

How to register using the Add/Drop menu in Banner

From the main menu, click on [Registration](#)

Click on [Add/Drop/Withdraw From Courses](#)

Add/Drop/Withdraw From Courses [RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

Use this interface to add, drop or withdraw from courses for the selected term. You have 10 working days from the start of the semester to add or drop courses. Dropped courses will not show on your transcript or grade report. Added courses, if over the approved curriculum, are subject to additional tuition fees.

Use the "View Recommended Courses" option listed under the Registration Menu to ensure that you are adding appropriate courses. If you are considering dropping a course remember that some courses may not be available in any other term. If you are registered in CPHR 0001 (Co-op Hour) then do not change sections as these courses are assigned by specific program area.

It is recommended that you go to the section "[Check Your Fees](#)" after adding or dropping courses. Payment will be due immediately for additional charges unless you have arranged for a fee deferral. Please arrange for fee payment either on-line or with [The Office of the Registrar](#)

Course withdrawals will be allowed until the deadline to withdraw without academic penalty. Withdrawn courses will show on your transcript.

Financial Assistance Eligibility (OSAP): In order to remain eligible for financial assistance you must carry a course load of at least 60%. If you are on financial assistance, all changes to your course load will be reported to the Financial Aid Office and may impact your loan eligibility. If you have questions, please check with the [Financial Aid Office](#) located in the Office of the Registrar.

To add a course, enter the Course Reference Number (CRN) in the Add Course table. If you are unsure of which courses to add, click Class Search to review the course schedule.

Courses may be **dropped or withdrawn** by using the options available in the "Action" field. If no options are listed in the "Action" field, then the course may not be dropped or withdrawn.

When finished, click "Submit Changes".

CRNs: [] [] [] [] [] [] [] [] [] []

Submit Changes Class Search Reset

RELEASE: 8.3.0.1

Search by Recommended Courses for this term
For this search, all other search criteria must be blank

Recommended Courses: All
HLTH1000 - Health Care in Canada
MATH1005 - Math for Life Sciences
BIOL1009 - Biological Principles-Intro
CHEM1000 - Chemistry 1
HLTH1002 - Success in PRHS and Beyond

Search by Attribute
Choose ONE Attribute type and ensure that Subject Search is ALL and you have not selected any Recommended Courses

Attribute Type: All
Communications
General Education

Search by Subject
Choose ONE subject and refine the search further by course, campus, day etc.
For best results, ensure that Attribute Search is ALL and you have not selected any Recommended Courses

Subject: All
AAACE - TS Academic and Career Entranc
AASL - PS Anishnaabemowin as Sec Lang
ACC - ACCOUNTING
ACCF - PS Accounting - French

Course Number: [] OR Course Title: []

Campus: All
Barrie
Orillia

Schedule Type: All
Combination
Distance Learning
Independent Studies
Lab
Lecture
Off Site

Course Level: All
Post Graduate
Post Secondary
Tuition Short
Undergraduate - Baccalaureate

Days: Mon Tue Wed Thur Fri Sat Sun

Class Search Reset

[[Student Schedule by Day & Time](#) | [Student Detail Schedule](#) | [View Holds](#)]

Click on Class Search

Select "all" to view all recommended courses for your program

To search for a GNED or COMM class, leave the recommended courses blank and select the GNED or COMM attribute

To look for one specific course, select it from the list

Select a campus to only see courses located at a specific campus

When finished, click "Class Search"

Look-Up Classes to Add: [RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

To register for classes, check the box in front of the CRN (C identifies a closed class).
If the course you are interested in is showing NR, please check with the [Office of the Registrar](#).

Sections Found

Only sections that have seats available will show up on this list. Because of this you may not see all courses on your recommended course list

PS Biology																
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	20264	BIOL	1009	01	BA	4.000	Biological Principles-Intro W		06:00 pm-10:00	30	0	30	Courtney Trott (P), Sara Budd	01/11-04/18	TBA	
<input type="checkbox"/>	22510	BIOL	1009	03	BA	4.000	Biological Principles-Intro T		08:00 am-09:50	45	40	5	Tba 1904 (P)	01/09-04/20	BA_M 333	
													Tba 1904	01/09-04/20	BA_M 333	331

Select one section of each of your mandatory courses

PS Chemistry																
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	20265	CHEM	1000	01	BA	3.000	Chemistry 1	T	06:00 pm-09:00	30	3	27	Courtney Trott (P), Sara Budd	01/10-04/17	TBA	
<input type="checkbox"/>	22513	CHEM	1000	03	BA	3.000	Chemistry 1	M	10:00 am-11:50	45	37	8	Catherine E. Hildebrandt (P)	01/09-04/20	BA_B 120	
								R	08:00 am-09:50				Catherine E. Hildebrandt	01/09-04/20	BA_M 313	

PS Health																
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	22516	HLTH	1000	04	BA	3.000	Health Care in Canada	T	11:00 am-01:50	45	39	6	Doug Leonard (P)	01/09-04/20	BA_E 111 Health (Fee Attr. only)	
<input type="checkbox"/>	22517	HLTH	1000	05	BA	3.000	Health Care in Canada	R	11:00 am-01:50	45	38	7	Doug Leonard (P)	01/09-04/20	BA_E 221 Health (Fee Attr. only)	

PS Mathematics																
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	20266	MATH	1005	01	BA							0	30	Malcolm MacNeil (P), Sara Budd	01/12-04/19	TBA
<input type="checkbox"/>	20434	MATH	1005	02	BA							19	10	Rob Newburn (P)	01/09-04/20	BA_H 113
<input type="checkbox"/>	22524	MATH	1005	06	BA							28	12	Rob Newburn (P)	01/09-04/20	BA_A 117
								W	03:00 pm-03:50				Rob Newburn	01/09-04/20	BA_B 120	

Click "register" to complete the registration process

- You now need to go back to class search and select any required GNED or COMM classes.
- It is your responsibility to make sure you are registered into the correct classes. If you are unsure, please check with your program area
- If you choose to not take all of your recommended courses this semester and need to pick the courses up in a later semester, you will be charged extra at that time.
- You are registered in any course that is showing on Blackboard, or on your Banner timetable. You are expected to attend and will be graded for EVERY course on your timetable. If you are not attending, you need to withdraw before the deadline to have it removed.