



Banner Self Service
Student Profile &
Registration
User Guide



Log In

Go to the [DMACC Website](#)

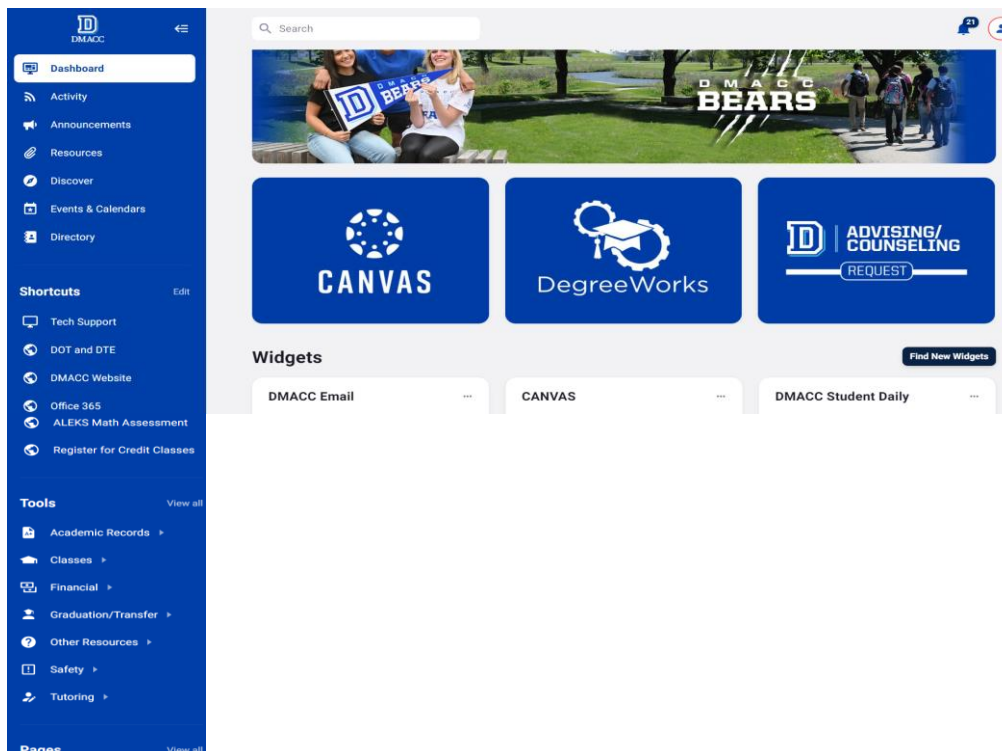


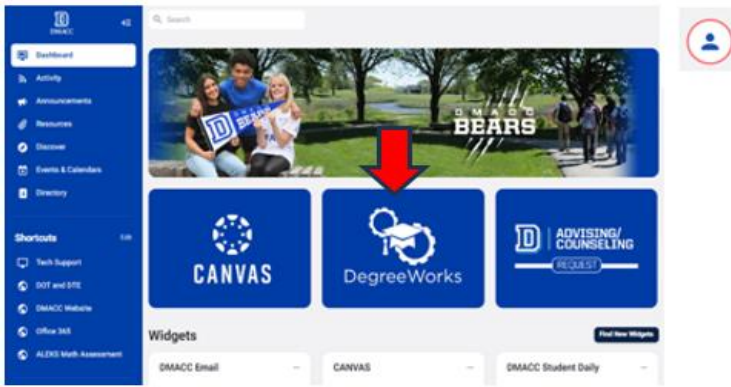
Click on **myDMACC** at the top of the page.



Login in using your DMACC email address and network password. Follow instructions for authentication

Your **MyDMACC** Dashboard has many helpful options on the left and Tiles for important Links and Widgets in the middle section. You can also edit your shortcuts menu for your convenience.





From your **myDMACC** Dashboard, click on **DegreeWorks** to see what courses you still need, to satisfy requirements

From your **DegreeWorks** page, view course requirements for your program of study & see if any former classes you **completed at another institution*** have been accepted toward your program. *Example:*

Data refreshed 03/18/2024 12:36 AM

Student ID: [] Name: [] Program: Dental Assistant-Dpl

Advanced search

Level: [] Credit: [] Degree: [] Diploma: [] Concentration: (no concentration) [] Advisor: []

Academic Standing: Good Standing Campus: Ankeny Cumulative: []

Academic | What-If | View historic audit: 03/09/2024 at 12:41 AM 01/D... []

Format: Student View

Degree progress: 98% Requirements | 100% Credits

Program GPA: [] In-progress classes [] Preregistered classes [] PROCESS

Dental Assistant-Diploma IN-PROGRESS

Credits required: 47 Credits applied: 47 Catalog year: 2023-2024 GPA: 2.92

Composition I	ENG 105	Composition I	TRF	3	Fall 2022
Satisfied by:		ENG105 - Composition I - Hawkeye CC			
Ethics/Jurisprudence Seminar	DEA 297	Ethics/Jurisprudence Seminar	CIP	(1)	Summer 2024

* If your transfer credit(s) have been evaluated by DMACC Credentials staff and accepted toward your program of study (admitted status), it will be shown in your DegreeWorks. Make sure you have requested your official transcript(s) from any other institution be sent to DMACC Admissions for official review - ASAP

Prepare for Registration

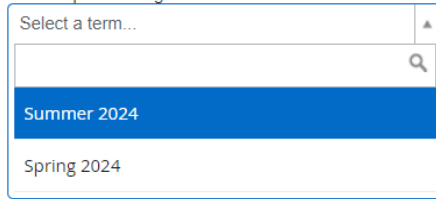
From your myDMACC Dashboard (under **Tools**) click **Register for Credit Classes** and then click **Prepare for Registration**.

Registration

What would you like to do?

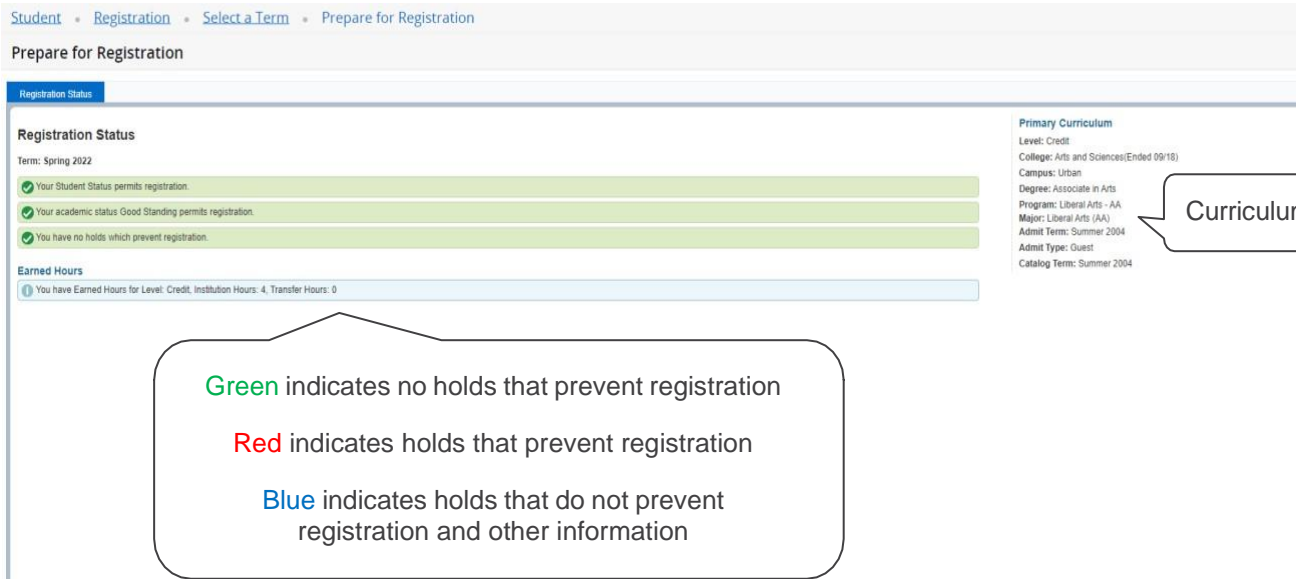
- Prepare for Registration** (circled in red)
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes
Search and register for your classes. You can also view and manage your schedule.
- Browse Classes
Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information
View your past schedules and your ungraded classes.
- Browse Course Catalog
Look up basic course information like subject, course and description.

Terms Open for Registration



Select appropriate term for registration - using the drop-down menu

Here you will see your student registration / academic status permitting registration and/or holds that may prevent you from registering. You can also view your curriculum and your earned credit.



Registration Status

Term: Spring 2022

- Your Student Status permits registration.
- Your academic status Good Standing permits registration.
- You have no holds which prevent registration.

Earned Hours

You have Earned Hours for Level: Credit, Institution Hours: 4, Transfer Hours: 0

Primary Curriculum

Level: Credit
College: Arts and Sciences(Ended 09/18)
Campus: Urban
Degree: Associate in Arts
Program: Liberal Arts - AA
Major: Liberal Arts (AA)
Admit Term: Summer 2004
Admit Type: Guest
Catalog Term: Summer 2004

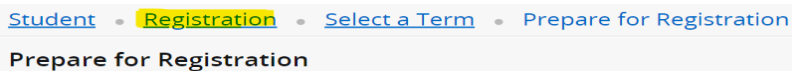
Curriculum

Green indicates no holds that prevent registration

Red indicates holds that prevent registration

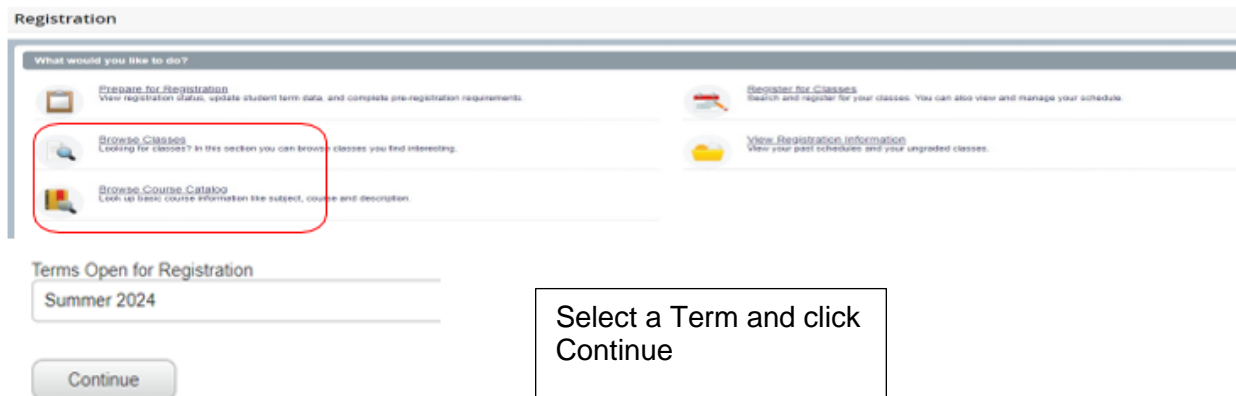
Blue indicates holds that do not prevent registration and other information

Select the Registration link near the top of the page, to register (or browse) classes.



To Browse Classes/Browse Course Catalog

Use the **Browse Classes** link to search for classes you find interesting. Use the **Browse Course Catalog** link to look up information like the course subject, number, & description



Registration

What would you like to do?

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

Terms Open for Registration

Summer 2024

Continue

Select a Term and click Continue

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ
Term: Spring 2024

Subject: English Mathematics bio You can add another

Course Number: Biology

Keyword:

Search Clear Advanced Search

To enter course criteria, start typing the subject or the course number and click Search. You can narrow your search by type of class or campus by clicking Advanced Search.

Browse course offerings by subject, CRN, instructor, meeting times, campus, etc. You can also click the course title to view details such as course description and prerequisites.

To Register for Credit Classes, Click the Register for Classes link

Student • Registration

Registration

What would you like to do?

- [Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.
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Search and register for your classes. You can also view and manage your schedule.
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Look up basic course information like subject, course and description.

Terms Open for Registration

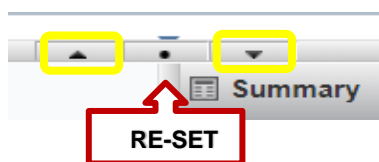
Select a term...

Summer 2024

Spring 2024

Select a Term & click Continue

- The Register for Classes Page has three panels: **Search, Schedule, and Summary**. The panels can be minimized or maximized by selecting the **toggle arrows** or reset back to default by selecting the reset button.



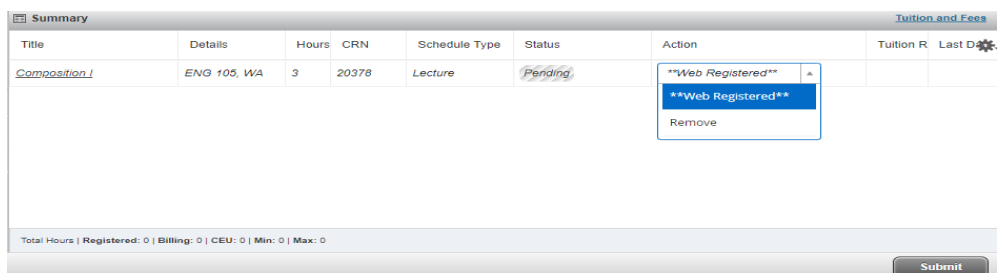
Class Search: Click **Find Classes** along the top allows you to search for classes for the selected term.

Schedule View: At the bottom left, provides a visual list of registered sections for the term. Sections will be identified by color, which allows students to view schedule conflicts, if applicable.

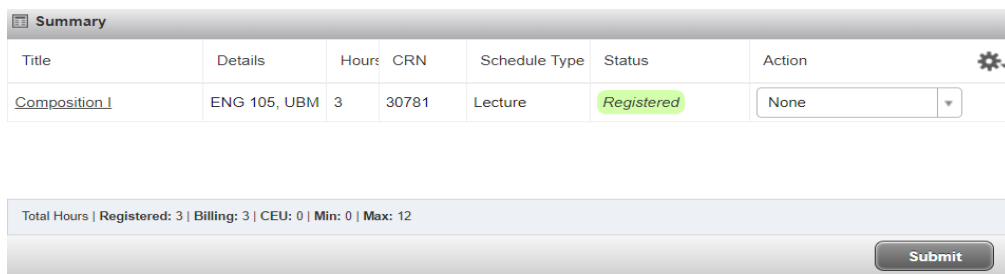
Summary Section: In the bottom right is your **Pending** or **Registered** courses. If you see that a course you want is **Pending**, you must choose "**Web Registered**" (under Action) and click **Submit** to be officially registered.

2. To **Search and Register for Classes** use the Search Results panel.
 - a. Use the **Find Classes** tab for basic search by subject (start typing subject), course number, or keyword in the title. Select *Advanced Search* for additional search features.
 - b. Use the **Enter CRN** tab to enter a specific 5-digit CRN if you know it.
3. Review available classes and important details.
 - a. Click the **Title** to view additional course details. Review: Subject, Description, Course, Section, Hours, CRN, Term, Instructor, Campus, Section Status, Attribute, & Instructional Method.
 - b. Hover over **Meeting Times** (green oval below) to view days, time, & potential scheduling conflicts. Note: class meeting days are blocked in blue.
4. Click the **Add** button on the far right (shown below) after you have selected a course. You will see the course in your Summary section in the lower right corner.

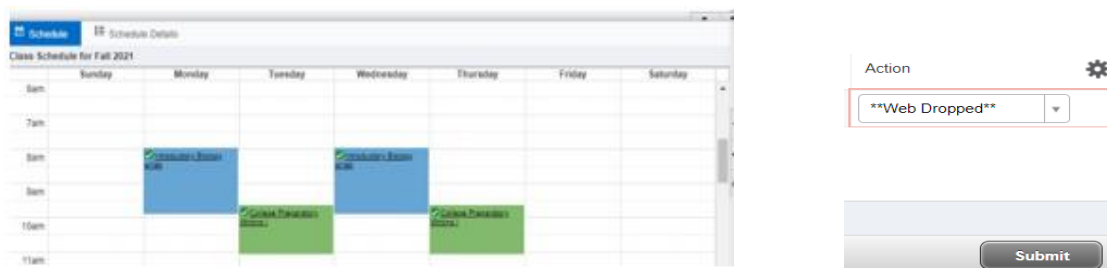
- a. The course will initially show in your Summary section as *Pending*. You have 2 options under **Action** (“Web Registered” or “Remove”).



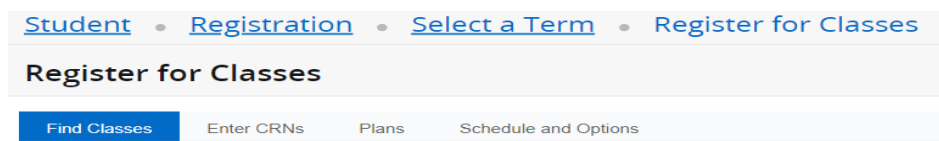
- b. After you select “Web Registered” you must ALSO click **Submit** to complete your registration. The class will show as *Registered* in green.



5. Registered courses are also shown in the Schedule panel in the lower left corner.
 6. To add another course, click Search Again - in the top right corner. Search Again
 7. To **Drop** a course – select “Web Dropped” and click **Submit**.



8. Use the links and tabs at the top of the page for additional navigation.



Questions?

- Email: Registration@dmacc.edu or call 515-964-6800 or 800-342-0033
- Visit the Registration website pages below:
 - [Registration Information \(dmacc.edu\)](#)
 - [How to Register for Credit Classes \(dmacc.edu\)](#)
 - [Add/Drop/Withdraw](#)