

BANNER **XE** | Student Registration  
*QUICK NAVIGATION GUIDE*



TEXAS A&M UNIVERSITY  
COMMERCE, TX

# 1. Sign in to the Application Navigator, using the URL:

<https://xeancom.tamuc.edu/applicationNavigator>



**Username**

HillGerald

> Forgot your password?

**Password**

••••••••••

> Need Help?

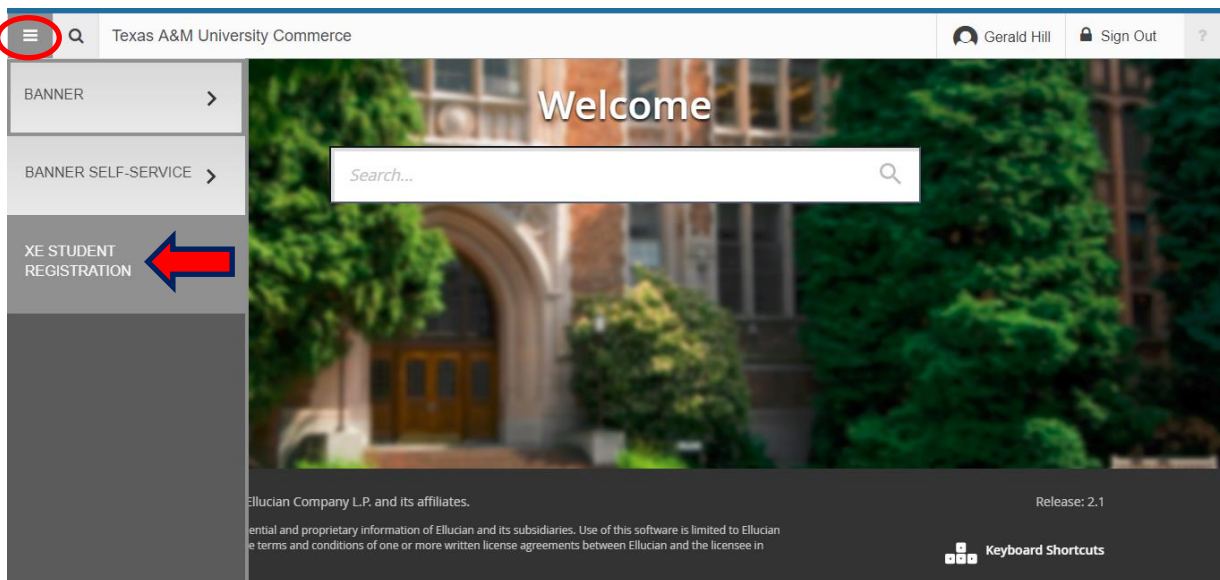
> Forgot your CWID?

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

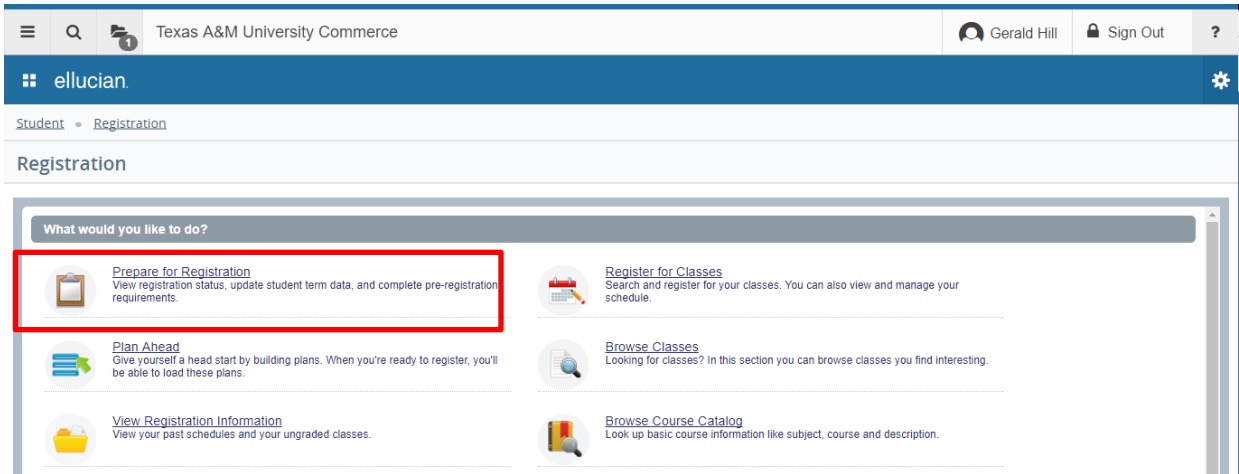
Login

# 2. Select XE Student Registration in the Application Navigator Menu



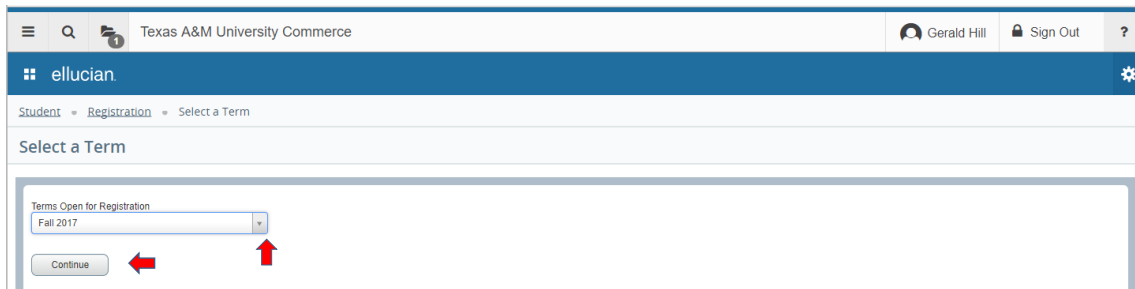
### 3. Select Prepare for Registration

*Note: This will allow you to verify that your account status and student record is in good standing before you register for the new term.*



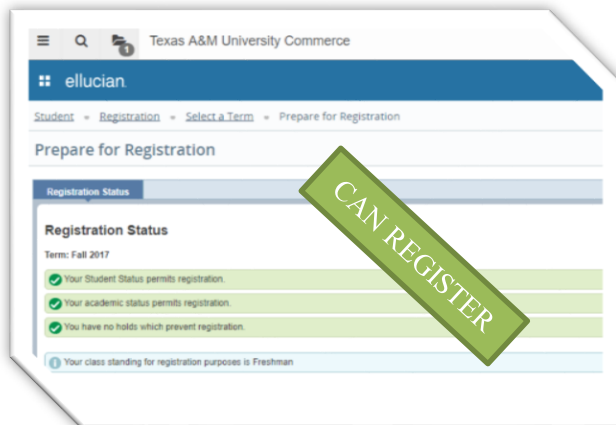
### 4. Select the Term

Select the term from the dropdown menu and select Continue.



### 5. Verify your Status (skip to step 6 if you know your status)

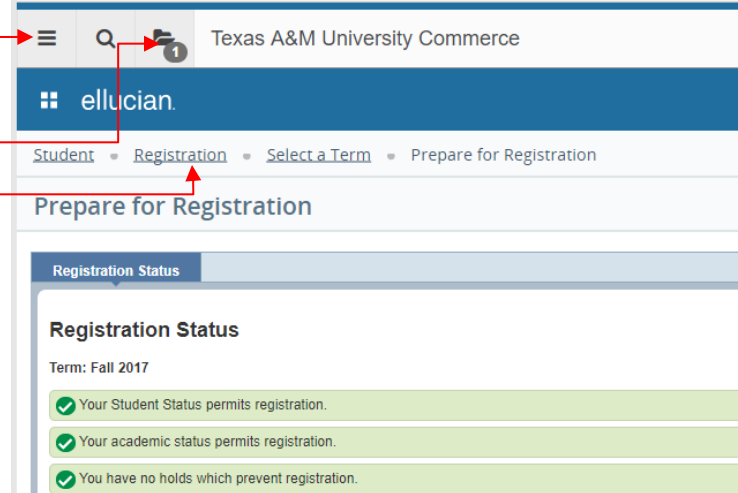
*Note: Three green check marks means your record is clear and you are eligible to register. If you have been flagged with a hold or have student record issue, you may click on the status to display contact information to assist you in clearing it.*



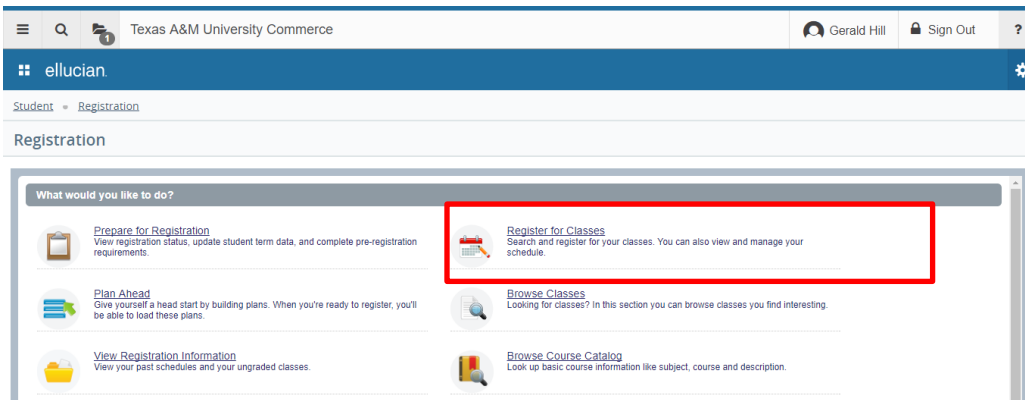
## 6. Return to the Registration screen

You can do this several ways.

1. Select XE Student Registration from the Application Navigator Menu
2. Click on your Recently Opened Pages icon
3. Click on the Registration link

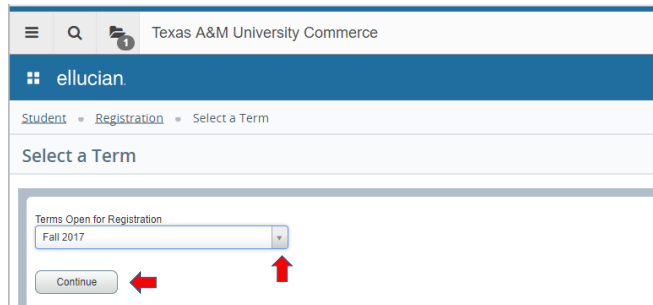


## 7. Select Register for Classes



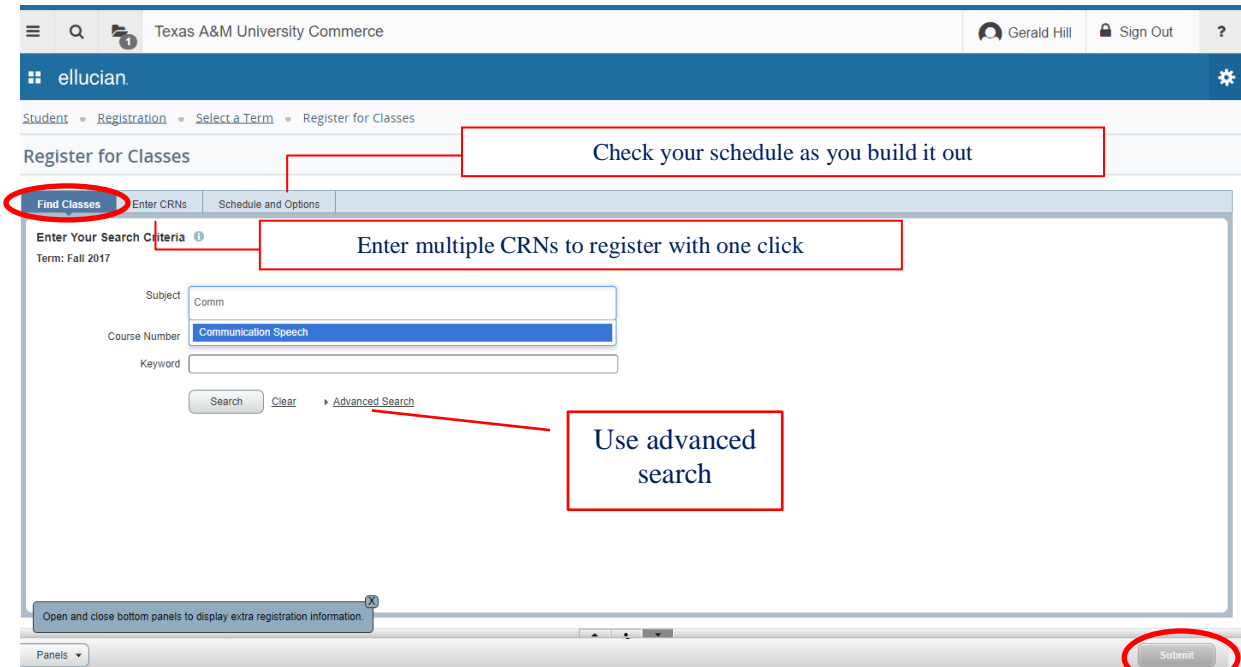
## 8. Select the Term

Select the term from the dropdown menu and select Continue.

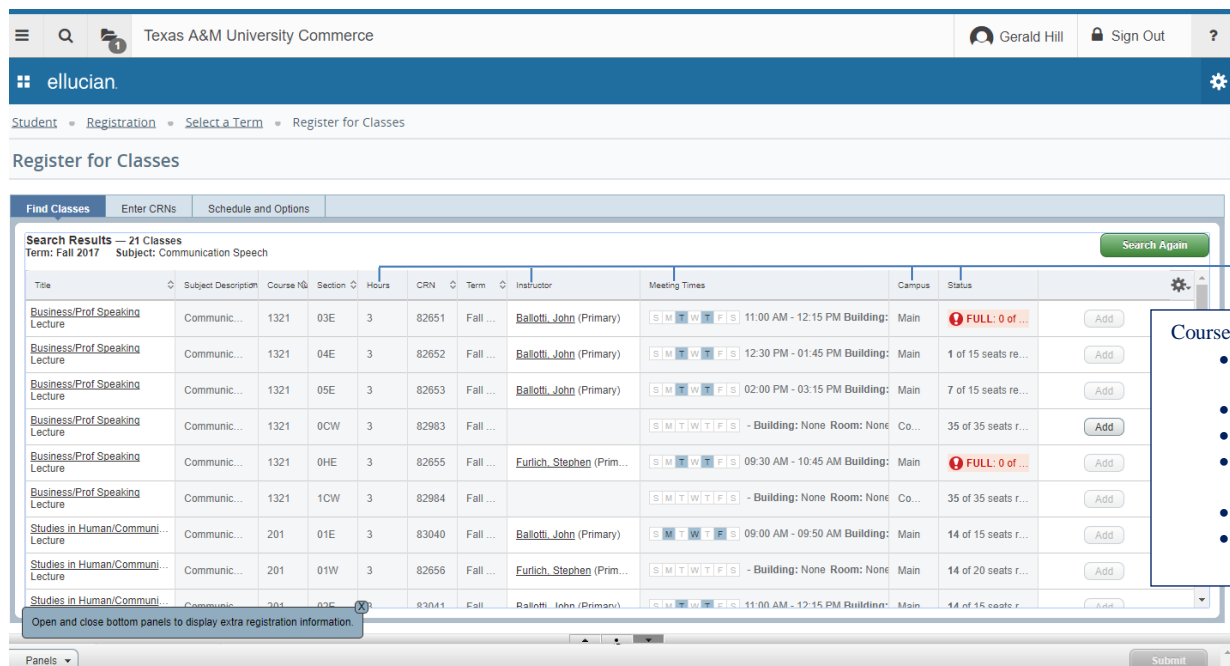


## 9. Search for Courses

Search for a course by entering the course subject, course number, or course keywords and select Submit. You will land in the “Find Courses” tab once “Register for Classes” is selected. This screen allows you to search for multiple courses or use the [advanced search option](#) to provide details about the course you are looking for. You can also use the “Enter CRNs” tab to enter multiple CRNs, register for them and have them applied your schedule at the same time.



For example, we will search for the **Communication/Speech Subject** and select **Submit**. The screen below shows all available courses under the **Communication/Speech Subject** and identifies the number of hours, instructor, and location of the course.



## 10. Add a Course

Click the add button at the end of the row of the course you want to choose. Once you have searched and added all of your courses, select submit to register.

The screenshot displays the 'Find Classes' search results for 'Fall 2017' with the subject 'Communication Speech'. A table lists several 'Business/Prof Speaking' lecture courses. A callout box labeled 'Add Courses' points to the 'Add' buttons in the table. A red circle highlights one of these buttons. A green callout box on the right says 'Click to Clear this screen and start over' pointing to the 'Search Again' button. Below the search results, the 'Class Schedule for Fall 2017' and 'Summary' windows are shown. A callout box labeled 'Preview your Course Schedule' points to the schedule grid, and another labeled 'Review selected Courses' points to the summary table. A red circle highlights the 'Submit' button in the bottom right corner. A 'Panels' button in the bottom left is also highlighted with a yellow circle and a callout box that says 'Open and close bottom panels to display extra registration information.'

*Note: Notice the class schedule and course summary will automatically toggle on. This can be toggled back to off by selecting the panels button in the bottom-left corner.*

Select Submit once you have reviewed your selected course(s) in the **Summary** window. A Save Successful message indicates you are now registered for the course(s) added to your course summary.

The screenshot shows the top navigation bar with the user name 'ellucian' and a notification icon with the number '1'. Below the navigation bar, a green banner displays a 'Save Successful' message with a checkmark icon. The breadcrumb trail reads 'Student > Registration > Select a Term > Register for Classes'. Below the message, the 'Register for Classes' section is visible, including the 'Find Classes' search results and the 'Schedule and Options' tabs.

## 11. Drop a Course

To drop a registered or waitlisted class, click in the Action column for the class you wish to drop to see the options:

The screenshot shows the 'Find Classes' search results for 'Spring 2018' with the subject 'English'. A table lists two 'Intro Col Rda/Wrta Laboratory' courses. Below the search results, the 'Class Schedule for Spring 2018' and 'Summary' windows are shown. A red box highlights the 'Action' column in the summary table, where a dropdown menu is open. The dropdown menu options are 'Web Registered', 'Drop', 'None', and 'Drop'. The 'Drop' option is highlighted in blue. The 'Submit' button is also visible in the bottom right corner.

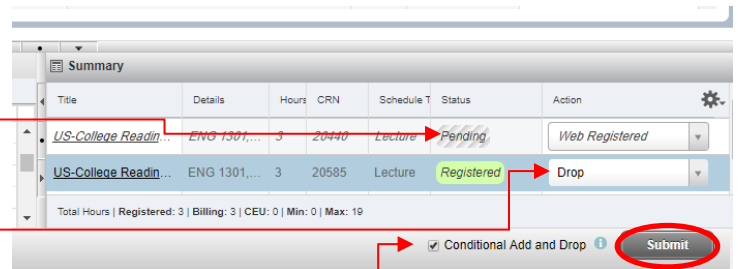
Select the drop option and click the Submit button in the lower left corner. Upon successfully dropping the class, the green “Save Successful” message will appear in the upper right corner, and the status will change to either “Deleted” (for Drop/Delete) or “Withdrawn” (for Drop with Automatic W) in the Summary.

✔ Save Successful

### Conditional Add and Drop Classes

Students who wish to drop a class only on the condition that they are able to successfully register in another class should check the box next to *Conditional Add and Drop* (just next to the **Submit** button in the lower right of the class Summary box).

1. The class in which the student desires to register must be in the Summary box with a *Pending* status and Action of *Web Registered*.
2. The class the student wants to drop conditionally should have an Action of *Drop/Delete*.
3. The *Conditional Add and Drop* box must be checked.
4. After all three of the above are in place, click the **Submit** button.



Students who are unable to drop a class online due to holds on their account should contact the Office of the Registrar (within applicable class drop/withdraw deadlines).

## Common Registration Issues and Solutions

### Registration Errors

Registration errors are often caused by restrictions and requirements placed on courses. When a student has not met the requirements placed on a course, the Self-Service system gives one or several of the following errors upon registration. To view the restrictions placed on a course, see below.

### Registration Holds

**Holds** appear on your record when the University office prevents registration. Holds require some action by you before you can register. Examples are: owing funds to the university, needing transcripts from other schools, academic suspension, immunization, or international student issues.

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### Non-Degree Students (including Transient Students)

The Self-Service registration system automatically classifies new non-degree students as equal to freshman with zero credits. This means non-degree students must obtain authorization into many courses. To obtain authorization, contact the Student Services Office at the college that offers the courses you wish to take.

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## Viewing Course Restrictions and Requirements

Go to the [Departmental Schedule](#) and you will see that the schedule shows all course CRN numbers as underlined. Click on the CRN number link to view the course's restrictions and other important information about the course.

The following are errors that you may encounter:

- **PREQ and TEST SCORE-ERROR**  
This "add" error indicates that the Self-Service system does not show you have a required course prerequisite.
- **LINK ERROR**  
Linked courses are two separate courses that must be taken concurrently. When registering for linked courses, the CRNs must be submitted at the same time.
- **COLLEGE RESTRICTION**  
This indicates that the course is restricted to a particular college, and the Self-Service system does not recognize you as being declared within that college.
- **MAJOR RESTRICTION**  
Some courses are restricted to members of certain majors or minors. Students who wish to take a course that is not part of their declared major should meet with their advisor for authorization.
- **CLASS RESTRICTION**  
This refers to your classification as sophomore, junior or senior. Some courses are restricted by classification.
- **Department Permission Requirement or Instructor Permission Requirement**  
Certain courses require departmental or instructor approval before they may be taken. You must contact the appropriate department or professor to obtain approval to register for these courses.
- **CLOSED SECTION**  
This error is given when all allotted seats in a class are taken. Only the instructor can give permission to override the capacity.
- **CORQ REQ**  
Corequisite courses are two (sometimes three) separate courses that must be taken concurrently. When registering for corequisite courses, the CRNs must be submitted at the same time.
- **MAXIMUM HOURS EXCEEDED**  
The maximum hours exceeded error indicates that a student is attempting to register for more than 18 credits for the term.
- **TIME CONFLICT**  
The time conflict error occurs when two courses that the student is trying to register for overlap by at least five minutes.
- **REPEAT COUNT EXCEEDS 0**  
This indicates that you have registered for the class twice before and would need to see your academic advisor to obtain permission to register for this class for a third or more time.