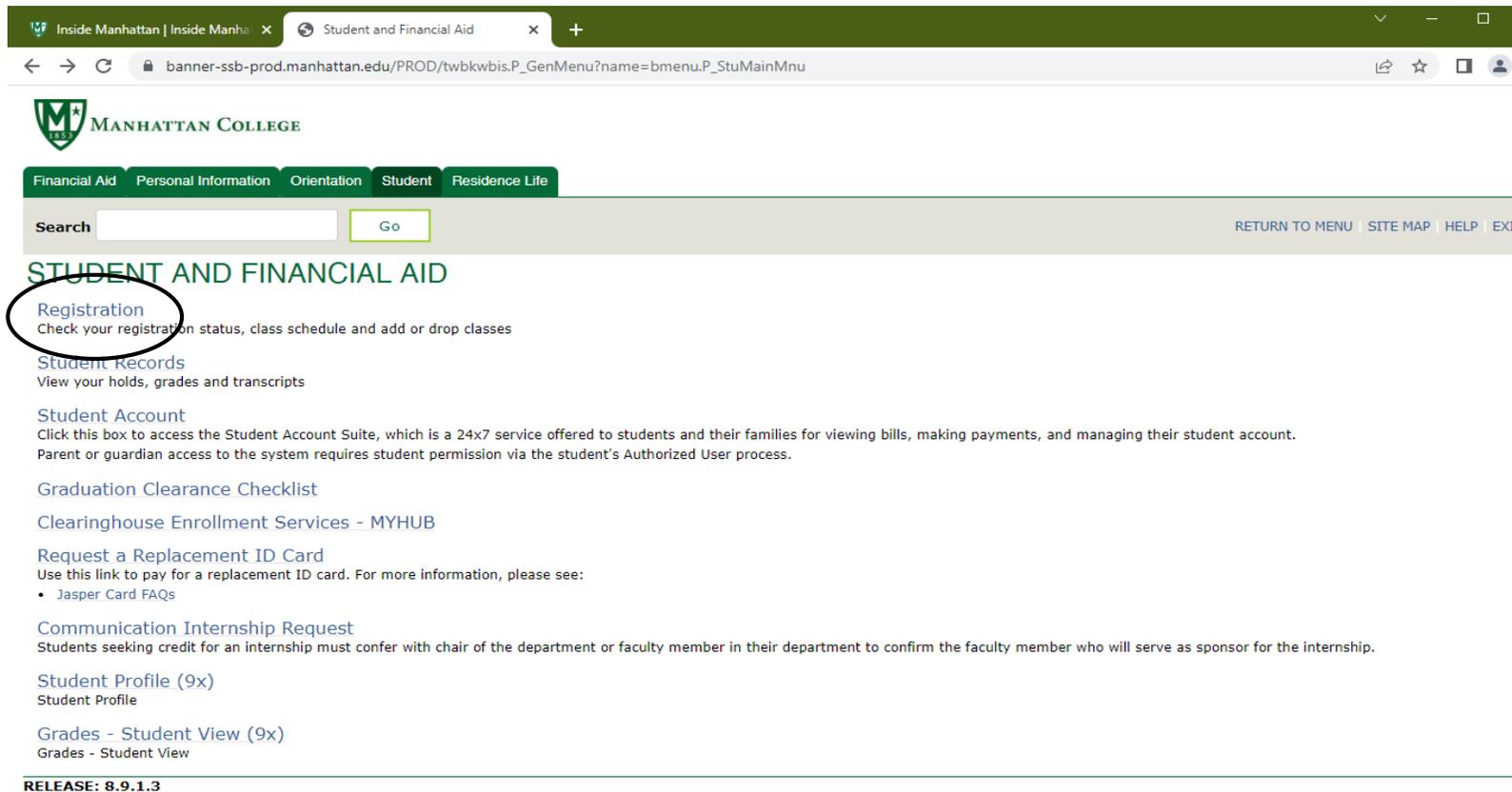
# Step 4: Log in using your JasperNet ID and password



# Step 5: Select "Student"

The screenshot shows a web browser window with the URL `banner-ssb-prod.manhattan.edu/PROD/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu`. The page header includes the Manhattan College logo and a navigation menu with items: [Financial Aid](#), [Personal Information](#), [Orientation](#), [Student](#), and [Residence Life](#). Below the navigation is a search bar with a "Go" button and links for [ACCESSIBILITY](#), [SITE MAP](#), [HELP](#), and [EXIT](#). The main content area is titled "MAIN MENU" and lists several options: [Edit Your Office Information](#) (Edit Your Office Building, Room Number and Telephone), [Financial Aid](#) (Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.), [Orientation Menu](#), [Personal Information](#) (Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.), and [Residence Life](#) (View Residence Life functions.). The [Student](#) link is circled in red, and a large red arrow points to it from the left. Below the menu items, the text "RELEASE: 8.9.1.3" and "© 2022 Ellucian Company L.P. and its affiliates." are visible.

# Step 6: Select "Registration"



The screenshot shows a web browser window with the URL `banner-ssb-prod.manhattan.edu/PROD/twbkwbis.P_GenMenu?name=bmenu.P_StuMainMnu`. The page header includes the Manhattan College logo and a navigation menu with tabs for [Financial Aid](#), [Personal Information](#), [Orientation](#), [Student](#), and [Residence Life](#). Below the menu is a search bar with a "Go" button and links for [RETURN TO MENU](#), [SITE MAP](#), [HELP](#), and [EXIT](#). The main content area is titled "STUDENT AND FINANCIAL AID" and lists several options: [Registration](#) (circled in red with a red arrow pointing to it), [Student Records](#), [Student Account](#), [Graduation Clearance Checklist](#), [Clearinghouse Enrollment Services - MYHUB](#), [Request a Replacement ID Card](#), [Communication Internship Request](#), [Student Profile \(9x\)](#), and [Grades - Student View \(9x\)](#). A footer note reads "RELEASE: 8.9.1.3".

# Step 7: Select "Add or Drop Classes"



A screenshot of a web browser showing the registration page for Manhattan College. The browser's address bar displays the URL: banner-ssb-prod.manhattan.edu/PROD/twbkwbis.P\_GenMenu?name=bmenu.P\_RegMnu. The page header includes the Manhattan College logo and a navigation menu with links for Financial Aid, Personal Information, Orientation, Student, and Residence Life. Below the navigation menu is a search bar with a 'Go' button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled 'REGISTRATION' and contains a list of links: Select Term, Add or Drop Classes (circled in black), Look Up Classes, Change Class Options, Week at a Glance, Student Detail Schedule, Registration Fee Assessment, Registration Status, Update Student Term Data, Active Registration, Registration History, Concise Student Schedule, Concise Student Schedule by Centric Period, View Textbooks for All of My Registered Courses (with a note about the Barnes &amp; Noble website), and Start Interschool Transfer Request. At the bottom of the page, the text 'RELEASE: 8.9.1.3' is visible.

# Step 8: Read and agree terms to proceed with registration



The screenshot shows a web browser window with the URL `banner-ssb-prod.manhattan.edu/PROD/zwskalrt.displayAlert`. The page header includes the Manhattan College logo and navigation tabs for Financial Aid, Personal Information, Orientation, Student, and Residence Life. A search bar and a 'Go' button are visible. The main content area contains a 'Note' and several paragraphs of terms and conditions.

**Note: You must read and agree to this acknowledgment to proceed with Registration.**

By proceeding with online registration, I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. B523(a)(8)) in which Manhattan College is providing me educational services and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date. If there is a dispute or problem with this agreement then the College will follow the law of the state of New York. Further, I acknowledge that a late penalty of 1% of the outstanding balance of my student account will be assessed monthly until the account is paid in full.

I understand and accept that if I fail to pay my student account bill or any monies due and owing Manhattan College by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Manhattan College may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee, which may be based on a percentage at a maximum of 33.33% percent of my delinquent account, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of my delinquent account.

By providing my mobile number to the college, I provide express consent to be called on a wireless number via auto-dialer or prerecorded message and I knowingly release the wireless number to the calling entity and receive text messages for the wireless number provided and any future numbers. I understand and agree that should I leave Manhattan College under any circumstance with a balance due, I hereby authorize Manhattan College and/or its agents, including attorneys and/or collection agencies, to contact me via cellular telephone and/or all forms of electronic technology (to include text messaging and e-mail) using my current phone number or any future number to collect such outstanding debt, unless I notify such party in writing to cease such communication.

By submitting below, I agree that I, the student, read, understand, and agree to comply with the notice above.

I Agree, and want to register for classes.

I Disagree; I do not wish to register for classes at this time; contact the Student Accounts and Bursar Services office for clarification.

# Step 9: Select "Term you are registering for" as term in drop box

The screenshot shows a web browser window with the URL `banner-ssb-prod.manhattan.edu/PROD/zwskalrt.displayAlert`. The page header includes the Manhattan College logo and navigation tabs for [Financial Aid](#), [Personal Information](#), [Orientation](#), [Student](#), and [Residence Life](#). A search bar with a "Go" button and links for [RETURN TO MENU](#), [SITE MAP](#), [HELP](#), and [EXIT](#) are present. The main content area is titled "REGISTRATION TERM" and features a "Select a Term:" label followed by a dropdown menu currently displaying "Spring 2023". A red arrow points to this dropdown menu, and a black oval highlights the text "Spring 2023". Below the dropdown is a "Submit" button. At the bottom left, the text "RELEASE: 8.7.1" and "© 2022 Ellucian Company L.P. and its affiliates." is visible.

Step 10:  
Input all CRN numbers of classes desired for Spring 2023  
semester

**\*each class to a box\***

Personal Information **Student** Residence Life

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Add or Drop Classes

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To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

#### Add Classes Worksheet

CRNs

[ [View Holds](#) | [Change Class Options](#) ]

RELEASE: 8.5.3

Step 11:  
Once each class CRN is inputted..  
Select "Submit"

**Personal Information** **Student** **Residence Life**

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Add or Drop Classes

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 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

### Add Classes Worksheet

CRNs

<input type="text"/>								
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[\[ View Holds | Change Class Options \]](#)

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