

Check for holds—Do this a week BEFORE you register

1. Log in to myACU. Click on Banner—top left of screen.
2. Click on Student & Financial Aid.
3. Click on Registration. Click on Registration Status and Submit
 - Make sure there are no holds on your account, if you have one it will prevent you from being able to register.
 - If there is a hold, call or stop by the Depot at 325-674-2300.

Look up available classes—Do this BEFORE you register

1. Log in to myACU.
2. Click on Banner—top left of screen.
3. Click on Student & Financial Aid.
4. Click on Registration.
5. Click on Look-up Classes—choose (the current term) i.e. Spring 2014 and hit submit.
6. Scroll through the departments and choose the one you need (ex. Math, English) and hit class search. (Note that Bible classes are found at BIMM-Bible Text (BIBL), etc.)
7. Look for the class you need and write down the CRN number; this will be the number following the class name, such as: Early Christians: Life, Literature and Community—BIBL 102—14002. Write down the CRN (numbers) for each class. You will need this when you register. Remember if a class does not show up that means that there are no seats available. 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.
 - a. Only classes with available seats will be shown.
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.
2. Click on Banner—top left of screen.
3. Click on Student & Financial Aid.
4. Click on Registration.
5. Click on Select Term—choose appropriate term (Spring 2014)—hit submit.
6. 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. You can see the registration schedule at <http://www.acu.edu/campusoffices/registrar/registration/index.html> Remember registration opens at 3:00 p.m. on your specified day. (see Advising Agreement form we completed).
7. Enter your advising release code. You receive this code from your Academic Advisor after meeting with them in your department.
8. Put in the five-digit CRN's for the classes you plan to take. You can add all of your CRN numbers at one time for each of the courses. Then, click submit.
 - If the classes show up under where you have registered, you are done.
 - If you have 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.

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 subscore (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.