



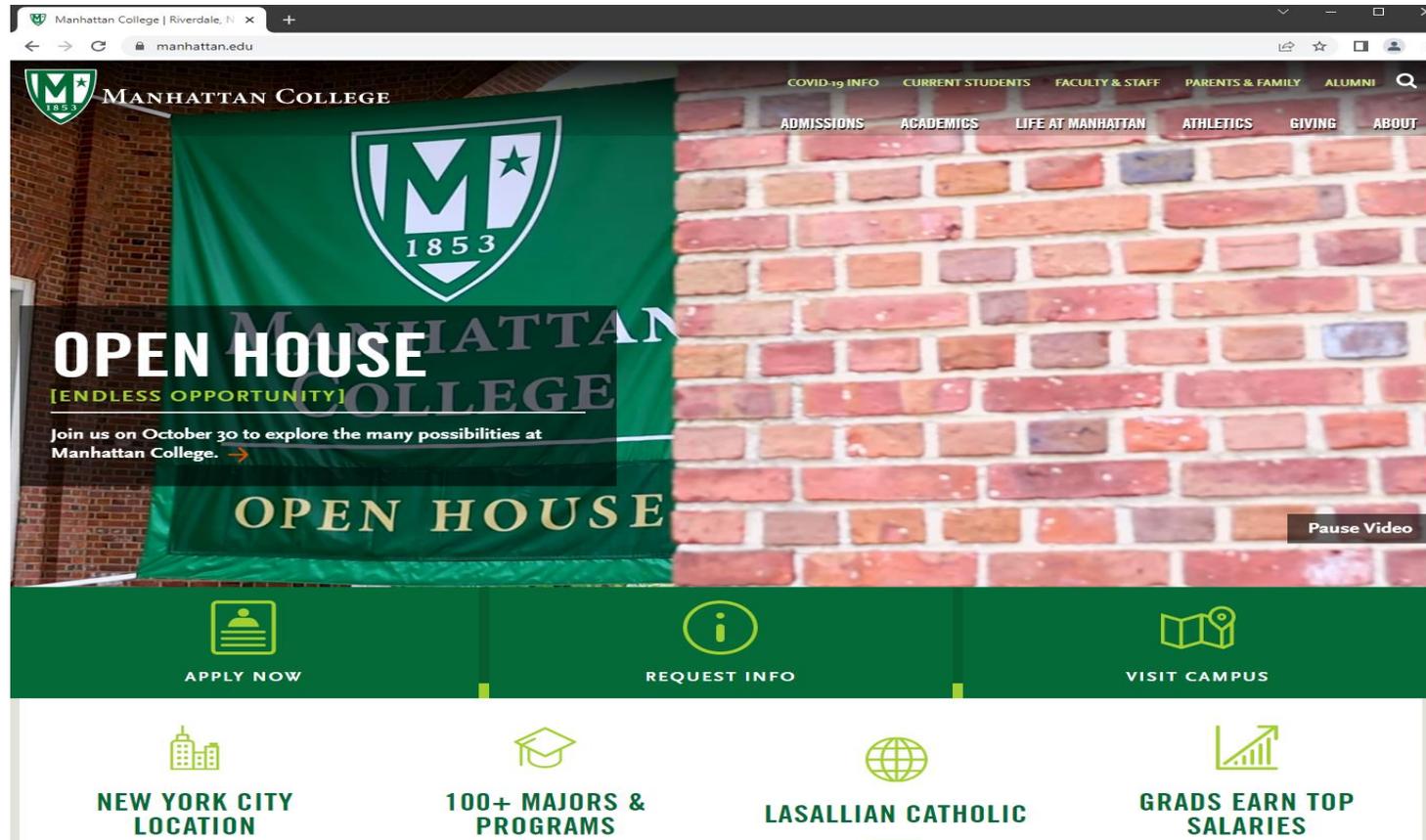
MANHATTAN  
COLLEGE

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

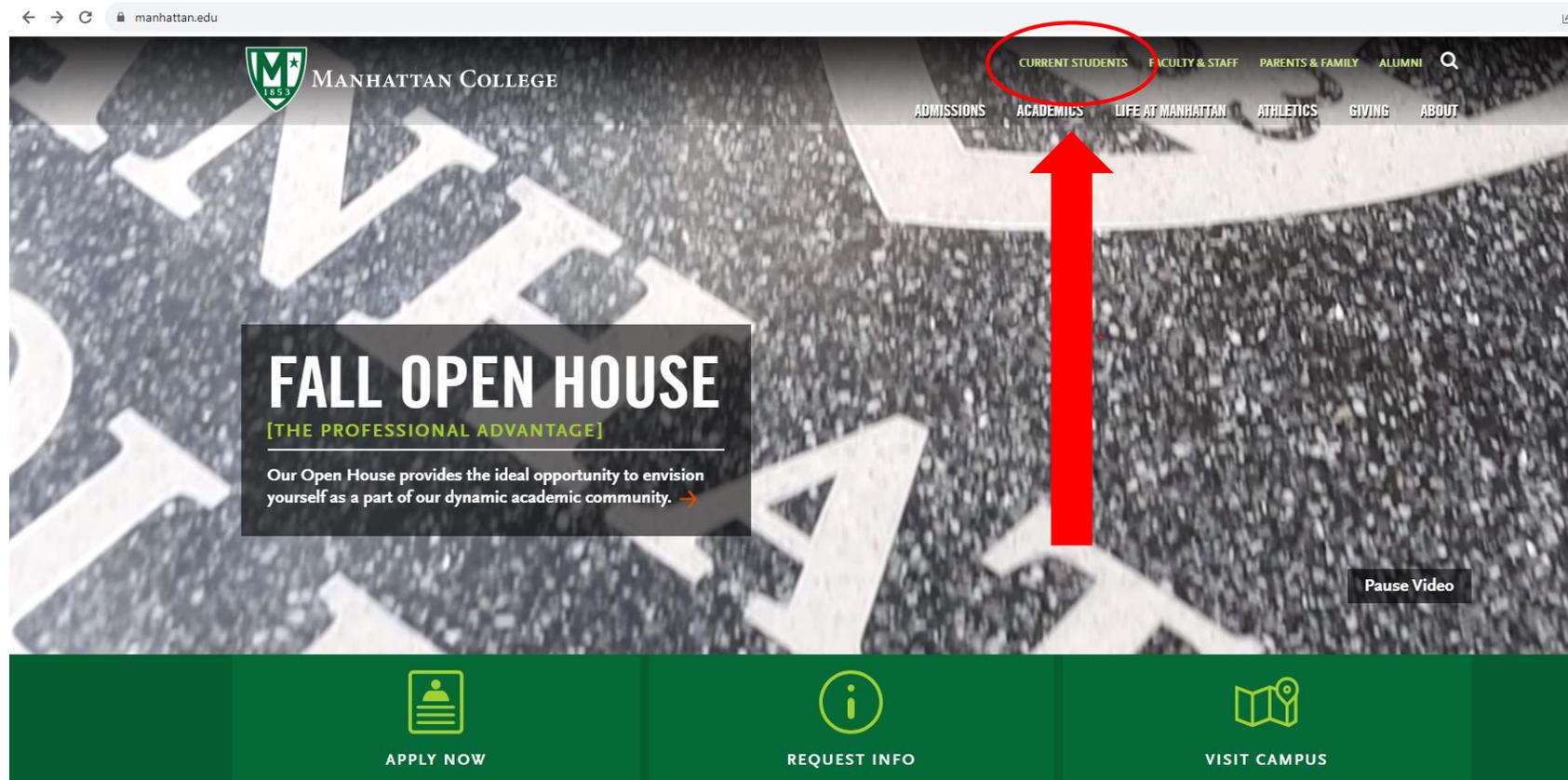
# STEP 1:

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”

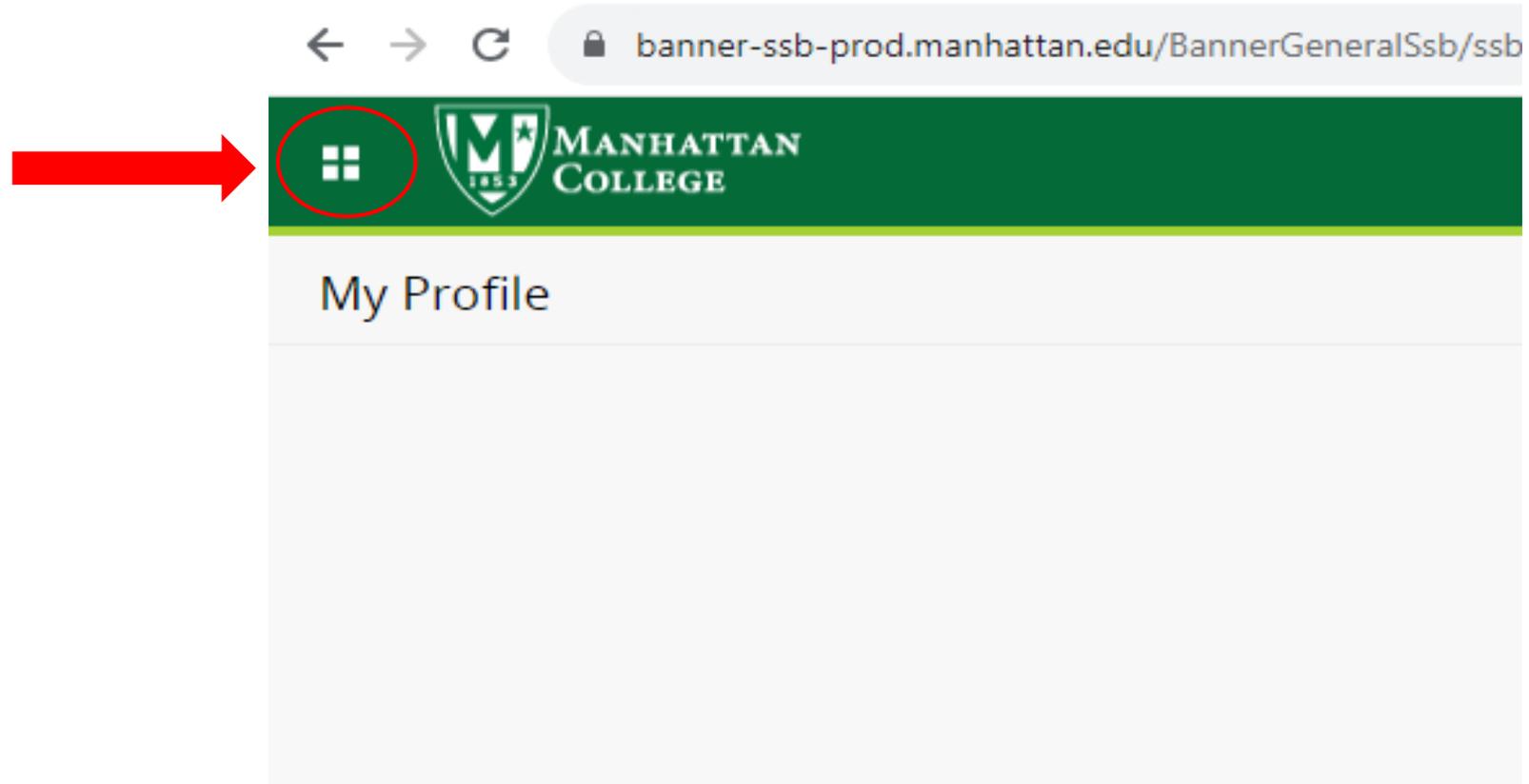
The screenshot shows a web browser window with the URL `inside.manhattan.edu/index.php?test=1&q=&hPP=200&idx=TasksServices&p=0&hFR[category][0]=Featured&sis_v=1`. Below the browser window is a navigation bar with a link for [SEE ALL ANNOUNCEMENTS →](#). The main content area is titled **QUICK LINKS** and is divided into two columns: **BROWSE BY CATEGORY** and **KEYWORD SEARCH**.

The **BROWSE BY CATEGORY** column lists various service categories, with the **Featured** category highlighted by a red arrow. The **KEYWORD SEARCH** column contains a search box labeled **SEARCH QUICK LINKS**.

The **QUICK LINKS** section displays a grid of 18 service tiles, each with an icon and a title. The **Self Service** tile, which features a computer monitor icon, is circled in red. Other visible tiles include: Submit my Health Forms, Email, Moodle Courses, DegreeWorks, Faculty & Staff Directory, Library, Access Software Remotely, Google Calendar, Google Drive, Taskstream, ADP Workforce Now®, Course Catalog, Reserve a Room - 25 Live, Submit Announcement, Web Site Requests, Handshake, and Jasper Connect.

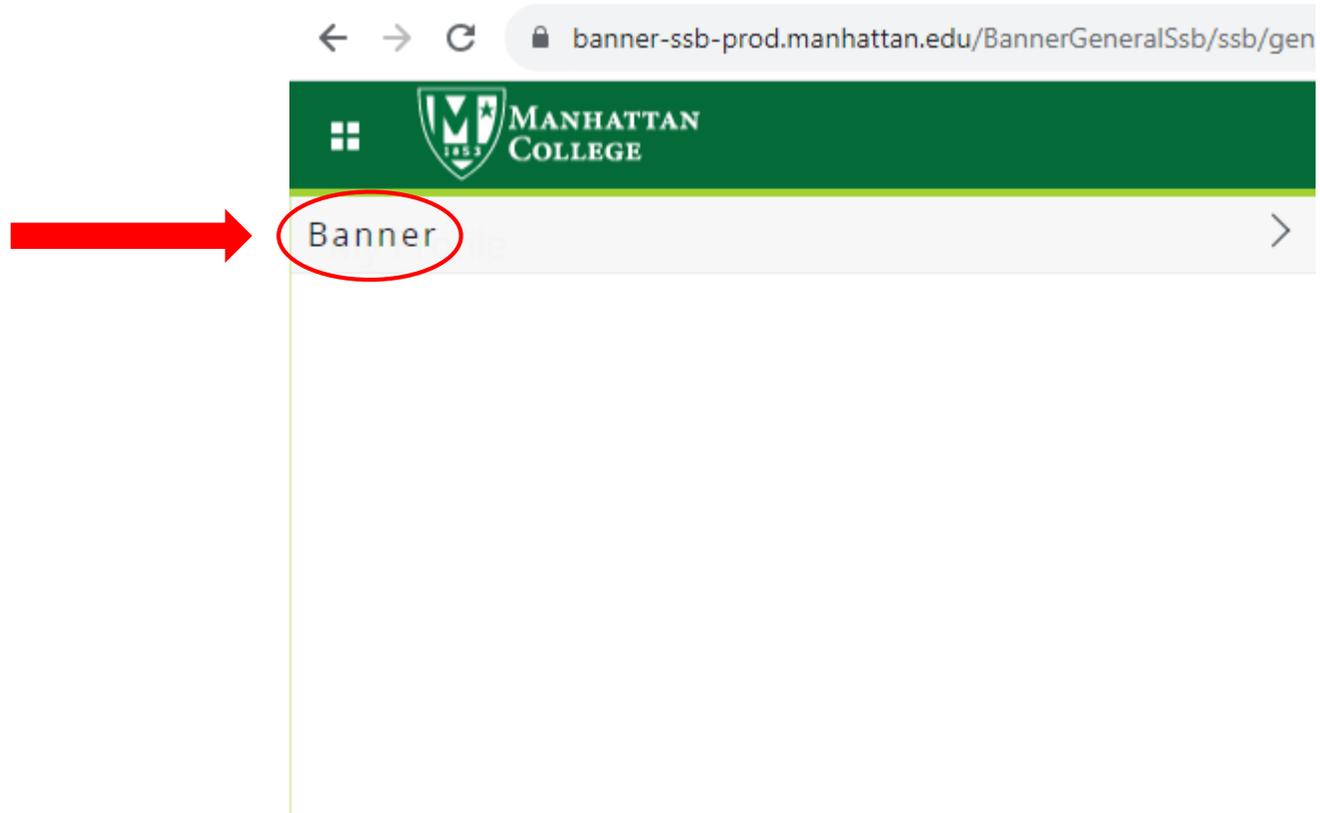
# STEP 4:

## Click on Upper-Left Icon



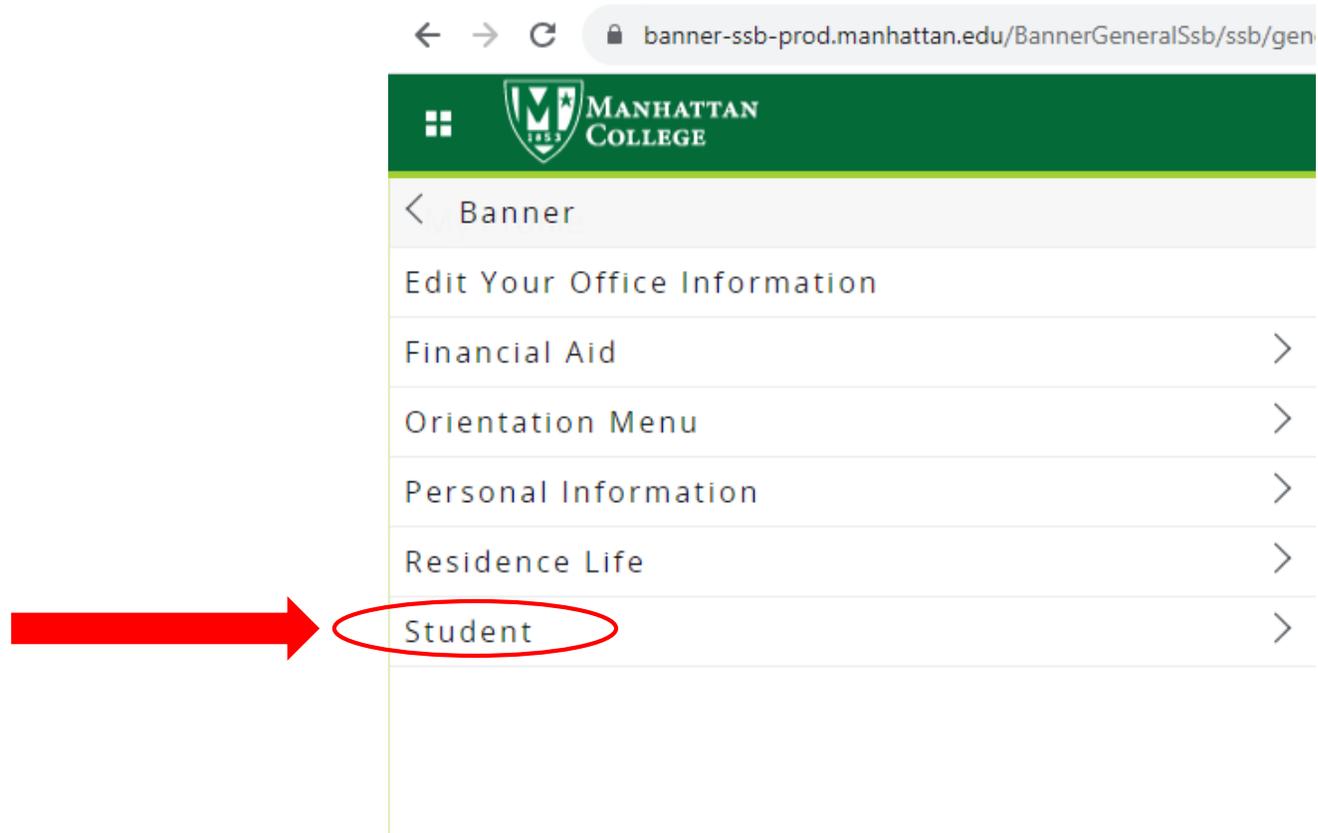
# STEP 5:

## Click "Banner"



# STEP 6:

## Select "Student"



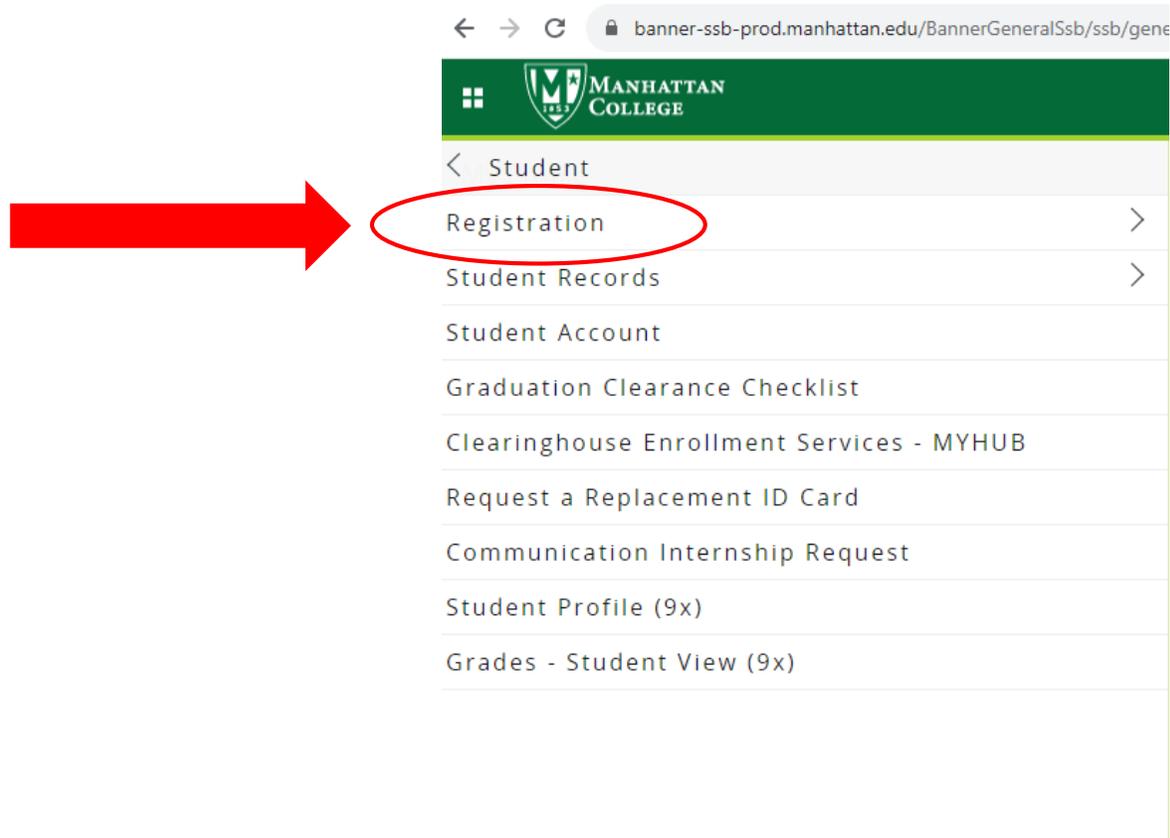
The screenshot shows a web browser window with the URL `banner-ssb-prod.manhattan.edu/BannerGeneralSsb/ssb/gen`. The page header features the Manhattan College logo and name. Below the header is a navigation menu with the following items:

- < Banner
- Edit Your Office Information
- Financial Aid >
- Orientation Menu >
- Personal Information >
- Residence Life >
- Student >**

A red arrow points from the left towards the 'Student' option, which is also circled in red.

# STEP 7:

## Select "Registration"



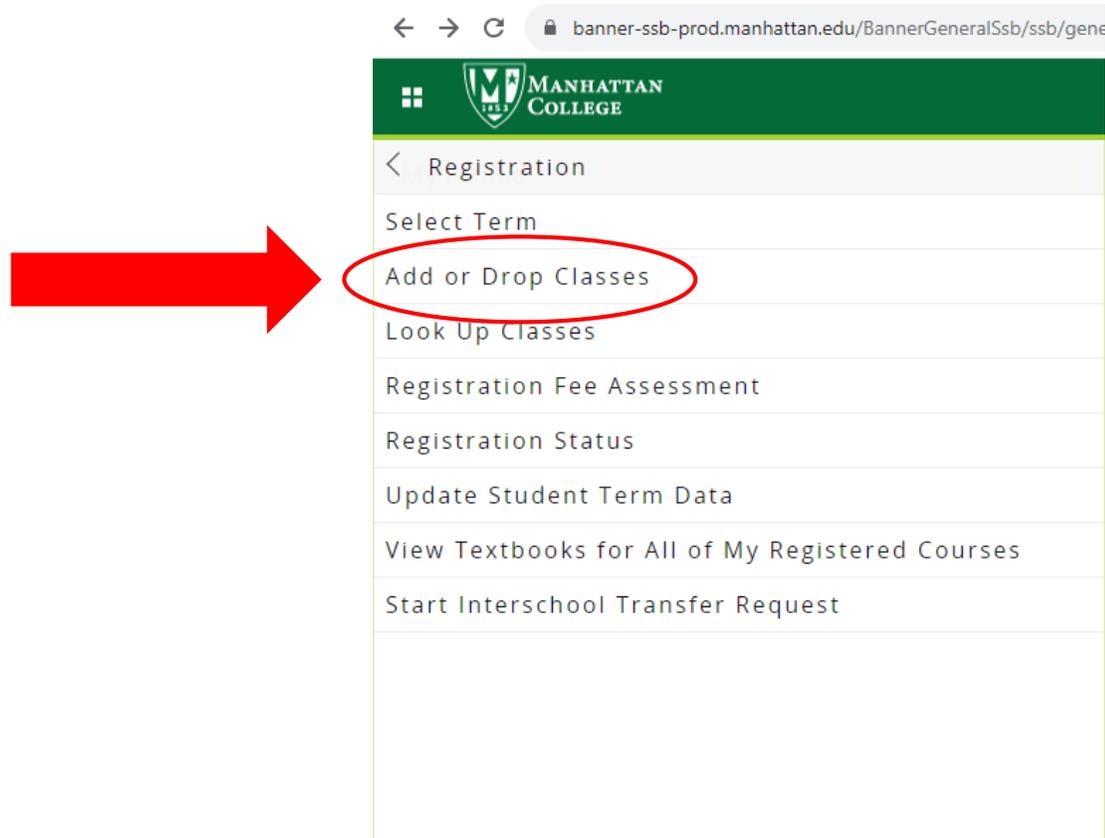
The screenshot shows a web browser window with the URL `banner-ssb-prod.manhattan.edu/BannerGeneralSsb/ssb/gene`. The page header features the Manhattan College logo and name. Below the header, a navigation menu is displayed with the following items:

- < Student
- Registration >
- Student Records >
- Student Account
- Graduation Clearance Checklist
- Clearinghouse Enrollment Services - MYHUB
- Request a Replacement ID Card
- Communication Internship Request
- Student Profile (9x)
- Grades - Student View (9x)

A red arrow points to the "Registration" menu item, which is also circled in red.

# 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

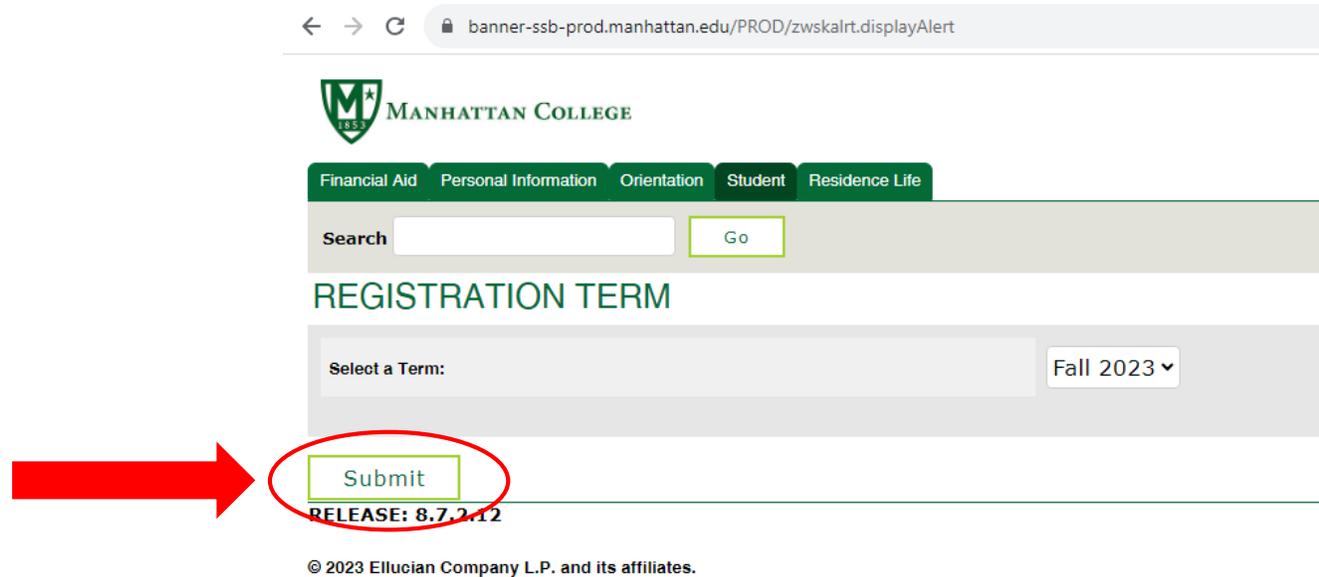
Select a Term:  

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/zwskaIrt.displayAlert`. The page header includes the Manhattan College logo and navigation tabs for `Financial Aid`, `Personal Information`, `Orientation`, `Student`, and `Residence Life`. Below the navigation is a search bar with a `Go` button. The main content area is titled `REGISTRATION TERM` and features a `Select a Term:` dropdown menu currently set to `Fall 2023`. A `Submit` button is located below the dropdown, highlighted with a red circle and a red arrow pointing to it from the left. At the bottom of the page, there is a `RELEASE: 8.7.2.12` notice and a copyright notice: `© 2023 Ellucian Company L.P. and its affiliates.`

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



The screenshot shows a web browser window with two tabs: "Inside Manhattan | Inside Manha" and "Review Terms and Conditions for". The address bar shows the URL "banner-ssb-prod.manhattan.edu/PROD/zwskalrt.displayAlert". The Manhattan College logo is visible at the top left. Below the logo is a navigation menu with tabs for "Financial Aid", "Personal Information", "Orientation", "Student", and "Residence Life". A search bar is located below the navigation menu, with a "Go" button. In the top right corner, there are links for "SITE MAP", "HELP", and "EXIT".

**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. §523(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 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

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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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# 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

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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](#) ]

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](#)