Faculty Instructions for Accessing Student Registration Keys

Beginning with the Spring 2011 Registration Cycle, students will be required to get a Registration Key from their Advisor. The Registration Key is term-specific and will change every semester. It must be used each time a student wishes to Add or Drop a class in the term for which it is specified.

Access to Registration Keys is restricted to a student’s Advisor and can be retrieved via Banner Self-Service as follows:

Step 1: Log in to Banner Self-Service using your 900# and PIN

![Banner Self-Service Login](image)
Step 2: Select the “Faculty and Advisors” option from the Main Menu

Step 3: Select the “Student Information Menu” option in Faculty Services
Step 4: Select the term for which a student’s Registration Key is required from the drop down menu and click the “Submit” button

Step 5: From the “Student Information” list, select the “Advisee Listing” option
Step 6: Identify the student for whom the Registration Key is needed from the list of advisees presented. Because a Registration Key is required each time a student wishes to perform a registration activity during the course of a registration cycle, it is recommended that advisors e-mail the key to their advisee’s Spelman E-mail address such that the key may be retrieved as needed.