

Online Registration Guide

An overview of the online registration process at Western University of Health Sciences.

Accessing BanWeb

- Registration at WesternU is completed via our online student information system: **BanWeb**.
- BanWeb can be accessed via the Students & Alumni menu on the WesternU homepage or by typing <http://banweb.westernu.edu> in your browser's address bar.

Logging into BanWeb

- To access BanWeb you will need your user ID and PIN. This information was e-mailed to your WesternU e-mail account. If you have not yet received this information, please contact the Registrar's Office at (909) 469-5491 or registrar@westernu.edu.
- Your student ID number is your user ID. Please remember to include the @ symbol when entering your student ID.

First Time Users

- If you are logging into BanWeb for the first time, you will be required to complete the following steps:
 - Choose a new six character alpha/numeric PIN. Your new PIN will also serve as your password for BlackBoard. You cannot use your birth date, SSN, or name as your PIN
 - Read and agree to the WesternU computer usage policy.
 - Create a security question & answer. This information can be used in the future if you forget your PIN.

Before you register...

- All students at WesternU are required to register each term.
- Students will receive a registration notice via their WesternU e-mail account approximately 1-2 weeks prior to the start of registration.
- All students register for a placeholder course only. You will not need to register for all of your coursework for a specific term. The placeholder course will be included in your registration reminder e-mail. Once you have completed the registration process, the Registrar's Office will insert your curriculum for the term.

Before you register...

- Fall registration is a multi-step process and includes the following steps:
 - Parking Permit Purchase
 - Disability Accommodation Requests
 - Direct Deposit Sign-Up
 - Insurance Enrollment
 - Fitness Membership Enrollment
 - Personal Information Verification
 - Registration
- Gather the following items prior to starting the registration process:
 - Driver's License, License Plate Number
 - Insurance card (if you have existing health insurance coverage)

Before you register...

- There are certain holds that may prevent you from registering for classes. If you are uncertain if you have holds on your record, you can view them selecting the following menu options:
 - [Main Menu](#)>[Student Services Menu](#)>[Student Records Menu](#)>**View Holds**
- Incoming Students: All admissions requirements must be complete before you can begin the registration process.

Before you register...

- Turn off your pop-up blocker temporarily. This will allow you to view required information during the registration process. You can turn off your pop-up blocker via the Tools menu on your Internet Browser.
- If you are having difficulties accessing the registration screens, you may need to lower your browser's security settings temporarily.

Ready to Register?

- If you have no holds on your account and you have received your placeholder course number, you are ready to register for classes. You can access the registration screen via the following menu options:
 - Main Menu>Student Services Menu>**Student Registration Menu**

Registering for classes...

- **Please read each screen carefully.**
You will be responsible for the information and deadlines noted on each screen.
- The registration process takes approximately 10-15 minutes during the fall term due to insurance and fitness enrollments.

Things to remember...

- Students registering after the deadline noted in their registration notice will be assessed a \$30.00 per business day late fee.
- You have NOT completed registration until you have entered and submitted your placeholder course.

Things to remember...

- If you have completed the registration process successfully, you will receive a confirmation e-mail via your WesternU e-mail account. This confirmation will arrive within 1 business day of the completion of your registration.
- If you do not receive a confirmation e-mail, you have not registered successfully.

Questions?

- If you have questions, please contact the Registrar's Office at (909) 469-5491 or registrar@westernu.edu.