



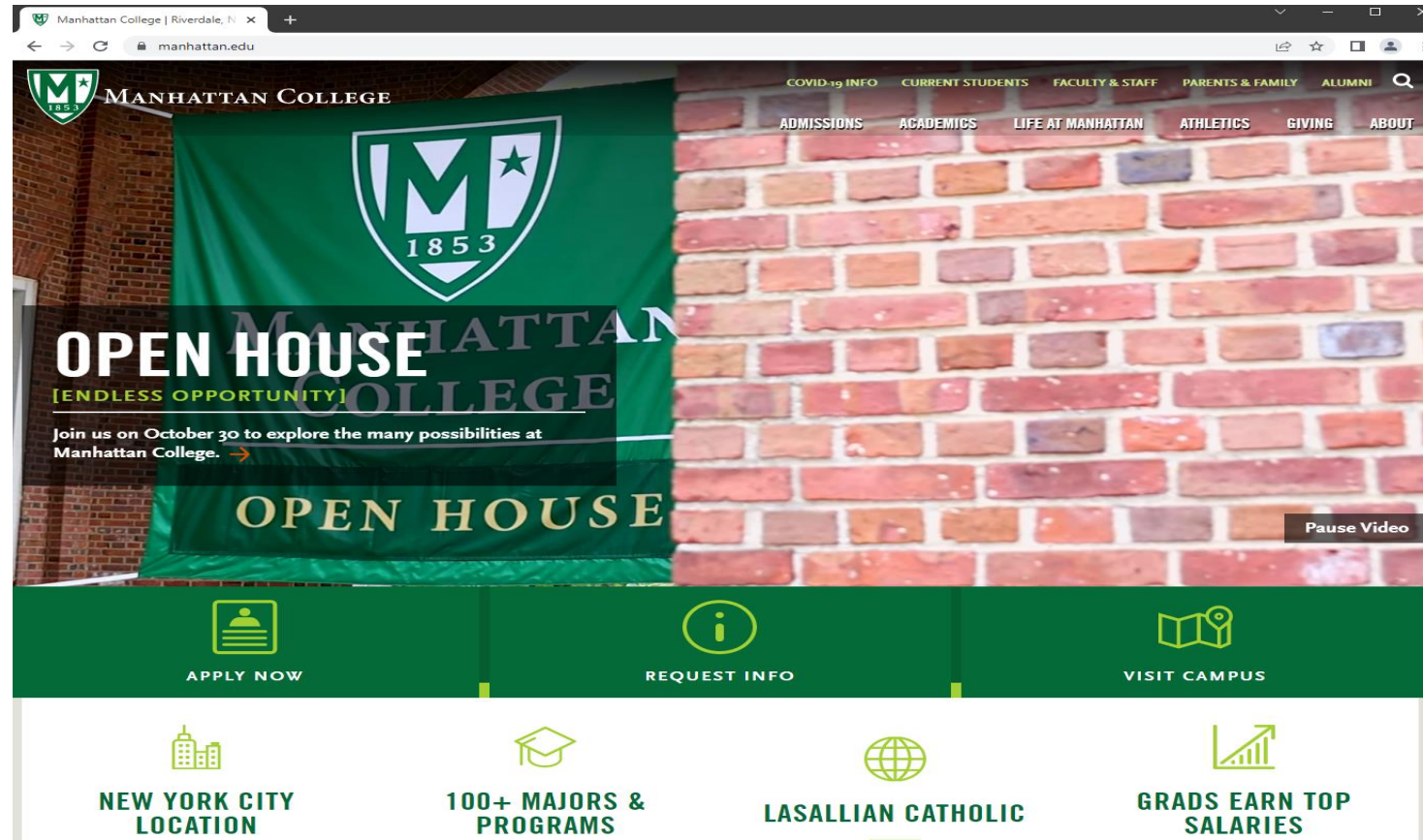
MANHATTAN  
COLLEGE

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**INSTRUCTIONAL GUIDE TO:**  
**REGISTERING FOR A COURSE**

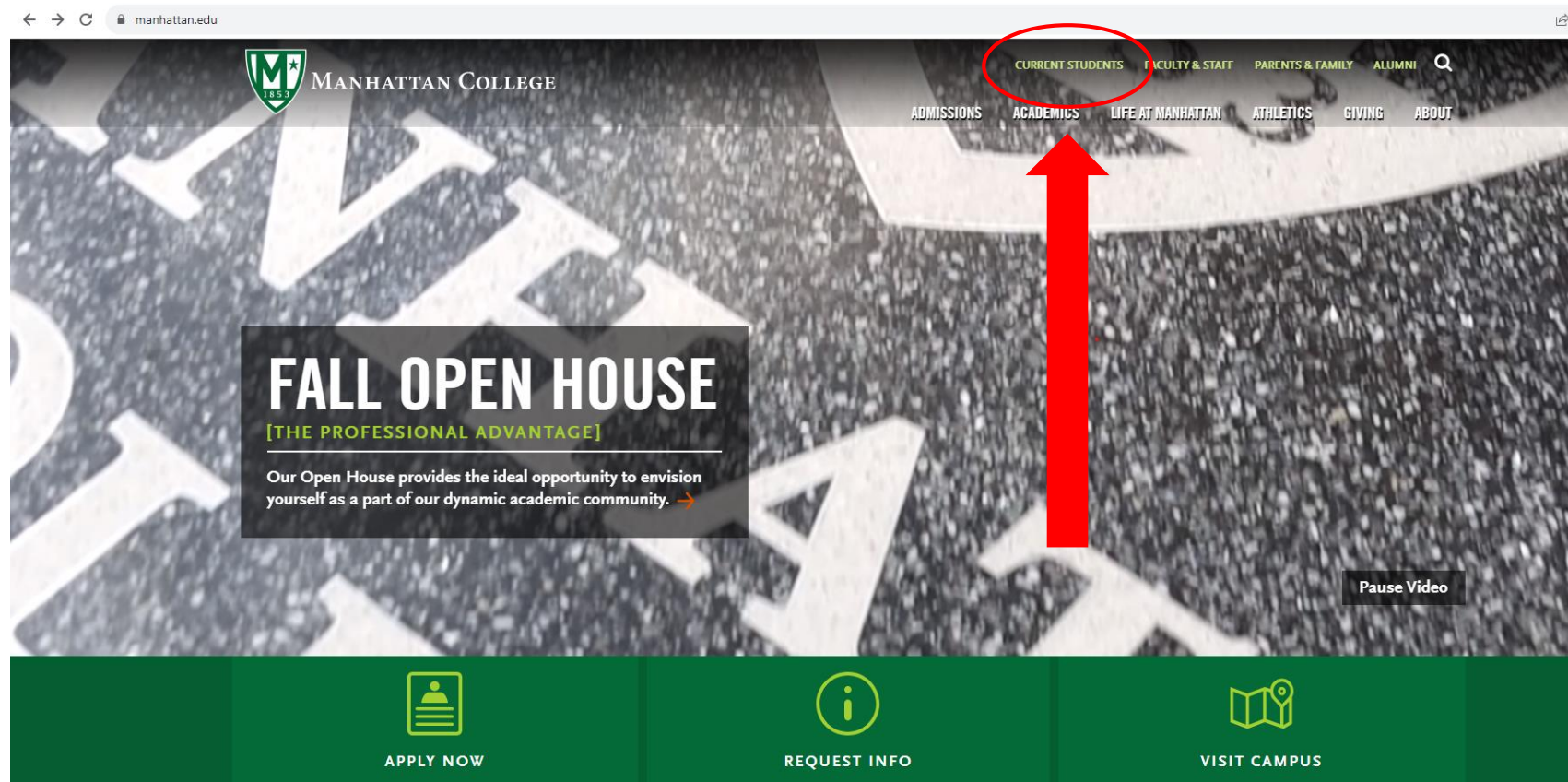
# STEP 1:

Go to [www.manhattan.edu](http://www.manhattan.edu)



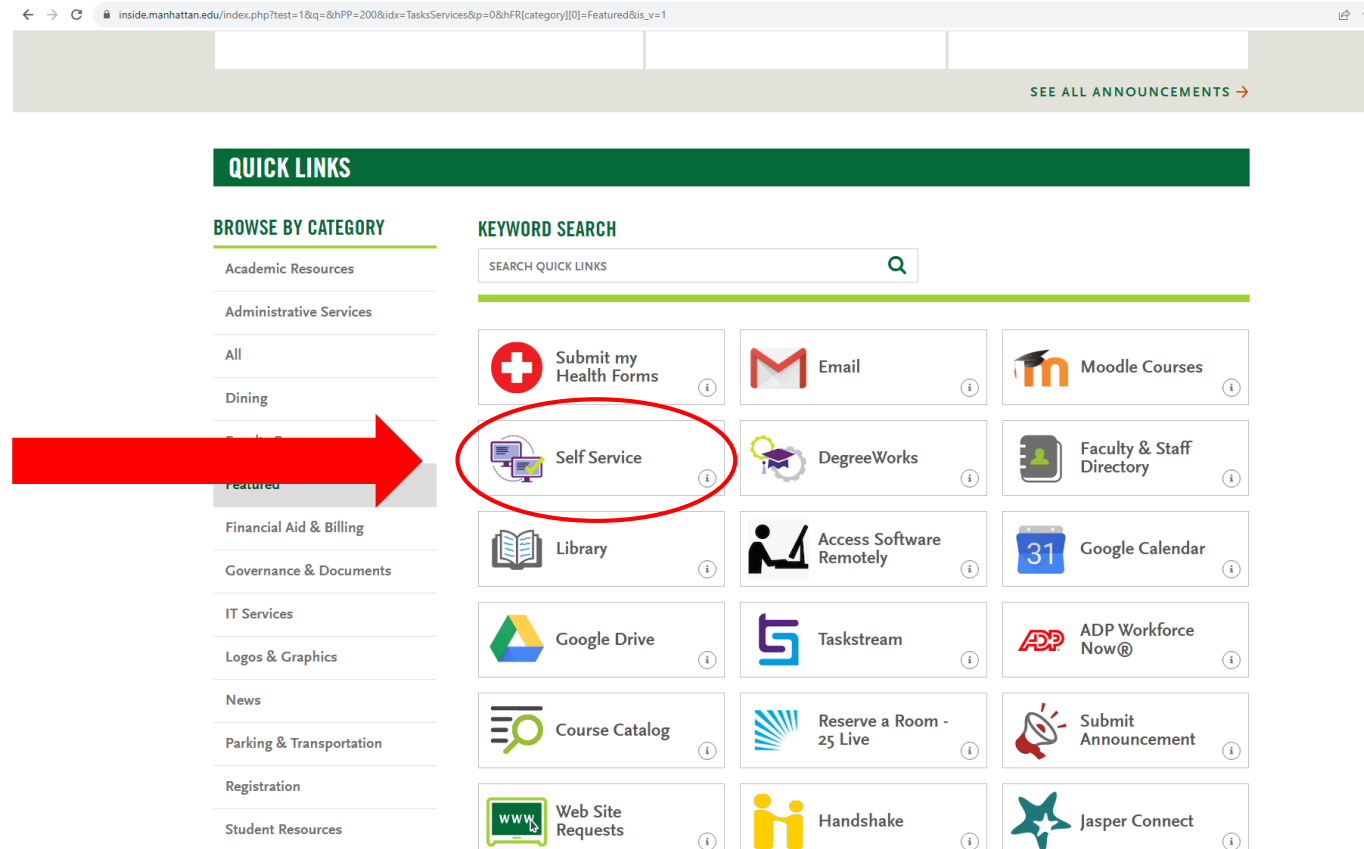
## STEP 2:

Click on “Current Students” tab in upper right corner



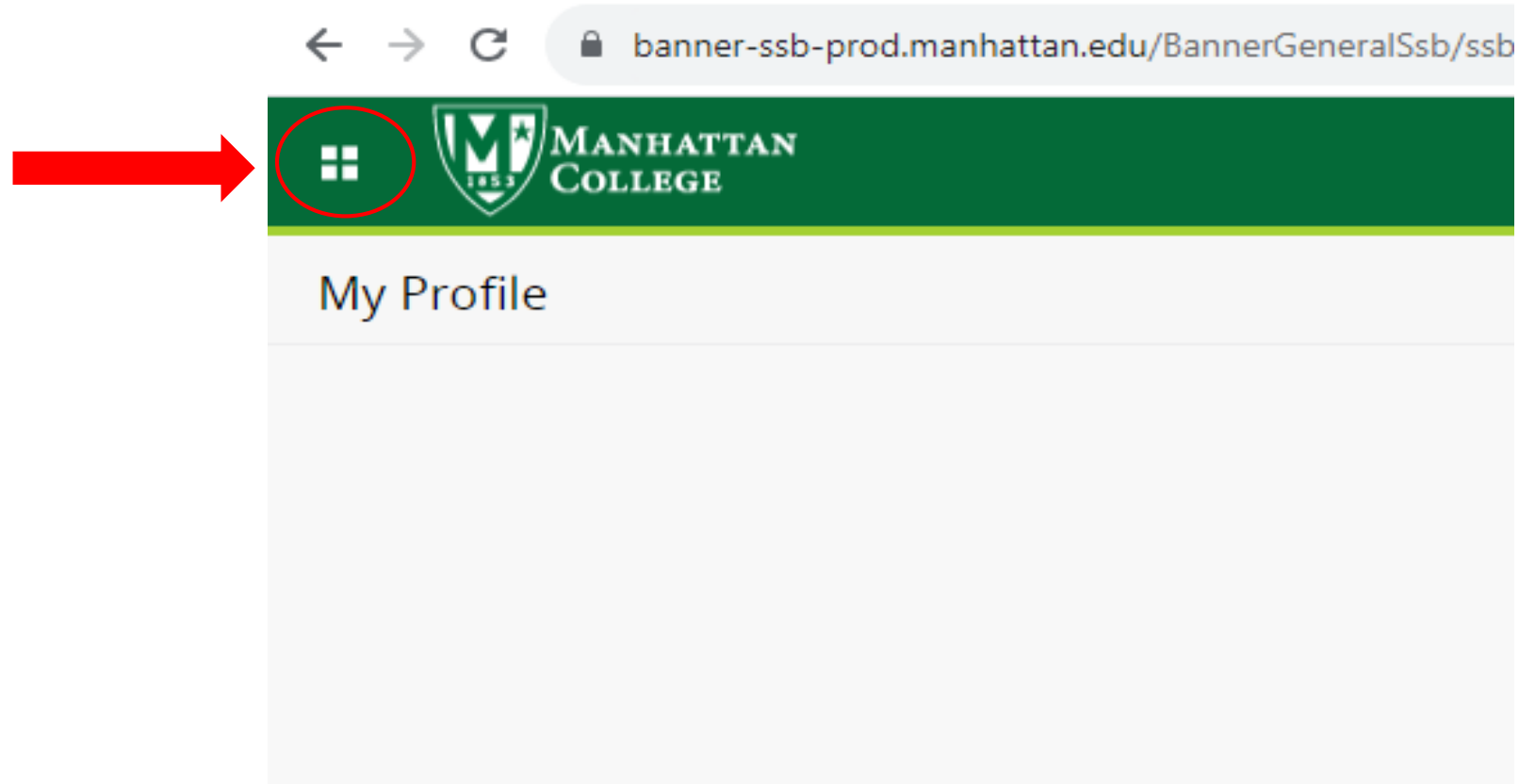
# STEP 3:

## Scroll down & Select “Self Service”



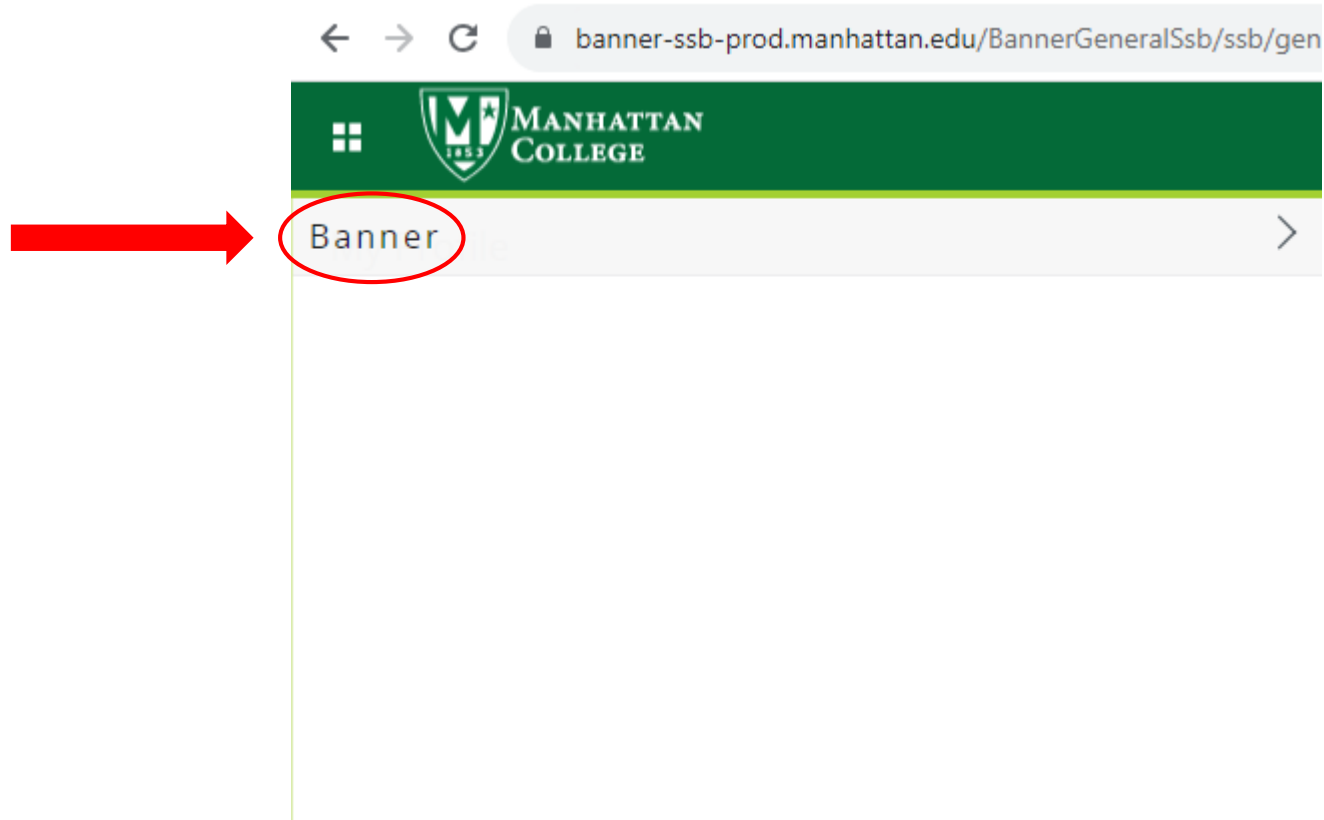
## STEP 4:

Click on Upper-Left Icon



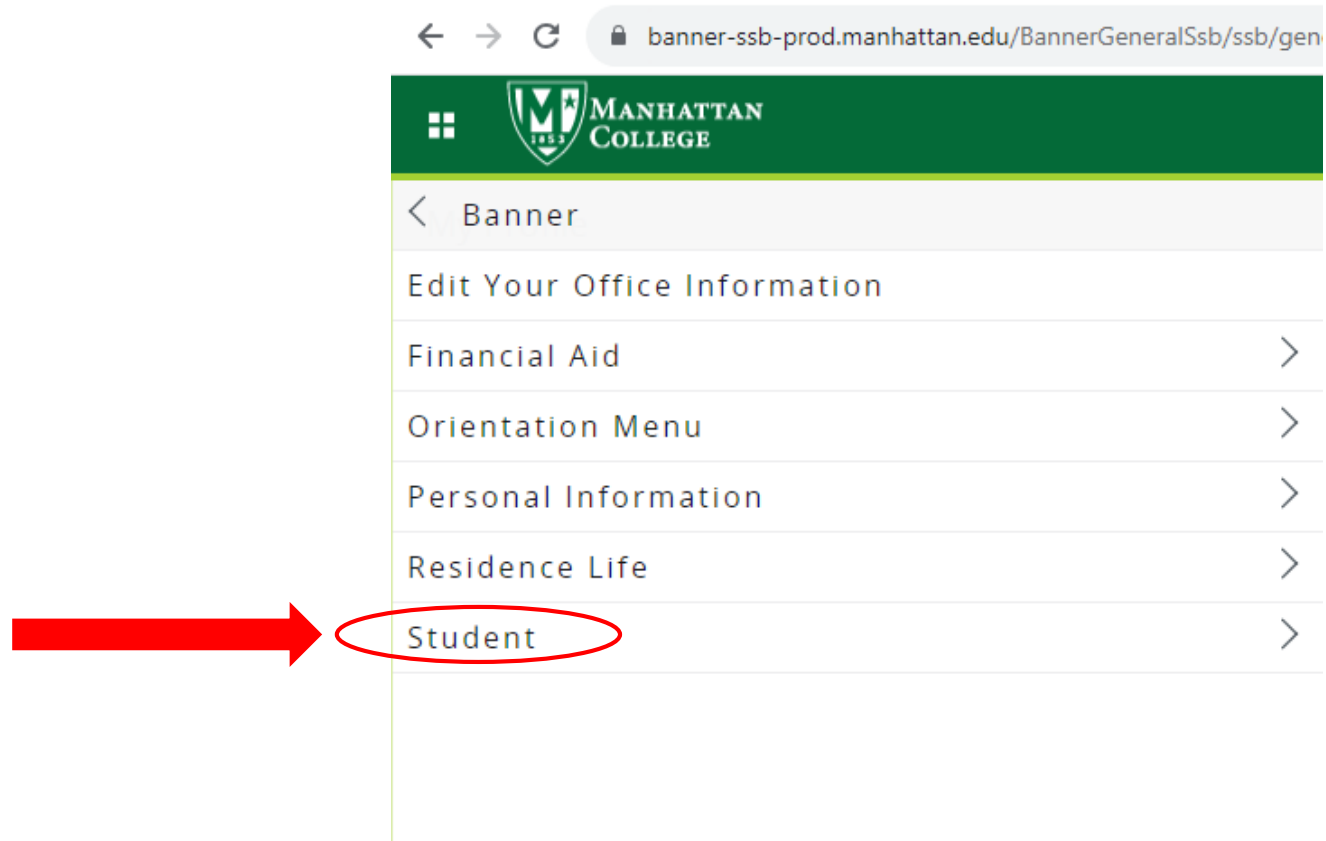
## STEP 5:

Click "Banner"



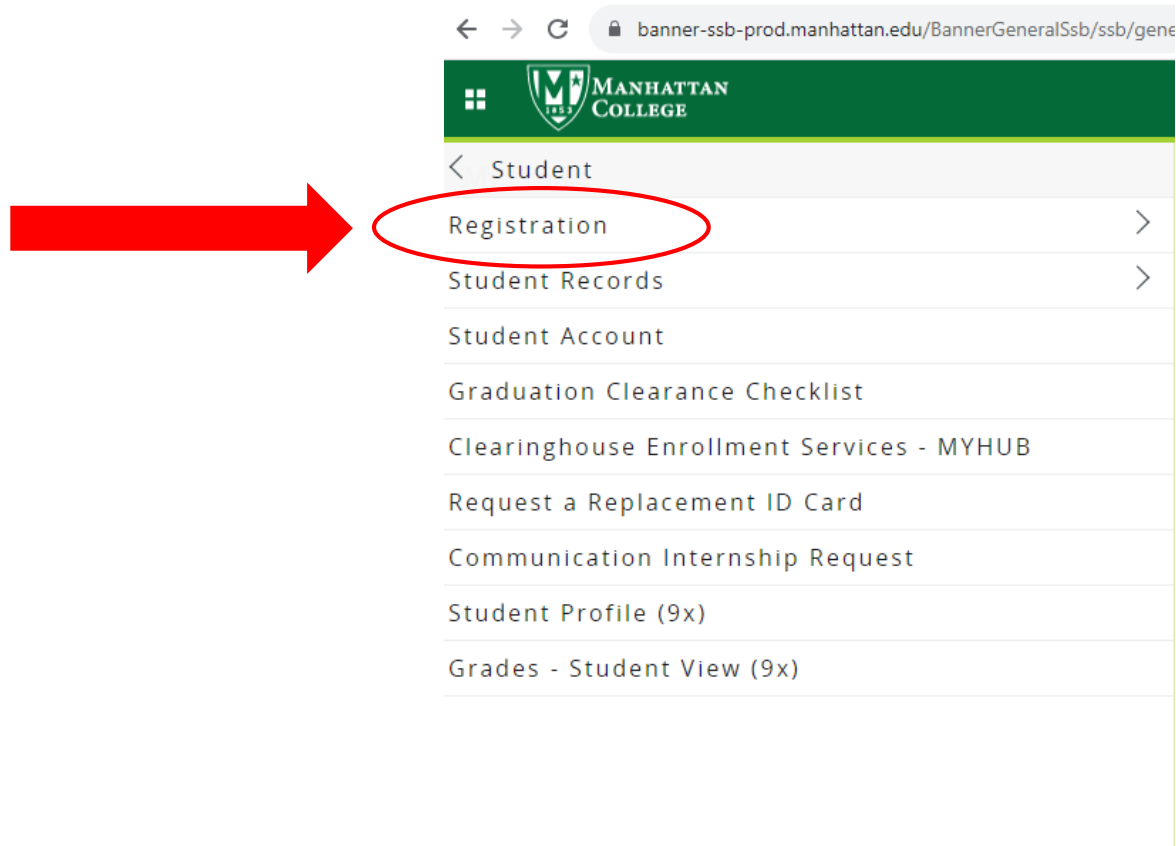
# STEP 6:

## Select "Student"



# STEP 7:

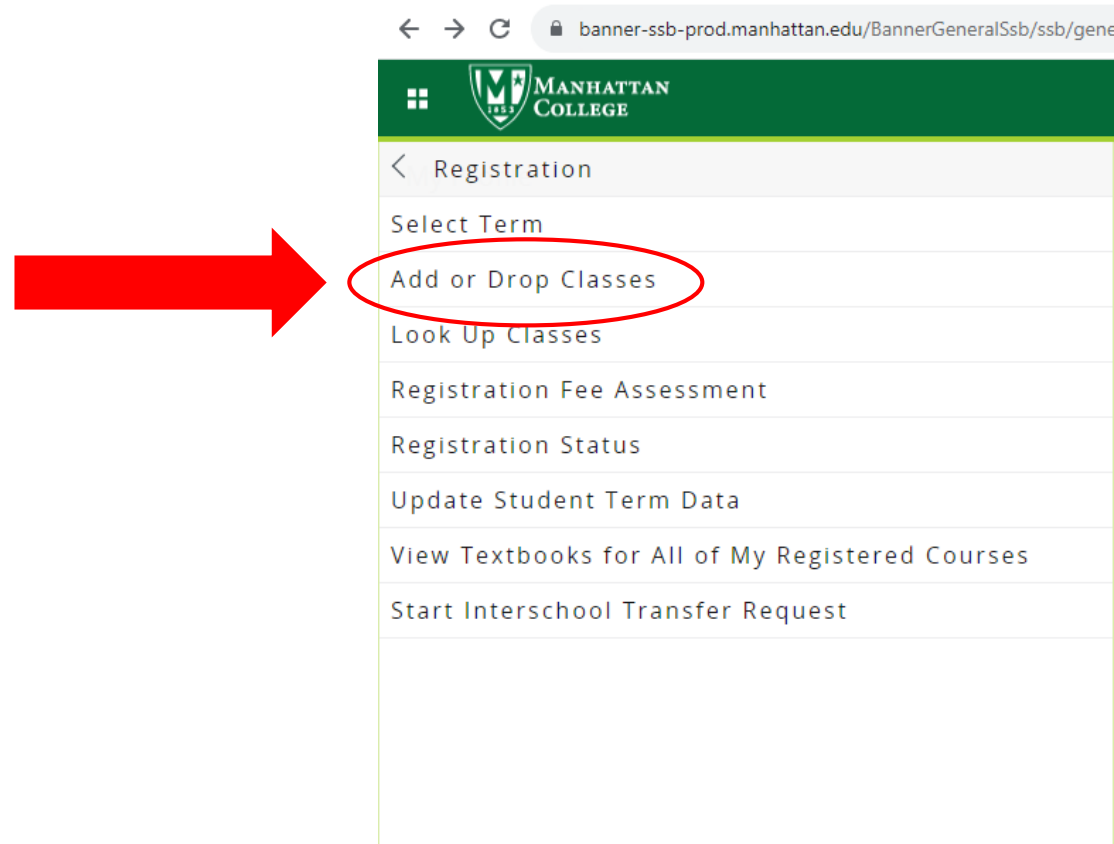
## Select "Registration"





## STEP 8:


Select "Add or Drop Classes"



# STEP 9:

## Select a Term

← → ↻ banner-ssb-prod.manhattan.edu/PROD/zwskalrt.displayAlert

 MANHATTAN COLLEGE

Financial Aid Personal Information Orientation Student Residence Life

Search

### REGISTRATION TERM

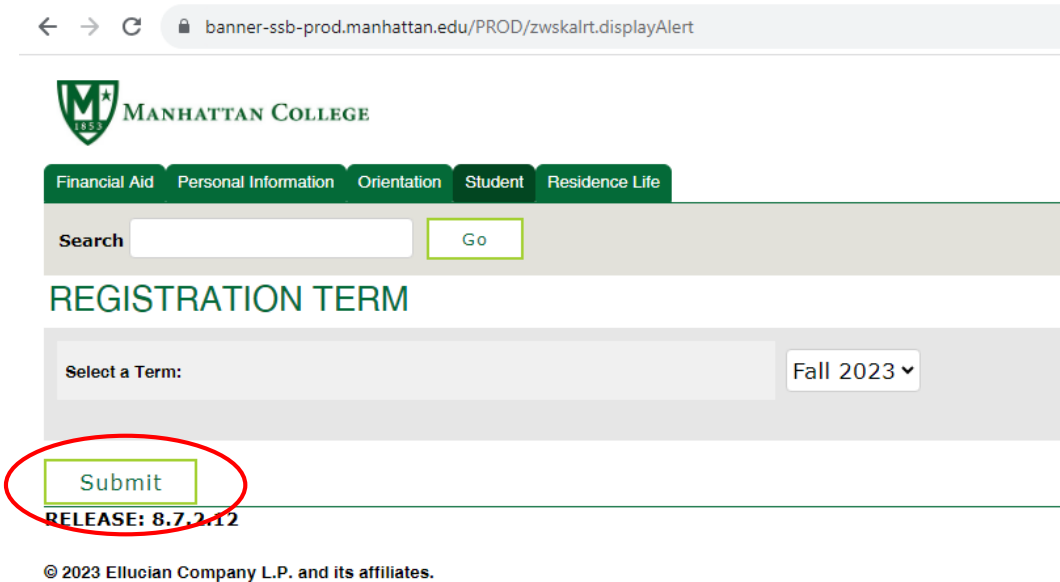
Select a Term: Fall 2023 ▾

RELEASE: 8.7.2.12

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# STEP 10:

## Select "Submit"



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 a navigation menu with links: Financial Aid, Personal Information, Orientation, Student, and Residence Life. Below the menu is a search bar with the text "Search" and a "Go" button. The main content area is titled "REGISTRATION TERM" and contains a "Select a Term:" label and a dropdown menu currently set to "Fall 2023". At the bottom of the form is a "Submit" button, which is highlighted with a red circle and a red arrow pointing to it from the left. Below the form, the text "RELEASE: 8.7.2.12" and the copyright notice "© 2023 Ellucian Company L.P. and its affiliates." are visible.

← → ↻ banner-ssb-prod.manhattan.edu/PROD/zwskalrt.displayAlert

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Financial Aid Personal Information Orientation Student Residence Life

Search  Go

REGISTRATION TERM

Select a Term: Fall 2023 ▼

**Submit**

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# Step 11: Read and agree terms to proceed with registration

Inside Manhattan | Inside Manha x


Review Terms and Conditions for x

+

← → ↻

banner-ssb-prod.manhattan.edu/PROD/zwskalrt.displayAlert

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MANHATTAN COLLEGE

Financial AidPersonal InformationOrientationStudentResidence Life

Search

Go

[SITE MAP](#)

[HELP](#)

[EXIT](#)

☐ 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 12: Input all CRN numbers of courses for the semester, each course in a box

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

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

## Add or Drop Classes

---

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

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# Step 13: Once each course is inputted, Select "SUBMIT CHANGES"


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

Search

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

### Add or Drop Classes

---

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

RELEASE: 8.5.3

# Review your schedule to ensure all courses were accepted with no errors

- If you have an error, please review what the error message states and contact the appropriate Advisor to help you.

You can contact the Registrar's Office at: [registrar@manhattan.edu](mailto:registrar@manhattan.edu)

With any questions or concerns or make an appointment to come to the office at:

[Registrar Appointment Calendar](#)