



ACADEMIC AFFAIRS AND STUDENT WELFARE SERVICE

Student Course Registration Guide

Table of Contents

1.	Student Course Registration Period	2
2.	Student Year of Study Calculation	2
3.	BannerWeb Access	3
4.	Student Year of Studies/Class	3
5.	Add or Drop Classes.....	3
5.1	Adding Courses	3
5.1.1	Directly Entering CRN.....	4
5.1.2	Class Search	5
5.1.3	Registration Add Errors	10
5.2	Dropping Courses.....	11

1. Student Course Registration Period

The course registration period is announced for each semester by the Academic Affairs and Student Welfare Service. The order in which students are granted access to register to classes is based on Student Type (Undergraduate, Postgraduate Master, and Postgraduate PhD) and Student Class (Year of Studies).

2. Student Year of Study Calculation

Undergraduate Students

The Student Year of Study of Undergraduate students is based on the number of Earned ECTS.

Year of Study	Earned ECTS	
	<i>From</i>	<i>To</i>
First Year Student	0.00	59.99
Second Year Student	60.00	119.99
Third Year Student	120.00	179.99
Forth Year Student	180.00	999.99

Postgraduate Master

For all Postgraduate Master students their Year of Study is *Postgraduate Master*.

Postgraduate PhD

For all Postgraduate PhD students their Year of Study is *Postgraduate PhD*.

3. BannerWeb Access

For connection instructions to BannerWeb, visit the link [BannerWeb Login Information](#).

4. Student Year of Studies/Class

The student can view his/her Class by clicking from the Main Menu, on the links [Academic Information](#) → [Registration](#) → [Registration Status](#).

Personal Information Academic Information

Search Go

Registration Status

You have no Holds which prevent registration.

Your Academic Standing permits registration.

Your Student Status permits registration.

Your Class for registration purposes is Τεταρτοετής Προπτυχιακός.

Registration Permits and Overrides

Permit/Override	CRN	Subject Course
Προσπατούμενο Μάθημα	11223 ΕΠΑ	646 Παγκοσμιοσ, Κοσμοπολ & Εκπαιδ

Earned Credit

Level	Type	Hours
Προπτυχιακό	Institutional	225.000

Student Class/ Year of Studies

5. Add or Drop Classes

The link [Add or Drop Classes](#) allows you to **Add** or **Drop** classes, and is available only during the announced periods of Course Registration. From the Main Menu click on the links [Academic Information](#) → [Registration](#) → [Add or Drop Classes](#).

5.1 Adding Courses

Course registration can be performed:

- by directly entering (manually typing) the desired Course Registration Numbers (CRN) into the box/es of the **Add Classes Worksheet** (see **Directly Entering CRNs 5.1.1**), followed by clicking on **Submit Changes** or
- by choosing courses via the Class Search (see **Class Search 5.1.2**).

5.1.1 Directly Entering CRN

Type each CRN directly into the box/es of the **Add Classes Worksheet**, and then click **Submit Changes** to register for the course/s.

The screenshot shows the 'Add or Drop Classes' page. At the top, there are tabs for 'Personal Information' and 'Academic Information'. Below them is a search bar with a 'Go' button. The main heading is 'Add or Drop Classes'. A callout box with a green background and black text points to the 'Add Classes Worksheet' section. The callout text reads: 'Boxes in which students can directly enter (type) the CRN of the course sections.' Below the callout, the 'Add Classes Worksheet' section contains a row of seven input boxes for CRNs. The first three boxes contain the numbers '34143', '24523', and '24523'. Below the input boxes are three buttons: 'Submit Changes', 'Class Search', and 'Reset'. Above the callout box, there is a table with the following data:

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on 14/01/2013	None	11217	ΕΠΑ	481	1	Προπτυχιακό	5.000	Κανονική	(0-10)	Χριστιαν Ηθική & Σύγχρ Κόσμος

Below the table, the following statistics are listed:

- Total Credit Hours: 5.000
- Minimum Hours: 0.000
- Maximum Hours: 39.000
- Date: 19/08/2013 06:39 pm

5.1.2 Class Search

At the bottom of the web page **Add or Drop Classes** click on **Class Search**.

Personal Information Academic Information

Search Go

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action

Current Schedule

Status	Action	CRN	Subj Crse Sec Level	Cred Grade Mode	Title
Web Registered on 14/01/2013	None	11217	ΕΠΑ 481 1	Προπτυχιακό 5.000 Κανονική (0-10)	Χριστιαν Ηθική & Σύγχρ Κόσμος

Total Credit Hours: 5.000
Minimum Hours: 0.000
Maximum Hours: 39.000
Date: 19/08/2013 06:42 pm


Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

Perform Class Search

Look Up Classes

 Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but not all fields are required to be complete.

Subject:	<input type="text" value="Φυσική"/> <input type="text" value="Χημεία"/> <input type="text" value="Ψυχολογία"/>
Course Number:	<input type="text"/>
Title:	<input type="text"/>
Schedule Type:	<input type="text" value="All"/> <input type="text" value="Διάλεξη"/> <input type="text" value="Διάλεξη/Εργαστήριο"/>
Credit Range:	<input type="text"/> hours to <input type="text"/> hours
Course Level:	<input type="text" value="All"/> <input type="text" value="Μεταπτυχιακό Διδακτορικό"/> <input type="text" value="Μεταπτυχιακό Μάστερ"/>
Part of Term: Non-date based courses only	<input type="text" value="All"/> <input type="text" value="Full Term"/>
Instructor:	<input type="text" value="All"/> <input type="text" value="Arru, Gabriella"/> <input type="text" value="Baider, Fabienne"/>
Session:	
Start Time:	Hour <input type="text" value="00"/> Minute <input type="text" value="00"/> am/pm <input type="text" value="am"/>
End Time:	Hour <input type="text" value="00"/> Minute <input type="text" value="00"/> am/pm <input type="text" value="am"/>
Days:	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
<input type="button" value="Class Search"/> <input type="button" value="Reset"/>	

Specify your search criteria in the **Look Up Classes** web page, and then click **Class Search** found at the end of the web page to display the available course sections.

Look Up Classes

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found

Ψυχολογία

Select	CRN	Subj	Crse	Sec	Cred	Title	Days	Time	Cap	Act	Rem	Instructor
<input type="checkbox"/>	10974	ΨΥΧ	100	1	E 5.000	Εισαγωγή στην						Ειρήνη Κα
<input type="checkbox"/>	10334	ΨΥΧ	101	1	E 5.000	Αναπτυξιακή Ψυχολογία Ι	TF	09:00 am-	80	80	0	Κωνσταντ
<input checked="" type="checkbox"/>	11182	ΨΥΧ	101	2	5.000			01:29 pm				Ξανδρ
<input checked="" type="checkbox"/>	10335	ΨΥΧ	102	1	E 5.000	Κοινωνική Ψυχολογία	TF	09:00 am- 10:29 am	80	74	6	Κυριακή α
<input type="checkbox"/>	11167	ΨΥΧ	102	2	E 5.000	Κοινωνική Ψυχολογία	TF	12:00 am-	80	84	-4	Κυριακή α
<input type="checkbox"/>	11551	ΨΥΧ	113	1	E 5.000	Ψυχολογία Εργασίας	TF	10:50 am- 11:59 am	80	82	-2	Κυριακή α
<input type="checkbox"/>	10336	ΨΥΧ	120	1	E 5.000	Γνωστική Ψυχολογία	TF	03:00 pm- 04:29 pm	80	79	1	Ερασμία Γ

In the **Look Up Classes** web page, check the boxes to the left of the course sections you wish to register for. Afterwards, you may either:


- (1) Register directly for the selected course by clicking on **Register** at the bottom of the web page, or
- (2) Add the selected course section's CRN to your **Add Classes Worksheet** by clicking **Add to Worksheet** at the end of the web page.

In either case, you will automatically be re-directed to the **Add or Drop Classes** web page so you may view these additions.

<input type="checkbox"/>	10951	ΨΥΧ	882	1	1.000	Συγγραφικό Στάδιο VII	F	07:00 am- 07:29 am	15	0	15	ΨΥΧ
<input type="checkbox"/>	10988	ΨΥΧ	884	1	1.000	Συγγραφικό Στάδιο VIII	T	08:00 am- 08:29 am	15	1	14	ΨΥΧ
<input type="checkbox"/>	11940	ΨΥΧ	885	1	1.000	Συγγραφικό Στάδιο IX	W	07:00 am-	15	0	15	ΨΥΧ
<input type="checkbox"/>	11941	ΨΥΧ	886	1	1.000	Συγγραφικό Στάδιο X	T	08:00 am- 08:29 am	15	0	15	ΨΥΧ
<input type="checkbox"/>	11927	ΨΥΧ	900	1	0.000	Erasmus	TBA		15	12	3	TBA

To finalize registration to the course sections added to the **Add Classes Worksheet** on the **Add or Drop Classes** web page, click on **Submit Changes** at the bottom of the web page.

Add or Drop Classes

 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, click on the Action dropdown menu.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade
Web Registered on 14/01/2013	None <input type="button" value="v"/>	11217	ΕΠΑ	481	1	Προπτυχιακό	5.000	Καν


Total Credit Hours: 5.000
 Minimum Hours: 0.000
 Maximum Hours: 39.000
 Date: 19/08/2013 06:55 pm

Add Classes Worksheet

CRNs

Course sections for which you have successfully registered will be displayed in the **Current Schedule** section.

Add or Drop Classes

 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grd
Web Registered on 14/01/2013	None <input type="button" value="v"/>	11217	ΕΠΑ	481	1	Προπτυχιακό	5.000	Καν

Total Credit Hours: 5.000
Minimum Hours: 0.000
Maximum Hours: 39.000
Date: 19/08/2013 06:57 pm

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level
Οι διαθέσιμες θέσεις κράτησης έχουν εξαντληθεί/Reserve Closed	10335	ΨΥΧ	102	1	Προπ
Οι διαθέσιμες θέσεις κράτησης έχουν εξαντληθεί/Reserve Closed	11182	ΨΥΧ	101	2	Προπ

Add Classes Worksheet

CRNs

Course sections for which you have **NOT** successfully registered will be displayed in the **Registration Add Errors** section.

5.1.3 Registration Add Errors

For each **Registration Add Error** a reason is provided. The table below delineates a list of possible course section registration failures.

Greek Error Message	English Error Message
Κλειστό Ακροατήριο %1%	Closed Section %1%
Απαιτείται συναπαιτούμενο %1% %2% %3%	Co-requisite %1% %2% %3% required
Απαιτείται η εγγραφή και στο συνδεδεμένο ακροατήριο	Linked course required (%1%)
Ξεπεράσατε το μέγιστο αριθμό ΠΜ	Maximun hours exceeded
Διπλή καταχώρηση ακροατηρίου με το ακροατήριο %1%	Duplicate Course with Section %1%
Διπλή καταχώρηση ακροατηρίου με το ισοδύναμο ακροατήριο %1%	Duplicate Equivalent with Section %1%
Διπλή καταχώρηση ακροατηρίου	Duplicate Section - Press Clear Record
Ο τελικός βαθμός έχει διαφοροποιηθεί σε %1%	Final grade updated to %1%
Η καταχώρηση αφαιρέθηκε στις %1%	Record deleted on %1%
Περιορισμός Έτους Φοίτησης	Year of Study Restriction
Περιορισμός Σχολής	College Restriction
Περιορισμός Πτυχίου/Τίτλου	Degree Restriction
Περιορισμός Τμήματος	Department Restriction
Περιορισμός Επιπέδου Φοίτησης	Level Restriction
Περιορισμός Προγράμματος Σπουδών	Field of Study Restriction

5.2 Dropping Courses

Course/s may be removed from the Current Schedule by choosing **Web Drop** in the **Action** pull-down list, followed by clicking **Submit Changes**.

Personal Information
Academic Information

Search

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on 14/01/2013	None Web Drop	11217	ΕΠΑ	481	1	Προπτυχιακό	5.000	Κανονική (0-10)	Χριστιαν	Ηθικ

Total Credit Hours: 5.000
 Minimum Hours: 0.000
 Maximum Hours: 39.000
 Date: 19/08/2013 06:57 pm

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mod
Οι διαθέσιμες θέσεις κράτησης έχουν εξαντληθεί/Reserve Closed	10335	ΨΥΧ	102	1	Προπτυχιακό	5.000	Κανονική (
Οι διαθέσιμες θέσεις κράτησης έχουν εξαντληθεί/Reserve Closed	11182	ΨΥΧ	101	2	Προπτυχιακό	5.000	Κανονική (

Add Classes Worksheet

CRNs

Removes Course Section (WebDrop).