



How do I Register for Georgia ONmyLINE Classes?

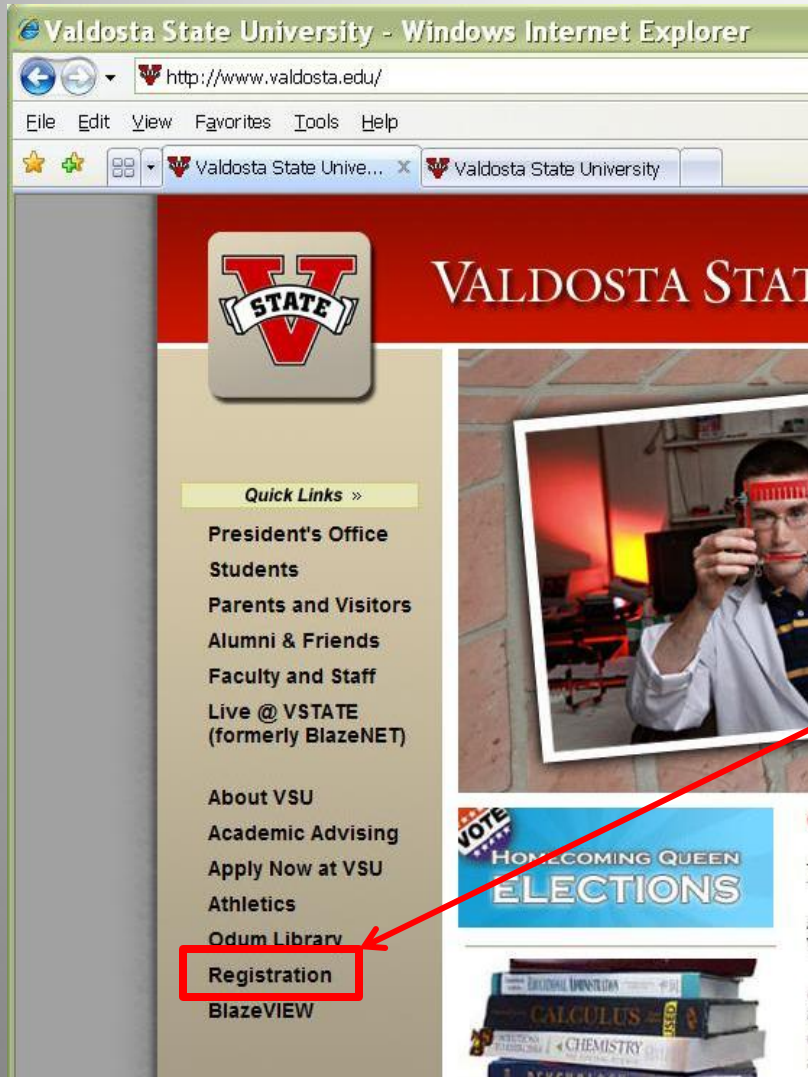
*Guide for the Valdosta State University
Banner Web Registration System*

Getting Started Checklist

- Visit and bookmark the GOML New Student Guide (link was included in your acceptance notice)
<http://www.valdosta.edu/coe/onlineprograms/GOMLStartHere.shtml>
- Log into your VState E-mail account.
- Review the program and course information your advisor sent to your VState E-mail Account.
 - ✓ Your advisor's name & email were included in your acceptance notice.
 - ✓ Advising information will only be sent to your VState Email Account
 - ✓ No advising email yet? Advising emails are usually sent **just before** the start of registration. If you haven't received your advising email, contact your advisor to find out when to expect an advising message. *Be sure to use your VState Email account when contacting your advisor!*
- Checked the GOML Calendar for registration dates. Visit the link above and select 'Calendar' from the left menu bar.

Now, on to registration!

Accessing Banner Web



Visit the main VSU homepage

<http://www.valdosta.edu>

Select Registration from the left hand menu bar.

Accessing Banner Web

VALDOSTA STATE UNIVERSITY
Valdosta State University

VSU Search
Select a VSU Department

Prospective Students | Current Students | Faculty & Staff | Alumni & Friends | Parents & Visitors | BlazeNet

Home > [EAS & Registrar](#) > Registration

REGISTRATION AND RELATED INFORMATION

PIN-to-Password Change
To improve security, Everyone is required to change their numeric PIN to an alpha-numeric password.

[Graduating Fall 2010 or Spring 2011?](#)

Login

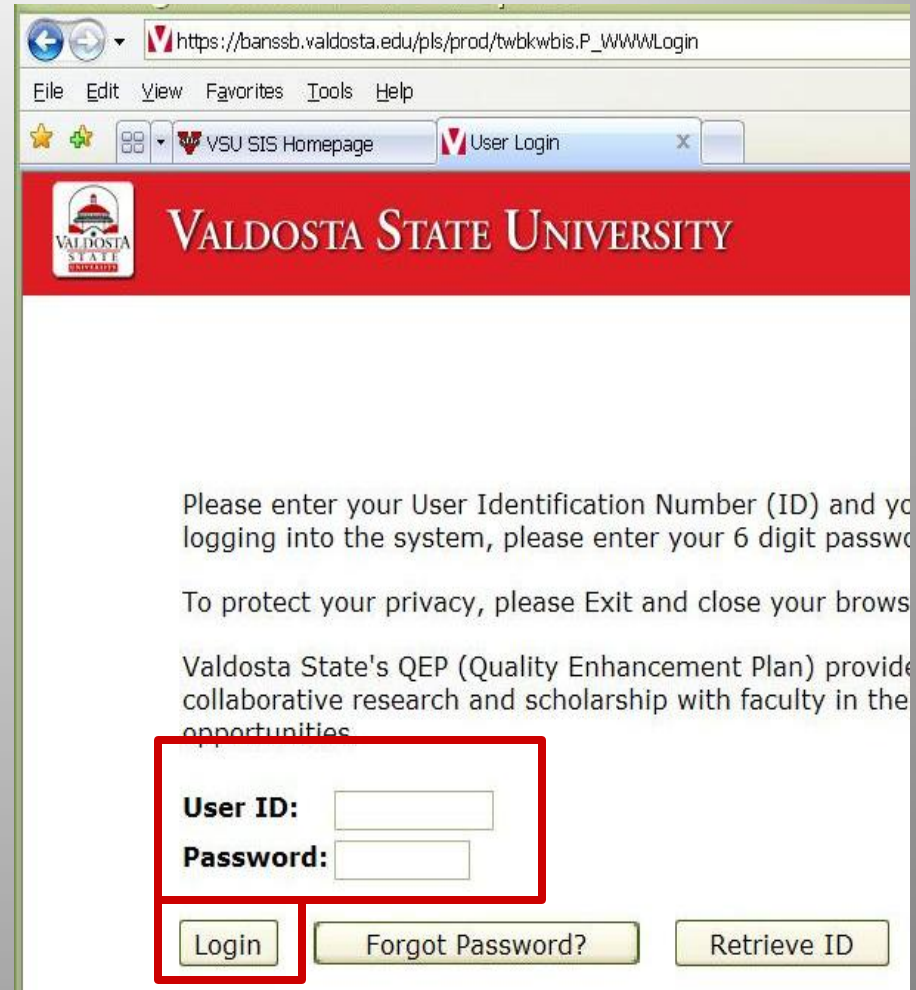
[VSU ID Lookup](#)

Select the red Login button

- ✓ You will need your VSU Student ID Number
- ✓ Your student ID is located at the bottom of your acceptance email (begins with '870').

Logging In


1. Enter your User ID. This is your VSU Student ID Number (begins with '870'). Enter only the numbers, no spaces or hyphens.
 - If you do not have your Student ID number, click 'Retrieve ID'.
2. Enter your password.
 - **New Users:** If this is your first time logging into the system, your PIN is based on your birthday: monDDYYYY. If you were born on June 6, 1979 your PIN will be jun061979.
 - **Returning Users:** If you are a returning user you were required to change your password when you first logged in. If you do not remember your password, enter your User ID number and click 'Forgot Password'.
3. Click the 'Login' button



https://banssb.valdosta.edu/pls/prod/twbkwbis.P_WWWLogin

File Edit View Favorites Tools Help

VSU SIS Homepage User Login

 VALDOSTA STATE UNIVERSITY

Please enter your User Identification Number (ID) and your password. If you are logging into the system, please enter your 6 digit password.

To protect your privacy, please Exit and close your browser after logging in.

Valdosta State's QEP (Quality Enhancement Plan) provides collaborative research and scholarship with faculty in the following opportunities:

User ID:

Password:

Registration

(If you are a new user, you will be prompted to change your password when you first log in. You may also be asked to enter a Campus Alert Phone Number. Enter the information requested and follow the prompts to continue.)

The screenshot shows a web browser window with the URL https://banssb.valdosta.edu/pls/prod/twbkwbis.P_GenMenu?name=bmenu.P_M. The browser tabs include 'VSU SIS Homepage' and 'Main Menu'. The page header features the Valdosta State University logo and name. Below the header, there are two tabs: 'Personal Information' and 'Student Services & Financial Aid'. A search bar is present with a 'Go' button. The main content area is titled 'Main Menu' and contains a welcome message: 'Welcome, , to the WWW Information System!'. Under the 'Personal Information' tab, there is a link for 'Answer a Survey' with a description: 'Update addresses, contact information or marital status; review n Customize your directory profile.' Under the 'Student Services & Financial Aid' tab, there is a link for 'Student & Financial Aid' with a description: 'Apply for Admission, Register, View your academic records and Financial Aid'. This link is highlighted with a red box and a red arrow. Other links include 'Transfer Articulation' and 'Answer Surveys and Fill Out Evaluations'. The footer of the page reads 'RELEASE: 7.4.1'.

Select

'Student & Financial Aid'
to continue to
registration.

Registration cont.


Select the 'Registration' link

Student & Financial Aid - windows internet explorer

https://banssb.valdosta.edu/pls/prod/twbkwbis.P_GenMenu?name=bmenu.P_StuMainM


File Edit View Favorites Tools Help

VSU SIS Homepage Student & Financial Aid

 **VALDOSTA STATE UNIVERSITY**

Personal Information **Student Services & Financial Aid**

Search Go

 **Student Services & Financial Aid**

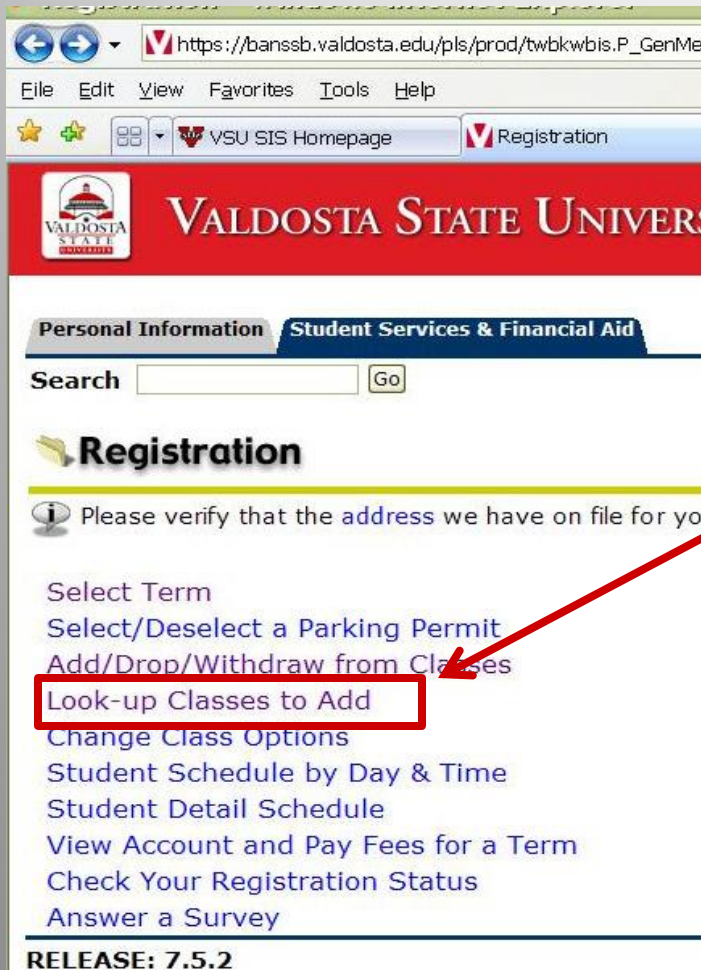
[Update Mailing Address](#)
Please verify that the address we have on file for you is correct.

[Registration](#)
Check your registration status; Add or drop classes; Select variable credits, grading modes, card.

[Student Records](#)
View your holds; Display your grades and transcripts; Review charges and payments.

[Financial Aid](#)

Class Search



https://banssb.valdosta.edu/pls/prod/twbkwbis.P_GenMe

File Edit View Favorites Tools Help

VSU SIS Homepage Registration

VALDOSTA STATE UNIVERSITY

Personal Information **Student Services & Financial Aid**

Search Go

Registration

Please verify that the [address](#) we have on file for you

- Select Term
- Select/Deselect a Parking Permit
- Add/Drop/Withdraw from Classes
- Look-up Classes to Add**
- Change Class Options
- Student Schedule by Day & Time
- Student Detail Schedule
- View Account and Pay Fees for a Term
- Check Your Registration Status
- Answer a Survey

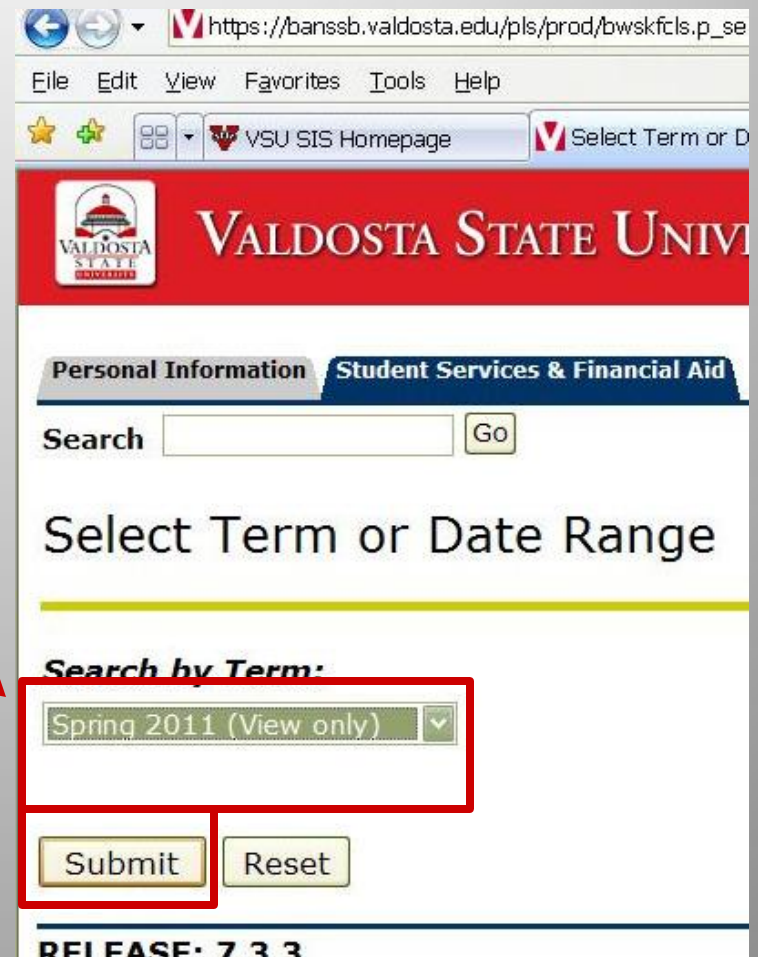
RELEASE: 7.5.2

Select the 'Look-up Classes to Add' link.

Class Search cont.

Select the term (semester and year) you wish to register for.

Click the Submit button



https://banssb.valdosta.edu/pls/prod/bwskfcls.p_se

File Edit View Favorites Tools Help

VSU SIS Homepage Select Term or D

VALDOSTA STATE UNIVERSITY

Personal Information Student Services & Financial Aid

Search Go

Select Term or Date Range


Search by Term:




Spring 2011 (View only) ▼

Submit Reset

RELEASE: 7.3.3

Look-Up Classes to Add:

 Use the selection options below to search the class schedule for the term fields to narrow your search, but you must select at least one Subject. W perform the search. To obtain information and costs about textbooks click



Subject: 
 
 



Course Number:

Title:

Credit Range: hours to hours

Part of Term:
Non-date based classes only

Start Time: Hour  Minute 

End Time: Hour  Minute 

Days: Mon Tue Wed Th

1. Select your subject from the list
2. Click 'Class Search'
 - This pulls all courses with the associated course prefix for your selected term.


The chart below contains the course prefixes for courses required for GOML programs and the associated Banner Web Subject option.

Course Prefix	Associated Subject Listed in Banner
EDET	Education Exemplary Teaching
EDAT	Education Accomplished Teaching
MGMS	Middle Grades Math & Science
SEGC	Special Educ General Curriculum
SEAC	Special Educ Adapted Curriculum
SERD	Special Education Reading
SPEC	Special Education
PSYG	Psychology and Gifted
CIED	Curriculum & Instruction
ITED	Instructional Technology

Hint! If you're looking for a specific course, select the subject and enter the course number before selecting Class Search.

Adding Classes

- To add an available course, click the check box next to the course(s) and section(s) you wish to add to your schedule. The seat balancer runs every ten minutes. If all sections have a 'C' next to them, refresh your browser screen over a 10-12 min. period. When the seat balancer runs, check boxes will appear next to the courses.
 - When you have selected your courses, click the 'Register' or 'Add to Worksheet' button that will appear beneath the course listing.
 - Remember, you must continue to the next step to confirm your classes!!!**
- ✓ Courses with "C" in the Select column indicates that section is currently closed. You can compare the seats remaining in the section by viewing the 'Rem' column. If the section is marked with a 'C' but there are seats remaining, refresh your browser screen over a 10-12 minute period to allow the seat balancer to run.

 To register for classes, check the box in front of the CRN and click Register or Add to Worksheet.
 C = closed class, FR = faculty restrictions, NR = not available for registration, SR = student restriction To obtain information and costs about textbooks click [Textbook Information](#)


Sections Found

Middle Grades Math & Science

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	22303	MGMS	7000	Y01	GML	3.000	Prof Develop Seminar I	TBA	20	0	20	0	0	0	0	0	0	0	Heather M. Brasell (P)	01/10-04/26	ONLINE	Georgia on My Line and Plagiarism prevention is used.
C	22262	MGMS	7100	Y01	GML	3.000	Research Methodology in Educ	TBA	25	0	25	0	0	0	0	0	0	0	N A. Staff (P)	01/10-04/26	ONLINE	Georgia on My Line and Plagiarism prevention is used.
<input type="checkbox"/>	22263	MGMS	7650	Y01	GML	3.000	Teaching Practicum	TBA	25	0	25	0	0	0	0	0	0	0	Ann M. Smith (P)	01/10-04/26	ONLINE	Georgia on My Line and Plagiarism prevention is used.

Confirm Your Registration

Add or Drop Classes 200700463 Mohammed A. Abdi
Fall Sem
25 A

 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on 25 Aug 2007	None	10279	ACCT	2311	101 Undergraduate	3.000	Standard Letter	Fundamentals of Financial Accounting
Web Registered on 25 Aug 2007	None	10274	ECON	1311	102 Undergraduate	3.000	Standard Letter	Introduction to Macroeconomics

Total Credit Hours: 6.000
Billing Hours: 6.000
Maximum Hours: 20.000
Date: 25 Aug 2007 10:42

Add Classes Worksheet

CRNs

Your registration is not complete until you confirm your registration on this page. When you have added your courses, click the 'Submit Changes' button.

- ✓ Remember, you can make changes to your course schedule any time from the beginning of registration through the last day of the drop/add period.
- ✓ If your preferred courses are full, make a note to check the system periodically during registration to see if additional seats become available.

Helpful Tips After Registration

Textbooks

- Visit the GOML Textbook Page for information about textbooks for the courses you've selected:
<http://www.valdosta.edu/coe/onlineprograms/textbooks.shtml>

Financial Aid

- Students planning to receive financial aid ***must*** contact the Office of Financial Aid (229-333-5935) to confirm that their aid will cover their tuition by the fee payment deadline.
- *Students with outstanding balances at the tuition payment deadline will be dropped from all courses.*

Tuition Payment

- Tuition is due at the beginning of each semester.
- Fee payment deadlines are posted on GOML Calendar:
<http://www.valdosta.edu/coe/onlineprograms/calendars.shtml>
- Tuition is paid through the [Student Online Account Center](#) using a credit/debit card (Mastercard, Discover, and AMEX are accepted) or web check.
- *Remember! Students with outstanding balances at the tuition payment deadline will be dropped from all courses for that term!*