

## Registration Instructions

Before you can register or drop courses, you must have your User ID (email/network ID), password (email password), and the alternate (registration) PIN provided by your Advisor for the semester. This PIN is unique to you and is good for only one semester.

1. Log on to Campus Portal or through the secure login (available through Registrar's Website), which is available on the Lehigh homepage or at this address:  
<http://portal.lehigh.edu>
2. Select the **Banner** icon on top right.
3. Select **Student Services** tab on the top.
4. Select **Registration**.
5. Choose **Select Term** and select the appropriate semester and click on Submit.

*Courses may only be changed online through the first five days of the semester.*

### To Add a Class

To register for courses, select one of the following options:

#### *Option 1*

1. Select **Look-up Classes to Add** and perform a search to review the availability of the course and section you wish to add.
2. Click on the box next to the course and/or section you wish to add to your schedule and click "Register" at the bottom of the screen. Courses with an open box in the first column are available for registering. Sections with a "C" are closed and you will not be able to add them to your schedule.
3. Input your Alternate (registration) PIN when prompted.
4. The system will then display your changes or an error message.

#### *Option 2*

1. Select **Add/Drop Classes**.
2. Input your Alternate (registration) PIN when prompted.
3. Input CRNs (Course Registration Numbers) for the courses you have chosen to register for and then submit.
4. The system will then display your changes or an error message.

Repeat these steps until you have your desired schedule.

If you added a class you wish to remove, you simply need to select "Web Drop" next to that specific course and then submit the change(s).

After registering, you should review your schedule to make sure all of your intended actions were saved. Select **View Schedule by Day and Time** and **View Student Detail Schedule** to confirm your selections.

## To Drop a Class

*Think carefully before you drop a course, as you may not be able to get the course and/or the specific section back onto your schedule.*

1. Select **Add/Drop Classes**.
2. Input your Alternate (registration) PIN when prompted.
3. Select “Web Drop” from the pull-down menu next to the course you wish to drop and submit changes.
4. The system will then display your changes or an error message.

**\*\* Always verify your schedule to ensure that you registered for the correct classes!\*\***

<b>Error Message</b>	<b>Details</b>	<b>Solution</b>
LINK MISSING	Course has a required lab or recitation that needs to be added at the same time.	Select all parts of a course, to include the lecture and a lab or lecture and a recitation. In some departments this means adding 2 different CRNs, which must be added at the same time for the system to accept it.
CLOSED - # WAITLISTED	Course is closed. The number of students currently on the waitlist is indicated.	Please select another course.
DEPARTMENT HEAD/ INSTRUCTOR SIGNATURE REQUIRED	The course requires the signature of the department head or the instructor for registration.	Visit or call the academic department for permission and fill out an electronic override request (on Course Site or in the CBE Undergraduate Center, Rauch Business Center 3 <sup>rd</sup> Floor.)
LEVEL, COLLEGE, MAJOR, CLASS or CAMPUS RESTRICTION	The course is restricted to members of a specific level (Grad or Undergrad), college, major, class, or for distance education students only.	Select a different course or contact the academic department for permission and fill out an electronic override request.
CORQ/PREQ REQUIRED	The course has specific co requisites or prerequisites that may not have been met.	Check to ensure that you have met the course requirements. You can contact the Department for consideration for an override. If you have met the course requirements, contact the Registrar's Office for assistance.
TIME CONFLICT	You have registered for two courses that meet at the same time. The conflicting course CRN is identified.	Select a different section/course that does not conflict.
DUPLICATE COURSE	You have entered a duplicate CRN.	Take whatever action you need on the worksheet area of the drop/add form.
COURSE NOT AVAILABLE	The selected course was cancelled.	Select a different course.
CRN DOES NOT EXIST	An invalid CRN was entered.	Enter the correct CRN.
MAXIMUM HOURS EXCEEDED	You attempted to register for more credits than permitted.	Drop a course from your schedule prior to attempting to add course. If you need to take more credits than the system currently allows, you must request an overload of credits through the CBE Undergraduate Center, Rauch Business Center 3 <sup>rd</sup> Floor.