Registration Information for Spring 2027

Online registration using Self-Service Banner (SSB) begins on October 30, 2026. Students should register during this registration period to maximize course availability and minimize course cancellations. Students will receive notification of their assigned registration time via their campus email. Students unable to register when their appointed time opens may do so at a later time during the assigned registration period, but NOT BEFORE their appointed start time.

Academic Advising is Required

Schedule an appointment with your academic advisor to discuss course selection for Spring 2027 semester. Registration PINs will be distributed to students through their advisors. The alternate PIN is required to access online registration.

MCLA Student Self-Service Registration Instructions

- Log onto the MCLA campus portal: https://portal.mcla.edu/
- Select **Banner** from the blue header bar.
- Click on the 4-square menu on the top left of the page of the General menu
- Select Baner and then Registration Dashboard
- From the menu items available, select:
  - Prepare for Registration to see your registration status
  - Plan Ahead to research and build your list of courses you want to register for. You can use this list when you register for classes
  - View Registration Information to review your prior semester registrations
  - Register for Classes to perform the actual registration when your time slot opens
  - If the registration is successful, you will see "Registered" under *Status* in your class schedule.

- If there are problems with the registration, you will see a red stop sign and a message indicating "Registration Add Errors." The reason for the error will display under *Status.* Common errors are:
  - **"Time Conflict with XXXX"** – choose a section meeting at a different time.
  - **"CORQ_XXXX REQ"** – you have selected a course that has another course connected to it. You must register for both courses to complete the registration. For example, many science courses include lectures and labs. If you register for the lecture (or lab) only, you will get this error message. The part of the error where the XXXX appears will tell you the class you need to add. Add the CRN for the missing part and resubmit.
  - **"Closed Section"** – go back to *"Class Search"* and choose another section.
  - **"PREQ and TEST SCORE ERROR"** – you have selected a course for which you do not have proper prerequisites. Consult with your advisor to determine if it is possible to pursue an override. Students may submit an Override Form, which can be found on the Registrar's Office website **here**.

Check the Printable Spring 2027 Undergraduate Schedule - Dept Sort schedule for prerequisites and/or special permission requirements. Students cannot register online for some "special permission" courses. Prerequisite overrides can only be authorized by the instructor when a student fills out the Override Form, found on the Registrar's Office website here.

Questions? Problems? Special Circumstances? Call the Student Records Office at 413-662-5216. We are here to help you.

Registration Information for Spring 2027

REGISTRATION HOLDS
You will not be allowed to register if you have an outstanding obligation to the Bursar's Office, Residence Life & Housing, Health Services, or any outstanding parking or library fines. You are urged to check for holds on your account in Banner Self-Service and resolve any issues with the appropriate department.

REGISTRATION COURSE LIMIT
Students may register for up to 18 credits during registration. Students who wish to carry more than 18 credit hours for a semester must secure their advisor's permission on a **Course Overload Form**.
*Students entering MCLA Fall 2019 and after will be subject to additional course overload fees.

EXCHANGE PROGRAM WITH WILLIAMS COLLEGE/BERKSHIRE COMMUNITY COLLEGE
MCLA, in conjunction with Williams College and Berkshire Community College, **allows full-time matriculated students, in good standing**, to cross register in courses not offered at the student's home campus (does NOT include winter or summer sessions). Contact the Registrar's Office for additional information (413-662-5216 or email registrar@mcla.edu).

COLLEGE ACADEMIC PROGRAM SHARING (CAPS)
CAPS is designed to allow students to enroll at another Massachusetts State University while maintaining degree status at MCLA. Students must have an overall GPA of 2.0 and have earned a minimum of 30 credits to be eligible to participate in the CAPS program. Interested students should contact the Student Records Office for a CAPS registration form and other pertinent information. The deadline for filing a CAPS registration is the last day of online registration. CAPS applies to the Massachusetts State University System and is not available at U Mass campuses.

AFFIDAVITS OF VOTER REGISTRATION
Massachusetts General Laws, Chapter 51, Section 42E (Section 17 of chapter 475 of the Acts of 1993) mandates that information about mail-in affidavits of Voter registration forms be available at all locations where students register for classes. Students may request a voter registration form or register to vote by visiting: https://www.vote.org/register-to-vote/

DEADLINES: A D D / DROP and WITHDRAWAL Fall 2026
For courses running the entire term, the Add/Drop period ends January 28, 2027. Withdrawal with a "W" ends April 1, 2027
For classes taught only the first half of the semester (PHED classes) beginning January 20, 2027 the Add/Drop period ends January 28, 2027. Withdrawal with a "W" ends March 3, 2027. For classes taught only the second half of the semester (PHED classes) beginning March 22, 2027 the Add/ Drop period ends March 29, 2027. Withdrawal with a "W" ends April 1, 2027.

MILITARY DUTY
Students called up for active duty in the military should contact the Student Records Office at (413) 662-5216 or registrar@mcla.edu All military veterans and their dependents are urged to contact the Student Records Office, at (413) 662-5216 or registrar@mcla.edu, to inquire about eligibility to receive benefits.

Questions? Problems? Special Circumstances? Call the Student Records Office at 413-662-5216. We are here to help you.