

## How to Register for Classes

1. Log into your Roadrunner Portal.
2. Click the “Banner” tab, select the link: Student and Financial Aid Menu.
3. Select the link: Registration.
4. Click on: Add or Drop Classes.
5. Select the semester (ex. Fall 20xx) for which you intend to register and then click: Submit.
6. In each of the white rectangular boxes under Add Classes Worksheet, input the Course Reference Numbers (CRNs) representing the classes you have chosen. Only enter the CRN once, it does not matter what order the CRN’s are entered. Then click: Submit Changes.
  - If a class is closed and you want to add to the waitlist, select “Waitlist” from the drop down menu next to the closed class and then click Submit Changes again. This will add you to the waitlist.
  - To drop a class, select “Drop” from the drop down menu beside the class you want to drop, then click submit changes.
7. After submitting your CRNs, make sure that the classes displayed in the Current Schedule correspond with the classes you intended to register for.
8. To see your Class Schedule: return to the Registration menu link under Student and then select **Student Detail Schedule** to see a list of your courses with details or **Week at a Glance** to view the times your classes are scheduled throughout the week.

### How to Find CRN’s

1. Visit [www.Daltonstate.edu](http://www.Daltonstate.edu).
2. Scroll over the “Academics” link and click on the “Classes” link.
  - Click on **Class Schedule**.
3. Select the term you would like to search (Spring 20xx, Summer 20xx, etc...). □ Click.
4. Select “All parts of term” in the drop-down menu.
  - Click **Submit Part of Term**.
5. On the next screen, fill out the appropriate information. These would be courses that you would like to take and courses that you and your advisor have approved.
  - The Subject Code is a four letter heading such as...  
**MATH, BIOL, ENGL, PSYC, or COMM.**  
**Subject Code:**
  - The Campus Code describes where the class will be held.  
Example: **Main Campus** – Class offered at the **Dalton Campus**.  
**Campus Code:**
  - This is the four numbers that follow a course Subject code:  
Example: **1101, 1111, 1113, 1107K, 1212K, 2253**  
**Course Number:**
6. Fill out your Advising Schedule Template with the classes you’ve selected (remember to include the CRN numbers of each class on the template).