
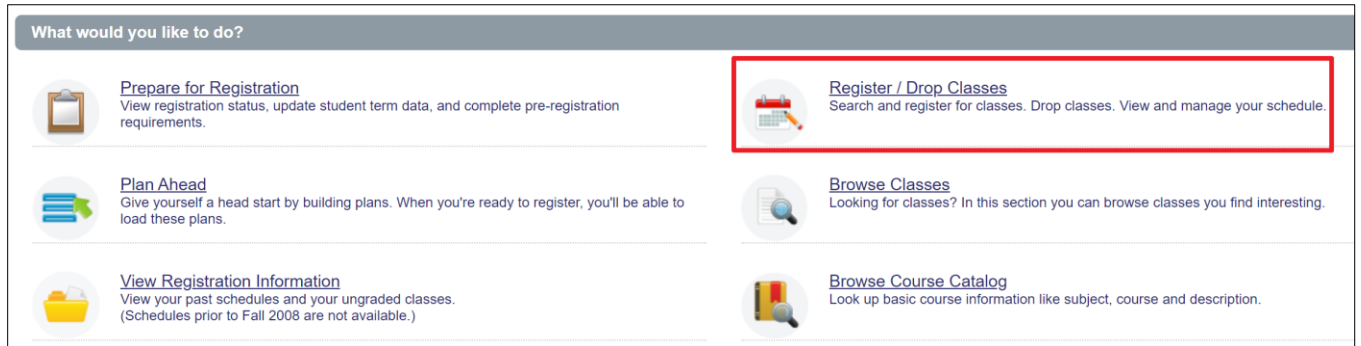


## SELF-SERVICE: ADDING, WAITLISTING & DROPPING CLASSES

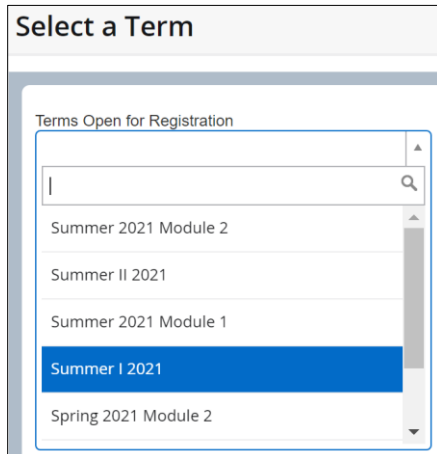
1. Login to the [MyUTRGV](#) student portal using an approved web browser. Banner 9 Self-Service Registration is recommended on this web browser: 
2. Select the Application *ASSIST*.
3. Click on **Registration**.
4. Click on the **Register / Drop Classes**.



What would you like to do?

- Prepare for Registration**  
View registration status, update student term data, and complete pre-registration requirements.
- Plan Ahead**  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- View Registration Information**  
View your past schedules and your ungraded classes. (Schedules prior to Fall 2008 are not available.)
- Register / Drop Classes**  
Search and register for classes. Drop classes. View and manage your schedule.
- Browse Classes**  
Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**  
Look up basic course information like subject, course and description.

5. Choose a term from the drop-down list and then click '**Continue**.'



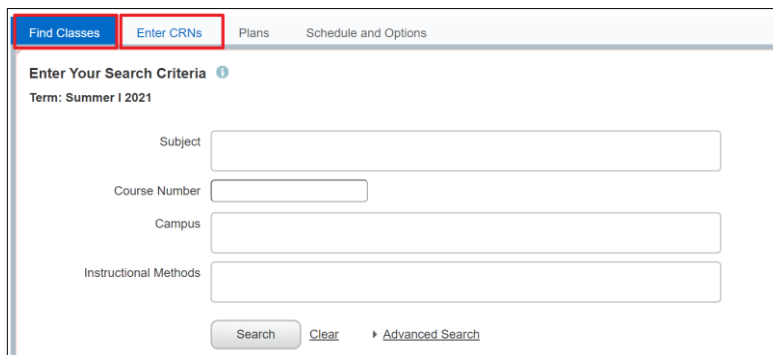
Select a Term

Terms Open for Registration

- Summer 2021 Module 2
- Summer II 2021
- Summer 2021 Module 1
- Summer I 2021**
- Spring 2021 Module 2

**Note: The terms listed here are only those whose registration has begun for the term.**

6. Search for classes using the **Find Classes** tab and/or entering **CRNs** in the **Enter CRNs** tab. For information on how to add a section to the summary panel using the Find Classes tab, please refer to guide titled: [Searching for Classes in ASSIST](#).



Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Summer I 2021

Subject

Course Number

Campus

Instructional Methods

Search Clear > Advanced Search

*Note: Register by CRNs will be noted in Step 9*

7. Search Results:

Title	Subject	Course	Section	CRN	Instructor	Meeting Times	Campus	Status	Attribute	Instructional Methods		
Spanish in the United States Lecture	SPAN	2321	90E	63450	Ana Del Rosario Pe...	S   M   T   W   T   F   S	- Type: Class Bul	Onli...	25 of 25 seats r... 999 of 999 waitl...	Core Int/Exp Lrng-090	Online Asynchronous	Add
Spanish in the United States Lecture	SPAN	2321	90L	63451	Jose E. Hernandez (...)	S   M   T   W   T   F   S	- Type: Class Bul	Onli...	<b>FULL: 0 of ...</b> 998 of 999 ...	Core Int/Exp Lrng-090	Online Asynchronous	Add
Latino Culture & Civilization Lecture	SPAN	2320	90L	63458		S   M   T   W   T   F   S	- Type: Class Bul	Onli...	4 of 5 seats rem... 999 of 999 waitl...	Core Int/Exp Lrng-090 Core Lang. Phil & Ctr-040	Online Asynchronous	Add
Spanish in the United States Lecture	SPAN	2321	91E	64088	Jose E. Hernandez (...)	S   M   T   W   T   F   S	- Type: Class Bul	Onli...	25 of 25 seats r... 999 of 999 waitl...	Core Int/Exp Lrng-090	Online Asynchronous	Add

Page 1 of 1 | 10 Per Page | Records: 4

a. Click on **Add** to place the class(es) you are interested to place in the preliminary scheduled.

Subject	Course	Section	CRN	
SPAN	2321	90E	63450	Add
SPAN	2321	90L	63451	Add
SPAN	2320	90L	63458	Add
SPAN	2321	91E	64088	Add

b. After adding the classes to preliminary schedule, you will take an action for each class.

Title	Details	Hours	CRN	Schedule Type	Status	Action	Instructional
Latino Culture & Civ...	SPAN 232...	3	63458	Lecture	Pending	Add	Online Async
Spanish in the Unite...	SPAN 232...	3	63451	Lecture	Pending	Add	Online Async

Total Hours | Registered: 0 | Billing: 0 | C&D: 0 | Min: 0 | Max: 4

Conditional Add and Drop | Submit

**Note:** You are not yet registered for the class(es). You must select the Add action then Submit.

Check out our [Conditional Adds and Drops](#) guide to learn how to use this new feature.

- Adding: verify action is set to **Add** and then click **Submit**:

Title	Details	Hour	CRN	Schedule Typ	Status	Action	Instructional
Latino Culture & Civ...	SPAN 232...	3	63458	Lecture	Pending	Add	Online Async
Spanish in the Unite...	SPAN 232...	3	63451	Lecture	Pending	Add	Online Async

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 4

Conditional Add and Drop ? **Submit**

- Waitlisting: select **Add to Waitlist** action from drop-down list and click **Submit**:

Title	Details	Hour	CRN	Schedule Typ	Status	Action	Instructional
Latino Culture & Civ...	SPAN 232...	3	63458	Lecture	Pending	Add	Online Async
Spanish in the Unite...	SPAN 232...	3	63451	Lecture	Pending	Add to Waitlist	Online Async

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 4

Conditional Add and Drop ? **Submit**

**Note: Waitlisting does not mean you are registered for the class.**

Student is now registered for SPAN-2320-90L and waitlisted for SPAN-2321-2321-90L in this example.

Class Schedule for Summer I 2021							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7am							
8am							
9am							
10am		Latino Culture & Civilization		Latino Culture & Civilization			
11am							

Title	Details	Hour	CRN	Schedule Typ	Status	Action	Instructional
Latino Culture & Civ...	SPAN 232...	3	63458	Lecture	Registered	None	Online Async
Spanish in the Unite...	SPAN 232...	0	63451	Lecture	Waitlisted	None	Online Async

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 4

Conditional Add and Drop ? **Submit**

- Dropping: select **Drop** action from drop-down list and click **Submit**:

Title	Details	Hour	CRN	Schedule Typ	Status	Action	Instructional
Latino Culture & Civ...	SPAN 232...	3	63458	Lecture	Registered	None	Online Asynch
Spanish in the Unite...	SPAN 232...	0	63451	Lecture	Waitlisted	None	Online Asynch

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 4

Conditional Add and Drop **Submit**

Student has now dropped SPAN-2321-90L in this example.

Title	Details	Hour	CRN	Schedule Typ	Status	Action	Instructional
Latino Culture & Civ...	SPAN 232...	3	63458	Lecture	Registered	None	Online Asynch
Spanish in the Unite...	SPAN 232...	0	63451	Lecture	Deleted	None	Online Asynch

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 4

Conditional Add and Drop **Submit**

8. Review class schedule by clicking on **Schedule and Options**.

Find Classes   Enter CRNs   Plans   **Schedule and Options**

Summary

Term: Summer I 2021

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message	Instructional Methods
Latino Culture & Civilization	SPAN 2320, 90L	3	63458	Lecture	Standard Letter	Undergraduate	None	02/19/2021	Registered	Web Registe...	Online Asynchronous

Records: 1

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 4

9. Register using **CRNs**.

Find Classes **Enter CRNs** Plans Schedule and Options

### Enter Course Reference Numbers (CRNs) to Register

Term: Summer I 2021

CRN

[+ Add Another CRN](#) **Add to Summary**

- a. Click on **Enter CRNs** tab.
- b. Type in the **CRN** number.
- c. Click on **+Add Another CRN** to add more classes by CRN.

Find Classes **Enter CRNs** Plans Schedule and Options

### Enter Course Reference Numbers (CRNs) to Register

Term: Summer I 2021

CRN <input type="text" value="60128"/>	Business Law I BLAW 3337, 90L
CRN <input type="text" value="61349"/>	Constitution & Criminal Law CRIJ 3310, 01
CRN <input type="text" value="64039"/>	US Const Law Civil Liberties POLS 4312, 90L
CRN <input type="text"/>	

[+ Add Another CRN](#) **Add to Summary**

- d. Click **"Add to Summary"**  
**Note: You are not yet registered for the class(es) after clicking "Add to Summary"**
- e. Continue to Step 8b through Step 8 above to complete registration.