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# 2016-2017 Registration @ Drake State

## Steps to Enrollment:

### 1. Admissions

- Complete the Admissions Application by clicking the "Apply Now" button on the right hand corner of [www.drakestate.edu](http://www.drakestate.edu). Create a first-time user account (if you have not been enrolled within the past year). Make certain to agree to the terms and conditions at the end of the application. (Approximately 10 minutes total time).
- In 24-48 hours, you will receive the following emails in the personal email account you provided on your application:
  - Welcome Email
  - New Student Orientation Email containing your Banner Self Service "D" number
  - Missing Document Email (only if you are missing any documentation to process your application).
- Log into Banner Self Service, using the instructions on the back of this form.
- Provide needed documentation for the Required Documentation Sheet Form.
- If you have completed your Free Application for Federal Student Aid (FAFSA), go to the Testing and Assessment Center for your placement exam, if not, go to Financial Aid).

### 2. Financial Aid (Drake's School Code # 005260)

- Complete the Free Application for Federal Student Aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). It takes at least 72 hours to process the application once it is received. Once the FAFSA is completed, both a personal and a campus email will be sent to you which will indicate the amount of your financial aid award or if you have any outstanding requirements.
- Optional: Students can also get assistance with the FAFSA off-campus at the North Alabama Center for Educational Excellence (NACEE).
- Proceed to the Testing and Assessment Center to Schedule/Take Placement Exam.

### 3. Assessment

- Schedule/Take Placement Exam (up to 2.5 hours)
- Receive/Review your scores. If applicable, you will be informed of re-test opportunities.

### 4. Admissions

- Check for outstanding documents in Banner. To log into Banner Self Service, use the instructions on the back of this form.
- Advising and/or Class Registration:
  - New Students should go directly to a New Student Advisor.
  - Returning Students should proceed to their Faculty Advisor.
  - Undecided Students should seek advising in the Counseling or Career Placement Offices.
- Any faculty or staff member can provide you a copy of your advising form by checking Q:\Employee\_Forms\Advising\_Forms.

### 5. Business Office

- Tuition and fees are due before the first official day of the term.** Please check your balance by following the directions on Banner Quick Reference guide (on back). An account that shows a zero balance or a credit balance is considered cleared. **If your account shows a positive balance, please come to the Business Office for further payment assistance. Registration is not complete until the account shows a zero balance or credit balance.** Your name will be purged from classes if your balance is not zero by the purge date.
- Receive Student ID and Parking Decal.
- Congratulations: You're officially a Drake State student!**

# Banner Quick Reference

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| <p><b>Login Instructions</b></p> <ol style="list-style-type: none"> <li>1. Go to www.drakestate.edu</li> <li>2. Click on "Online Services" (bottom right hand corner of page)</li> <li>3. Select Banner Self Service Login</li> <li>4. Select "Login to My Drake State"</li> <li>5. Sign in with "D" number and PIN (If this is your first time logging in, your PIN is your date of birth in MMDDYY format).</li> </ol>   | <p>My Banner Self Service D # _____</p> <p>My Advisor's Name _____</p> <p>My Advisor's Room # _____</p> <p><b>Banner D# Lookup</b></p> <ol style="list-style-type: none"> <li>1. Go to www.drakestate.edu</li> <li>2. Click on "Online Services" (bottom right hand corner of page)</li> <li>3. Select Banner Self Service Login</li> <li>4. Select "Banner User ID Lookup"</li> </ol>                       |
| <p><b>How to Register For a Class</b></p> <ol style="list-style-type: none"> <li>1. Click Student</li> <li>2. Click Registration</li> <li>3. Click Look Up Classes</li> <li>4. Select Term</li> <li>5. Click Submit</li> <li>6. Click Advanced Search</li> <li>7. Select Class Subject</li> <li>8. Click Section Search</li> <li>9. Select the box for desired class</li> <li>10. Click Register</li> </ol>  | <p><b>How to Drop a Class</b></p> <ol style="list-style-type: none"> <li>1. Click Student</li> <li>2. Select Registration</li> <li>3. Click Add or Drop Class</li> <li>4. Select Term</li> <li>5. Select Action (web drop or web withdrawn course)</li> <li>6. Click Submit Changes</li> </ol>   |
| <p><b>How to Check for Financial Aid Award</b></p> <ol style="list-style-type: none"> <li>1. Follow Login Instructions</li> <li>2. Click Financial Aid tab</li> <li>3. Click on Award</li> <li>4. Click on Award for Aid Year</li> <li>5. Select the 2016-2017 Academic Year in the drop-down box</li> <li>6. Click on Submit</li> <li>7. Select Award Overview tab</li> <li>8. (If you do not see an award, check Eligibility for Unsatisfied Requirements or contact the Financial Aid Office for additional assistance)</li> </ol>  | <p><b>How to Check Financial Aid for Outstanding/ Unsatisfied Requirements</b></p> <ol style="list-style-type: none"> <li>1. Follow Login Instructions</li> <li>2. Click Financial Aid tab</li> <li>3. Click on Eligibility</li> <li>4. Select the 2016-2017 Academic Year in the drop-down box</li> <li>5. Click Submit</li> </ol>  |
| <p><b>How to Check Balance</b></p> <ol style="list-style-type: none"> <li>1. Follow Login Instructions</li> <li>2. Click Student tab</li> <li>3. Click on Student Record</li> <li>4. Click on Account detail for Term</li> <li>5. Select Term in the drop-down box</li> <li>6. Click on Submit</li> <li>7. Select Award Overview tab</li> <li>8. Current Amount due as of Today's Date</li> <li>9. Award Amount: Authorized Financial Aid</li> <li>10. Account Balance net of Authorized Aid</li> <li>11. Positive Balance (Please pay your balance)</li> <li>12. Negative Balance (Refundable Award)</li> </ol> | <p><b>How to Pay Outstanding/ Unsatisfied Balances</b></p> <ol style="list-style-type: none"> <li>1. Follow Login Instructions</li> <li>2. Click Student Tab</li> <li>3. Click on Student Record</li> <li>4. Click on Account detail for Term</li> <li>5. Select Term in the drop-down box</li> <li>6. Click on Submit</li> <li>7. Click on Pay <b>Now</b></li> <li>8. Enter Required Information</li> </ol> |