

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

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 September 9, 2024 (after the fall 2024 add/drop period ends).

January 2025:

Sub	Course	Sec	Course Title	CRN
GEOL	140		A Geologic Exploration of NZ's Dynamic Landscape	20001
GEOL	140	Majors	A Geologic Exploration of NZ's Dynamic Landscape	20011
GEOL	170		Geological & Paleobiological Evolution of Ecuador & the Galapagos Islands	20002
GEOL	170	Majors	Geological & Paleobiological Evolution of Ecuador & the Galapagos Islands	20012
INDS	208		Exploring Peru's Indigenous Populations	20003
INDS	214		Journey to Rome	20004
INDS	218		The World Runs on Processes	20005
INDS	279		Conflict in Eastern Europe -Past and Present	20006
INDS	281		London Dublin Theater	20009

May/Summer 2025:

Sub	Course	Sec	Course Title	CRN
GERM/INDS	XXX/256		Green Europe: Cultures of Sustainability*	40004
INDS	105		Florence: Language, Art, Culture	40001
INDS	122		Lumiere Noire: Tracing the African Diaspora in Paris	40002
INDS	224		Greek Stories/Stories About Greece	40003

*This is a two-credit program. However, you will only register for the INDS 256 section at the time of registration.

ON REGISTRATION DAY:



- Log into [Banner Self-Service](#) by entering your NetID and password. (You do **not** need a registration PIN from your adviser to register for interim programs.)
- Select “Student Profile.”
- Click the “Registration, Planning, and Schedule” link.
- Click the “Register for Classes” link.



Student • [Registration](#)

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.

- Select a term and click “Continue.”

Select a Term

Terms Open for Registration

- On the “Enter CRNs” tab (second tab), enter the 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

- Click “Submit” in the lower right-hand corner. This will change the status from pending to registered.

Summary					
Title	Details	Hours	CRN	Status	Action
<i>Cultural Anthropology</i>	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

- 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; an email will be sent to registered students with instructions to access the portal) 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 and 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”: The course is closed. [Open and COMPLETE a waitlist application.](#)
- “OPEN”: Although the course indicates openings, students will be placed on a waitlist until openings are confirmed. [Open and COMPLETE a waitlist application.](#)
- “CRN does not exist”: Reason 1: 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.