Login to Web Central Banner Web

1. Navigate to the CCSU homepage at www.ccsu.edu. Click on CentralPipeline from the upper-right corner, then click on WebCentral-Banner Web. Login with your CCSU email address and password, then approve the multi factor authentication (MFA) request using your 2nd device (mobile device or phone).

2. Under the Records/Registration tab, select: NEW Registration and Scheduler Planner

Note: The first time you login to Registration and Schedule Planner each semester, you will be prompted to review and update your address and emergency contact information and agree to the student enrollment agreement. Update the information or check the box indicating that the information is correct, then click on the Submit button. You will receive a confirmation that your contact information has been updated, click on the Continue button.

Plan a Course Schedule

1. Select the term for which you want to plan a course schedule.

2. Review the default course filters and make any changes based upon your preferences.

3. Click the Add Course button to search for courses you wish to take for the upcoming term.

Courses can be added to your list by Subject and Course Number, by General Education attribute, by Instructor, by CRN or by Other Attribute.

When you are finished building your course list. Click the Back to Generate Schedules button.
4. **Optional:** Add a break by clicking the Add Break button.
   
   A break is any time that you are unavailable to take classes, such as work or athletic practice. **Generated course schedules will not conflict with your breaks.**

5. Click the **Generate Schedules** button. Potential course schedules will display for your review. Hover over the magnifying glass to preview a schedule. Click **View** to review schedule details.

6. When you identify a course schedule that you’d like to register for, click **Send to Shopping Cart**. Click the heart icon to “favorite” other potential course schedules or back-up schedules.
Course Registration

When you have a course schedule in your shopping cart, and it is your time to register, from the Shopping Cart tab, click the Register button. Your course registration request will be submitted.

Courses you are successfully registered for display on the Current Schedule tab with a status of Enrolled.

Add, Drop, Withdraw, or Swap Courses

You can make changes to your course schedule from the Current Schedule tab.

1. **ADD:** If you know the 5-digit CRN of a course you wish to add, enter it in the box and click the Register button.
   If you need to find a course to add, use the Build Schedule tab to identify a course, send it to your Shopping Cart and then Register.

2. **DROP or WITHDRAW:** Click the Edit or Drop Classes button. The Registration Status dropdown menu will display available options. Click Save to submit your changes.

3. **SWAP:** Click the swab button. Select a course that you wish to drop. Search for and select a new class that you wish to add. Click the Swap button to submit the registration request.
   NOTE: Your requested registration swap will only be made if you are able to both successfully add and drop the requested courses.