New MyKU
Registration and Overrides (Faculty)
Student Registration (Banner)
Users with the appropriate role will see the **Student Registration** card in Experience. Clicking the link it contains will take you to the Registration portal in Banner.

In the **Registration Portal**, users will see up to six options (not all roles will see all options).
Prepare for Registration

Entering **Prepare for Registration** as an advisor will show a student’s eligibility for registration. The main part of the screen details the student’s Registration Status. The lower portion of this area details the student’s earned hours in each of their programs as well as their Class Standing.

The column on the right provides more information about the student’s Primary and (if applicable) Secondary Curricula.
Plan Ahead
Viewing Plans

The **Plan Ahead** area allows students and advisors to create semester plans for more efficient enrollment when available. After selecting a term and student, you will see a list of the plans that have been created. There will be an option to edit or delete a plan that you have created.
The plan editor view is split into three panels. The **Panels** button at the bottom of the page can be used to hide the lower panels.

The upwards-facing arrow in the center of the screen will hide the upper panel. The dot in the center of the screen can be used to reset the panels (this can also be done by pressing **Ctrl+Alt+C** on this screen).
The top panel contains a Class search utility. The bottom-left panel contains the student’s schedule as planned and will update as classes are added to the plan.

The bottom-right panel lists courses that the student has been registered for and those that have been added to the plan.
Searching for Courses (1/3)

The search utility is the same one that can be accessed from other areas of Banner. Courses can be found by subject and course number, or attribute (after clicking Advanced Search).

In the results, clicking on Add Course will add the course to the student’s plan without a section (The student will be prompted to select a section when they register). number.
To add a specific section, click on **View Sections** to see individual sections being offered. Adding a section will display its **Course Reference Number** and section number in the list.
Searching for Courses (3/3)

To start a search over, click on Search Again.

As a reminder, course Restrictions, Prerequisites, and Corequisites can be seen by clicking on the title of a course.
Removing and Planning Courses

After adding a course or section, it will show up in the list of selected courses in the bottom-right panel as **Pending**. To remove a pending course, click the drop-down and select **Remove**, then **Save Plan**. If you have not yet named your plan, you will be prompted to do so. Saving the plan will also change Pending courses to **Planned** status.
View Registration Information

This view is limited to students. In this area, they can look up their schedule (available as an “at a glance” grid or a detailed view) and view their active registrations.
Browse Classes/Course Catalog

As shown in the relevant presentation, the **Browse Classes** area allows students and advisors to search for specific classes being offered for a given semester. The **Browse Course Catalog** area allows students and advisors to search for all classes being offered at KU, regardless of semester.
Register for Classes

This area is used to commit plans or individual classes to the student’s schedule. Similar to the Plan for Registration area, this screen is split into three panels.
Register for Classes

In addition to the class search utility, the top panel contains tabs to add courses by Course Reference Number, enroll from Plans, or view the student’s schedule and options.
Register for Classes

The class search utility will show a warning on classes that conflict with the student’s current schedule.

Adding a class to the Summary will show it in the bottom-right panel as Pending and add it to the schedule preview on the bottom-left panel.

Click Submit in the bottom-right to commit the selected courses to the student’s schedule.
ANIA 141 CRN 30020: You have not met the test score or prerequisite requirements for this course. If desired, please contact the instructor of the course to determine if a permit is possible.

ANIA 141 CRN 30020: You must be a specific major to take this course. Please contact the department to request potential permission to register.
Registration Errors

Registration errors occur when a student does not meet the criteria for a selected course.

Errors will display in the top-right corner of the screen with a description. Clicking on an error will hide it, and clicking on the number in the corner will bring it back up.

Courses with errors will change from Pending to Errors Preventing Registration, with the recommended action being Remove.

To do so, click Submit again and the course will be removed.

⚠️ ANIA 141 CRN 30020: You have not met the test score or prerequisite requirements for this course. If desired, please contact the instructor of the course to determine if a permit is possible.

⚠️ ANIA 141 CRN 30020: You must be a specific major to take this course. Please contact the department to request potential permission to register.
Overriding Errors

Certain roles have the ability to override errors. To do so, open the drop-down menu labeled **Override:** and select **Override only existing fatal errors.**

Clicking **Submit** again will enroll the student in the course regardless of error.
Registration errors occur when a student does not meet the criteria for a selected course. Errors will display in the top-right.

Courses with errors will change from **Pending** to **Errors Preventing Registration**.

To override registration errors, open the drop-down menu labeled **Override:** and select **Override only existing fatal errors**.

Clicking **Submit** again will enroll the student in the course.
Web Drop

To drop a student from a course, navigate to the Register for Classes page.

Find the Summary pane in the bottom-right. In the dropdown menu next to the course’s status, select DW Web Course Drop.

Click Submit. The page will refresh, and the course will now be listed as Dropped.
In the New MyKU, students are able to register for classes whenever they have a valid **Time Ticket**.

Time Tickets can be found on the **Student Profile** page under **Registration Information** along the top of the screen.

If no Time Tickets have been assigned by the Registrar, it will be noted in this area.