

ABOUT PREREGISTRATION

Preregistration is a formal process for registering for courses in advance. Preregistration at Colorado College is unique in that the *Points System* (a 40-point per semester, sealed bid-system) will determine who is enrolled and who is placed on a waiting list for a course based on the student's point bid. Colorado College's academic year is broken up into 8 blocks; blocks 1 – 4 take place in the Fall and blocks 5 – 8 take place in the Spring. Students are required to register in a course for each block per semester. The majority of block courses take place over a one-block period (1-unit), however, there are also block course offerings that take place over a two-block period (2-units). Students can sign up for any combination of the two to total a minimum of 4 units each semester. To submit their Preregistration for processing, each student is assigned a *Preregistration Passcode* (a 6-letter combination code) for each Preregistration term. All students must meet with their Advisors to receive their passcode for the term; passcodes will not be accessible at the Registrar's Office.

FALL PREREGISTRATION

In the spring (block 7), students will participate in *Fall Preregistration* to plan out their next full academic year. Students will be allowed 40-points to distribute between their blocks 1 – 4 courses and 40-points to distribute between their saved course choices for blocks 5 – 8. *Fall Preregistration* will formally process course registrations and points for the following fall semester and enroll students in courses or place them on a waiting list based on the student's point bid. **Students' spring selections and points will be saved as a draft to be revisited and processed during Spring Preregistration in the fall.**

FIRST-YEAR STUDENT PREREGISTRATION

NEW FOR THE 2021-22 AY First-Year Registration is then the formal process for new first-year students to use the live, blockly registration application, Add/Drop, to register for blocks 1 – 4. During a one week window, Add/Drop is closed to returning students and made available to first year students only for their registration period. First-Year students will register for their first four blocks which include a CC First-Year Foundations Seminars pairing of CC100: Critical Inquiry Seminar in block one, and CC120: First-Year Writing Seminar in either blocks two, three, or four. Because First-Year Registration is live, students will know in real-time whether they've been officially enrolled into a course or placed on its waiting list based on the available seats. Students may choose to officially register for one course while staying on a waitlist for one course each block; a total of two courses per block. After the one week window has ended, Add/Drop will become available again to returning students to resume registration changes. First-Year students may continue to make registration changes to their non-CC100/120 courses after the one week window but their CC First-Year Foundations Seminars will be locked in and closed from changes.

SPRING PREREGISTRATION

All students, returning and new first-years, will participate in *Spring Preregistration* in block 3. If a student has already created a saved draft of their spring course selections and points, they will be able to either revise or formally submit for processing. Like *Fall Preregistration*, students will be allowed 40-points to distribute between their blocks 5 – 8 choices. *Spring Preregistration* will formally process course registrations and points for the spring semester and enroll students in courses or place them on a waiting list based on the student's point bid.

The following pages are a quick and helpful guide to success during any of the above mentioned preregistration periods*

HOW TO LOG IN AND ACCESS PREREGISTRATION

In order to access the **Preregistration Portal**, you need to be able to log into Banner. If you experience any technical issues or have trouble logging in from off-campus, please review ITS's [webpage](#) for further assistance or contact the Help Desk at 719-389-6449 during regular business hours. For the purposes of this guide, we will assume you are able to log into Banner.

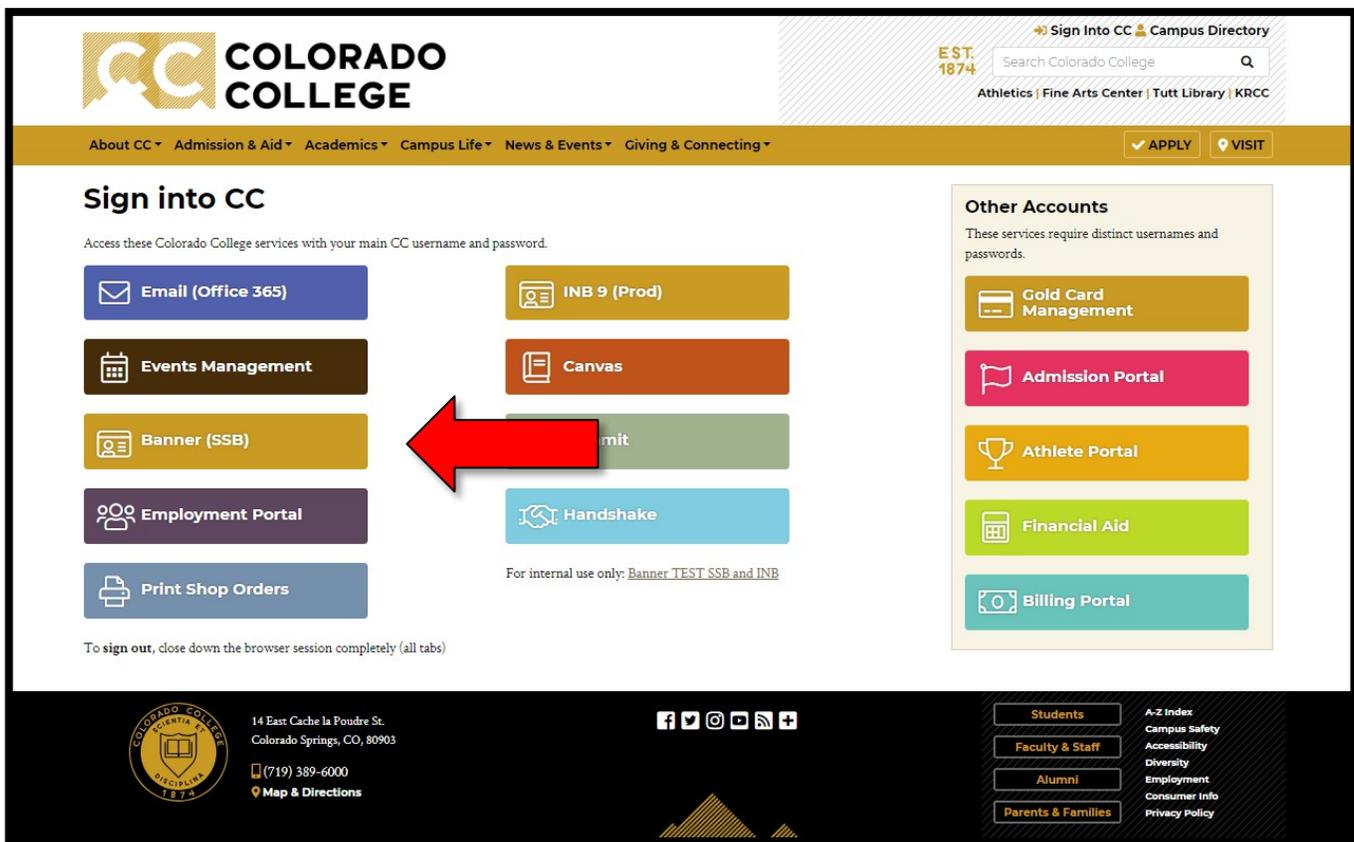
1. Logging into Self-Service Banner (SSB) from on campus is easy. First, you will need to navigate to the “**Sign into CC**” Login Page. If you are on the [CC home page](#). Locate “**Sign Into CC**” in the top right-hand corner of the homepage main screen.

See Below Example:



2. A at the “Sign into CC” Login Page, click on **Banner (SSB)**

See Below Example:

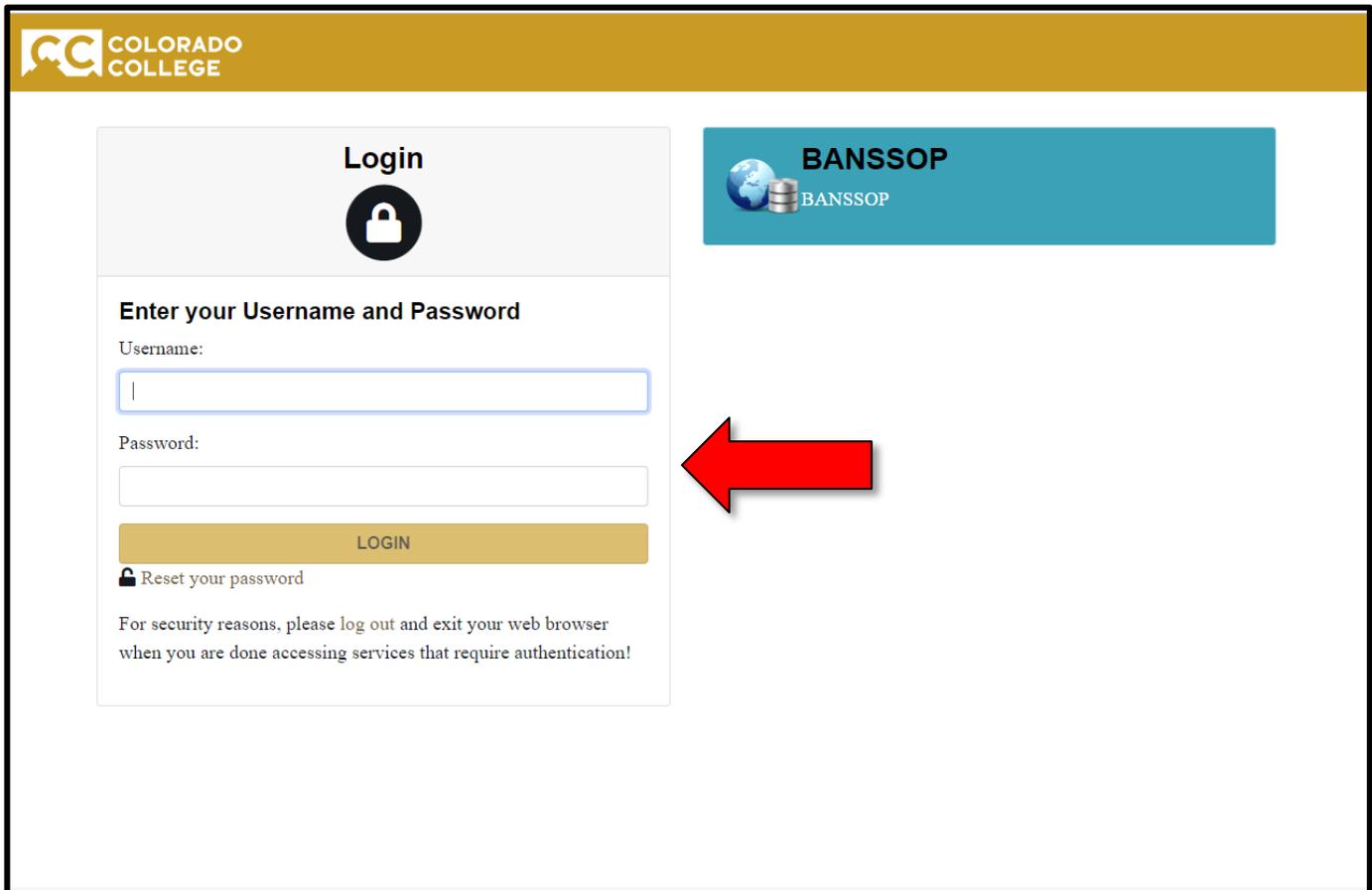


The screenshot shows the 'Sign into CC' login page. At the top left is the Colorado College logo and name. To the right, there is a search bar with 'EST. 1874' and a search icon, and a navigation menu with links for 'Athletics | Fine Arts Center | Tutt Library | KRCC'. Below the search bar is a navigation bar with 'APPLY' and 'VISIT' buttons. The main heading is 'Sign into CC' with the subtext 'Access these Colorado College services with your main CC username and password.' Below this are two columns of service buttons. The left column includes 'Email (Office 365)', 'Events Management', 'Banner (SSB)', 'Employment Portal', and 'Print Shop Orders'. The right column includes 'INB 9 (Prod)', 'Canvas', 'Submit', and 'Handshake'. A red arrow points to the 'Banner (SSB)' button. Below the right column, there is a note: 'For internal use only: [Banner TEST](#), [SSB](#) and [INB](#)'. To the right of the main content is a section titled 'Other Accounts' with the text 'These services require distinct usernames and passwords.' Below this are buttons for 'Gold Card Management', 'Admission Portal', 'Athlete Portal', 'Financial Aid', and 'Billing Portal'. At the bottom of the page, there is a footer with the college's contact information, social media icons, and a list of links for 'Students', 'Faculty & Staff', 'Alumni', 'Parents & Families', 'A-Z Index', 'Campus Safety', 'Accessibility', 'Diversity', 'Employment', 'Consumer Info', and 'Privacy Policy'.

3. At the secure log in screen, enter your login credentials. You will need:

- 1) **Username** = This is the first letter of your first name, underscore, last name (e.g. j_doe)
- 2) **User Password** = This is your student account password (if this is your first time logging in to SSB, contact the help desk for further assistance).

See Below Example:



CC COLORADO COLLEGE

Login

BANSSOP

Enter your Username and Password

Username:

Password:

 ←

LOGIN

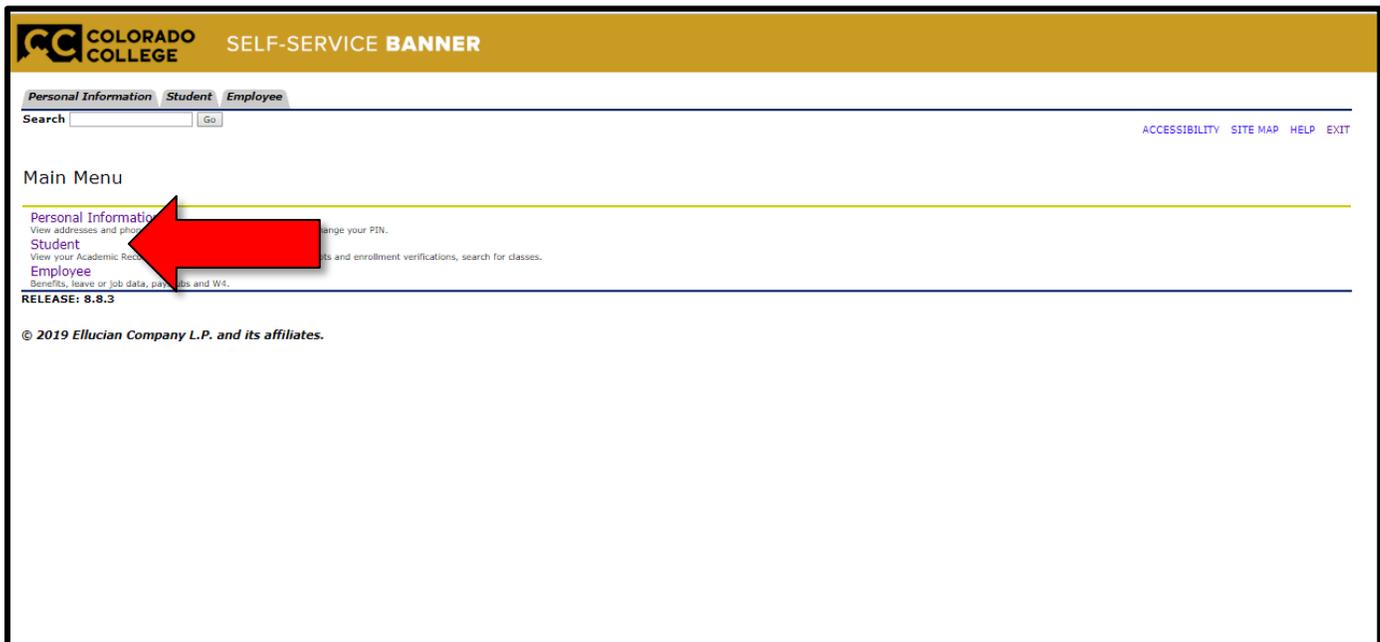
[Reset your password](#)

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!



4. You are now successfully logged into Self-Service Banner (SSB). Click on the **“Student”** tab to access **Preregistration** among the Student menu items.

See Below Example:





5. You are now on your **“Student”** tab in Banner. Click on the **Preregistration** menu item to access the Preregistration Portal (will open in a new browser window).

See Below Example:

The screenshot shows the Banner SELF-SERVICE BANNER interface. At the top, there is a navigation bar with the Colorado College logo and the text "SELF-SERVICE BANNER". Below this, there are tabs for "Personal Information", "Student", and "Employee", with "Student" being the active tab. A search bar is located below the tabs, and a "Go" button is to its right. In the top right corner, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT".

The main content area is titled "Student" and contains a list of menu items:

- [Your Schedule](#)
View your class schedule and waiting list status.
- [View Holds](#)
View "Hold" information -- for example, reasons why you can't register or see your transcript, transcript.
- [Student Information](#)
View your enrollment status, class, program, advisor and major information.
- [Academic Transcript](#)
View your academic transcript and GPA information.
- [Degree Evaluation](#)
View your progress toward your degree, and GPA in Major.
- [Financial Aid History](#)
View student financial aid history information.
- [Payments and Billing](#)
View student account summaries, statement/payment history and tax information.
- [Class Schedule](#)
Search the College Class Schedule based on your search criteria.
- [Course Catalog](#)
Search the Course Catalog based on your search criteria.
- [Apply to Graduate](#)
Apply for the next upcoming graduations and ceremony. For juniors and seniors only.
- [View Graduation Application](#)
View your current Graduation Application.
- [Addresses](#)
View your address and phone information.
- [Evaluate your Course](#)
Submit Course Evaluations
- [Privacy/FERPA](#)
View Privacy / FERPA Selections
- [Drop/Add](#)
Drop/Add and Class Schedule
- [Preregistration](#)
Student Course Preregistration Grading Tracks
- [Housing](#)
Student Housing Application

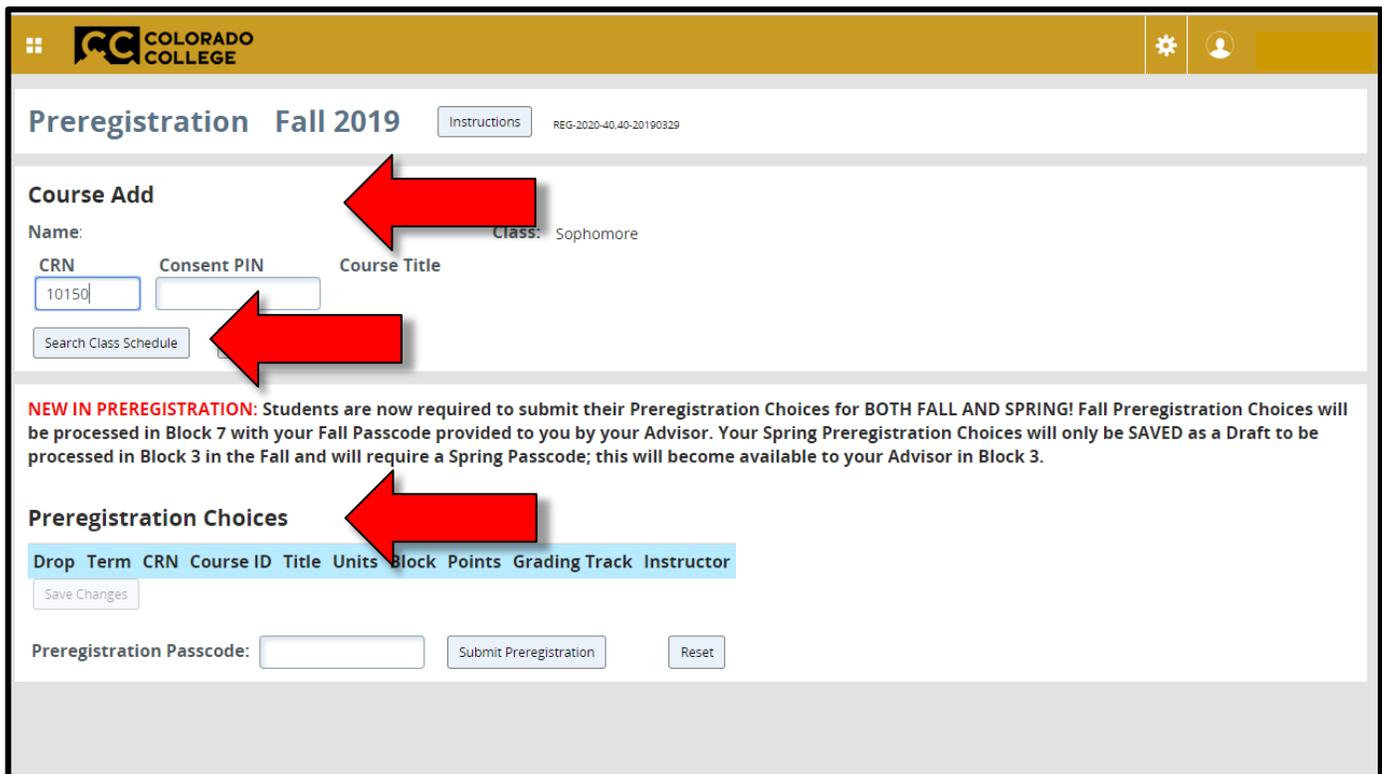
At the bottom of the page, there is a "RELEASE: 8.8.3" notice and a copyright notice: "© 2019 Ellucian Company L.P. and its affiliates." A red arrow points to the "Preregistration" link in the menu.

A QUICK TOUR OF THE PREREGISTRATION PORTAL

The **Preregistration Portal** is the online course registration system students will use to enter, save, and submit their course selections for Preregistration. There are three key sections within the **Preregistration Portal**:

- **Course Add**
- **Search Class Schedule**
- **Preregistration Choices**

See Below Example:



Preregistration Fall 2019 Instructions REG-2020-40.40-20190329

Course Add

Name: Class: Sophomore

CRN: Consent PIN: Course Title:

NEW IN PREREGISTRATION: Students are now required to submit their Preregistration Choices for BOTH FALL AND SPRING! Fall Preregistration Choices will be processed in Block 7 with your Fall Passcode provided to you by your Advisor. Your Spring Preregistration Choices will only be SAVED as a Draft to be processed in Block 3 in the Fall and will require a Spring Passcode; this will become available to your Advisor in Block 3.

Preregistration Choices

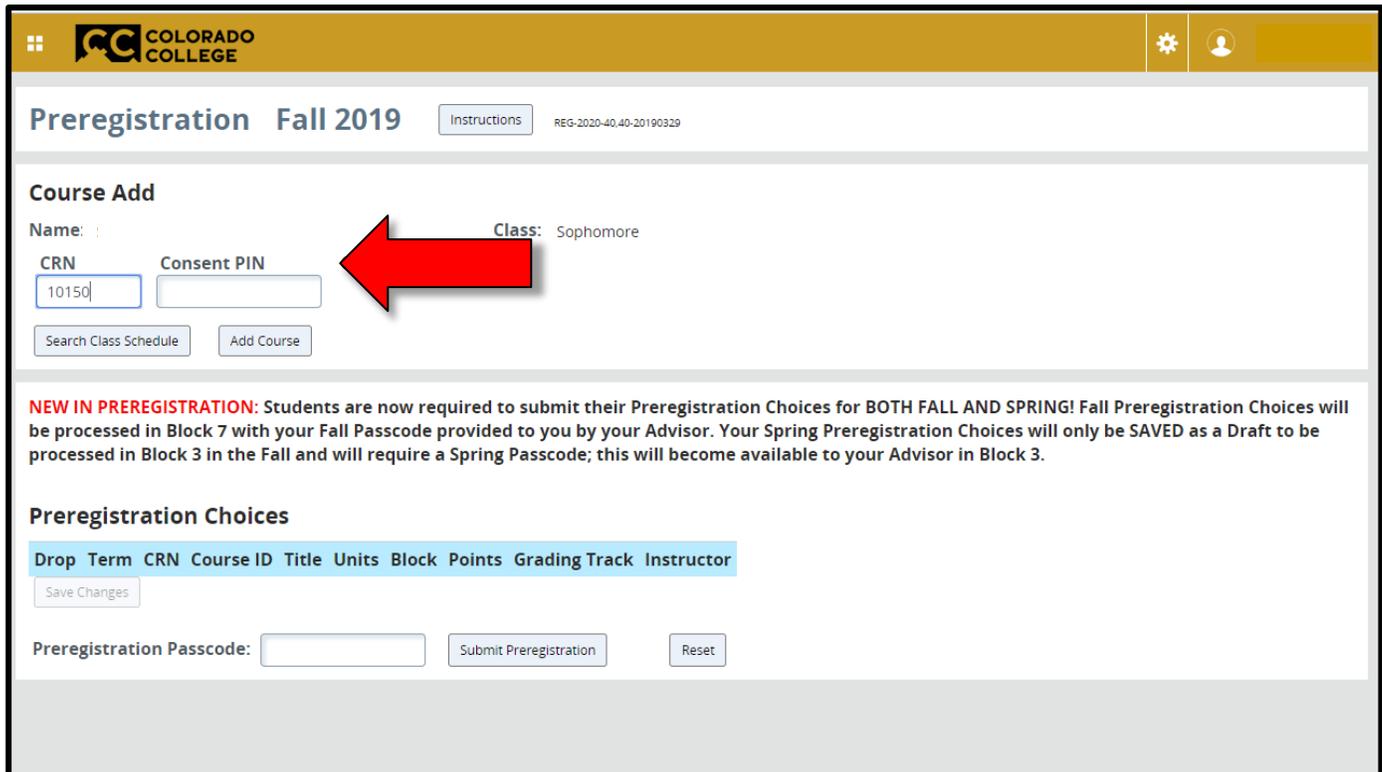
Drop	Term	CRN	Course ID	Title	Units	Block	Points	Grading Track	Instructor
<input type="button" value="Save Changes"/>									

Preregistration Passcode:

The **Course Add** is where student will be submit the following course related information:

- a. **The CRN of the course.** This can either be typed directly into the text field or populated using the “Search Class Schedule”.
- b. **The Consent PIN: COI or COD PIN**
 - i. The **Consent of Instructor PIN** or **COI**: a 6-letter combination PIN assigned to the instructor of the course. A COI PIN is required on certain designated courses (noted in the class schedule). A COI PIN is also used as the **Prerequisite Override PIN** when a student has not met the prerequisites of a course. It is at the Instructor’s discretion to allow a student to enroll in the course in the event the student fails to meet the prerequisites.
 - ii. The **Consent of Department PIN** or **COD**: a 6-letter combination PIN assigned to each Department. The COD PIN is required on certain designated courses (noted in the class schedule).
- c. **Click Add Course** to add the course to your **Preregistration Choices**

See Below Example:



Preregistration Fall 2019 Instructions REG-2020-40.40-20190329

Course Add

Name: **Class:** Sophomore

CRN Consent PIN

Search Class Schedule Add Course

NEW IN PREREGISTRATION: Students are now required to submit their Preregistration Choices for BOTH FALL AND SPRING! Fall Preregistration Choices will be processed in Block 7 with your Fall Passcode provided to you by your Advisor. Your Spring Preregistration Choices will only be SAVED as a Draft to be processed in Block 3 in the Fall and will require a Spring Passcode; this will become available to your Advisor in Block 3.

Preregistration Choices

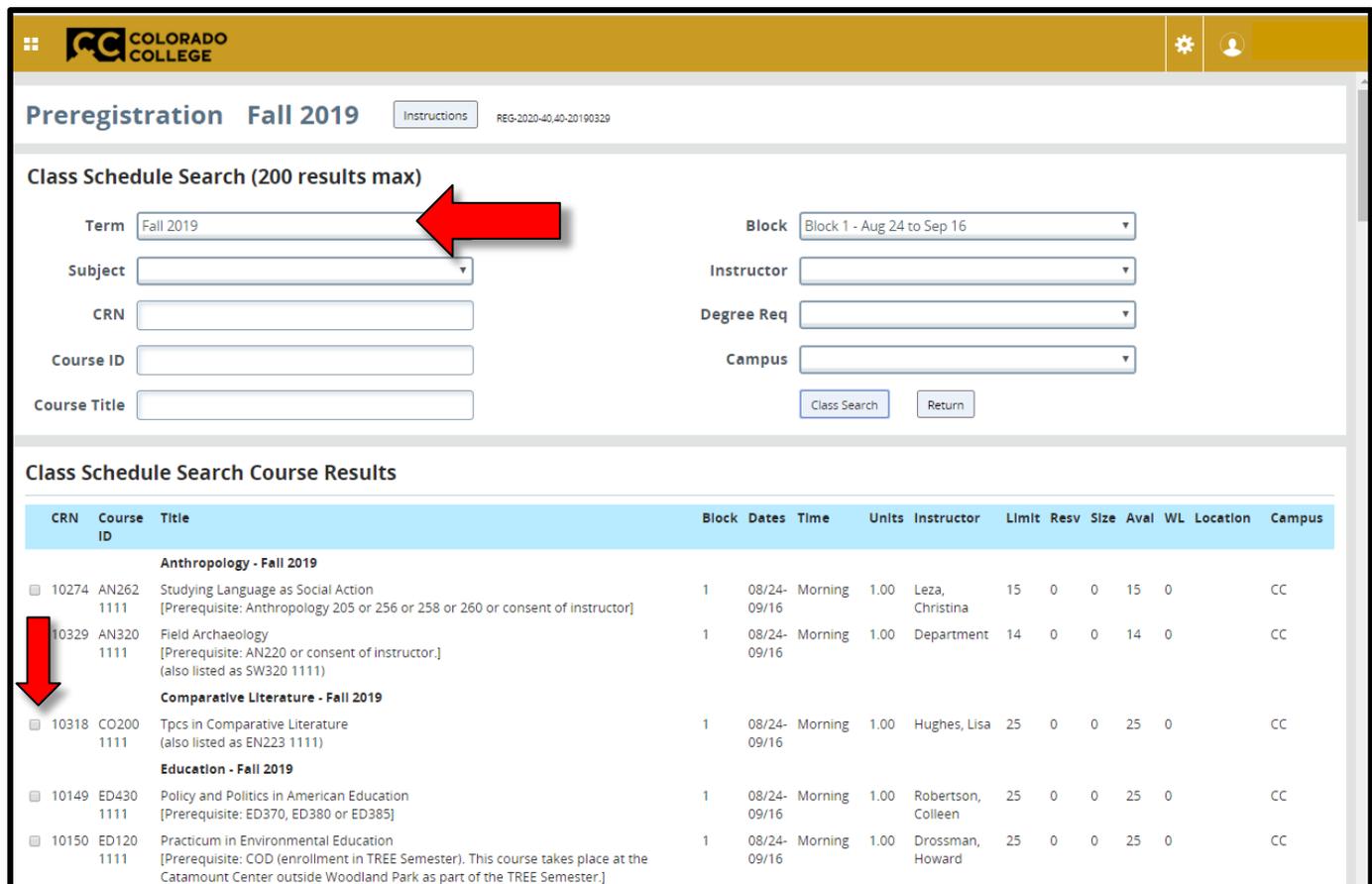
Drop	Term	CRN	Course ID	Title	Units	Block	Points	Grading Track	Instructor
Save Changes									

Preregistration Passcode: Submit Preregistration Reset

The **Search Class Schedule** is the access point within the Preregistration Portal to the class schedule. The **Search Class Schedule** can be used to look up classes and CRNs based on the following search parameters:

- d. The **Term** search field is the only search parameter that is required. Select “Fall 2019” or “Spring 2020” before proceeding
- e. The following are additional search parameters that are optional to use to filter your search results further as you are limited to the first 200 results: **Subject, CRN, Course ID, Course Title, Block, Instructor, Degree Req, Campus.**
- f. To select a course, click on the checkbox to the left of the CRN. This will automatically close the search window and populate the CRN in the “Course Add” section.

See Below Example:



Preregistration Fall 2019 Instructions REG-2020-40,40-20190329

Class Schedule Search (200 results max)

Term: ←

Block:

Subject:

Instructor:

CRN:

Degree Req:

Course ID:

Campus:

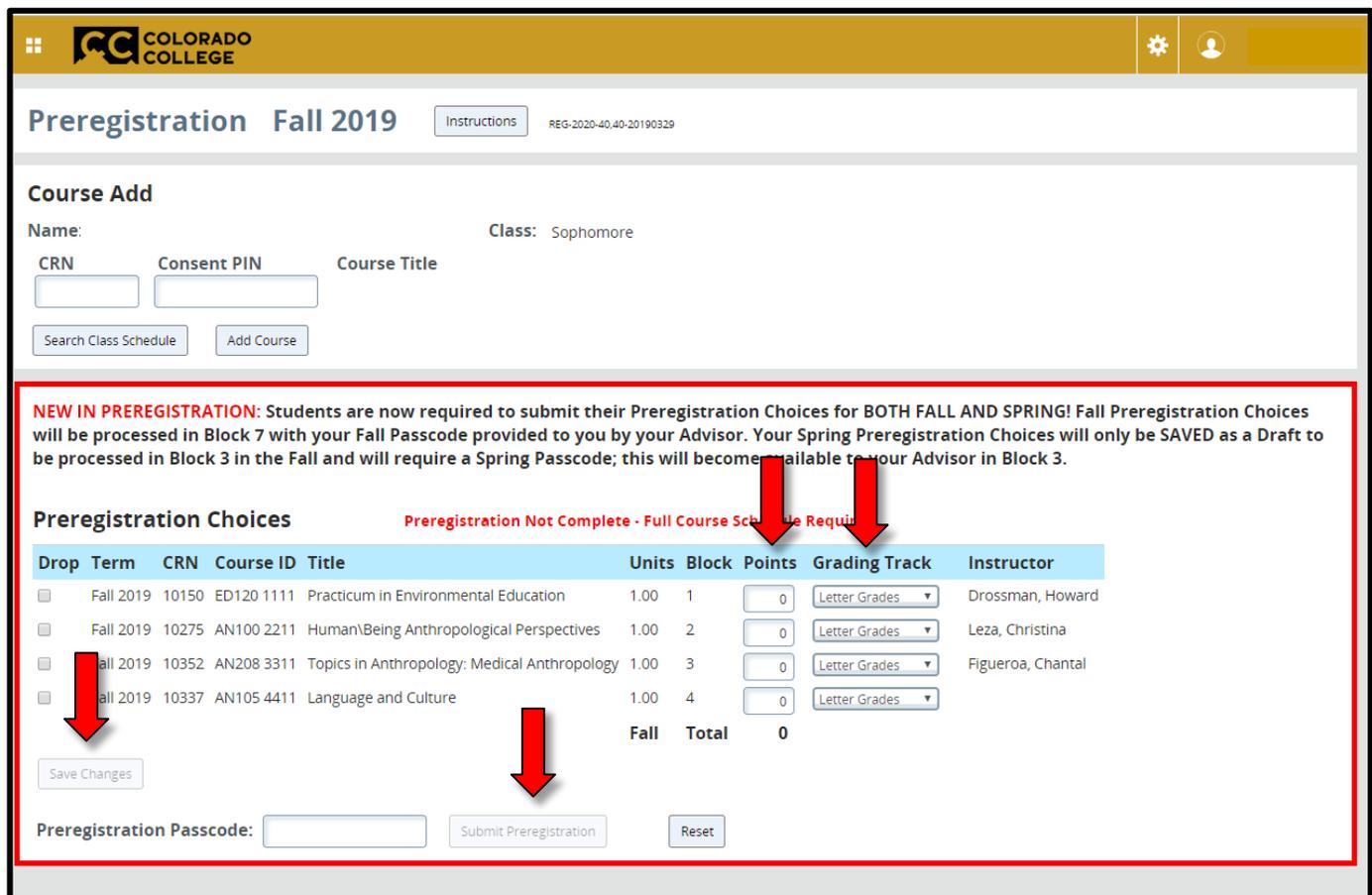
Class Schedule Search Course Results

CRN	Course ID	Title	Block	Dates	Time	Units	Instructor	Limit	Resv	Size	Aval	WL	Location	Campus
Anthropology - Fall 2019														
<input type="checkbox"/>	10274 AN262 1111	Studying Language as Social Action [Prerequisite: Anthropology 205 or 256 or 258 or 260 or consent of instructor]	1	08/24-09/16	Morning	1.00	Leza, Christina	15	0	0	15	0		CC
<input type="checkbox"/>	10329 AN320 1111	Field Archaeology [Prerequisite: AN220 or consent of instructor.] (also listed as SW320 1111)	1	08/24-09/16	Morning	1.00	Department	14	0	0	14	0		CC
Comparative Literature - Fall 2019														
<input type="checkbox"/>	10318 CO200 1111	Tpcs in Comparative Literature (also listed as EN223 1111)	1	08/24-09/16	Morning	1.00	Hughes, Lisa	25	0	0	25	0		CC
Education - Fall 2019														
<input type="checkbox"/>	10149 ED430 1111	Policy and Politics in American Education [Prerequisite: ED370, ED380 or ED385]	1	08/24-09/16	Morning	1.00	Robertson, Colleen	25	0	0	25	0		CC
<input type="checkbox"/>	10150 ED120 1111	Practicum in Environmental Education [Prerequisite: COD (enrollment in TREE Semester). This course takes place at the Catamount Center outside Woodland Park as part of the TREE Semester.]	1	08/24-09/16	Morning	1.00	Drossman, Howard	25	0	0	25	0		CC

The **Preregistration Choices** section is the main section where students will build their Preregistration Draft for the Fall and Spring semesters. Keep in mind that you will not be able to submit your Preregistration without having a full schedule; 4 units for Fall and 4 units for Spring! Please review the following key areas:

- g. **Points.** Student have up to 40 points per semester to bid on course choices. It is recommended that you speak with your advisor for further advising on points.
Please Note The system will not stop you from submitting your Preregistration if you do not use all your points.
- h. **Grading Track.** Students have the option of selecting the Letter Grades track or the Pass/Fail track.
- i. **Save Changes.** When you add a new course, selecting the Grading Track option will enable the Save Changes button. It is recommended that you save with each new course.
- j. **Submit Preregistration.** This will only become available once you have a full schedule saved in your Preregistration Choices; the border will be **blue** the first time you submit your Preregistration for processing.

See Below Example:



Preregistration Fall 2019 Instructions REG-2020-40,40-20190329

Course Add
 Name: _____ Class: Sophomore
 CRN: _____ Consent PIN: _____ Course Title: _____
 Search Class Schedule Add Course

NEW IN PREREGISTRATION: Students are now required to submit their Preregistration Choices for BOTH FALL AND SPRING! Fall Preregistration Choices will be processed in Block 7 with your Fall Passcode provided to you by your Advisor. Your Spring Preregistration Choices will only be SAVED as a Draft to be processed in Block 3 in the Fall and will require a Spring Passcode; this will become available to your Advisor in Block 3.

Preregistration Choices Preregistration Not Complete - Full Course Schedule Required

Drop	Term	CRN	Course ID	Title	Units	Block	Points	Grading Track	Instructor
<input type="checkbox"/>	Fall 2019	10150	ED120 1111	Practicum in Environmental Education	1.00	1	0	Letter Grades	Drossman, Howard
<input type="checkbox"/>	Fall 2019	10275	AN100 2211	Human\Being Anthropological Perspectives	1.00	2	0	Letter Grades	Leza, Christina
<input type="checkbox"/>	Fall 2019	10352	AN208 3311	Topics in Anthropology: Medical Anthropology	1.00	3	0	Letter Grades	Figueroa, Chantal
<input type="checkbox"/>	Fall 2019	10337	AN105 4411	Language and Culture	1.00	4	0	Letter Grades	
					Fall Total	4	0		

Save Changes

Preregistration Passcode: _____ Submit Preregistration Reset

Preregistration Color Status

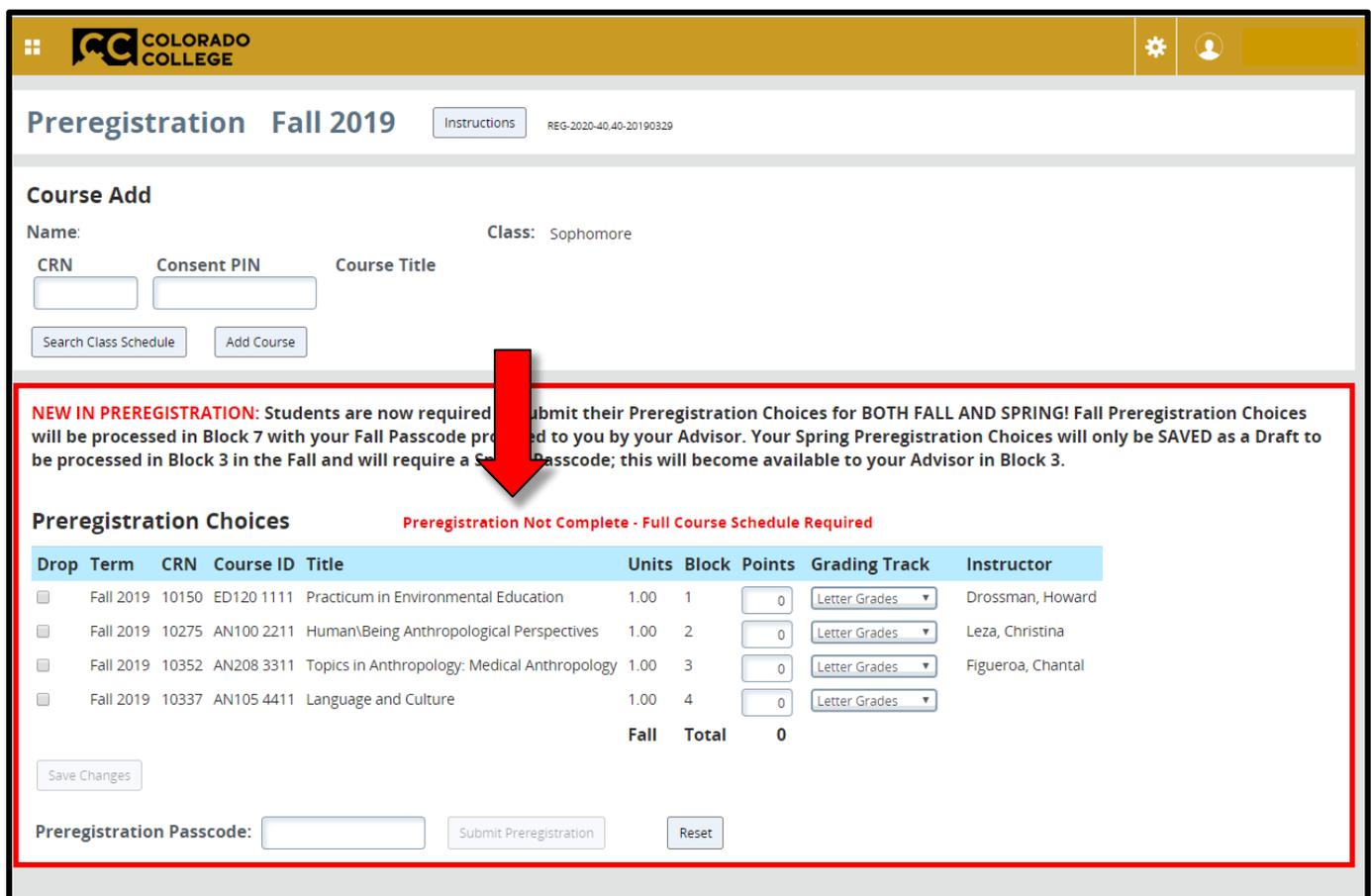
As you begin to build your Preregistration Draft pay close attention to the color of the border and the status each color represents: **red** for incomplete, **blue** for ready to go, and **green** for complete – this is the goal!

Please Note If you have trouble seeing colors, please pay special attention to the message area (see arrow)

A Red Border = Not Complete! Your schedule needs further review:

- Do you have a full schedule? It is required to have both Fall (blocks 1-4) and Spring (blocks 5-8) selections saved:
- Do you have your Grading Tracks selected for all 8 blocks?
- Did a course not successfully add because you needed an instructor’s consent?

The below screenshot is an example of an Incomplete schedule; this student has not completed their choices for the Spring Semester (Red Border):



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Preregistration Choices Preregistration Not Complete - Full Course Schedule Required

Drop	Term	CRN	Course ID	Title	Units	Block	Points	Grading Track	Instructor
<input type="checkbox"/>	Fall 2019	10150	ED120 1111	Practicum in Environmental Education	1.00	1	0	Letter Grades	Drossman, Howard
<input type="checkbox"/>	Fall 2019	10275	AN100 2211	Human\Being Anthropological Perspectives	1.00	2	0	Letter Grades	Leza, Christina
<input type="checkbox"/>	Fall 2019	10352	AN208 3311	Topics in Anthropology: Medical Anthropology	1.00	3	0	Letter Grades	Figueroa, Chantal
<input type="checkbox"/>	Fall 2019	10337	AN105 4411	Language and Culture	1.00	4	0	Letter Grades	
					Fall Total		0		

Save Changes

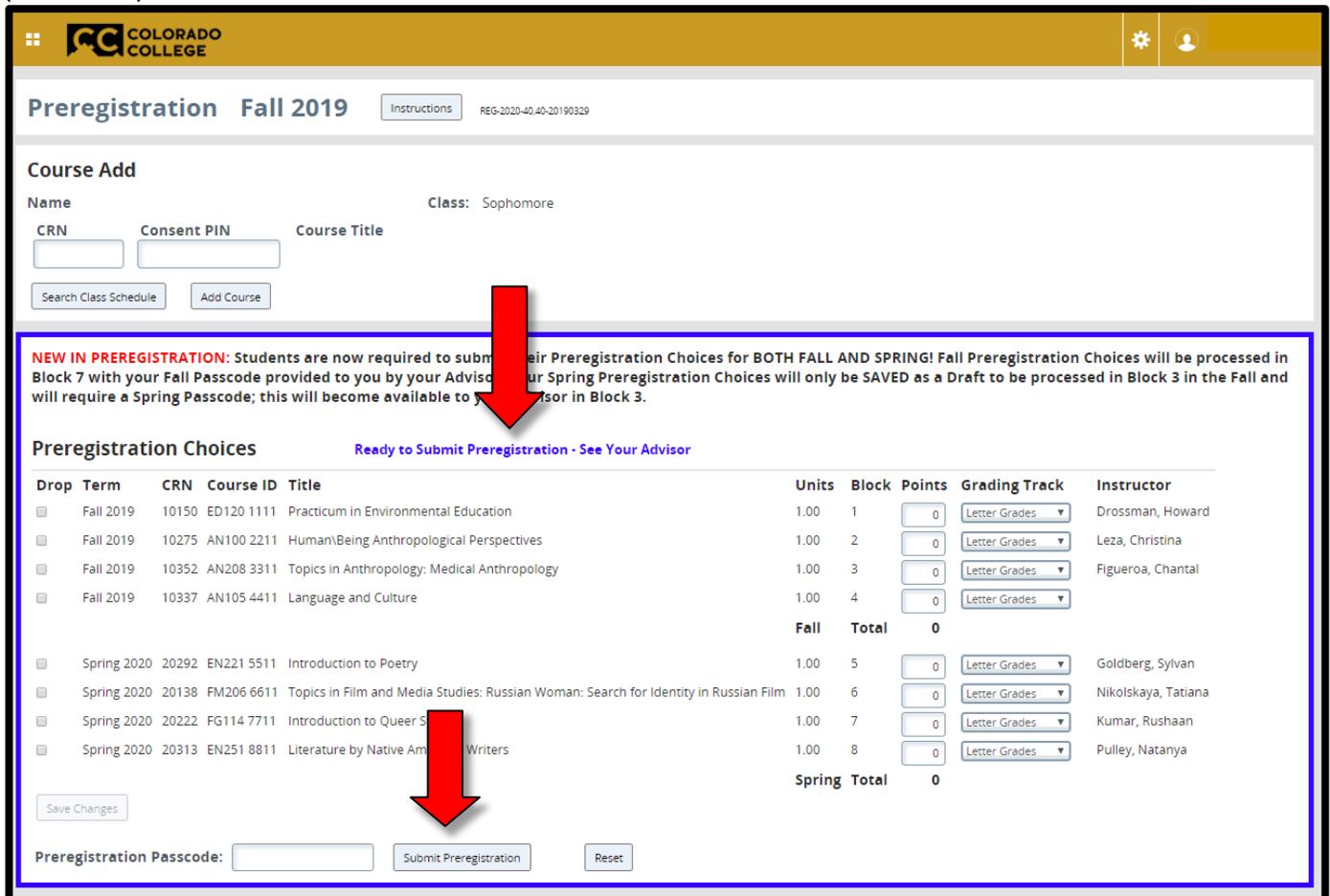
Preregistration Passcode:

A Blue Border = You Are to See Your Advisor! They will provide your Preregistration Passcode

- A status of blue means you have met the following:
 - You have a full schedule for **both Fall and Spring**
 - You have no pending prerequisite check errors
 - You have Grading track choices selected for each block
- Your Preregistration Passcode is unique to you and the term. You will receive your Fall Passcode from your advisor in block 7 to submit your Fall Preregistration Choices for processing. You will receive your Spring Passcode from your advisor in block 3 to submit your Spring Preregistration Choices for processing.

Please Note Your Fall Passcode will not work in block 3; you must use the passcode associated to the term!

See Below Example: Again, please pay special attention to the message area if you have trouble seeing colors (see arrow)



Preregistration Fall 2019 Instructions REG-2020-40_40-20190329

Course Add
 Name: _____ Class: Sophomore
 CRN: _____ Consent PIN: _____ Course Title: _____
 Search Class Schedule Add Course

NEW IN PREREGISTRATION: Students are now required to submit their Preregistration Choices for BOTH FALL AND SPRING! Fall Preregistration Choices will be processed in Block 7 with your Fall Passcode provided to you by your Advisor. Your Spring Preregistration Choices will only be SAVED as a Draft to be processed in Block 3 in the Fall and will require a Spring Passcode; this will become available to you by your Advisor in Block 3.

Preregistration Choices Ready to Submit Preregistration - See Your Advisor

Drop	Term	CRN	Course ID	Title	Units	Block	Points	Grading Track	Instructor
<input type="checkbox"/>	Fall 2019	10150	ED120 1111	Practicum in Environmental Education	1.00	1	<input type="text" value="0"/>	Letter Grades	Drossman, Howard
<input type="checkbox"/>	Fall 2019	10275	AN100 2211	Human\Being Anthropological Perspectives	1.00	2	<input type="text" value="0"/>	Letter Grades	Leza, Christina
<input type="checkbox"/>	Fall 2019	10352	AN208 3311	Topics in Anthropology: Medical Anthropology	1.00	3	<input type="text" value="0"/>	Letter Grades	Figuroa, Chantal
<input type="checkbox"/>	Fall 2019	10337	AN105 4411	Language and Culture	1.00	4	<input type="text" value="0"/>	Letter Grades	
					Fall Total		0		
<input type="checkbox"/>	Spring 2020	20292	EN221 5511	Introduction to Poetry	1.00	5	<input type="text" value="0"/>	Letter Grades	Goldberg, Sylvan
<input type="checkbox"/>	Spring 2020	20138	FM206 6611	Topics in Film and Media Studies: Russian Woman: Search for Identity in Russian Film	1.00	6	<input type="text" value="0"/>	Letter Grades	Nikolskaya, Tatiana
<input type="checkbox"/>	Spring 2020	20222	FG114 7711	Introduction to Queer Studies	1.00	7	<input type="text" value="0"/>	Letter Grades	Kumar, Rushaan
<input type="checkbox"/>	Spring 2020	20313	EN251 8811	Literature by Native American Writers	1.00	8	<input type="text" value="0"/>	Letter Grades	Pulley, Natanya
					Spring Total		0		

Save Changes

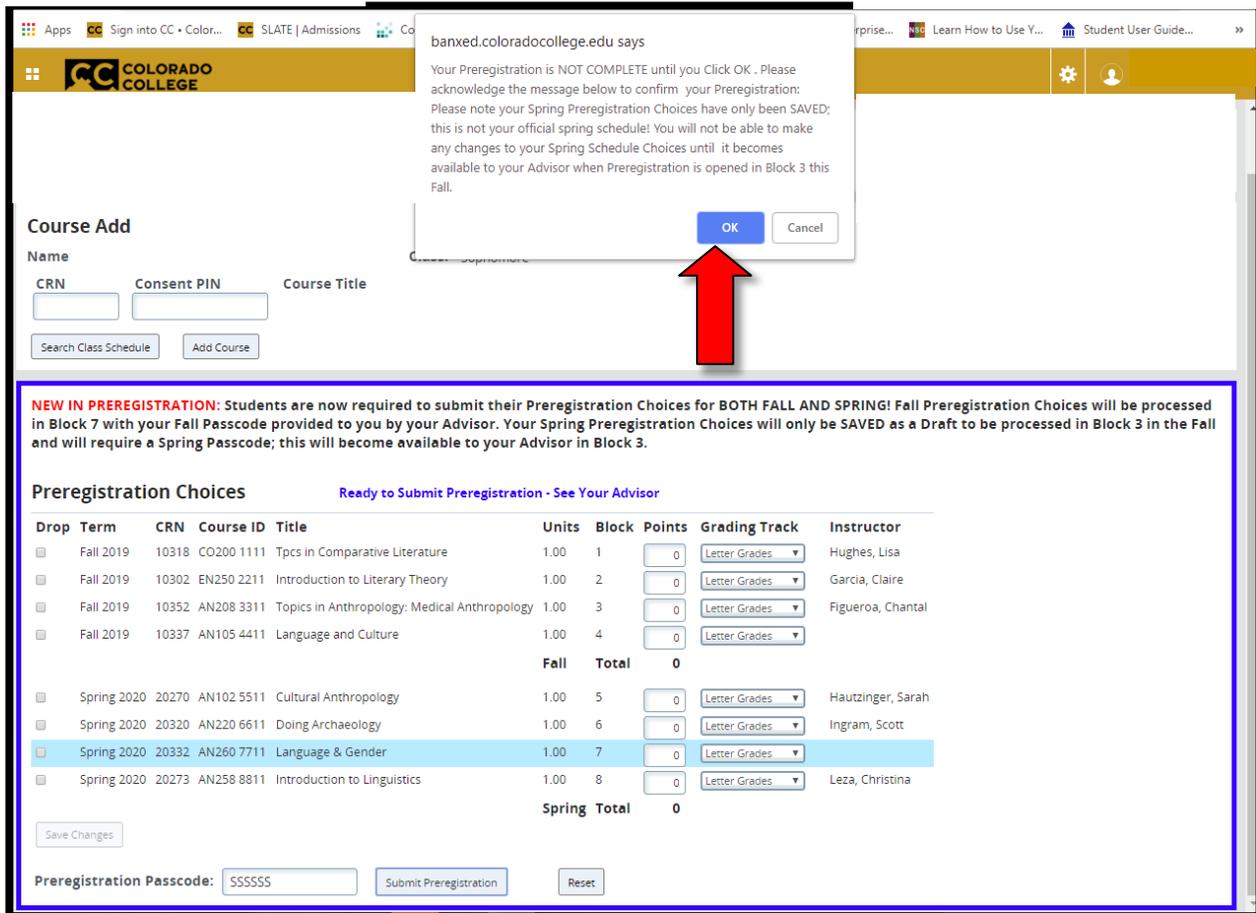
Preregistration Passcode:

Acknowledgement Required – one you click “Submit Preregistration”, an acknowledgement window will appear displaying the following message:

“Your Preregistration is NOT COMPLETE until you Click OK. Please acknowledge the message below to confirm your Preregistration: Please note your Spring Preregistration Choices have only been SAVED; this is not your official spring schedule! You will not be able to make any changes to your Spring Schedule Choices until it becomes available to your Advisor when Preregistration is opened in Block 3 this Fall.”

- Click **“OK”** to continue to submit your Preregistration
- Click **“CANCEL”** to return to the previous page.
 PLEASE NOTE Clicking Cancel WILL NOT submit your Preregistration; you are required to acknowledge your Spring choices are saved as a draft **ONLY** and are not official until Preregistration is opened back up in block 3 in the Fall.

See Below Example:



The screenshot shows a web browser window with the Colorado College logo and navigation tabs. A modal dialog box is open, displaying the following text:

banxed.coloradocollege.edu says
 Your Preregistration is NOT COMPLETE until you Click OK . Please acknowledge the message below to confirm your Preregistration: Please note your Spring Preregistration Choices have only been SAVED; this is not your official spring schedule! You will not be able to make any changes to your Spring Schedule Choices until it becomes available to your Advisor when Preregistration is opened in Block 3 this Fall.

Below the dialog box, a red arrow points to the **OK** button. The background interface shows a 'Course Add' section with input fields for CRN, Consent PIN, and Course Title, and buttons for 'Search Class Schedule' and 'Add Course'. Below that is a 'Preregistration Choices' section with a table of course selections and a 'Submit Preregistration' button.

NEW IN PREREGISTRATION: Students are now required to submit their Preregistration Choices for BOTH FALL AND SPRING! Fall Preregistration Choices will be processed in Block 7 with your Fall Passcode provided to you by your Advisor. Your Spring Preregistration Choices will only be SAVED as a Draft to be processed in Block 3 in the Fall and will require a Spring Passcode; this will become available to your Advisor in Block 3.

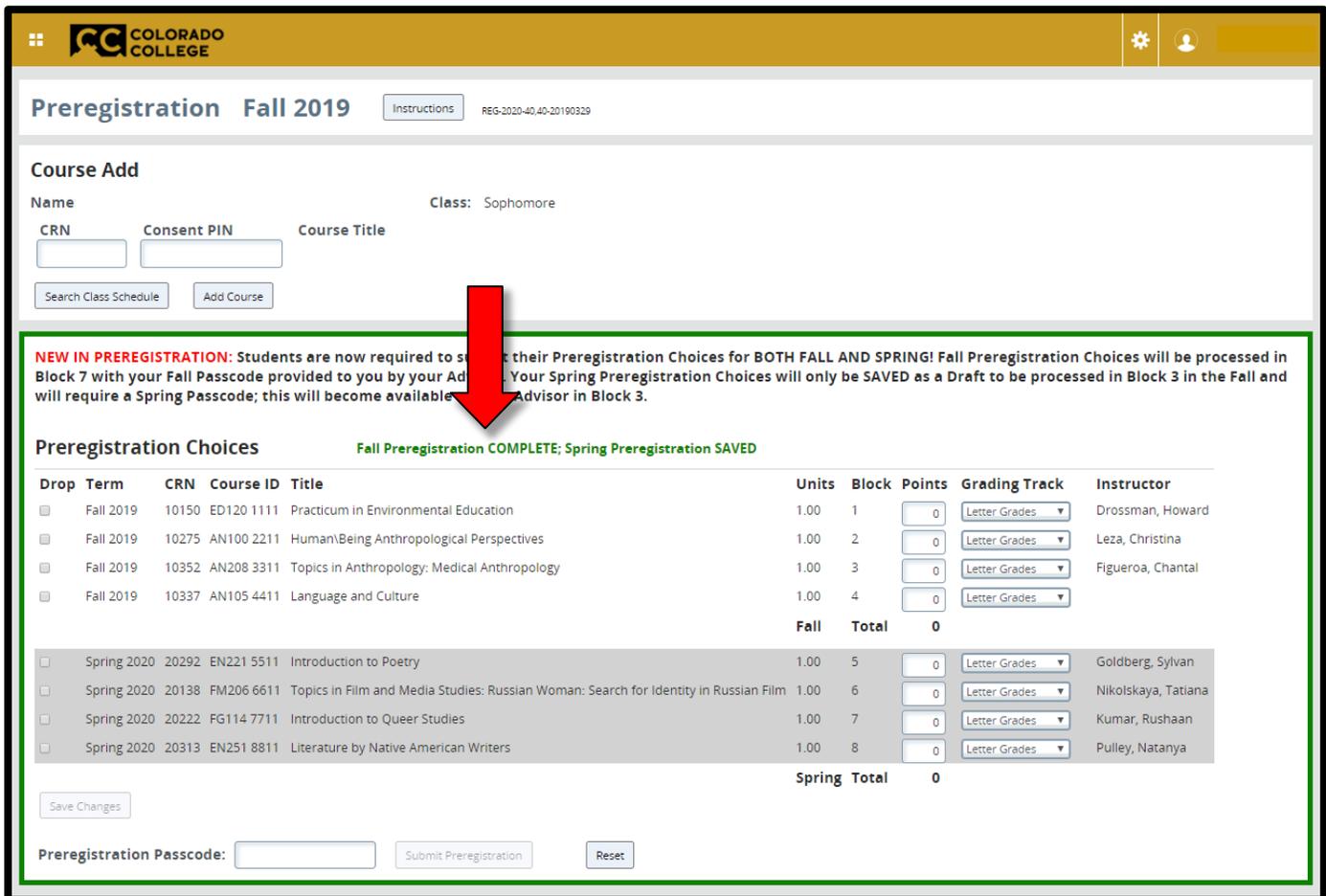
Drop	Term	CRN	Course ID	Title	Units	Block	Points	Grading Track	Instructor
<input type="checkbox"/>	Fall 2019	10318	CO200 1111	Tpcs in Comparative Literature	1.00	1	0	Letter Grades	Hughes, Lisa
<input type="checkbox"/>	Fall 2019	10302	EN250 2211	Introduction to Literary Theory	1.00	2	0	Letter Grades	Garcia, Claire
<input type="checkbox"/>	Fall 2019	10352	AN208 3311	Topics in Anthropology: Medical Anthropology	1.00	3	0	Letter Grades	Figueroa, Chantal
<input type="checkbox"/>	Fall 2019	10337	AN105 4411	Language and Culture	1.00	4	0	Letter Grades	
Fall Total					0				
<input type="checkbox"/>	Spring 2020	20270	AN102 5511	Cultural Anthropology	1.00	5	0	Letter Grades	Hautzinger, Sarah
<input type="checkbox"/>	Spring 2020	20320	AN220 6611	Doing Archaeology	1.00	6	0	Letter Grades	Ingram, Scott
<input checked="" type="checkbox"/>	Spring 2020	20332	AN260 7711	Language & Gender	1.00	7	0	Letter Grades	
<input type="checkbox"/>	Spring 2020	20273	AN258 8811	Introduction to Linguistics	1.00	8	0	Letter Grades	Leza, Christina
Spring Total					0				

Buttons: Save Changes, Submit Preregistration, Reset

A Green Border = Your Fall Preregistration is COMPLETE; Your Spring Preregistration has been SAVED

- If you need to make a change to your choices, you are able to go back in any time during the Preregistration Period. You will notice the border will change from **Green** to **Red** if:
 - You do not have a full schedule
 - You do not have a Grading Track selected for all blocks
 - Click “Save Changes” to submit your changes and to change your status from **Red** to **Green** (Green is the ultimate goal!!!)

See Below Example: Again, please pay special attention to the message area if you have trouble seeing colors (see arrow)



Preregistration Fall 2019 Instructions REG-2020-40,40-20190329

Course Add

Name Class: Sophomore

CRN Consent PIN Course Title

NEW IN PREREGISTRATION: Students are now required to select their Preregistration Choices for BOTH FALL AND SPRING! Fall Preregistration Choices will be processed in Block 7 with your Fall Passcode provided to you by your Advisor. Your Spring Preregistration Choices will only be SAVED as a Draft to be processed in Block 3 in the Fall and will require a Spring Passcode; this will become available in Block 3.

Preregistration Choices Fall Preregistration COMPLETE; Spring Preregistration SAVED

Drop	Term	CRN	Course ID	Title	Units	Block	Points	Grading Track	Instructor
<input type="checkbox"/>	Fall 2019	10150	ED120 1111	Practicum in Environmental Education	1.00	1	<input type="text" value="0"/>	Letter Grades	Drossman, Howard
<input type="checkbox"/>	Fall 2019	10275	AN100 2211	HumanBeing Anthropological Perspectives	1.00	2	<input type="text" value="0"/>	Letter Grades	Leza, Christina
<input type="checkbox"/>	Fall 2019	10352	AN208 3311	Topics in Anthropology: Medical Anthropology	1.00	3	<input type="text" value="0"/>	Letter Grades	Figueroa, Chantal
<input type="checkbox"/>	Fall 2019	10337	AN105 4411	Language and Culture	1.00	4	<input type="text" value="0"/>	Letter Grades	
					Fall Total	0			
<input type="checkbox"/>	Spring 2020	20292	EN221 5511	Introduction to Poetry	1.00	5	<input type="text" value="0"/>	Letter Grades	Goldberg, Sylvan
<input type="checkbox"/>	Spring 2020	20138	FM206 6611	Topics in Film and Media Studies: Russian Woman: Search for Identity in Russian Film	1.00	6	<input type="text" value="0"/>	Letter Grades	Nikolskaya, Tatiana
<input type="checkbox"/>	Spring 2020	20222	FG114 7711	Introduction to Queer Studies	1.00	7	<input type="text" value="0"/>	Letter Grades	Kumar, Rushaan
<input type="checkbox"/>	Spring 2020	20313	EN251 8811	Literature by Native American Writers	1.00	8	<input type="text" value="0"/>	Letter Grades	Pulley, Natanya
					Spring Total	0			

Preregistration Passcode:

PREREGISTRATION BEST PRACTICES

Use **GS391: the General Studies Placeholder course** for the following:

- If you are planning a **thesis or independent study** (after Preregistration, you will be required to complete the Independent Study/Thesis form to officially register for an independent research block)
- If you are planning a **block off** but have not submitted the paperwork to the Registrar's office for processing.
- Waiting on an **Override COI PIN** on a prerequisite on a *different* course but have not heard back yet from the instructor and need to submit your Preregistration.
- Your Preregistration Choices should be **your intentional plan for next year!** Please don't select random courses and use **GS391** instead. Departments review the demand for their courses and plan accordingly. Signing up for random courses produces a negative effect for us all.

PINS VS PASSCODES:

- **COI = Consent of Instructor:** The **COI PIN** is obtained from the instructor of the course and is used for the following:
 - When the course has a COI designation (you will see this noted in the course schedule)
 - When you have not met the prerequisites for a course and need the COI PIN to override the prerequisite check.
- **COD = Consent of Department:** The **COD PIN** is obtained by the Department Chair. This will be used when the course requires the COD PIN as noted in the course schedule.
- **Student PASSCODE = Your Student PASSCODE is unique to you!** You will receive a **Fall PASSCODE** from your Advisor in block 7. This is your Advisor who is listed in Banner under your Student Information. If you need to update this information, please complete an "Advisor Change Request Form" available at the Registrar's Office. You will receive a **New Spring PASSCODE** in block 3; you must use the PASSCODE associated to the term.
- **PINS and PASSCODES will never contain numbers!** If you have trouble entering either, make sure you use letters only and are also avoiding entering any extra spaces before or after entering or pasting in your PASSCODE.

Meet with your Advisor early! You will receive your Passcode from your Advisor (who is listed in Banner) therefore it is important to know who your Advisor is! If they are on sabbatical or teaching off-campus during the Preregistration Period, you may want to consider a temporary Preregistration Advisor. Contact the Advising Hub for further assistance! Make sure to schedule your appointment with your Advisor early to avoid any last-minute issues.