

Banner 9 – FAQ

Where can I find the course schedule?

- From the main Registration landing page, click “Search for Classes”.
- Select the term/semester and click “Continue”.
- If you click “Search” all classes for the selected term will show in the results. Entering additional search criteria, such as subject or instructional method, prior to clicking “Search” will narrow down your results. There are also advanced search options that are available.

Will I be able to use Banner 9 with a mobile device?

- Yes. The layout of the pages will adjust to the device you are using. However, we recommend that you use a device with a larger screen (ex. computer, laptop, or tablet) when registering for classes.

How do I register for a course or make changes to my schedule?

- A step-by-step guide is available. Please view the guide here <https://mywcc.waubonsee.edu/student-tools>

Where can I view my class schedule?

- From the main Registration landing page, click “Register for Classes”.
- Select the term/semester and click “Continue”.
- From the “Register for Classes” page, click on the “Schedule and Options” and the “Schedule Details” tab near the bottom to view your schedule.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes Enter CRNs **Schedule and Options**

Summary

Term: Fall 2023

Title	Details	Hours	CRN	Schedule Type	Level	Date	Status	Grade Mode
Art Appreciation	ART 100_001	3	10549	Lecture/Discussion	Credit	07/13/2023	Registered	Standard

Records: 1

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 10

Schedule **Schedule Details**

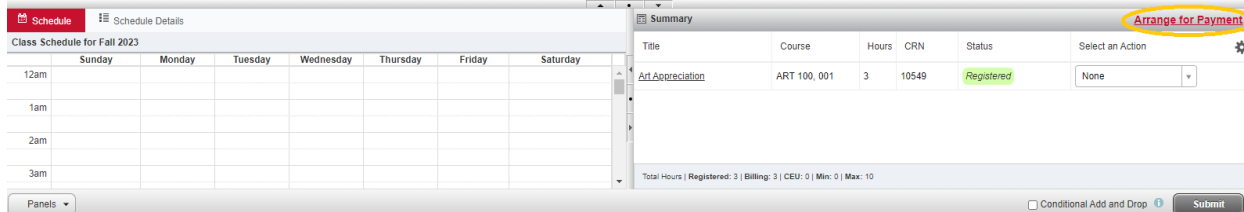
Class Schedule for Fall 2023

▼ [Art Appreciation](#) | Art 100 Section 001 | Class Begin: 08/21/2023 | Class End: 12/16/2023 Registered
Message: "WEB REGISTER" | Hours: 3 | Level: Credit | Campus: Sugar Grove Campus | Schedule Type: Lecture/Discussion | Instructional Method: Traditional/Face-to-Face | Grade Mode: Standard | Waitlist Position: 0 | Notification Expires: None
08/21/2023 – 12/16/2023 [S] [M] [T] [W] [T] [F] [S] 09:30 AM - 10:45 AM Type: Class Location: Sugar Grove Campus Building: Bodie Hall Room: 147
Instructor: [Heather Weber](#) (Primary)
CRN: 10549

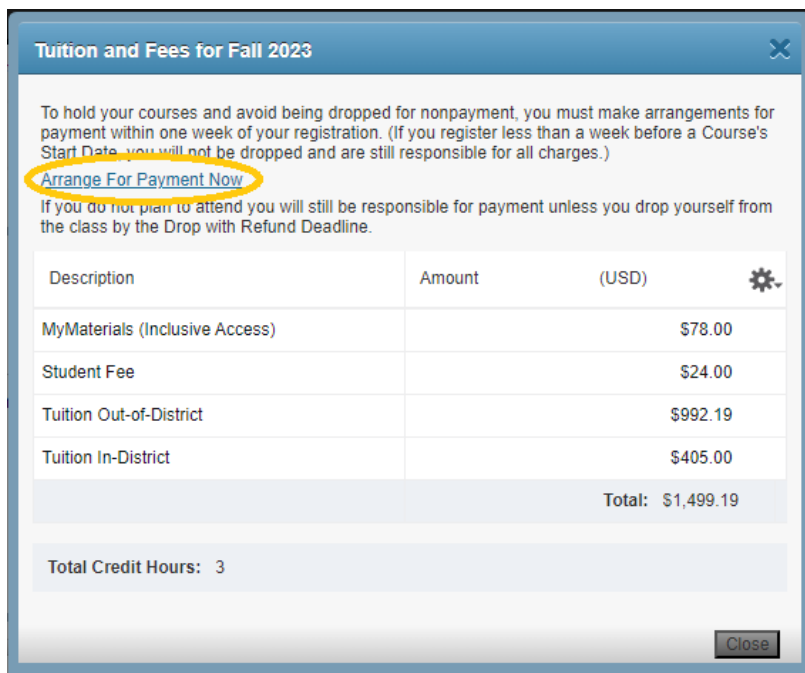
Panels ▾ Submit

How can I see how much I owe after registering?

- After you've added a course, click on the "Arrange for Payment" link in your Summary. This will open a pop-up detailing the tuition and fees for the selected term.



- To view your full student account and/or make payment arrangements, click on the "Arrange For Payment Now" link in the pop-up.
 - NOTE: this will take you to your student account in the tab you are using, so make sure you finalize your registration transactions before clicking the link.



How to add myself to a waitlist or see where I am on the waitlist?

- After searching for a course, if you see the course is full but there are seats remaining on the waitlist, add the course to your summary and click submit.
- A notification will pop up notifying that the course is closed and to add to the waitlist if available. Select "waitlist" in the dropdown for that class in your summary and click submit. Once on the waitlist, you can view your waitlist position in your schedule details. Waitlist notifications are sent via email daily.

Register for Classes

Find Classes Enter CRNs Schedule and Options

Need Help? View [Registration Details](#) and [Instructional Methods](#).
Select a class Title for more details.

Search Results — 2 Classes
Term: Fall 2023 Subject: Communications Course Number: 100 Instructional Method: Online

Number										
10354	COM	100	920	Fundamentals of Speech, Communication Lecture/Discussion	3	S M T W T F S - Type: Class Building: Online Room: None Start Date: 08/21/2023 End Date: 12/16/2023	Online	Online	Jennifer McGuire (Primary)	FULL: 0 of 25 seats remain. 15 of 25 waitlist seats remain.

COM 100 CRN 10354: Closed - 10 student(s) are currently on the Waitlist - If available, select Waitlist to add yourself to the waitlist. More information at waubensee.edu/waitlist

Schedule Schedule Details

Class Schedule for Fall 2023

Fundamentals of Speech Communication | Communications 100 Section 920 | Class Begin: 08/21/2023 | Class End: 12/16/2023
Errors Preventing Registration
08/21/2023 - 12/16/2023 S M T W T F S - Type: Class Location: Online Building: Online Room: None
Instructor: Jennifer McGuire (Primary)
CRN: 10354

Art Appreciation | Art 100 Section 001 | Class Begin: 08/21/2023 | Class End: 12/16/2023 Registered

Title	Course	Hours	CRN	Status	First Step	Select an Action
Fundamentals of Speech C...	COM 100, 920	3	10354	Errors Preventing Reg...	Waitlist	
Art Appreciation	ART 100, 001	3	10549	Registered	None	

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 10

Second Step Conditional Add and Drop

How do I check for holds on my record?

- There are two ways to view this:
 - From the student profile, click on “Holds” in the upper right corner. If you have holds, the description of the hold would appear along with the appropriate department to contact if you have question and the processes that are impacted.
 - From the main Registration landing page, click on “Prepare for Registration” and select the term. Active holds will be displayed if you have any on your record.

How can I see if a registration permit has been entered by my advisor or an academic dean office?

- From the main Registration landing page, click on “Prepare for Registration” and select the term. Registration permits that have been entered will be displayed.

What is Conditional Add and Drop?

- You can use Condition Add/Drop when you want to drop a course from your schedule ONLY IF you are able to add a new course to your schedule without an error. If there’s an error, no changes will take place. You can use it if you’re on the waitlist or registered for a section of a course but you want to try to switch to another section of the same course without losing your seat in the course or on the waitlist.

How do I use Conditional Add and Drop?

- From the main Registration landing page, click “Register for Classes”.
- Select the term/semester and click “Continue”.
- Add the desired course section to your summary.
- Select the Drop action on the course section you would like to drop.
- Check the Conditional Add Drop box and Submit.

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Need Help? View [Registration Details](#) and [Instructional Methods](#). Search Again

Select a class Title for more details.

Search Results — 2 Classes
Term: Fall 2023 | Subject: Communications | Course Number: 100 | Instructional Method: Online

CRN	Section	Section Title	Hours	Days	Type	Building	Room	Start Date	End Date	Method	Instructor	Seats
10355	COM 100 921	Fundamentals of Speech, Communication Lecture/Discussion	3	S M T W T F S	Class	Building: Online	Room: None	Date: 09/21/2023	End Date: 12/16/2023	Online	Online	19 of 25 waitlist seats remain.

Page 1 of 1 | 10 Per Page | Records: 2

Schedule | Schedule Details | Arrange for Payment

Class Schedule for Fall 2023

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Summary

Title	Course	Hours	CRN	Status	Select an Action
Fundamentals of Speech Co...	COM 100, 921	3	10355	Pending	Registered by Web
Art Appreciation	ART 100, 001	3	10549	Registered	None
Fundamentals of Speech C...	COM 100, 920	0	10354	Waitlisted	DROP

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 10

Conditional Add and Drop

Where can I view midterm and final grades?

- From the student profile, click “View Grades”, then select a specific term or “all terms” in the drop down and select the course level or “all course levels” and then your grades for the selected terms/course levels will show.
 - NOTE: Grades from older terms may not appear. You can view your Unofficial Academic Transcript for your complete academic history.

Where can I view my Unofficial Academic Transcript?

- From the student profile, click “Unofficial Academic Transcript.”
- Select the Transcript Level and Transcript Type (Web Transcript is the only option at this time) to generate your unofficial transcript.