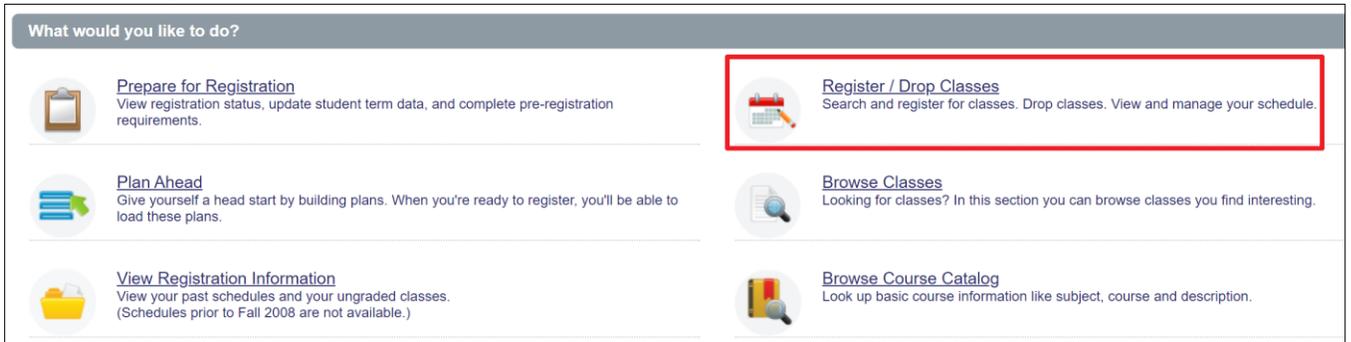


## SELF-SERVICE: REGISTERING FOR LINKED LECTURE/LAB

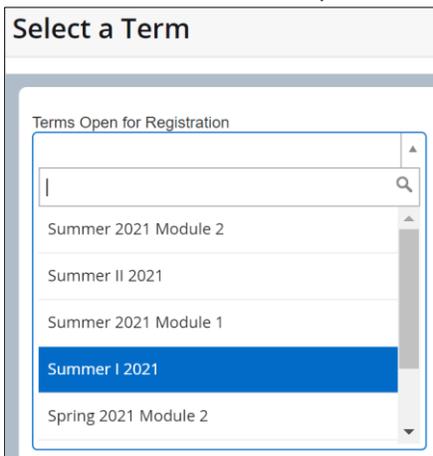
1. Login to the [MyUTRGV](#) student portal using an approved web browser. Banner 9 Self-Service Registration is recommended on this web browser: 
2. Select the Application *ASSIST*.
3. Select Student **Self Service**.
4. Click on **Registration**.
5. Click on the **Register / Drop Classes**.



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** (highlighted)  
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.

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



Select a Term

Terms Open for Registration

Summer 2021 Module 2

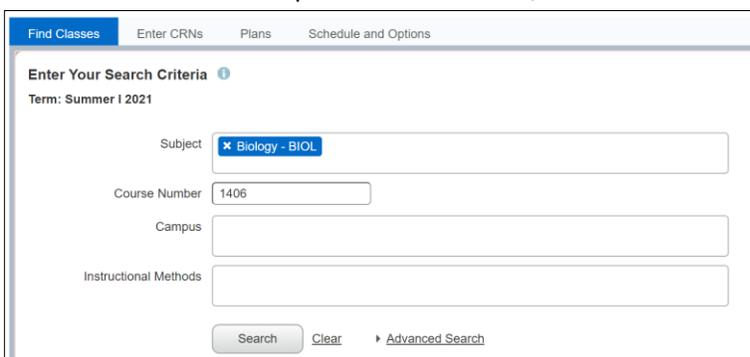
Summer II 2021

Summer 2021 Module 1

**Summer I 2021**

Spring 2021 Module 2

7. We will search for the course BIOL-1406 to show how to register for linked classes. This will be the same for any other course that has required linked lecture/lab.



Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Summer I 2021

Subject: **Biology - BIOL**

Course Number: 1406

Campus:

Instructional Methods:

Search | Clear | [Advanced Search](#)

This indicates the course has a required linked course. We will use this class (BIOL-1406-02) for the example.

Title	Subject	Course	Section	CRN	Instructor	Meeting Times	Campus	Status	Attribute	Action
General Biology I Lecture	BIOL	1406	01	60572		S M T W T F S 01:15 PM - 02:45 PM	Online	100 of 100 seats... LINKED	Core Life & Phys Sciences-030 Lab fee - Biology	View Linked Add
General Biology I Lecture	BIOL	1406	02	60573		S M T W T F S 09:45 AM - 11:15 AM	Online	46 of 66 seats... LINKED	Core Life & Phys Sciences-030 Lab fee - Biology	View Linked Add
General Biology I Lab Laboratory	BIOL	1406	A	60575		S M T W T F S 09:45 AM - 11:15 AM	Online	47 of 47 seats... LINKED	Core Life & Phys Sciences-030 Lab fee - Biology	View Linked Add
General Biology I Lab Laboratory	BIOL	1406	AA	60578		S M T W T F S 08:00 AM - 09:30 AM	Online	46 of 46 seats... LINKED	Core Life & Phys Sciences-030 Lab fee - Biology	View Linked Add
General Biology I Lab Laboratory	BIOL	1406	B	60576		S M T W T F S 11:30 AM - 01:00 PM	Online	46 of 46 seats... LINKED	Core Life & Phys Sciences-030 Lab fee - Biology	View Linked Add
General Biology I Lab Laboratory	BIOL	1406	BB	60579		S M T W T F S 11:30 AM - 01:00 PM	Online	46 of 46 seats... LINKED	Core Life & Phys Sciences-030 Lab fee - Biology	View Linked Add

- Locate the interested lecture or lab, and then click on the **View Linked**. This will display the linked class(es) to the class BIOL-1406-02.

This is the lecture (BIOL-1406-02) you selected.

Title	Subject	Course	Section	Hours	CRN	Instructor	Meeting Times	Campus	Status	Attribute	Instructional Methods	Action
General Biology I Lecture	BIOL	1406	02		60573			Online	46 of 46 seats... LINKED	Core Life & Phys Sciences-030 Lab fee - Biology	Traditional Face-to-Face	Add All
General Biology I Lab Laboratory	BIOL	1406	BB	0	60579		S M T W T F S 11:30 AM - 01:00 PM	Online	46 of 46 seats... LINKED	Core Life & Phys Sciences-030 Lab fee - Biology	Traditional Face-to-Face	Add All
General Biology I Lab Laboratory	BIOL	1406	AA	0	60578		S M T W T F S 08:00 AM - 09:30 AM	Online	46 of 46 seats... LINKED	Core Life & Phys Sciences-030 Lab fee - Biology	Traditional Face-to-Face	Add All

These are the lab options linked to the lecture you selected.

- Register for the lecture and lab by clicking on the corresponding **Add All** button. Classes will be placed in the preliminary schedule.

Title	Details	Hours	CRN	Schedule Typ	Status	Action	Instructional
General Biology I Lecture	BIOL 1406...	4	60573	Lecture	Pending	Add	Traditional Fa
General Biology I Lab	BIOL 1406...	0	60579	Laboratory	Pending	Add	Traditional Fa

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 12

Conditional Add and Drop Submit

**Note: Status is pending, so this means you are not registered for the classes yet.**

- a. Click on **Submit** to register for the linked classes in one submission.

Title	Details	Hour	CRN	Schedule Typ	Status	Action	Instructional
General Biology I	BIOL 1406...	4	60573	Lecture	Registered	None	Traditional Fa
General Biology I Lab	BIOL 1406...	0	60579	Laboratory	Registered	None	Traditional Fa

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 12

Conditional Add and Drop

**Note: Status is now showing Registered and you are now enrolled for the classes.**

- If one of the classes is closed, then the registration will not go through. An alert will be displayed at the top right corner indicating any issues encountered.
- Student can add themselves to the lecture waitlist if closed.
  - Lecture classes will allow student to add themselves to a waitlist.
  - Labs do not have the option to waitlist.

10. To verify your enrollment, click on the **Schedule and Options** tab.

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
General Biology I	BIOL 1406, 02	4	60573	Lecture	Standard Letter	Undergraduate	None	02/21/2021	Registered	Web Registe...	Traditional Face-to-Face
General Biology I Lab	BIOL 1406, BB	0	60579	Laboratory	Standard Letter	Undergraduate	None	02/21/2021	Registered	Web Registe...	Traditional Face-to-Face

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 12

**Schedule** Schedule Details

Class Schedule for Summer I 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am		General Biology I					
11am							
12pm		General Biology I Lab					
1pm							
2pm							

Submit

Student is now enrolled for the lecture BIOL-1406-02 and lab BIOL-1406-BB in this example. The same concept is used for other linked courses that require to be enrolled in a second class.