

# Registration Instructions

## **Check for holds—Do this BEFORE the day you register**

1. Log in to myACU. Click on Banner—top left of screen.
2. Click on Student & Financial Aid.
3. Click on Registration - Select the term for which you are wanting to register.
4. Click on Registration Status.
  - a. Make sure there are no holds on your account by clicking on View Holds at the bottom of the screen because they will prevent you from being able to register. If there is a hold, stop by or call Wildcat Central at 674-2300
  - b. Check your Classification (freshman, sophomore, etc.) as determined by your total earned hours because this determines when you will be eligible to register.

## **Look up available classes—Do this BEFORE the day you register**

1. Log in to myACU. Click on Banner—top left of screen.
2. Click on Student & Financial Aid.
3. Click on Registration.
4. Click on Look-up Classes—choose the term you will be registering for and hit submit.
5. Scroll through the departments and choose the one you need (ex. Math, English) and hit class search. You can also select additional criteria such as title, days and tiems. (Note that Bible classes are found at BIMM-Bible Test (BIBL), etc.)
6. Look for the class you need and write down the CRN number; this will be the number following the class name, such as: Fundamentals of Communication—14607—COMM 111-01. Write down the CRN (14607) for each class. You will need this when you register. Remember if a class section does not show up that means it's not being offered or there are no seats available.
7. Make sure to map out your class days and times so that they do not overlap. The class days and times will be listed below each class section.
8. Write down several CRN numbers for each class (if you can), so that you will have multiple options in case one of the classes you want to register for is full.
9. To determine how many seats are available in the class, click on the title of the class, which is linked and highlighted in blue.

## **Registering for Classes**

1. Log in to myACU. Click on Banner—top left of screen.
2. Click on Student & Financial Aid.
3. Click on Registration - Select the term for which you are wanting to register.
4. Click on Add or Drop Classes—if you receive an error message stating you cannot register at this time, make sure it is your day and time to register (see Advising Agreement form you completed with your academic advisor). You can see the registration schedule at <https://acu.edu/office-of-the-registrar/class-registration-information/>
5. Enter your advising release code.
6. Put in the five-digit CRN's for the classes you plan to take, click submit.
  - If the classes show up under where you have registered, you are done.
  - If you encounter an error message, that section may already be full or you should check the **Common Registration Errors**. If you still have trouble, contact your advisor or try a different section or class.
  - Remember that for courses with a required, corresponding lab you **MUST** enter the CRN of the lecture and lab at the same time or you won't be able to register for either one.

## **Common Registration Errors**

- Degree and/or Major Restrictions - Banner Web may tell you that a course is open only for students of a specific major or program. If you receive this message, either choose another class or contact your advisor.
- Prerequisite Restrictions - Banner Web may say that you lack the necessary prerequisites to enroll in a particular course. You may either choose another class or see your advisor if you believe you have received this message in error. Common prerequisite restrictions follow in the list below:
  - A specific course - the course in question requires another course to be taken first.
  - A test score - the course in question requires an admissions test score or sub-score (such as ACT or SAT) of a certain level.
  - Number of hours - the course in question requires that the student have a certain number of earned hours before the course is taken
- Co-requisite Restrictions - Banner Web may inform you that the course for which you are trying to enroll must be taken at the same time as another course. You may either sign up for the co-requisite course or drop the course with the co-requisite requirement. You must enter a CRN for both courses before clicking the "Submit" button.

**More information from the Office of the Registrar can be found at:**  
<https://acu.edu/office-of-the-registrar/class-registration-information/>