



## Banner 9 Registration Quick Tips

Log into your MyWestfield account here: <https://my.westfield.ma.edu/>

Follow the steps on the Registration Step by Step card:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <p><b>Registration Step by Step</b></p> <ul style="list-style-type: none"> <li> <b>Step 1) Registration Status/Class Level/Holds</b><br/>Check your registration status, class Level and if you have any holds.</li> <li> <b>Step 2) Meet with Your Advisor</b><br/>Email your Advisor using the Advisor card.</li> <li> <b>Step 3) Search Classes and View Course Information</b><br/>Search classes and view detailed course information.</li> <li> <b>Step 4) Add/Drop Classes</b><br/>Register for classes and view/print your schedule.</li> </ul> | <p><b>Step 1) Registration Status-</b> select to check your registration status and class level. Check for account holds.</p> <p><b>Step 2) Meet with your Advisor-</b> select to find the name and contact information of your advisor.</p> <p><b>Step 3) Search Classes-</b>select to search and view detailed course Information.</p> <p><b>Step 4) Add/Drop Courses-</b> select to register for/drop classes and view and print your schedule.</p> |
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To register for classes, select **Step 4) Add/Drop Courses** and then the **Register for Classes** option:

[Student](#) • [Registration](#)

**Registration**

What would you like to do?

|                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p> <b>Prepare for Registration</b><br/>View registration status, update student term data, and complete pre-registration requirements.</p> <p> <b>Browse Classes</b><br/>Looking for classes? In this section you can browse classes you find interesting.</p> | <p> <b>Register for Classes</b><br/>Search and register for your classes. You can also view and manage your schedule.</p> <p> <b>Browse Course Catalog</b><br/>Look up basic course information like subject, course and description.</p> |
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Select a term from the list of available terms.

**Select a Term**

Terms Open for Registration

Select a term...

- Fall 2024
- Summer II 2024
- Summer I 2024

Find your courses using the standard search or the Advanced Search feature.



**Standard Search:** search by subject, course number, or key word. Click in the subject box and start typing a subject name. A list of matching subjects will appear for you to select. Click on the name. Add as many subjects as you wish or leave the field blank to search through all.

Find Classes
Enter CRNs
Schedule and Options

Enter Your Search Criteria ⓘ  
Term: Summer I 2024

Subject   
Course Number   
Keyword

Search Clear ▶ **Advanced Search**

**Advanced Search:** you can search by fields like level, course attribute, and meeting dates/times. Use your cursor to click in the box to the right of the field name and a list of available options will appear. Start typing in the box to filter the list for what you are looking for.

Find Classes
Enter CRNs
Schedule and Options

Enter Your Search Criteria ⓘ  
Term: Summer I 2024

Subject   
Course Number   
Keyword   
Instructor   
Subject and Course Number   
Keyword (With All Words)   
Keyword (With Any Words)   
Keyword (Exact Phrase)   
Keyword (Without The Word)   
Attribute   
Campus   
Level   
Buildings   
College   
Departments   
Instructional Methods   
Schedule Type   
Duration  Units   
Part Of Term   
Title   
Sessions   
Course Number Range  to   
Credit Hour Range  to   
Meeting Days  
Sunday ☐  
Monday ☐  
Tuesday ☐  
Wednesday ☐  
Thursday ☐  
Friday ☐  
Saturday ☐  
Start Time     
End Time     
Open Sections Only ☐

## SEARCH TIPS:

1. To view all course offerings, leave search fields blank.
2. Use the wildcard feature "%" to search.

## VIEWING THE SEARCH RESULTS:

Use your cursor to resize columns in the header.

The Status column shows how many seats are available. Keep in mind that seat availability can change quickly!

Select "Search Again" to return to search page.

Click on course title to see more details including course descriptions and prerequisite listing.

Hover cursor over meeting times to get additional details.

Course attributes are displayed here. This allows you to see if the course meets common core requirements.

| Title                   | Subject Description | Course Num | Section | Hours | CRN   | Term      | Instructor                 | Meeting Times                     | Campus    | Status                | Attribute            | Linked Sections | Add |
|-------------------------|---------------------|------------|---------|-------|-------|-----------|----------------------------|-----------------------------------|-----------|-----------------------|----------------------|-----------------|-----|
| FIRST-YEAR SEMINAR      | Art                 | 0101       | 001     | 1     | 20009 | Fall 2024 | Shadleigh, David (Primary) | S M T W T F S 03:10 PM - 04:40 PM | Westfield | 31 of 40 seats rem... |                      |                 | Add |
| ASTRONOMY               | Astronomy           | 0101       | 001     | 3     | 20135 | Fall 2024 | Bees, Richard (Primary)    | S M T W T F S 08:15 AM - 09:05 AM | Westfield | 8 of 18 seats remain  | Allied Science       |                 | Add |
| ASTRONOMY               | Astronomy           | 0101       | 002     | 3     | 20557 | Fall 2024 | Bees, Richard (Primary)    | S M T W T F S 09:20 AM - 10:10 AM | Westfield | 1 FULL: 0 of 18       | Allied Science       |                 | Add |
| ASTRONOMY               | Astronomy           | 0101       | 003     | 3     | 21360 | Fall 2024 | Bees, Richard (Primary)    | S M T W T F S 10:25 AM - 11:15 AM | Westfield | 1 FULL: 0 of 18       | Allied Science       |                 | Add |
| INTRO TO MASS COMMUNICA | Communication       | 0101       | 001     | 3     | 20052 | Fall 2024 | Nimkoff, Mark (Primary)    | S M T W T F S - Type: Online      | Westfield | 1 FULL: 0 of 25       | Social Understanding |                 | Add |

## TO COMPLETE COURSE REGISTRATION:

1. Add courses to your course summary by clicking the "add" button .
2. Be sure to submit changes to confirm your registration by clicking the "submit" button.

The Status column will notify you once your registration has been finalized.

| Summary                       |                |       |       |               |            |                    |
|-------------------------------|----------------|-------|-------|---------------|------------|--------------------|
| Title                         | Details        | Hours | CRN   | Schedule Type | Status     | Action             |
| POLICE POLICY DEV             | CRJU 0217, 501 | 3     | 10205 | Lecture       | Pending    | **Web Registered** |
| STUNDERSTANDING THE CITY MAPS | HIST 0098, R02 | 2     | 10114 | Lecture       | Registered | None               |

## TO DROP A COURSE BEFORE THE SEMESTER BEGINS:

1. Chose \*\*Web DROP\*\* option from Action column of student summary.
2. Click the "Submit" button. The Status column will notify you once your registration has been finalized.

| Title                 | Details        | Hours | CRN   | Schedule Type | Status     | Action                              |
|-----------------------|----------------|-------|-------|---------------|------------|-------------------------------------|
| ELEMENTARY STATISTICS | MATH 0108, 501 | 3     | 10032 | Lecture       | Registered | <div> None None **Web DROP** </div> |

Total Hours | Registered: 3 | Billings: 3 | CEU: 0 | Min: 0 | Max: 7

**Submit**