**Self-Service Course Registration Instructions**

1. Log-in to the Portal (portal.samford.edu) using your username and password assigned to you by Computer Services.
2. Click on the "Banner" tab.
3. Click the menu item entitled "Student & Financial Aid."
4. Click "Registration" to begin.
5. Click "Add or Drop Classes."
6. Read the tuition and fee statement and click "Acknowledgement" to continue.
7. Select the term you are registering for.
8. At the bottom of the screen in the blank boxes, enter the CRN numbers (from your class schedule sheet) of the courses you would like to register for and click "Submit Changes."
9. If you have a registration error, please email gradbusi@samford.edu with the course name and CRN along with the four letter permit type that you need.
10. To view your schedule, click "Return to Menu" in the upper right of the screen. Then click the menu item entitled "Student Detail Schedule" under Registration.

If you have any questions or have trouble registering for a class, please contact the Graduate Programs office at gradbusi@samford.edu. Remember to include the course name and CRN in your email, and please only email course registration questions from your Samford email address. The Graduate Programs Office is not permitted to register you for your classes, however, we are available to assist you with any questions you may have.