

How to Register for New Students

1. Start on the Jackson State homepage, www.jsc.edu.



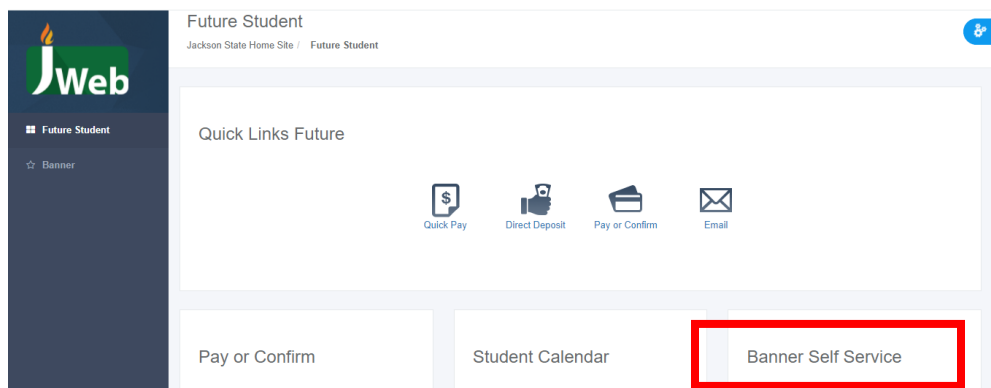
2. Scroll down and click on the link [Go to iWeb](#).



3. Log in using you Netlogon User ID and password. If you do not remember you username or password, use the [Forgot Password](#) link to retrieve your username and reset your password.

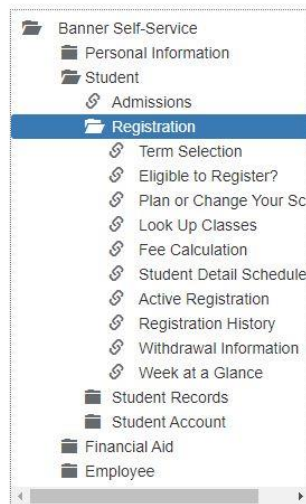
A screenshot of the "SIGN IN" form. The form has a blue header with the text "SIGN IN". Below the header are two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember me on this computer". Below the checkbox is a yellow box with the text "After a successful sign in, we use a cookie in your browser to track your session. You can refer our Cookie Policy for more details." Below the yellow box is another yellow box with the text "By signing in, you agree to our Privacy Policy". At the bottom of the form is a black button with the text "SIGN IN".

4. On the right hand side of the page you should see a Banner Self Service Box.



- a. Click the Banner Self Service folder if the folder is not already open.
- b. Click Student.
- c. Click Registration.
- d. Click Plan or Change Your Schedule.

Banner Self Service



5. Use the correct drop down menu to select the term you are trying to register for and click Submit.

Personal Information **Student** Financial Aid Employee

Search Go

Registration Term

Select a Term:

Submit

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6. Enter your 6 digit Advising PIN. Your advisor will provide you with this number or email jsccadvising@jsc.edu for assistance.

Personal Information **Student** Financial Aid Employee

Search Go

Adviser PIN Verification

Please enter your registration PIN number that you will receive from your Faculty Advisor during your advising conversation.

How to access your PIN number -

- *If you are a current student and have not met with your advisor yet, you can find contact information for them in your Student jWeb Account.
- *If you just completed the admissions process and have taken classes at JSCC in the past, email an advisor at jsccadvising@jsc.edu or contact the JSCC Registrar.
- *If you are a student who has never attended JSCC, your PIN number will be provided during your New Student Orientation Session. You can contact the JSCC Registrar.

If you have any questions, call the JSCC Registration Center at 731-425-9560.

Alternate PIN:

Submit

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7. You should now be seeing the Financial Responsibility Statement screen. The basic point here is that college costs money and whether through Financial Aid or out of your own pocket, you are responsible for the cost of your education. Once you have reviewed Scroll to the bottom and click Accept.

The screenshot shows the top navigation bar with the Jackson State Community College logo and tabs for Personal Information, Student, Financial Aid, and Employee. Below the navigation is a search bar with a 'Go' button. The main content area is titled 'Register For or Drop Classes' and features a yellow horizontal line. Below this line is the heading 'FINANCIAL RESPONSIBILITY STATEMENT' in blue. Underneath is a sub-heading 'PAYMENT OF FEES/PROMISE TO PAY' in red. The main text is a legal disclaimer in black, stating that the user understands and agrees to pay for all tuition, fees, and other associated charges, and that they are responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule at <http://www.jsc.edu/about-jackson-state/student-services/business-services/refunds/refund-schedule.html>. The text also states that the user authorizes the institution to use financial aid to pay for all education costs charged to their student account for their current term of enrollment or attendance at the institution, and that they understand that it is their responsibility to ensure that all requirements of grantors, lenders, employers, and other third party payers are met on a timely basis.

8. If you are now seeing the Immunization screen, scroll to the bottom and select the appropriate answer. Click Submit.
 - a. Click the Plan or Change Schedule link again.

Registration

- [Term Selection](#)
- [Eligible to Register?](#)
- [Plan or Change Your Schedule](#)
- [Look Up Classes](#)
- [Fee Calculation](#)
- [Student Detail Schedule](#)
- [Active Registration](#)
- [Registration History](#)
- [Withdrawal Information](#)
- [Week at a Glance](#)

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9. You should now be on the Register for or Drop Classes page.

Search Go

Register For or Drop Classes

Academic deficiencies may have been identified. IF THEY STILL MUST BE ADDRESSED, below is a list of the deficiencies and descriptions.

Deficiency Type	Description	Course Attribute
High School	Foreign Language I	Foreign Language I
High School	Foreign Language II	Foreign Language II
High School	Visual and Performing Arts	Visual and Performing Arts

[Schedule Planner New - click here!!!](#)
[Schedule Planner Registration Cart New - click here!!!](#)

IMPORTANT INFORMATION - PLEASE READ BEFORE REGISTERING

By enrolling in classes at Jackson State Community College, you are accepting responsibility for knowing:

- Deadlines for adding/dropping/withdrawing from classes,
- Deadlines for refunds,
- Financial aid requirements and the impact of enrollment changes on financial aid,
- Specific course requirements, meeting locations, dates and times, AND
- Information contained in the current year college catalog (including academic calendar and student responsibilities).

If you need help finding any of this information, contact your instructor, your advisor or the Registration Center at 731-425-9560.

To drop a class, use the options available in the Action pull-down list, please make sure you talk to your advisor and Financial Aid before you drop a class.

Comment Schedule

10. Scroll to the bottom and enter the 5 digit CRNs for your classes in the empty boxes at the bottom of the page.

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes Class Search Reset

11. Click Submit Changes. If you did not receive any errors, you should see all of your classes listed with the words ****Web Registered**** next to each course.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Jun 10, 2021	None	81736	CITC	1332	01W	Undergraduate	3.000	Standard Letter	UNIX/Linux Operating System
Web Registered on Jun 10, 2021	None	81806	ENGL	2210	02	Undergraduate	3.000	Standard Letter	Early British Literature
Web Registered on Jun 10, 2021	None	81952	COMM	2025	05	Undergraduate	3.000	Standard Letter	Fundamentals of Communication
Web Registered on Jun 10, 2021	None	83059	CITC	2320	01	Undergraduate	3.000	Standard Letter	Windows Server Administration
Web Registered on Jun 10, 2021	None	83062	CITC	2352	01	Undergraduate	3.000	Standard Letter	Digital Forensics

NOTE: If you received errors when trying to register, refer to the tips below.

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Prerequisite and Test Score error	80157	BIOL	2020	03	Undergraduate	0.000	Standard Letter	Lab for BIOL 2020
Prerequisite and Test Score error	80158	BIOL	2020	05	Undergraduate	4.000	Standard Letter	Human Anatomy and Physiology II

- Pre-req and test score error: Contact jccadvising@jcc.edu or call the Registration Center at 731-425-9560 for assistance. This is often an error with the system and not any true registration mistake.

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Linked course required (Laboratory)	80143	BIOL	2010	07	Undergraduate	4.000	Standard Letter	Human Anatomy and Physiology

- Linked Course Error: This occurs with courses such as COL 1010 and READ 0010, MATH 0030 paired with MATH 1010 or 1530, ENGL 1010 and ENGL 0010 paired courses, or natural science lecture and lab courses. Make sure if the schedule lists specific CRNs on the labs (READ 0010, MATH 0030, ENGL 0010, lab section for science course) that your other course CRN (ENGL 1010, COL 1010, MATH 1010 or 1530, science lecture section) matches the CRN listed in the lab title.

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Time conflict with CRN 81952	81289	READ	0010	03	DSP Only	3.000	Pass/Fail	Lab for COL 1010-03/ CRN 80401

- Time Conflict: Double check the classes you picked. This means you are trying to register for two or more courses that take place on the same days and times.

12. If you are directed to a screen after registering for classes asking you to confirm your full or part time enrollment status, confirm your enrollment status by clicking accept to be directed back to the Register or Drop classes page to see what you were able to register for.

If you still have questions or need assistance, call the Registration Center at 731-425-9560, email jccadvising@jcc.edu, or drop by your nearest Jackson State campus or center for assistance.