INSTRUCTIONAL GUIDE TO:
REGISTERING FOR A COURSE
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”
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

![Image of registration term selection](image-url)
STEP 10:

Select "Submit"
Step 11: Read and agree terms 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. §526(a)(8)) in which Manhattan College is providing my 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 fees, which may be based on a percentage at a minimum of 50.00% of my delinquent account, together with all costs and expenses, including reasonable attorney 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 a call (voice call or text 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 email 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.

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

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Step 12: Input all CRN numbers of courses for the semester, each course in a box
Step 13: Once each course is inputted, Select “SUBMIT CHANGES”
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

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

Registrar Appointment Calendar