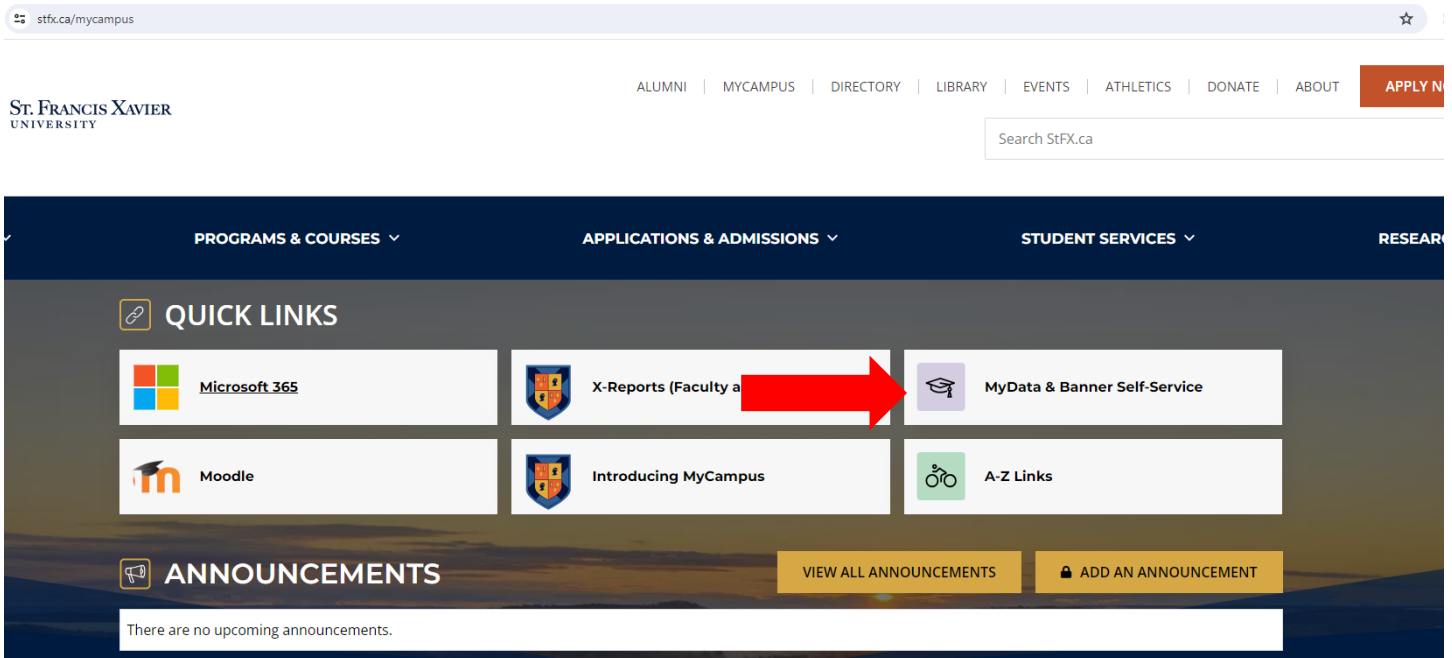


# MASTER OF EDUCATION REGISTRATION TUTORIAL

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1. Go to [My Campus](#)
2. Click on “MyData & Banner Self-Service”



3. Enter your StFX student username (ex. X2000abc) and password

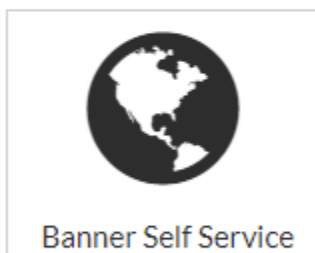
The screenshot shows a 'Please Login' form. It has a blue header with the text 'Please Login' and a grid icon. Below the header are two input fields: 'Name' and 'Password'. At the bottom of the form is a green 'Login' button.

4. Click on the “Banner Self Service” icon

## StFX Portal

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### Bookmarks



5. Enter your student id number and PIN

User ID:

PIN:

Login

Forgot PIN?

RELEASE: 8.9


6. Click on "Student Services"

Personal Information Student Services Faculty Services

Search  Go

---

Last web access on Feb 28, 2019 at 04:25 pm

[Student Services](#)   
Register, view your academic records, apply to graduate, or access Canadian tax forms

[Faculty Services](#)  
View personalized class schedule by week, faculty detail schedule, enter grades and course overrides, or vie

[Personal Information](#)  
View your address(es), phone number(s), or view name change information

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RELEASE: 8.9

7. Click on "Course Registration"

## Student Services

### Course Registration

Academic Advisors are available to assist with any questions relating to your course

The Registrar's Office is available to assist with the registration process. Email **regis**

[Week at a Glance](#)

8. Click on "Step 1 – Select Term (required)"

Personal Information Student Services


Search  Go

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## Registration

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[Check Your Registration Time \(and other registration information\)](#)

[Step 1 - Select Term \(required\)](#) 

[Step 2 - Add/Drop Classes \(If you have a FINANCIAL HOLD, contact Student Accounts at 902-867-2123\)](#)

[Step 2 \(alternate\) - Look-up Classes to Add](#)

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RELEASE: 8.5

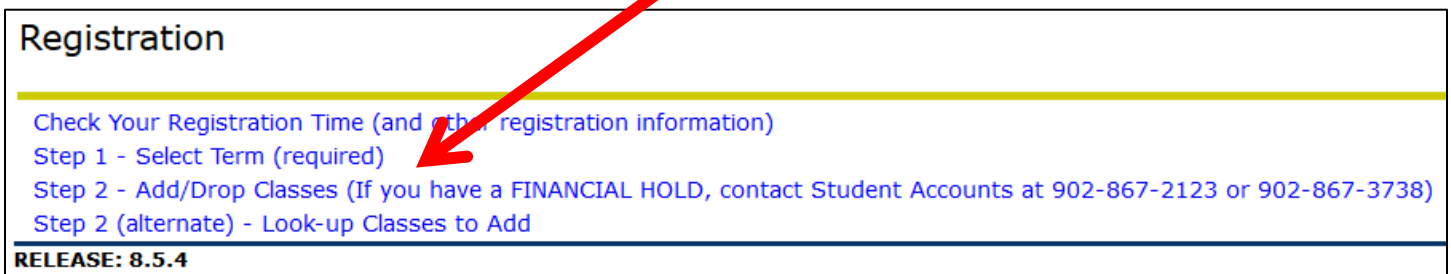
9. Select your term and click on “Submit”

(note: fall and winter courses are in the “Full Academic Year”. You have to select the spring term to register for the spring courses or the summer term to register for summer courses)



The screenshot shows a navigation bar with three tabs: "Personal Information", "Student Services" (which is active and highlighted in blue), and "Faculty Services". Below the navigation bar is a search field with a "Go" button. The main heading is "Select Term". Below this is a dropdown menu labeled "Select a Term:" with the text "Full Academic Year 2021-2022" and a downward arrow. A "Submit" button is located below the dropdown. At the bottom of the page, it says "RELEASE: 8.4" and "© 2021 Ellucian Company L.P. and its affiliates."

10. Click on “Step 2 – Add/Drop Classes”



The screenshot shows a box titled "Registration". Inside the box, there are four links: "Check Your Registration Time (and other registration information)", "Step 1 - Select Term (required)", "Step 2 - Add/Drop Classes (If you have a FINANCIAL HOLD, contact Student Accounts at 902-867-2123 or 902-867-3738)", and "Step 2 (alternate) - Look-up Classes to Add". A red arrow points from the top right towards the "Step 2 - Add/Drop Classes" link. At the bottom of the box, it says "RELEASE: 8.5.4".

Please see here for a list of common registration errors:

<https://www.stfx.ca/applications-admissions/registrars-office/registration-errors>

11. This is where you enter the CRN’s of the courses you looked up in the Fall & Winter Calendar (lists fall, winter, and spring MEd courses) or the Spring & Summer Calendar (lists spring and summer MEd courses) on the Curriculum and Leadership [Homepage](#).

After you have entered your CRN’s, Click on “Submit Changes”

Personal Information Student Services

Search

Add/Drop Classes:

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Use this interface to add or drop courses for the selected term. If you have already registered for the term, those courses will appear in the Current Worksheet. Courses may be dropped by using the options available in the Action field. If no options are listed in the Action field, the deadline to drop is approaching.

If you are unsure of which classes to add, click Class Search to review the class schedule.

**The total number of credits you have registered in is displayed immediately below the Current Schedule section.**

**In most programs, the course load is 30 credits each full academic year.**

PRINTING YOUR SCHEDULE: If you wish to print your schedule, go to mesAmis reports.

If you are planning to graduate after this year, you should check your transcript to ensure that you have sufficient cumulative credits after you've registered.

**If you are doing a drop/add, BE CAREFUL. If you drop a course and want to add the same course again, you may not be able to get back in.**

Add Classes Worksheet

CRNs

[\[ View Holds \]](#)

RELEASE: 8.4.0.2

12. Once you “Submit Changes”, you should see what classes you are registered in:

Add/Drop Classes:

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Use this interface to add or drop courses for the selected term. If you have already registered for the term, those courses will appear in the Current Worksheet. Courses may be dropped by using the options available in the Action field. If no options are listed in the Action field, the deadline to drop is approaching.

If you are unsure of which classes to add, click Class Search to review the class schedule.

**The total number of credits you have registered in is displayed immediately below the Current Schedule section.**

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PRINTING YOUR SCHEDULE: If you wish to print your schedule, go to mesAmis reports.

If you are planning to graduate after this year, you should check your transcript to ensure that you have sufficient cumulative credits after you've registered.

**If you are doing a drop/add, BE CAREFUL. If you drop a course and want to add the same course again, you may not be able to get back in.**

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
Reg (added) via Web on Jul 22, 2016	None	52393	EDUC	533	66	Graduate 3.000	Numeric		Dynamics of Change

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 12.000  
Date: Jul 22, 2016 09:06 am

Add Classes Worksheet

CRNs

## DROPPING A COURSE

If you decide you want to drop a course, follow the same steps. After Step 8 you will see the screen below. Under “Action”, for the course you want to drop, choose “Drop Web”, then “Submit Changes”.

TOA Summer Camps | Sam Smith - Listen to | https://mesams.stfx.ca/ | Home | Continuing and | Add/Drop Classes

https://bannerweb.stfx.ca:8099/dbServer\_prod/bwckcoms.P\_Regs

Personal Information Student Services

Search

RETURN TO MENU SITE MAP HELP EXIT

### Add/Drop Classes:

201604284 Jasmine Canaria  
Full Academic Year 2016-2017  
Jul 22, 2016 09:47 am

Use this interface to add or drop courses for the selected term. If you have already registered for the term, those courses will appear in the Current Schedule section. To add an additional course(s) enter the Course Reference Number (CRN) in the Add Classes Worksheet. Courses may be dropped by using the options available in the Action field. If no options are listed in the Action field, the deadline to drop the course has passed. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

**The total number of credits you have registered in is displayed immediately below the Current Schedule section.**

**In most programs, the course load is 30 credits each full academic year.**

PRINTING YOUR SCHEDULE: If you wish to print your schedule, go to mesAMIS reports.

If you are planning to graduate after this year, you should check your transcript to ensure that you have sufficient cumulative credits after you've registered for your courses. You must also apply to graduate using the on-line form in mesAMIS.

**If you are doing a drop/add, BE CAREFUL. If you drop a course and want to add the same course again, you may not be able to get back in.**

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
Reg (added) via Web on Jul 22, 2016	None	52393	EDUC	533	66	Graduate 3.000	Numeric		Dynamics of Change

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 12.000  
Date: Jul 22, 2016 09:47 am

### Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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[ View Holds ]

RELEASE: 8.4