

Adding and dropping courses in Banner

Students have the ability to adjust schedules by adding or dropping courses through the second day of each semester, via unique add/drop PINs supplied by their advisors. You will receive a different PIN each semester. Students should take extra care to make sure changes will not affect their academic plans or financial aid eligibility.

*****Students are advised to consult Degree Works or other academic plans supplied by their advisors to make sure courses are applying toward their academic programs.** It is always best to check with an advisor prior to making changes. You can add courses by directly inputting CRNs or by searching for courses.

Adding a course by inputting the CRN

1. Go to your **Student**, then **Student Services** menu in Banner and click on **Registration**

Student Services

[Admissions](#)
[Registration](#) ←
Check your registration status, class schedule, add or drop classes, and view your bill.
[Student Records](#)
View your holds, grades, placement test results, unofficial transcript, degree evaluation, etc.
[Student Account](#)
View your account summaries, statement/payment history and tax information
[Request an enrollment verification from the National Student Clearing House](#)
[Health Center](#)
Meningitis Immunization Survey
[JCC Bookstore -- Textbook Information](#)
[Order Official Transcript through Credentials](#)

2. Click on **Add or Drop Classes**

Registration

⚠ **Warning:** Altering your schedule could potentially impact your future course sequencing, graduation date, and financial aid eligibility. Students are strongly encouraged to seek advisement before making changes.

[Select Term](#)
[Add or Drop Classes](#) ←
Only full-time students need an alternate PIN to access add & drop registration. Contact your advisor for advisement and an alternate PIN. If your advisor has not web-registered you for classes, you must present a signed advisement checklist to a registration office to be registered. If needed, registration offices also provide add/drop alternate PINs for students who have been advised.
[Look Up Classes](#)
[Student Schedule](#)
[Student Detail Schedule](#)
[View Your Bill](#)
View and pay your student bill online.
[JCC Bookstore -- Textbook Information](#)
[Registration History](#)

3. Select the current term from the drop-down menu

Registration Term

Select a Term: Fall 2017 ▾

4. You will then be prompted to **enter your add/drop PIN**. Enter the PIN and then **Submit**.

5. To **drop a course**, use the drop-down menu next to the course to select **Web Drop**, and then **Submit Changes**

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Apr 04, 2017	None	3565	MAT	1540	0	Credit	3.000	Standard	Letter	Grade Elementary Statistics
Web Registered on Apr 18, 2017	None	3209	SOC	1510	0	Credit	3.000	Standard	Letter	Grade Intro to Sociology
Web Registered on May 10, 2017	None	3497	CRI	1510	0	Credit	3.000	Standard	Letter	Grade Intro to Criminal Justice
Web Registered on May 10, 2017	None	3568	CRI	1520	0	Credit	3.000	Standard	Letter	Grade Intro to Corrections
Registered on May 10, 2017	None	3530	CRI	2550	0	Credit	3.000	Standard	Letter	Grade Ethics in Criminal Justice
Registered on May 10, 2017	Web Drop	3569	CRI	2540	0	Credit	3.000	Standard	Letter	Grade Criminalistics

Total Credit Hours: 18.000
 Billing Hours: 18.000
 Minimum Hours: 0.000
 Maximum Hours: 19.000
 Date: Sep 25, 2017 10:05 am

Add Classes Worksheet

CRNs

6. To add courses, enter the CRNs into the boxes and click Submit Changes

Add Classes Worksheet

CRNs

3569 3461

Adding courses by searching for classes

1. Follow the same steps as above to go to **Add or Drop Courses**. Click on **Class Search**.

Add Classes Worksheet

CRNs

2. Click on **Advanced Search** (this will allow you to see courses by campus)

Subject: American Sign Language
Anthropology
Arabic
Art
Astronomy
Biology
Business
CE Non-Credit Remedial
CE Review Biology
CE Review Chemistry



3. You can search by subject, course number, and/or campus. Make sure you know from which campus you are adding courses. Then click **Section Search** at the bottom of the page.

Subject: All
American Sign Language
Anthropology
Arabic
Art
Astronomy
Biology
Business
CE Non-Credit Remedial
CE Review Biology



Course Number:

Title:

Schedule Type: All
*(Blended)
*(Seminar)



Credit Range: hours to hours

Campus: Select Online Courses Only
All
Cattaraugus Campus
Jamestown Campus
Jamestown Online Courses
North County Center-Dunkirk
Olean Online Courses
Warren Center



Part of Term: All
Non-date based courses only
Continuing Education
Full Term

Instructor: All
Adams, Elyssa R.
Afton, Elizabeth P.

Attribute Type: All

