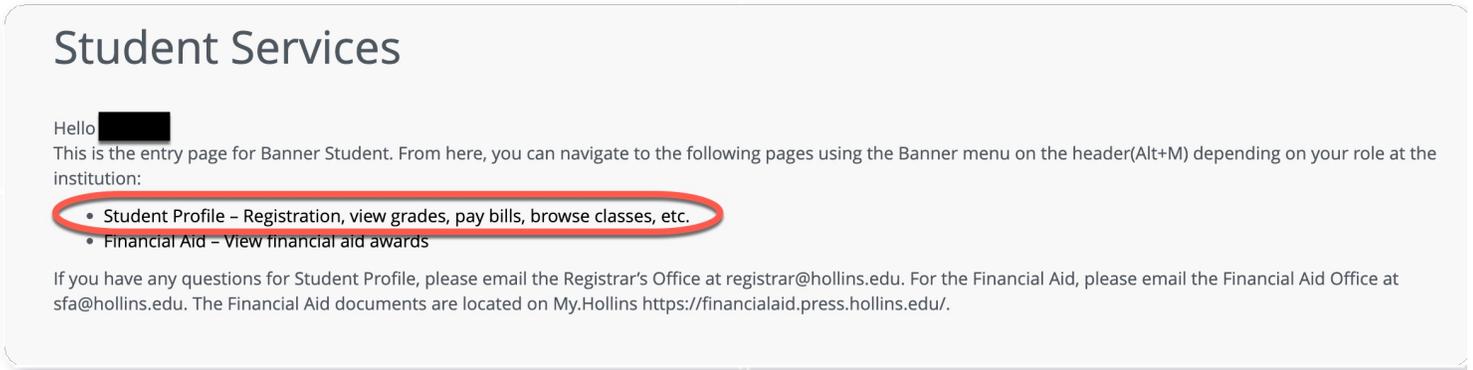


# Register for Classes (SSB 9)

The Hollins Information System is divided into several modules: General, Faculty, and Student.

You can access the student module directly at this link: <https://prodstussb.hollins.edu/StudentSelfService/ssb/studentCommonDashboard>

1. Click on 'Student Profile'.



**Student Services**

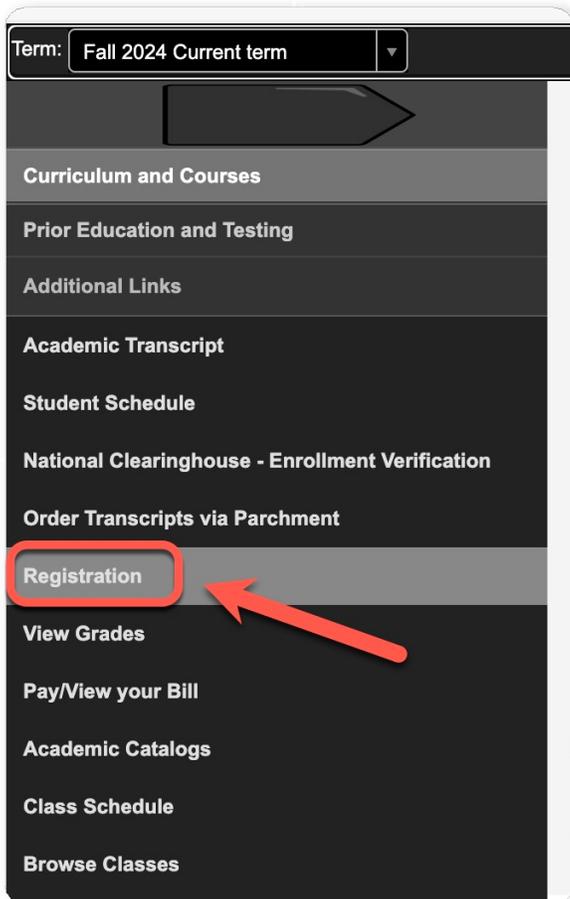
Hello [REDACTED]

This is the entry page for Banner Student. From here, you can navigate to the following pages using the Banner menu on the header(Alt+M) depending on your role at the institution:

- Student Profile - Registration, view grades, pay bills, browse classes, etc.
- Financial Aid - View financial aid awards

If you have any questions for Student Profile, please email the Registrar's Office at registrar@hollins.edu. For the Financial Aid, please email the Financial Aid Office at sfa@hollins.edu. The Financial Aid documents are located on My.Hollins <https://financialaid.press.hollins.edu/>.

2. Click on 'Registration'.



Term: Fall 2024 Current term

Curriculum and Courses

Prior Education and Testing

Additional Links

Academic Transcript

Student Schedule

National Clearinghouse - Enrollment Verification

Order Transcripts via Parchment

**Registration**

View Grades

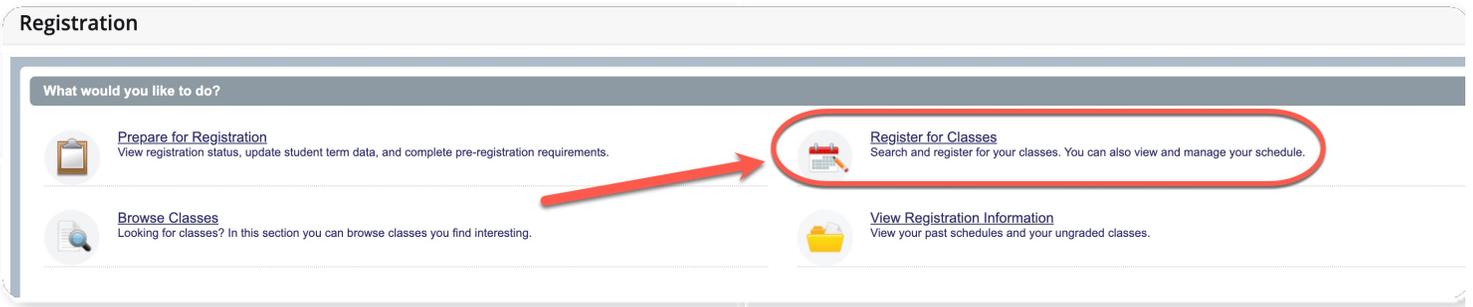
Pay/View your Bill

Academic Catalogs

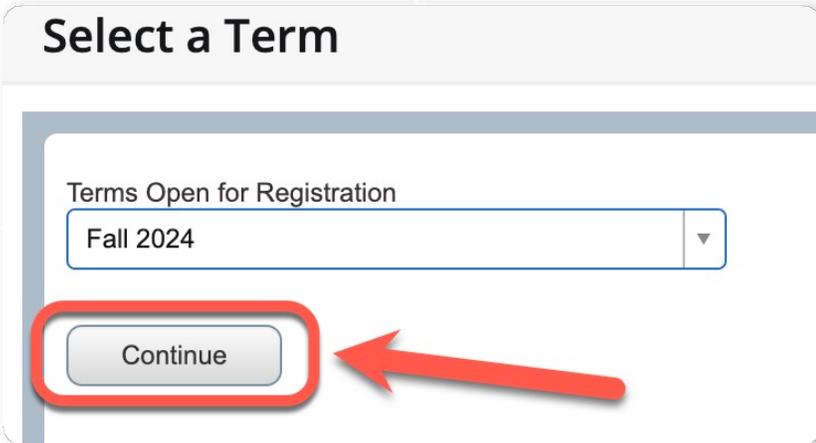
Class Schedule

Browse Classes

3. Click on 'Register for Classes'.

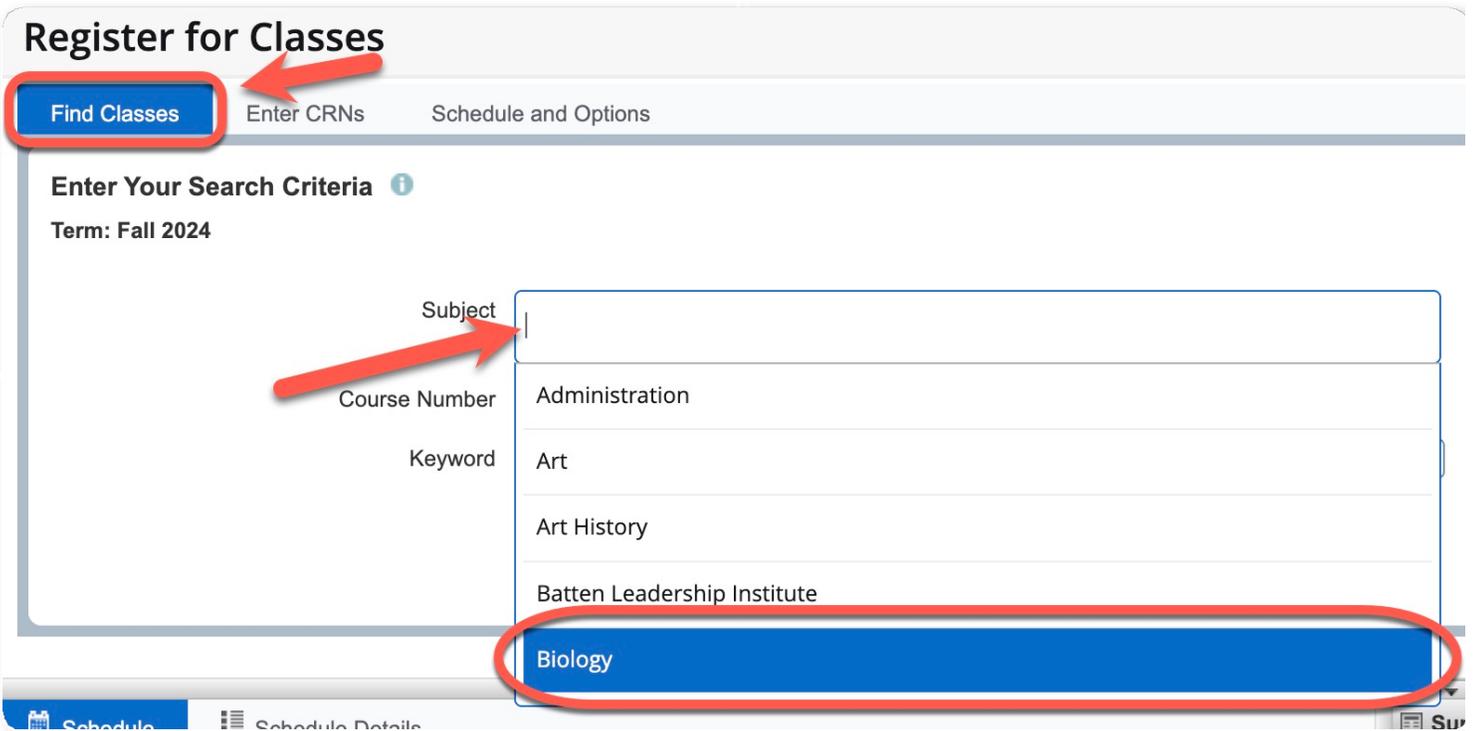


4. Select the registration term from the dropdown menu and click 'Continue'.



5. Identify the Classes you want to add to your schedule using one of the following options.

a) Method 1: Use the 'Find Classes' tab to search for courses.



When you have found a course you want to add, click the 'Add' button. Notice the course is added to the summary at the bottom of the page with 'Pending' status.

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes Enter CRNs Schedule and Options

Search Results — 22 Classes  
Term: Fall 2024 Subject: Biology Search Again

Title	Subject Description	Course #	Section #	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
Human Biology Lecture	Biology	132	1	4	97299	Fall 2...	Wilson, Charles (Primary)	S M T W T F S 01:10 PM - 02:40 PM	Class Hollins	16 of 18 seats re... 25 of 25 waitlist s...	Open to First Years Scientific Inquiry		Add
Ecology Lecture	Biology	207	1	4	97278	Fall 2...	Godard, Rense (Primary)	S M T W T F S 09:10 AM - 10:10 AM	Class Hollins	28 of 28 seats re... 25 of 25 waitlist s...	Open to First Years Scientific Inquiry		Add
Ecology Lecture	Biology	207	2	4	97279	Fall 2...	Allison, Suzanne (Primary)	S M T W T F S 11:30 AM - 12:30 PM	Class Hollins	27 of 28 seats re... 25 of 25 waitlist s...	Open to First Years Scientific Inquiry		Add

**Schedule** Schedule Details

Class Schedule for Fall 2024

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

**Summary**

Title	Details	Hours	CRN	Schedule Type	Status	Action
Ecology	BIOL 207, 1	4	97278	Lecture	Pending	**Web Registered**
Human Biology	BIOL 132, 1	4	97299	Lecture	Registered	None

### Important!

Courses you add will be in 'Pending' status until you click 'Submit' at the bottom of the screen!

**Summary**

Title	Details	Hours	CRN	Schedule Type	Status	Action
Ecology	BIOL 207, 1	4	97278	Lecture	Pending	**Web Registered**
Human Biology	BIOL 132, 1	4	97299	Lecture	Registered	None

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 99

**Submit**

b) Method 2: Click on the 'Enter CRNs' tab. Click 'Add Another CRN' to add CRNs. Click 'Add to Summary' to add the courses to your draft schedule.

Student • Registration • Select a Term

### Register for Classes

Find Classes **Enter CRNs** Schedule and Options

#### Enter Course Reference Numbers (CRNs) to Register

Term: Summer 2024

CRN  Children's Book Portfolio ART 523, 1

CRN  Childm's Book Portfolio Studio ART 523S, 1

CRN

[Add Another CRN](#) [Add to Summary](#)

6. Review the chart showing your weekly class schedule on the lower right level of the screen and the summary of your schedule of courses in the lower left section of the screen. Note any classes scheduled at the same time and address the situation.

Schedule Schedule Details

#### Class Schedule for Summer 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am		Children's Book Portfolio	Intro to Children's Book Media	Children's Book Portfolio	Intro to Children's Book Media		
10am							
11am							
12pm							
1pm							
2pm		Childm's Book Portfolio Studio		Childm's Book Portfolio Studio			
3pm							
4pm							
5pm							

7. In the 'Summary' block, click on the arrow beside any course you wish to remove from your schedule and select 'Remove'. Enter additional CRNS at the top of the screen for courses you wish to add to your schedule. Once you are satisfied with your schedule, click 'Submit' in the Summary block.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Children's Book Drawing Fund.	ART 568, 1	4	60328	Lecture	Pending	***Web Registered**
Intro to Children's Book Media	ART 527, 1	4	60325	Lecture	Pending	***Web Registered**
Childm's Book Portfolio Studio	ART 523S, 1	2	60324	Studio	Pending	Remove
Children's Book Portfolio	ART 523, 1	4	60323	Lecture	Pending	***Web Registered**

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

[Submit](#)

8. The 'Status' for the course will change to 'Registered' if you were successfully registered. If there are any errors in your schedule, the registration will not go through for the courses with errors and the status will reflect 'Errors Preventing Registration', and the only available action will be 'Remove'.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Sculpture	ART 213, 1	4	90275	Studio	Registered	None
Ceramics Concepts & Practice	ART 318, 1	4	90282	Studio	Errors Preventing Registration	Remove
Painting	ART 230, 1	4	90278	Studio	Errors Preventing Registration	Remove
Hand Building Ceramics	ART 217, 1	4	90277	Studio	Registered	None

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 20

Submit

You will see relevant information regarding the errors at the top right of your screen.

✓ Save Successful

! ART 230 CRN 90278: Time conflict with CRN 90275

! ART 318 CRN 90282: Prerequisite and Test Score error

If the course is full or if you have other errors (example: prerequisite or test score error, time conflicts), you will only be able to register for the course with the add form. Click the link below and click on the 'Add a Course (Exception)' form to submit information for the electronic process to add.

<https://registrar.press.hollins.edu/academic-forms/>

**A comment must be made on the add form by you to inform the instructor, advisor, and registrar's office of the reason why you are requesting to be added to a course. Identify the error you received in that comment.**

9. If you need to drop a course once you have registered, in the Summary block, use the arrow under 'Action' to select 'Drop' and click 'Submit' to process the drop.

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Hand Building Ceramics</a>	ART 217, 1	4	90277	Studio	Registered	DROP
<a href="#">Sculpture</a>	ART 213, 1	4	90275	Studio	Registered	None

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 20

Submit

Questions?

Please contact the Registrar's Office at [registrar@hollins.edu](mailto:registrar@hollins.edu) or (540)362-6016.