

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 9/11 (after fall 2023 add/drop ends).

January 2024:

Sub	Course	Sec	Course Title	CRN
GEOL	150	01	Geological Evolution of the Hawaiian Islands (non-majors)	20001
GEOL	150	02	Geological Evolution of the Hawaiian Islands (majors)	20002
INDS	174	01	Global Senegal	20004
INDS	208	01	Exploring Peru's Indigenous Populations	20005
INDS	218	01	The World Runs on Processes (Portugal)	20007
INDS	265	01	Empire Strikes Back (London)	20006

May/Summer 2024:

Sub	Course	Sec	Course Title	CRN
GEOL	160	01	Geology of National Parks (non-majors)	40001
GEOL	160	02	Geology of National Parks (majors)	40002
GERM	001	01	Study Abroad GERM Placeholder* (Germany, France, Czech Republic)	40003
INDS	105	01	Florence: Language, Art, and Culture	40004
INDS	201	01	From Plate to Plate (Italy)	40005
INDS	245	01	US UK Healthcare (and Internship, INDS 371)**	40006

*ALL levels of German should enroll in GERM 001. We will assign you to the appropriate level after registration.

**This is a two credit course. Students are only required to register for INDS 245 and will be enrolled in INDS 371 automatically at a later date.

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."
- Click the "Registration, Planning, and Schedule" link.
- NEW! Click the "Register for Classes" link.

Registration

What would you like to do?



[Prepare for Registration](#)

View registration status, update student term data, and complete pre-registration requirements.



[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.

- NEW! Select term and click “Continue.”

Select a Term

Terms Open for Registration

Select a term...

Continue

- NEW! On the “Enter CRNs” tab (second tab), enter CRN of course for which you are registering and click “Add to Summary.”

Register for Classes

Find Classes

Enter CRNs

Plans

Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2023

CRN

[+ Add Another CRN](#)

Add to Summary

- NEW! Click “Submit” in the lower right hand corner. This will change the status from ‘Pending’ to ‘Registered.’

Summary					
Title	Details	Hours	CRN	Status	Action
Cultural Anthropology	A&S 102, 01	1	10001	Pending	**Web Registered** ▼

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 6

Conditional Add and Drop ? Submit

- NEW! You can view your registered courses in the ‘Summary’ section of the Register for 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).*

Students who receive financial aid, including those receiving full funding, 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 to request a waiver. 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](#).
- “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. Click “Select a Term” from the top of the screen and select the correct term from the “Term” dropdown menu. Click the “Enter CRNs” tab and enter the CRN.