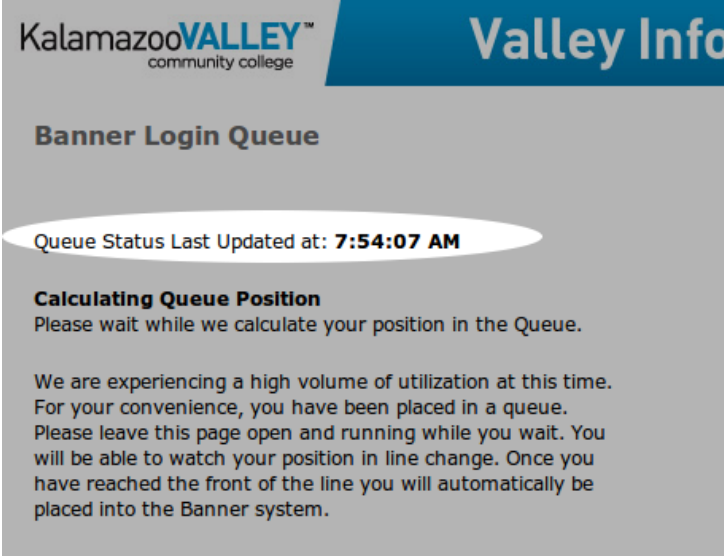


Registration Tips

- **Pre-select your classes**
Semester class schedules generally become available at least two weeks before registration begins. Review the class offerings prior to the start of registration and create your preferred schedule. Also write down second or third class choices in case your first choice is not available. This will make life easier for you when you are racing to get a seat before the class closes; searching for classes that fit your schedule takes time. It will also help the line move faster.
- **Verify your account is correct before registration begins**
Log into your My Valley account several business days before registration begins to be sure your password is working. Also use the My Current Address and My Holds quick links to be sure your address is correct and to see if there are any holds on your account that would prevent you from registering. Checking in advance will give you time to resolve any issues before registration begins.
- **We've got your back**
During the busiest registration hours, we have created a Queue to manage the virtual line of students. The queue is programmed to track your username. You only need to log into the system one time to mark your spot in line. If you have a problem with your computer, you can change to another computer and it will still recognize you. The queue will return you to your designated spot in line as long as you return within 30 minutes. Even if you just reached the front of the line, log right back in and you're next.
- **Watch the time stamp**
While waiting in the queue, the time stamp is just as important as your number in line. The time should refresh at least once a minute. If your time stamp has not changed, you have lost your connection to the system. Don't panic. As long as you log back in within 30 minutes from the last time stamp you will be returned to your place in line. If the line advanced while you were reconnecting, you will have advanced too.



The screenshot shows a web page for the Banner Login Queue. At the top left is the Kalamazoo Valley Community College logo. To the right is a blue header with the text "Valley Info". Below the header, the page title is "Banner Login Queue". A white oval highlights the text "Queue Status Last Updated at: 7:54:07 AM". Below this, there is a section titled "Calculating Queue Position" with the text "Please wait while we calculate your position in the Queue." and a paragraph explaining that the system is experiencing high utilization and that users should leave the page open to watch their position change.

- **We're protecting your account, don't hack yourself**

There is only one virtual line. It's not like trying to pick the faster line at the cash register. There is no need to log in several times using different browsers or computers. In fact, by logging in multiple times you may end up kicking yourself out of the registration system. Your one and only account is activated when the queue passes your account into the registration system. If you have another browser advancing through the line, when it enters the registration system the computer will think the second one is a break-in attempt. Not knowing which one is you, it will protect your account by dumping both.

- **Do a friend a favor**

When you are finished registering, click Exit in the top right corner before closing your browser window. This will immediately open a spot for the next person in line making a fellow student very happy. If you don't exit and just close your browser the system must time out before releasing your record and opening a spot for the next student.



- **Paying for classes**

Payment deadlines are posted online and reminders are sent via e-mail. You will not receive a bill so be sure to mark the due date on your calendar. If you are applying for financial aid, apply as early as possible to ensure everything is processed by the tuition deadline. During early registration periods, payment is deferred to a later date. After that time, payment will be due within one business day of when you register.

- **Watching for seats to open**

If the class you wish to register for has already closed, do not give up. It is very common for seats to open up before the semester begins. Often, checking once a day or every other day is enough to find the seat you want. Using the Look up Classes to Add feature will make it easier to monitor several sections of the same class rather than having to enter multiple CRN numbers. For example, performing a Course Search for English 110 will list all of the various days and times the class is offered and show which are open.

A good time to watch for open seats is when early deferred payment is due. Students who cannot pay for all of their classes will be dropping the ones they cannot afford. Also, check the morning we re-open registration after cancellations for nonpayment. There are generally one or two seats open in most classes. The next opportunity will be the week before the semester begins and the first week of classes. These are busy time periods when students are making last minute changes to their schedules and opening seats in closed classes.