

Instructions on Registering for Spring 2011 Classes



Before Registering for Classes

You must meet with your Academic Advisor – find the updated list of advisors online at <http://www.njit.edu/registrar/directory/index.php>. You will complete an Advising Form with your advisor and turn it into the Center for First Year Students – your advisor has a copy of the form.

The first day that Freshmen students (*anyone with less than 28 earned credits*) can register is November 18 – make sure you have turned in a copy of the Advising Form to the Center for First Year Students BEFORE November 18.

If you unready to register or not sure what classes you want to take for the Spring, you can always register after November 18. Plus you can change your class schedule until the first week of the Spring semester – don't stress out making it perfect, since you may need to change your schedule for any number of reasons.

There are THREE major steps to registering for classes: **Build a Schedule,** **Find the Course Call Numbers** and **Register on Banner Student Self-Service.**

Step One – Build a Schedule

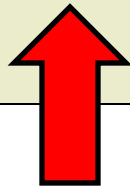
[Home](#) > [Registrar](#) > [Course Schedules](#)

Course Schedules

In March 2008, NJIT's University Information Services and University Web Services departments launched the Beta version of a new **Course Schedules** system. This system is undergoing rapid development and is aimed at replacing the old course schedule system. During this transition phase, you'll see links below to both systems. ([Read more.](#))

Fall Courses (new system)	Summer Courses (new system)
Fall Courses (old system)	Summer Courses (old system)
Winter Courses (new system)	Extension Sites
Winter Courses (old system)	
Spring Courses (new system)	Rutgers-Newark Courses
Spring Courses (old system)	

[Schedule Builder](#)



Before you register for classes, make sure that the schedule you want doesn't have time conflicts – the easiest way to do this is to use the Schedule Builder on the Registrar website:

<http://www.njit.edu/registrar/schedules/index.php>

Step Two– Choose the Semester and Courses to Build

Office of the Registrar NJIT Student Course Schedule Builder

The course information contained herein pertains to the *New Jersey Institute of Technology*. Course schedules will be updated daily each semester to ensure accurate course listings and times.

NOTE:

1. **Schedule Builder** will help you build your course schedule and then plot the schedule on a grid according to the days and times when...
2. **This is not a registration system.** Once you have chosen your courses using Schedule Builder, you must then logon to the NJIT self...
3. This program will **NOT** work with text-based browsers, such as Lynx.
4. Some pages will display very large tables, which will probably not fit on your screen. To fix this, simply decrease...

Choose a Semester

Summer Fall **Spring**



Pick Spring as the semester you want to add courses (1)

Select the courses you want to add – first by subject (2), then by subject and section (3)

Select A Course

You can select courses by choosing either a subject or an instructor. Highlight your choice and hit the appropriate button below.

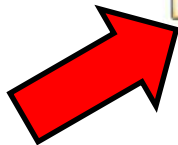
2

Add By Subject

Add By Instructor

ACCT
AD
ARCH
AS
BINF
BIO
BIOL
BME

Abdel Malek L
Abdi A
Abdou G
Abou Alfotouh A
Adamovich S
Afkhami S
Afolabi A
Ahluwafia D



Select A Course

Highlight the course you want to add in order to view a list of course sections and times. Once you have selected a course hit the **Submit Course** button.

Submit Course

MATH 108 UNIVERSITY MATHEMATICS
MATH 109 UNIVERSITY MATHEMATICS
MATH 110 UNIVERSITY MATH II-TRIG
MATH 111 CALCULUS I
MATH 112 CALCULUS II
MATH 113 APPL CAL & FIN MATH I
MATH 114 APPL CAL & FIN MATH II
MATH 116 MATHEMATICS OF DESIGN



Step Three– Choose Open Courses for your Schedule

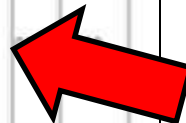
Select A Section

For

MATH-112 CALCULUS II

(NOTE: If you hit the submit button *WITHOUT* choosing a section, the program will try *ALL* sections.)

<input type="radio"/> Try All Sections		<input type="button" value="Submit Section"/>					Enrollment		Credits
Section	Days	Times	Room	Instructor	Comments	Cur	Max		
<input type="radio"/> 002	M W T F	1:00pm - 2:25pm - 8:30am - 9:25am - 11:30am - 12:55pm					000 CLOSED		
<input type="radio"/> 004	M T W	10:00am - 10:55am - 1:00pm - 2:25pm - 11:30am - 12:55pm	TIER 114 TIER 113 HUFF 110	Kriegsmann D		036 CLOSED	034	4.00	
<input type="radio"/> 006	T W F	10:00am - 11:25am - 1:00pm - 2:25pm - 10:00am - 10:55am	CULM 110 CULM 110 FROH 110	Zaleski J		037 CLOSED	034	4.00	
<input checked="" type="radio"/> 008	M W F	8:30am - 9:55am - 4:00pm - 6:55pm - 2:30pm - 3:55pm	TIER 105 TIER 107 TIER 105	Kondic L		033	034	4.00	



1



2



3

You will notice when you select a course that open and closed courses can be viewed – closed courses are clearly marked (1) and open courses show how many seats are taken (2) – you can only select open courses for your schedule builder (3)

Step Four– Review course selections & conflicts

Time	Mon	Tue	Wed	Thu	Fri	Sat
8:00am						
9:00am	MATH - 111 008					
9:15am						
9:30am						
10:00am						
10:15am						
10:30am						
11:00am						
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12:00pm						
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3:15pm						
3:30pm						
3:45pm						
4:00pm	MATH - 111 008					
4:15pm						
4:30pm						
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7:15pm						
7:30pm						
7:45pm						
8:00pm						

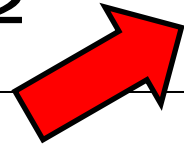


1

Courses you select will show up on your schedule in the times and days of the course (1). Select a new course section (2) and it will show up on the calendar if there are no time conflicts (3)

Seq#	Course	Sec#	Title	Days	Times	Recess	Instructor
MATH	111	008	MATH 111	M	9:00am - 9:15am	008	Math
				T	4:00pm - 4:15pm	008	
				W	2:00pm - 2:15pm	008	
				Th	9:00am - 9:15am	008	

2



Your Schedule

Listed below you will find the courses within you have chosen for your schedule. You are not registered for these courses. However, you can use this schedule grid to help you self-register on the TCC Self-Registration system.

Time	Mon	Tue	Wed	Thu	Fri	Sat
8:00am						
9:00am	MATH - 111 008					
9:15am						
9:30am						
10:00am						
10:15am						
10:30am						
11:00am						
11:15am						
11:30am						
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6:45pm						
7:00pm						
7:15pm						
7:30pm						
7:45pm						
8:00pm						

3



Step Five– Find Course Call Numbers

Home > Registrar > Course Schedules

Course Schedules

In March 2008, NJIT's University Information Services and University Web Services departments launched the Beta version of a new Course Schedules system. This system is undergoing rapid development and is aimed at replacing the old course schedule system. During this transition phase, you'll see links below to both systems. (Read more.)

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Fall Courses (old system)	Summer Courses (old system)
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Winter Courses (old system)	
Spring Courses (new system)	Rutgers-Newark Courses
Spring Courses (old system)	2

Schedule Builder

1

Once you have a schedule you want (or at least without time conflicts) you will need the call numbers in order to register for the courses.


You can find the course call numbers by semester (1) on the Registrar's website – remember to select the correct semester! Don't forget to look up Rutgers-Newark information in case you need to cross-register (2)

Step Six– Course Call Numbers


FACULTY looking to update course profiles log in here:

FACULTY LOG IN

Select a subject from the list below:

- A**
- ACCT - Accounting
 - AD - Art and Design
 - ARCH - Architecture
 - AS - Aerospace Studies
- B**
- BINF - Bioinformatics (@UMDNJ)
 - BIO - ECC
 - BIOL - Biology-NJIT
 - BME - Biomedical Engr/Bio-Med
 - BNFO - Bioinformatics (undergrd NJIT)
 - BUS - Business Transfer
- C**
- CE - Civil Engineering
 - CET - Constr & Engr Tech
- I (Continued)**
- INT - Interior Design
 - IS - Information Systems
 - IT - Information Technology
- L**
- LIT - Literature
- M**
- MARC - Masters of Arch
 - MATH - Mathematics
 - ME - Mechanical Engineering
 - MECH - Mechanics
 - MET - Mechanical Engr Tech
 - MGMT - Management
 - MIP - Infrastructure Planning
 - MIS - Management Inf Sys
 - MNE - Manufacturing Engineering
- 

Select your Course Below

- i** MATH 098 - INTRO TO COLLEGE MATH-A (4.00)
 - i** MATH 099 - INTRO TO COLLEGE MATH-B (4.00)
 - i** MATH 101 - UNIVERSITY MATH II TRIG A (4.00)
 - i** MATH 105 - PROBABILITY & STATISTICS (3.00)
 - i** MATH 106 - UNIVERSITY MATHEMATICS I-A (4.00)
 - i** MATH 107 - UNIVERSITY MATHEMATICS II-A (4.00)
 - i** MATH 108 - UNIVERSITY MATHEMATICS I-B (4.00)
 - i** MATH 109 - UNIVERSITY MATHEMATICS II-B (4.00)
 - i** MATH 110 - UNIVERSITY MATH II-TRIG B (4.00)
 - i** MATH 111 - CALCULUS I (4.00)
 - i** MATH 112 - CALCULUS II (4.00)
 - i** MATH 112 - CALCULUS II - HONORS (4.00)
- 

Pick the department with the class you want to register for. On the next screen, you pick out which course you want – Honors sections are listed separately.

Step Seven – Course Call Numbers

• MATH 112 - CALCULUS II

(11 Sections available)

Offered by Mathematics.

Prerequisite: Math 111 with a grade of C or better. Topics include integration, applications of integration, series, exponential and logarithmic functions, transcendental functions, polar coordinates, and conic sections.

Available Sections

Section #	Call #	Days / Times	Room	Status	Max	Now	Instructor	Credits
002	12586	MW:0100PM - 0225PM T:0830AM - 0925AM F:1130AM - 1255PM <i>Section Comments:</i> Common Quiz 4:15-5:40pm (Math) 2/10, 3/10, 4/14/10		Cancelled	0	0	CANCEL 1/14/10	4.00
004	12587	M:1000AM - 1055AM T:0100PM - 0225PM W:1130AM - 1255PM F:1000AM - 1125AM <i>Section Comments:</i> Common Quiz 4:15-5:40pm (Math) 2/10, 3/10, 4/14/10	TIER 114 TIER 113 KUPF 110 TIER 111	Closed	34	36	Kriegsmann G	4.00
006 1	12588	T:1000AM - 1125AM W:0100PM - 0225PM F:1130AM - 1255PM <i>Section Comments:</i> Common Quiz 4:15-5:40pm (Math) 2/10, 3/10, 4/14/10	CULM 110 CULM 111 FM 110 CULM 111	Closed	34	37	Zaleski J	4.00
008	12589	M:0830AM - 0955AM M:0400PM - 0455PM T:0230PM - 0355PM R:1000AM - 1125AM <i>Section Comments:</i> Common Quiz 4:15-5:40pm (Math) 2/10, 3/10, 4/14/10	TIER 105 TIER 107 TIER 105 TIER 105	Open	34	33	Kondic L	4.00

Look for the section you found on the Schedule Builder (1) and make sure there are still spaces available (2). Make a note of the Call Number (3)– you will need it to register for this course. Repeat **Steps Six and Seven** for all the courses you want for the Spring semester.

Step Eight– Log-In to Banner



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New Jersey's Science & Technology University

HIGHLANDER PIPELINE

Secure Access Login

UCID:

Password:

[Forgot your UCID or password?](#)

1

Did you know?

NJIT has an official Facebook page

NJIT has an official YouTube Channel

Log-in to Highlander Pipeline with your UCID and password (1). Click on the Student Services tab (2) and then click on Banner Student Self-Service (3). This will take you to a new screen where you can find your holds and register for classes.



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HIGHLANDER PIPELINE

My Account
Content Layout

My Pipeline Tutorial My Courses **Student Services** Student Government

My Calendar
Click here to login to your calendar.

Personal Announcements

- [Syllabus for Common Exam 2-PHY105](#)
- [Sample Exams](#)
- [Formula Sheet for Common Exam 2](#)

NJIT Resources

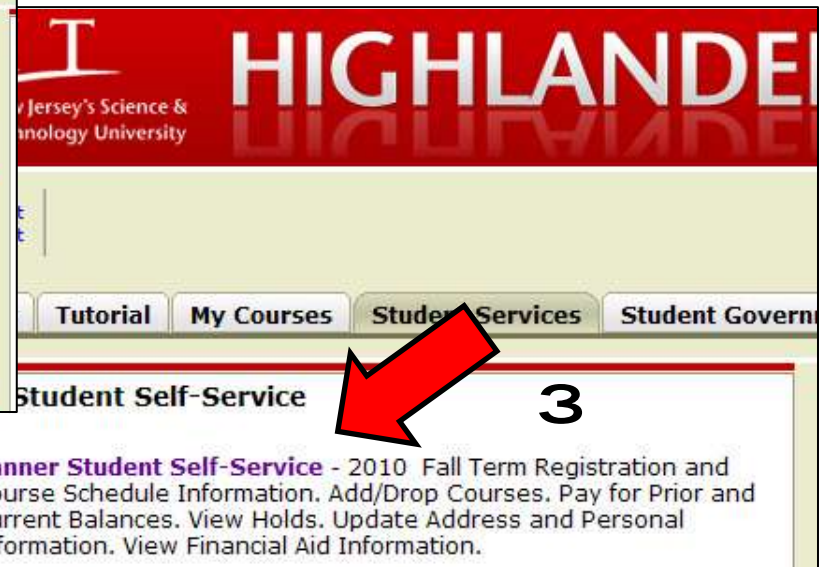
- [For Students](#)
- [For Faculty/Staff](#)
- [Events Calendar](#)
- [Athletics](#)
- [Campus Directory](#)
- [Computing Help Desk](#)
- [Library](#)

Campus Wide Notification System

- The Campus-Wide Notification System (CWNS) allows NJIT to communicate important information on an expedited basis with students, faculty, and staff via text message, phone and email. [More....](#)

[Register Devices](#)

2



NJIT
New Jersey's Science & Technology University

HIGHLANDER PIPELINE

Tutorial My Courses **Student Services** Student Government

Student Self-Service 3

- Banner Student Self-Service** - 2010 Fall Term Registration and Course Schedule Information. Add/Drop Courses. Pay for Prior and Current Balances. View Holds. Update Address and Personal Information. View Financial Aid Information.

Step Nine – Banner Self-Service

The screenshot shows the Banner Self-Service interface. The 'Main Menu' is on the left, and the 'Registration' section is on the right. A 'Student' section is also visible. A 'Registration Term' dropdown menu is shown, currently set to '2010 Fall'. A 'Submit' button is below the dropdown. A red box at the bottom contains instructions and contact information for various services.

Main Menu

- Personal Information
View Your Personal Information.
- Student
Register for courses, View your academic records, View and pay your bill.
- Financial Aid
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

Registration

- Select Term
- Add or Drop Classes
- Look Up Classes
- Week at a Glance
- Student Detail Schedule
- Registration Fee Assessment
- Registration Status
- Active Registration

Student

- Registration
Check your registration status, class schedule and add or drop class
- Student Records
View your Holds, Grades and Transcripts and Request Enrollment V
- Student Account
View your account summaries, pay your bills, statement/payment hi

Registration Term

Select a Term: 2010 Fall

Submit

Does Your Hold Say....:

- Academic:** Contact your Academic Advisor
- Admissions:** Contact the Office of Admissions at (973) 596-3300
- Bursars:** Contact the Bursar at (973) 596-3148
- Registrars:** Contact the Registrar at (973) 596-3236
- Health Services:** Contact the Office of Health Services at (973) 596-3621

At the Main Menu click on Student (1) – then Registration (2) – then Add or Drop Classes (3) – then Verify (4) the Registration Term (2011 Spring) You can also check your Holds under Student Records in the Student Section of the Main Menu (2). All Freshman have a department and First Year hold – this will be lifted the first day Freshman can register after turning in advisor form to the Center for First Year Students.

Step Ten – Add/Drop Classes

Add or Drop Classes

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.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on May 10, 2010	None	16783	ENG	339	001	Undergraduate	3.000	Normal	Grading	Practical Journalism
Web Registered on May 11, 2010	None	16793	ENG	353	101	Undergraduate	3.000	Normal	Grading	Composing Documents For Print
Web Registered on May 13, 2010	None	20259	HIST	345	003	Undergraduate	3.000	Normal	Grading	Communicatn Thru The Ages
Web Registered on May 24, 2010	None	16795	ENG	491	683	Undergraduate	3.000	Normal	Grading	Co-Op Work Experience II
Registered on May 24, 2010		20616	R510	489	001	Undergraduate	3.000	Normal	Grading	Seminar:Readings
Registered on Jun 21, 2010	None	16941	MATH	105	101	Undergraduate	3.000	Normal	Grading	Probability & Statistics
Registered on Sep 30, 2010		20554	R510	201	004	Undergraduate	3.000	Normal	Grading	Hist Of West Civ

Total Credit Hours: 21.000

Billing Hours: 21.000

Minimum Hours: 0.000

Maximum Hours:

Date: Oct 27, 2010 09:06 pm

Submit Changes

Reset

Add all the Course Numbers you want to add to your schedule (1). Click on Submit Changes and the courses will show up under Current Schedule if the class is still open (2) Use the pull-down menu under Action to drop a class (3).

Registration Questions/Answers

I have holds on my account but I don't know what they are for.

You can view all of your holds online by accessing Banner Student Self-Service. Click on Student and then Student Records. Typical holds are: department advisor holds, first-year advisor holds, bursar holds, medical holds. Contact each department to find out how to get the hold lifted. **NOTE: The first-year advisor hold is lifted on November 18 only for students that return the advisor form to the Center for First Year Students.**

The class I need is closed – how do I get into that section?

There are no guarantees that closed sections will be opened – however, you can petition each department. You will need to personally walk to each department for permission to enter a closed class – find the form online at: <http://www.njit.edu/registrar/forms/index.php>. If you can't get into the closed section, have a back-up plan!

The class I want to register for requires a pre-requisite that I know I took –what do I do?

You will need to contact your departmental advisor to have the pre-req hold lifted from your registration. You should make sure to have this addressed before you try to register – anticipate any obstacles you may have!

I have other Registration questions – where can I find general information on registering?

You can find updated Spring Registration information on the Registrar's website - http://www.njit.edu/registrar/registration/spring_reg.php.

Good luck with registration!