Banner XE Course Registration
Frequently Asked Questions

How do I get to the Banner XE registration system?
- Go to http://my.njit.edu, where you will find a link to the new Banner XE registration system, as well as two (2) short videos to help you plan your courses and register

How do I see if I am eligible to register?
- On the Banner XE homepage, click Prepare for Registration
  - Select the term for which you wish to check
  - Click Continue
  - Your student status, academic standing, and holds will be displayed
  - If any of these items will prevent registration, they will be indicated by a red exclamation point
  - If all items have a green check mark, you are eligible to register

How do I search for classes?
- On the Banner XE homepage, click Browse Classes
  - Select the term for which you wish to search
  - Click Continue
  - Enter your search criteria
    - You can search for one or more subjects
    - You can search by the course number
    - You can search for a keyword
    - You can search using the advanced options under Advanced Search, such as day of the week, time, campus, instructor, and more
  - When all of your criteria has been entered, click Search
  - All of the courses that match your criteria will be displayed
  - Click on the course name to see more information about the course

How do I register for classes?
- On the Banner XE homepage, click Register for Classes
  - Select the term for which you wish to register
  - Click Continue
  - After reading the NJIT Student Registration Agreement, if you agree, check the Yes – I agree to the above statement checkbox, and click I Agree to proceed with registration
  - Enter your search criteria
  - Click Search
  - All the courses that match your criteria will be displayed
  - Click Add for the course for which you wish to register
  - The course will be displayed in your Class Schedule and under your Summary
  - The course will be listed as Pending
  - Click Submit to attempt to register for the course
  - If you are not eligible to register for the course, the reasons why will be displayed in the Notifications center in the upper right of the screen
  - If successful, the course will be listed as Registered under your Summary
How do I drop a class?
- On the Banner XE homepage, click Register for Classes
- Select the term of the course from which you wish to drop
- Click Continue
- Click Panels in the lower left of the screen
- Under your Summary, for the course you wish to drop, select Drop/Delete (Web) from the Action dropdown list
- Click Submit
- The course will be listed as Deleted

How do I swap one class for another (swap/drop)?
- On the Banner XE homepage, click Register for Classes
- Select the term for which you wish to swap
- Click Continue
- Search for and add the desired course
- For the course you wish to drop, select Drop/Delete (Web) from the Action dropdown list
- Check the Conditional Add and Drop checkbox
- Click Submit
- If unsuccessful, the reasons will be displayed in the Notifications center in the upper right of the screen. You will not be dropped from the original course
- If successful, the swapped course will be listed as Registered under your Summary. The original course will be listed as Deleted

How do I get a copy of my schedule?
- On the Banner XE homepage, click Register for Classes
- Select the term of the schedule for which you wish to obtain a copy
- Click Continue
- Click on the Schedule and Options tab
- Click on the Email icon to send a copy to yourself and others if you wish
- Click on the Print icon to print a hardcopy version of your schedule

How do I make a plan?
- On the Banner XE homepage, click Plan Ahead
- Select the term for which you wish to plan
- Click Continue
- Click Create a New Plan
- Search for and add any courses or sections to your plan
- When finished, click Save Plan
- Provide a name for your plan
- Click Save
- The courses will be listed as Planned
- You can create up to ten (10) plans
How do I register for courses from my plan?
- On the Banner XE homepage, click Register for Classes
- Select the term for which you wish to register
- Click Continue
- Click the Plans tab
- Click Add All to bring all courses of the plan for which you wish to register under your Summary or
- Click Add next to any sections for which you wish to register
- Under your Summary, click Submit to attempt to register