

## **Dynamic Schedule in Self-Service Banner**

1. Go to My LC (selfserv.lagrange.edu) & Click on "Dynamic Schedule"

LAGRANGE
Search Go
User Login
Dote: Your User ID to login is your LC Student ID.
Your default pin is your birthday. This is a 6-digit number in the format MMDDYY.
If you have any questions or problems, please contact the Information Technology Helpdesk at 706-880-8053 or support@lagrange.edu
Dynamic Schedule
Directions for Registration and Checking Grades (PDF Document) Directions for Accessing and Accepting Your Financial Aid Award (PDF Document) Instructions for Accessing Your Unsatisfied Requirements (PDF Document)
Please note: Banner Self-Service is not available from 12am-3am due to scheduled system maintenance. Registration opens at 7am.
User ID: PIN:
Login Forgot PIN?
RELEASE: 8.8.3
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2. Select Term

3. In the Dyanmic Schedule you can search by: (\*At least one subject MUST be selected for all searches) Class Schedule Search

Subject: Accounting Art and Design Biology CORE Courses Chemistry Counseling Digital Creative Media Economics Education English	& Film
Course Number:	
Title:	
Schedule Type:	
Credit Range:	hours to hours
Part of Term: Non-date based courses only	All Full Term
Instructor:	All Ahearn, David Oki Ahearn, Elizabeth Minako Oki V
Attribute Type:	All Artistic Expression Diverse Cult, Human Behav, & R 👻
Start Time:	Hour 00 V Minute 00 V am/pm am V
End Time:	Hour 00 V Minute 00 V am/pm am V
Days:	□ <u>Mon</u> □ <u>Tue</u> □ <u>Wed</u> □ <u>Thur</u> □ <u>Fri</u> □ <u>Sat</u> □ <u>Sun</u>
Class Search Reset	

- a. **Subject**: Select a single subject OR
  - i. Select multiple subjects by clicking Ctrl + the subjects you want to search OR
  - ii. Select a range of subjects by clicking the 1<sup>st</sup> subject in range + Shift + last subject in range
- b. Course Number: You can type the course number you want to look for.
- c. Title: You can type the Title you are looking for
- d. Schedule Type: Use this to limit your search to only Online classes
- e. Credit Range: Use this to limit your search to a range of credits
- f. Part of Term: Primarily used in Summer, this will limit your search to a particular part of term
- g. Instructor: Allows you to search by Instructor (you can select more than 1 instructor at a time)
- h. Attribute: The attributes we use are specific to Ethos Curriculum requirements.
- i. **Start & End Time:** Will render the best results when searching for standard meeting times (ex: searching 8:00am 9:30am will return results, but 8:00am 10:00am will not unless a specific class is being offered for that exact time range)
- j. Days: Will render the best results when searching for the least number of days.

## **TIPS FOR SEARCHING:**

When possible, select all Subject areas (Ctrl+A) or multiple subject areas (Ctrl+ each selection) for the widest range of results.

If a search renders no results, try clicking the "reset button" to ensure no fields are accidentally selected

## 4. Click "Class Search"

Results will show classes in SUBJ/CRSE/SECTION order and include:

### Conflict and Peacemaking - 30524 - RLGN 2320 - W01

Associated Term: Spring Semester 2021 Registration Dates: No dates available Levels: Undergraduate (DC), Undergraduate(Evening), Undergraduate(Day), Undergraduate (Day)

Main Campus Campus Lecture Schedule Type 3.000 Credits View Catalog Entry

Scheduled Meeting Times								
Type Time	Days	Where	Date Range		Schedule Type	Instructors		
Class 2:40 pm - 4:10 pm	MR	тва	Feb 04, 2021 -	May 06, 2021	Lecture	David Oki Ahearn (P)		

# a. Header including Course Title, CRN, Subject, Course Number & Sectiona. This is a clickable link that will show:

### Detailed Class Information Conflict and Peacemaking - 30524 - RLGN 2320 - W01

Associated Term: Spring Semester 2021 Levels: Undergraduate (DC), Undergraduate(Evening), Undergraduate(Day), Undergraduate (Day)

Main Campus Campus Lecture Schedule Type 3.000 Credits View Catalog Entry

#### Registration Availability

	Capacity	Actual	Remaining
Seats	14	0	14
Waitlist Seats	10	0	10
Restrictions: Must be enrolled in one of the following Levels: Undergraduate(Day) Undergraduate (Day)			
Prereguisites:			

Undergraduate(Day) level ENGL 1102 Minimum Grade of D or Undergraduate(Day) level ENGL 1102H Minimum Grade of D

- i. Enrollment information
- ii. Course Restrictions
- iii. Pre-requisites and Co-requisites
- b. Campus, Schedule Type and Credit hour information
- c. Meeting Day/Time/Location Information

### WHEN SHOULD A STUDENT ADD TO A WAITLIST?

We currently have Banner setup to restrict a student from registering for duplicate sections of the same course. So, if a seat is available in a class the student needs at a time that the student can take the course, they should register for that open seat. Waitlisting should be used when

1. The section is only offered at 1 time, or only 1 meeting time works for the student's schedule.

2. No other open courses can fulfill a requirement for the student (or you and the student feel that the full course is the one in which the student is most likely to be successful. Ex: A higher level math class might fulfill the academic requirement, but you and the student do not feel she/he/they will be successful in the course).

Ultimately, students are responsible for their own academic success. If they choose to waitlist a class for which a seat never opens up, that is their choice to make.

If you have any questions or notice anything on the schedule that needs to be adjusted, please email the Registrar's Office (registrar@lagrange.edu).