

## BANNERWeb Registration Instructions

1. Go to: <http://my.dtcc.edu> and log in
2. Click Banner/Web Student Record System
3. Click on "Student Services & Financial Aid"
4. Select "Registration"
5. Choose "Check Your Registration Status" NOTE: If you are not eligible for online registration, you will see a message on this screen indicating that you are not permitted to register online.
6. Choose "Select Term" and click on the term you wish to register for from the drop down list

***From this point on you can register for classes in two different ways:***

7a. If you know the Course Reference Number (CRN):

- Click on 'Add/Drop Classes'
- Enter CRN's of courses for which you are registering
- Click the 'Submit Changes' box at the bottom of the page
- Read instruction at the top of the page and scroll down to check for registration errors
- Review your Current Schedule

***-or-***

7b. If you don't know the Course Reference number (CRN):

- Select "Look-Up Classes to Add"
- Read instructions at top of page and select all relevant information (Subject, Campus, Session, Start-times, etc.)
- Click "Get Classes"
- A list of classes will appear that meet your search criteria. Select course(s) for which you wish to register by clicking in the box in the far left column.
- Click the 'register' box at the bottom of the page
- To search for another class click on the Class Search button at the bottom of the page.

8. Select "Student Detail Schedule" at the bottom of the page to check your registration status.

9. Select "View Fee Assessment" at the bottom of the page for payment due date information