

# The Complete Registration Process

## How To Complete The Registration Process

See your advisor for schedule approval and to receive Alternate PIN#, if needed.  
(Required for Pre-Registration also)

Register for classes online via Banner Web

New Freshman and New Transfer Students (See Note)

### NOTE:

All New Freshmen and New Transfer students are **REQUIRED** to meet with their advisors to register for classes.

Once you have completed scheduling your classes,  
go to the University Center Ballroom to complete the Registration  
Process with  
Financial Aid and Fiscal Services

### TO AVOID DEREGISTRATION

1. Go to the Fee Assessment table
2. Go to the Cashier's table to receive Fiscal Clearance

\*\*\*\* If you do not owe any money at this time you are still required to go to the cashier station unless you have submitted your PEARL sheet prior to August 9, 2010\*\*\*\*\*

### Logon Instructions

1. Go to: <http://www.xula.edu>.
2. Click on Online Resources.
3. Click on Banner Web.
4. Click on Login to Secure Area.
5. Login to Banner using your User ID and your PIN.

Verify you are Fiscally Cleared

1. Logon to Banner Web (See Logon Instructions)
2. Click on Student Services & Financial Aid
3. click on Registration
4. click on Check Your Registration Status
5. Select Term Fall 2010

The following statement displays if you are fiscally cleared:

**"You are registered for Fall 2010 "**

If you **DO NOT** see the statement indicating you are fiscally cleared  
Please report back to the Cashier's Area.