








## SELF-SERVICE: REGISTER USING A SAVED PLAN

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?

|   |   |
|---|---|
| <br><a href="#">Prepare for Registration</a><br>View registration status, update student term data, and complete pre-registration requirements.            | <br><a href="#">Register / Drop Classes</a><br>Search and register for classes. Drop classes. View and manage your schedule. |
| <br><a href="#">Plan Ahead</a><br>Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.         | <br><a href="#">Browse Classes</a><br>Looking for classes? In this section you can browse classes you find interesting.      |
| <br><a href="#">View Registration Information</a><br>View your past schedules and your ungraded classes. (Schedules prior to Fall 2008 are not available.) | <br><a href="#">Browse Course Catalog</a><br>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. Click on **Plans** to view previously saved plan(s).

Register for Classes

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

Register from a plan.  
Term: Summer I 2021

My Perfect S1 Schedule Created by: You (Preferred) Add All

| Title                         | Details        | Hours | CRN   | Schedule Type | Instructor                  | Grade Mode      | Note | Instructional Methods |                   |
|-------------------------------|----------------|-------|-------|---------------|-----------------------------|-----------------|------|-----------------------|-------------------|
| Business Law I                | BLAW 3337, 90L | 3     | 60128 | Lecture       | Binkie Excess (Primary)     | Standard Letter |      | Online                | View Sections Add |
| Spanish in the United States  | SPAN 2321, 91E | 3     | 64088 | Lecture       | Jose E. Hernandez (Primary) | Standard Letter |      | Online Asynchronous   | View Sections Add |
| Latino Culture & Civilization | SPAN 2320, 90L | 3     | 63458 | Lecture       |                             | Standard Letter |      | Online Asynchronous   | View Sections Add |

Records: 3

a. Student may click on **Add All** to place sections into the preliminary schedule.

Created by: You (Preferred) Add All

View Sections Add

View Sections Add

View Sections Add

**Note: you are not yet registered for the class(es) after clicking on Add All.**

b. Click on individual **Add** to place the class(es) in the preliminary schedule.

Created by: You (Preferred) Add All

View Sections Add

View Sections Add

View Sections Add

**Note: you are not yet registered for the class(es) after clicking on Add.**

c. Student may click on **View Sections** to select other sections and add to preliminary schedule.

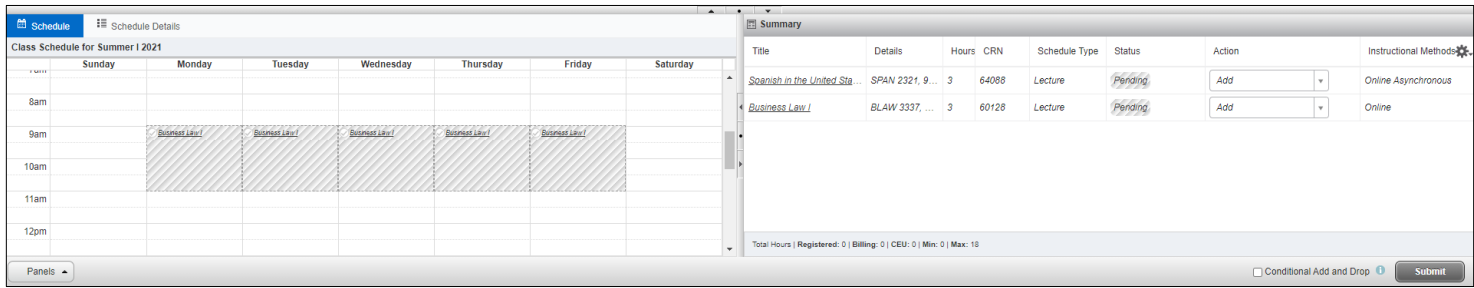
Created by: You (Preferred) Add All

View Sections Add

View Sections Add

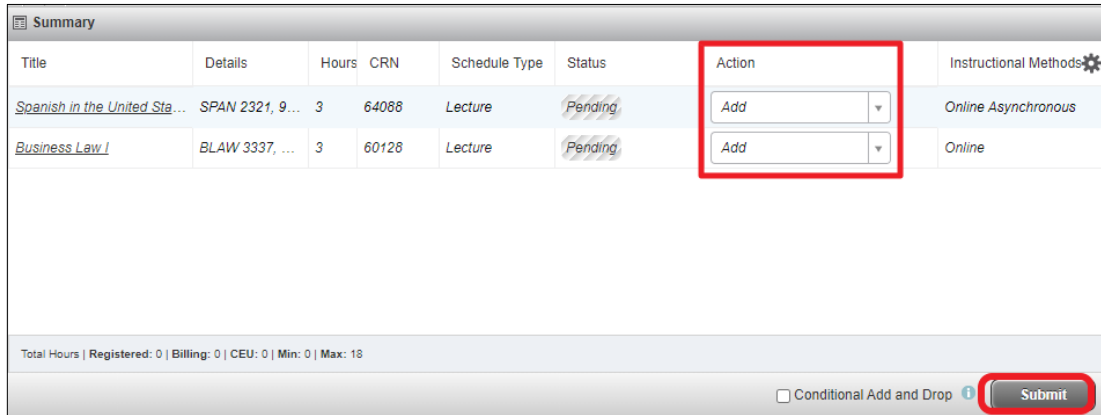
View Sections Add

8. Depending on the option taken in Step 7, the selected class(es) will be placed in the preliminary schedule.



Notice how the classes status are showing as pending.

9. Ensure that the *Action* is set to *Add*, then click on **Submit**.



- a. It is during this submission that your classes are reviewed if you may register for them. It will check if classes are open, check prerequisite, co-requisites and any other class requirements.
  - If any restriction is encountered, then this alert will be noted in the top right corner.
  - If no restrictions, then you will be registered for the classes.

10. Student is now registered for the classes from a previously saved plan.

