





Banner 9 Registration Quick Tips

Log into your MyWestfield account here: <https://my.westfield.ma.edu/>

Follow the steps on the Registration Step by Step card:





Registration Step by Step	
 <p>Step 1) Registration Status/Class Level/Holds Check your registration status, class Level and if you have any holds.</p>	<p>Step 1) Registration Status- select to check your registration status and class level. Check for account holds.</p>
 <p>Step 2) Meet with Your Advisor Email your Advisor using the Advisor card.</p>	<p>Step 2) Meet with your Advisor- select to find the name and contact information of your advisor.</p>
 <p>Step 3) Search Classes and View Course Information Search classes and view detailed course information.</p>	<p>Step 3) Search Classes-select to search and view detailed course Information.</p>
 <p>Step 4) Add/Drop Classes Register for classes and view/print your schedule.</p>	<p>Step 4) Add/Drop Courses- select to register for/drop classes and view and print your schedule.</p>

To register for classes, select Step 4) Add/Drop Courses and then the Register for Classes option:

[Student](#) • [Registration](#)

Registration

What would you like to do?

 <p>Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.</p>	 <p>Register for Classes Search and register for your classes. You can also view and manage your schedule.</p>
 <p>Browse Classes Looking for classes? In this section you can browse classes you find interesting.</p>	 <p>Browse Course Catalog Look up basic course information like subject, course and description.</p>

Select a term from the list of available terms.

Select a Term

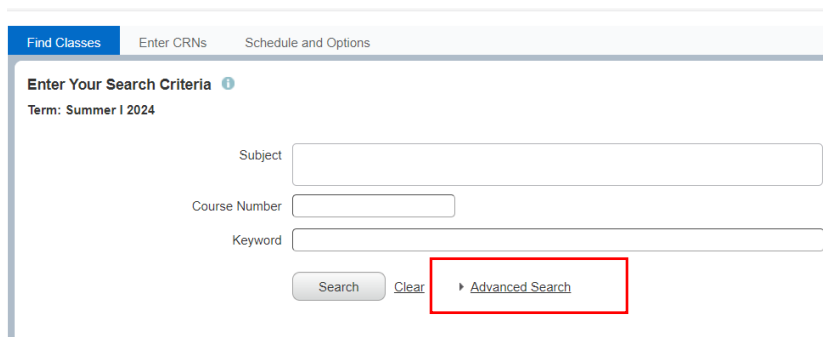
Terms Open for Registration

Select a term...

- Fall 2024
- Summer II 2024
- Summer I 2024

Find your courses using the standard search or the Advanced Search feature.

Standard Search: search by subject, course number, or key word. Click in the subject box and start typing a subject name. A list of matching subjects will appear for you to select. Click on the name. Add as many subjects as you wish or leave the field blank to search through all.



Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Summer I 2024

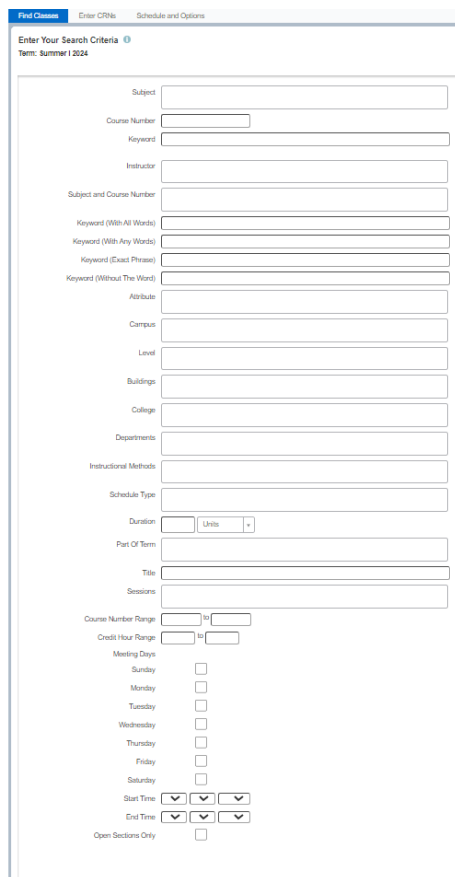
Subject

Course Number

Keyword

Search Clear [▶ Advanced Search](#)

Advanced Search: you can search by fields like level, course attribute, and meeting dates/times. Use your cursor to click in the box to the right of the field name and a list of available options will appear. Start typing in the box to filter the list for what you are looking for.



Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Summer I 2024

Subject

Course Number

Keyword

Instructor

Subject and Course Number

Keyword (With All Words)

Keyword (With Any Words)

Keyword (Exact Phrase)

Keyword (Without The Word)

Attribute

Campus

Level

Buildings

College

Departments

Instructional Methods

Schedule Type

Duration Units

Part Of Term

Title

Sessions

Course Number Range to

Credit Hour Range to

Meeting Days

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Start Time

End Time

Open Sections Only

SEARCH TIPS:

1. To view all course offerings, leave search fields blank.
2. Use the wildcard feature “%” to search.

VIEWING THE SEARCH RESULTS:

Use your cursor to resize columns in the header.

The Status column shows how many seats are available. Keep in mind that seat availability can change quickly!

Select “Search Again” to return to search page.

Click on course title to see more details including course descriptions and prerequisite listing.

Hover cursor over meeting times to get additional details.

Course attributes are displayed here. This allows you to see if the course meets common core requirements.

Title	Subject Description	Course #	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
FIRST-YEAR SEMINAR	Art	0101	001	1	2009	Fall 2024	Shadleigh, David (Primary)	S M T W T F S 03:10 PM - 04:40 PM	Westfield	31 of 40 seats rem...			Add
ASTRONOMY Lecture	Astronomy	0101	001	3	2015	Fall 2024	Bees, Richard (Primary)	S M T W T F S 08:15 AM - 09:05 AM	Westfield	8 of 18 seats remain.	Allied Science		Add
ASTRONOMY Lecture	Astronomy	0101	002	3	2057	Fall 2024	Bees, Richard (Primary)	S M T W T F S 09:20 AM - 10:10 AM	Westfield	FULL: 0 of 18	Allied Science		Add
ASTRONOMY Lecture	Astronomy	0101	003	3	2130	Fall 2024	Bees, Richard (Primary)	S M T W T F S 10:25 AM - 11:15 AM	Westfield	FULL: 0 of 18	Allied Science		Add
INTRO TO MASS COMMUNICA... Lecture	Communication	0101	001	3	2052	Fall 2024	Nimkoff, Mark (Primary)	S M T W T F S -	Westfield	FULL: 0 of 25	Social Understanding		Add

TO COMPLETE COURSE REGISTRATION:

1. Add courses to your course summary by clicking the “add” button
2. Be sure to submit changes to confirm your registration by clicking the “submit” button.

The Status column will notify you once your registration has been finalized.

Title	Details	Hours	CRN	Schedule Type	Status	Action
POLICE POLICY DEV	CRJU 0217, 501	3	10205	Lecture	Pending	**Web Registered**
STUNDERSTANDING THE CITY MAPS	HIST 0598, R02	2	10114	Lecture	Registered	None

TO DROP A COURSE BEFORE THE SEMESTER BEGINS:

1. Chose ****Web DROP**** option from Action column of student summary.
2. Click the “Submit” button. The Status column will notify you once your registration has been finalized.

Title	Details	Hours	CRN	Schedule Type	Status	Action
ELEMENTARY STATISTICS	MATH 0108, 501	3	10032	Lecture	Registered	<div style="border: 1px solid gray; padding: 2px;"> None None **Web DROP** </div>

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 7

Submit