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.

5. Choose a term from the drop-down list and then click ‘Continue.’

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.

Note: Register by CRNs will be noted in Step 9
7. Search Results:

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

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

*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:

![Image of adding process](image1.png)

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

![Image of waitlisting process](image2.png)

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

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

8. Review class schedule by clicking on **Schedule and Options**.
9. Register using **CRNs**.

   ![Image of CRN registration process]

   **a.** Click on **Enter CRNs** tab.

   **b.** Type in the **CRN** number.

   **c.** Click on **+Add Another CRN** to add more classes by CRN.

   ![Image of added CRNs]

   **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.