Logging in to Banner Web and Registering for Classes

You may access BANNER directly from the Valdosta State University homepage (www.valdosta.edu).

Select “Current students” for a list of popular links. Click on the Banner (Registration)

Select “Login” from the center of the screen. You will be directed to the “BANNER Web Information System” login screen.
Log into Banner web by using the following:

User ID=VSU student ID Number  
Password = 1st 3 letters of birthmonth, 2 digit-day, and four-digit year. Example: May051990 or password you have already chosen.

You will be directed to the BANNER “Main Menu”. Select “Student & Financial Aid”.

![Banner login page]

![Banner Main Menu page]
Select the Registration link

Select the “Look Up Classes to Add” link. You will be directed to the “Look Up Classes to add”
You may be directed to select a term page. Select the term you want to register for classes.

Now, select the course you want to look up and click on course search.
Now, Click on the view section button

Look-Up Classes to Add:

Click on any class with an open box. Scroll to the bottom and click register.
You will be directed to the Add/drop classes screen. Here you will see the class that you just added to your registration.

Now, click on class search at the bottom and continue adding classes until you are finished with your schedule.

If you need to drop a course, here is how you do it. Click on the Web drop box and click on submit changes.
Parking Permits

To obtain a parking permit for your vehicle, you must first log into the BANNER Web Information System. Select “Registration”

Choose “Select/Deselect Parking Permit” from the “Registration Menu”.

If you intend to purchase a parking permit, select “Yes” from the drop-down menu, if you would like to cancel a previous request, select “No”. Select “Submit Parking Selection” to save your changes.

Adjustments will be made to your student account to reflect the addition or removal of a parking permit.
Meal Plans

Choose “Select a Meal Plan” from the “Registration Menu”.
You will have the opportunity to choose among several meal plan options. Make sure that you chose the plan which best suits your specific needs. Select the appropriate meal plan from the drop-down menu.

Press submit Meal Plan.
Printing Student Schedule by Day and Time and Student Detail Schedule

Select “Registration”

The “Student Schedule By Day and Time” option allows you to view your schedule in calendar format. To view future dates, you will have to enter a specific date into the date field, located along the right side of the screen.

The “Student Detail Schedule” provides you with a list of each of your courses.

**Be sure to print both of these to take home with you.**
View your Account and make Payment

Select “Registration”. Select “Select Term” and choose the specific term of interest from the drop-down menu. Select “Submit”. You will be re-directed to the Registration screen. Select View Student Account Balance, Enter Online Payment.

Select “Take me to the Online Account Center” and follow the instructions.
**View Housing Information**

Select “Student & Financial Aid” from the “Main Menu”. Select “View Housing Information”.

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**Valdosta State University**

**Main Menu**

Welcome, Steven G. Hudlin, to the Information Systems last access on Apr 17, 2012 at 11:00 AM

**Personal Information**

- Student Information
- ...other academic and financial aid

**View Housing Information**

- Housing Application
- Housing Contact Information
- Housing Contract Release/Freshman Exemption
- Student Account
- ...other relevant options
The information displayed is subject to change until check-in day.

**Move in Information**

Spring 2006 Housing Information for John W. Doe

**Housing Application Information**

- **Application Type:** No Application on File
- **From Term:**
- **To Term:**
- **Reservation Fee of $300:** Not Paid - Application not processed

**Housing Assignment Information**

- **Building Name:**
- **Room Number:**
- **Room Phone Number:**
- **Campus Mail Box Number:**
- **Date Campus Mail Box Will Be Available:** 04-Jan-06
- **Campus Mail Box Combination:**
- **Meal Plan:** 14 Meals a Week-Term Rate

**Housing Roommate Information**

- **Roommate Name:** No roommate currently assigned.

Please visit the Housing website for information regarding move-in.

The information presented on this screen includes the type of application that you have filed, whether or not you have paid the applicable housing deposit, and specific information about your building, room, and roommate assignments.