

INTERIM OFF-CAMPUS PROGRAMS: STEP-BY-STEP REGISTRATION INSTRUCTIONS

In order to successfully register for an off-campus interim program, you will need to know the **CRN for the course for which you are registering**. The CRNs are the 5-digit numbers listed on this page.

Note: These programs will not appear in the course schedule/search until 9/12 (after fall 2022 add/drop ends)

January 2023:

Sub	Course	Sec	Course Title	CRN
GEOL	140	01	A Geologic Exploration of New Zealand's Dynamic Landscape (non-majors)	20002
GEOL	140	02	A Geologic Exploration of New Zealand's Dynamic Landscape (majors)	20009
GEOL	170	01	Geological & Paleobiological Evolution of Ecuador & the Galapagos Islands (non-majors)	20003
GEOL	170	02	Geological & Paleobiological Evolution of Ecuador & the Galapagos Islands (majors)	20004
INDS	174	01	Global Senegal	20006
INDS	214	01	Journey to Rome	20007
INDS	281	01	London & Dublin Theater	20008

May/Summer 2023:

Sub	Course	Sec	Course Title	CRN
GERM	101	01	Elementary German I*	40002
INDS	105	01	Florence: Language, Art, and Culture	40003
INDS	224	01	Greek Stories	40005
INDS	280	01	Conflict in Eastern Europe: Past and Present	40006

*ALL levels of German should enroll in GERM 101. We will assign you to the appropriate level after registration.

ON REGISTRATION DAY:

- Login to [Banner Self-Service](#) by entering your Network ID and Network Password. (Off-campus Interim registration does **not** require a registration PIN from your adviser.)
- Select "Student Profile."
- Confirm the term in the upper lefthand corner is correct - Interim 2023 for January courses or Summer I 2023 for May/Summer courses. Note: Banner Self-Service defaults to the most future tem, so Summer will be the default term. To register for Interim, select interim from the term dropdown on their student profile BEFORE clicking the "Registration" link.

- Click the “Registration” link.
- In the ‘Add Classes Worksheet,’ enter the CRN.
- Click ‘Submit Changes.’
- You can view your registered courses in the ‘Current Schedule’ section of the Add/Drop Classes page or on your Student Profile page under ‘Registered Courses.’
- Please note: **If you have any holds, you need to contact the appropriate office to clear the hold before registering.**
- In addition, you will be notified of any problems with your registration request with a “Registration Error” message. The attached list shows the types of error messages and the appropriate action for each type.
- If you receive an error message, **you are not registered** for that particular course. Error messages are not retained when you resubmit your CRN.
- Verify your schedule on your Student Profile page under ‘Registered Courses.’
- Exit the Browser. To ensure that your account is not tampered with, you should exit the browser and reboot the computer if you are at a public site.

PLEASE NOTE: *The online registration merely “holds” a space for you on the chosen interim off-campus program, but is not a confirmation of enrollment. To finalize the registration, applicants must complete the tasks that will be deployed to them on the study abroad portal after their registration has been processed (typically, within two business days after registration) and pay the NON-REFUNDABLE \$500 deposit (instructions will be in your study abroad portal).*

Marquis Scholars and Financial Aid must confirm their registration as well as submit the \$500 deposit as proof of commitment to the program. Students in these cases for whom the deposit would be a hardship should contact keeslerr@lafayette.edu. If financial aid is a determinant as to whether a student will participate, those students should NOT confirm until they have heard from Financial Aid about their award.

REGISTRATION ERRORS YOU MIGHT ENCOUNTER

- “CLOSED”: Course is closed. [Open and COMPLETE a Wait List application](#).
- “OPEN”: Although the course indicates openings, students will be placed on a Wait list until openings are confirmed. [Open and COMPLETE a Wait List application](#).
- “Status rules not defined for part of term”: System error generated for OPEN-WAITLISTED courses—you can ignore this message.
- “Duplicate CRN”: You have entered a duplicate CRN. Re-enter the correct CRN.
- “CRN does not exist”: An invalid CRN was entered. Enter the correct CRN. Reason #2: You are not in the correct term. Exit out of the registration page and return to your Student Profile. Select the correct term from the ‘Term’ dropdown menu in the upper left-hand corner. Click the “Registration” link and enter the CRN.