Frequently Asked Questions – Course Registration

1. What if this is my first time registering for a course?

If this is your first time registering for any course, you must register using the course registration form. (Individuals who do not have an appointment at Mayo Clinic will not have access to Self-Service Banner.) This paper registration form must be submitted to the Registrar’s Office (Siebens Building, Fifth Floor) or faxed to 507-266-5298. Remember to sign your form or your form will be returned.

2. How do I register if I am an allied health employee?

Register using the Course Registration for Employees Not Enrolled in a Degree Program form.

3. Can I register for a CTSA course even though I am not in a CTSA degree or certificate program?

Yes. Note: priority seating is given to those enrolled in a CTSA program.

4. How do I log in to Self-Service Banner (aka EdLink Portal)?

Login to EdLink Portal with your Mayo Clinic LAN ID and Password to access self-service course registration.

5. I don’t see the course I want listed on Self-Service Banner. Where did it go?

If a course has reached its capacity during the registration process then the course will no longer be visible in Banner. Students may submit a registration form for the course and may be waitlisted, if allowed.

6. Once registered, how do I verify my schedule?

Log in to Self-Service Banner. From the registration menu, click "Student Detail Schedule."

7. I registered for course but I don’t see it displayed on my schedule. What happened?

Registrations are verified for eligibility and if prerequisites have not been met, the course will be removed from your schedule.