



Self-Service Banner

Student registration guide

Registration Department - Registration Section



جامعة قطر
QATAR UNIVERSITY

Registration Department

Registration Section

Location: Admissions and registration building

Telephone number:

Female: 44033778 - 44033789

Male: 44033774 - 44033784

Email: registrations@qu.edu.qa

P.O. Box: 2713

Qatar University

Doha - Qatar

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Login to myQU portal

Banner Self-Service can be accessed through the University portal myQU (<http://my.qu.edu.qa>) as follows:

- Open your preferred browser and enter: (<http://my.qu.edu.qa>)
- Enter your User Name and your password and then press “Login”.

myQU CAMPUS PORTAL
WHEN BEING AHEAD... MAKES A DIFFERENCE

Secure Access Login

QUID :

Password :



Change the login password

Note: The first time you login to myQU Portal, the system will ask you to change your password.

To change your password: Enter a new password in the correct field and then re-enter it again for confirmation then press the “Save Changes” button.

New Password

Please provide a new password.

New password:

Confirm New password:

Password Rules

- Length must be 6 or greater
- Length must be 20 or less

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Login to Banner Self-Service

Once you login to myQU, please select the “myAcademics” tab and then click on the “myBanner Self-Service” channel.

myQU myAcademic myServices Student Life

Academic Profile

Primary

myBanner Quick Start Menu

- Home
- Personal Information
- Student Registrations and Records



Registration Status

The Registration Status page is highly important because it displays your registration dates, holds, Academic Standing. Check this page to confirm that you are allowed to register for courses in the specified term.

My Registration Status

Home > Student Registrations and Records > Registration > **My Registration Status**

- ✓ You have no Holds which prevent registration.
- ✓ Your Academic Standing is Good Standing which permits registration.
- ✓ Your Student Status permits registration.

Your Class for registration purposes is Sophomore.

Search for classes online

1. In the Main Menu page, please click the “Student Registration and Records” link.
2. Click the “Registration” link.

Home > **Student Registrations and Records**

Personal Information **Student Registrations and Records**

Registration **Student Records**

Check your registration status, class schedule & add or drop classes View your holds, grades and transcripts



Search for classes Online

3. Click on “Select Term” and then select the term you wish to register for and then press the submit button

Registration ▲
Check your registration status, class schedule and add or drop classes

Student Records ▼
View your holds, grades and transcripts

- [Select Term](#)
- My Week at a Glance
- Look Up Classes
- My Detailed Schedule

Home > Student Registrations and Records > Registration > **Select Term**

Please select the appropriate semester.

Select a Term:

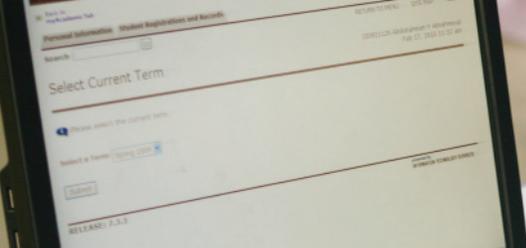
- Spring 2011
- Fall 2010 (View only)

4. Select the “Look Up Classes” link.

Registration ▲
Check your registration status, class schedule and add or drop classes

Student Records ▼
View your holds, grades and transcripts

- Select Term
- My Week at a Glance
- [Look Up Classes](#)
- My Detailed Schedule



You can search the courses schedule by subject, course number, title, part of term, schedule type, campus, instructor, or section time/day. Enter your search criteria (including at least 1 subject) and then press the «Class Search» button.

Subject: Accounting
 Arabic Language
 Architecture

Course Number:

Title:

Schedule Type: All
 Internship
 Lab

Instructional Method: All
 Arabic & English Section
 Arabic Language Section

Credit Range: hours to hours

Campus: All
 Female
 Male

Course Level: All
 Certificate
 Diploma

Part of Term: All
 Full Term

Instructor: All
 Abaalzamat, Khalid H.
 Abdel-Hady, Zakariyya M.

Attribute Type: All
 MBA Course

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Su

Search by Term:
 Spring 2011

Submit **Reset**

Class Search **Reset**

When you perform a class search, a list of courses that meet your criteria will be displayed.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribu
<input type="checkbox"/>	13106	ACCT	110	L01	M	3.000	Financial Accounting	MW	03:30 pm-04:45 pm	40	5	35	Raed I. Ismail (P), Mohammed Hossai Jahedul Hossain	09/19-12/30	A05 0201	Business Course
<input type="checkbox"/>	10728	ACCT	110	L02	M	3.000	Financial Accounting	TRU	01:00 pm-01:50 pm	40	32	8	TBA	09/19-12/30	A05 0112	Business Course
<input type="checkbox"/>	10975	ACCT	116	L02	M	3.000	Managerial Accounting	MW	11:00 am-12:15 pm	40	28	12	TBA	09/19-12/30	A05 0201	Business Course



Add Classes

After a list of courses is displayed on the results, place a checkmark in the box beside the class you want to add and click Register.

<input type="checkbox"/>	10728	ACCT	110	L02	M	3.000	Financial Accounting	TRU	01:00 pm-01:50 pm	40	32	8	TBA
<input checked="" type="checkbox"/>	10975	ACCT	116	L02	M	3.000	Managerial Accounting	MW	11:00 am-12:15 pm	40	28	12	TBA
<input type="checkbox"/>	10976	ACCT	501	L01	M	3.000	Introduction to Accounting (MBA)	T	06:00 pm-09:00 pm	30	1	29	Nitham M. Hindi (P)

You can also add courses using the Add Classes Worksheet. You need to add Course Registration Number (CRN) for all classes you want to registered in the blanked boxes as showed below.

Add Classes Worksheet

CRNs

If the class was entered correctly, it will show under Current Schedule with a status of "Web Registered."

Current Schedule							
Status	Action	CRN	Subj	Crse	Sec	Level	Cred
Web Registered on Apr 07, 2010	None	10126	GENG	111	L01	Undergraduate	3.000



If you receive an error message, your choice will show under Registration Add Errors. Correct your request or select another class.

Registration Add Errors									
Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	
Time conflict with CRN 10728	10731	ACCT	222	L01	Undergraduate	3.000	Standard Letter	Intermediate	

↑ The Error

Drop Classes

- From the Registration Menu, select “Add or Drop Classes” link.
- In the Action column beside the class you want to drop, select ****Web Drop**** from the Drop-Down Menu, then click Submit Changes.
- If the class was successfully dropped, it will no longer appear under Current Schedule.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred
Web Registered on Apr 07, 2010	None	10126	GENG	111	L01	Undergraduate	3.000
Web Registered on Apr 07, 2010	**Web Drop**	11789	GENG	111	B02	Undergraduate	0.000

Important Note: The last class that appears on your schedule will not be deleted from the web, so you are requested to contact the Registration Section for more information.

View Class Schedule

From the Registration Menu, select either:

- **Week at a Glance:** To view a weekly version of your classes in a calendar format with very basic information.
- **Student Detailed Schedule:** To view a listing of your schedule including more details, such as status, number of credits, etc.

Important Note: please be reminded to logout from the system when finished by clicking on the EXIT link on the top right of the screen.



Course Web Withdrawal

Login into Self Service and select the **Add or Drop Classes** as shown below:

The screenshot shows a navigation menu with two main sections: 'Registration' and 'Student Records'. The 'Add or Drop Classes' option is highlighted with a mouse cursor.

- Registration** (Expandable):
 - Select Term
 - My Week at a Glance
 - My Registration Status
 - Student Books
 - Request Enrollment Verification
 - Online Locker Request
- Student Records** (Expandable):
 - Look Up Classes
 - My Detailed Schedule
 - Active Registration
 - Transportation Service
 - Status of Enrollment Verification Requests
 - Online Locker Renew
- Add or Drop Classes** (Highlighted)
- Registration Fee Assessment
- Registration History
- GPA Calculator
- Apply for Scholarship
- Check Locker Request Status

Select the **Web Withdrawal** from the Dropdown list of **Action** as it is shown below and then click on the **Submit Changes** button.

Important Note: If a student withdraws from the web, the Registration Section will not be responsible for it and the student will be charged penalty or fine automatically. Therefore, students should protect their password and keep track of their registration constantly. The student will not be able to withdrawal the last course as it is considered a semester withdrawal, and therefore the student should refer to the registration section directly in such situation.

The screenshot shows a table of course registrations. The 'Web Withdrawal' option is selected in the 'Action' dropdown menu. The 'Submit Changes' button is highlighted with a mouse cursor.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on May 17, 2011	Web Withdrawal	30098	ARAB	100	L01	Undergraduate	3.000	Standard Letter	Arabic Language I
Web Registered on May 17, 2011	Web Withdrawal	30183	INTA	103	0	Undergraduate	3.000	Standard Letter	Intro to Inter Relations

Total Credit Hours: 6.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 9.000
Date: May 17, 2011 10:28 am

Submit Changes Reset



Click on the Link **Registration Fee Assessment** as it is shown below:



The following page will display the penalty or fine that has been posted as a result of web withdrawing

Description	Amount
F-T AS Crs Non-Qat Penalty	QR240.00
Total Charge:	QR240.00

Account Summary by Term

Banner Waitlist

The waiting list allow student to register once there is an available seat in the section as long as student on waiting list.

The purpose of this manual is to provide you with basic instructions to use waiting list by demonstrating the following:

- Finding waiting list through searching for classes.
- Adding a student on waitlist.
- Registering for a section from waitlist.

Finding waiting list through searching for classes

Click on the CRN number after searching for class through link **Search for Classes** under **Registration** menu.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem
C	23829	ACCT	102	0	M	3.000	Principles of Accounting II	UTR	08:00 am-08:50 am	1	1	0	5	1	4



Click on the section title as it is shown below

Principles of Accounting II - 23820 - ACCT 102 - 0

Associated Term: Spring 2011
Registration Dates: Nov 08, 2010 to May 26, 2011
Levels: Undergraduate
Attributes: Business Course
Instructors: Raed I. Ismail (P)

Male Campus
Lecture Schedule Type
Traditional Instructional Method
3.000 Credits
[View Catalog Entry](#)

Detailed Class Information shows the availability on waiting list. For example, this section has 5 seats for waitlist. There is 1 seat is taken and 4 seat are available

Registration Availability			
	Capacity	Actual	Remaining
Seats	1	1	0
Waitlist Seats	5	1	4

Maximumm Booked Seats Available Seats

Adding a student on waitlist

Go to **Add or Drop Class** page and enter the CRN number in the Add Classes Worksheet as it is shown below. Do not use the **Search for Class** page because the section will appear with status C (Closed)

Important Note: Student is not enrolled in the section once s/he is added to waitlist

The CRN →



An error message will be displayed and it shows the number of student on waitlist and **Action** to be selected for being on the waiting list. For example, there is one student on the waiting list and there is availability on waitlist.

Status	Action
Class Full; 1 already on Waitlist - Choose Waitlist?	None

 One student on the waitlist

Select **Waiting list** from the drop down option under **Action** and then click on **Submit Changes** button.

Status	Action
Class Full; 1 already on Waitlist - Choose Waitlist?	Waitinglist

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

When a seat become available, an email notification will be sent to you as shown next page notifying you that you must register within 12 hours of receiving the message. Therefore, it is highly important to check your email constantly during the add and drop period. You can access email through <http://mail.qu.edu.qa> or <http://my.qu.edu.qa>

Status	Action
Waitinglist on Nov 30, 2010	None
Total Credit Hours: 0.000	None
Billing Hours: 0.000	Web Drop
	Web Registered



Important Note: Student must register through Student Self Service after receiving the email notification because enrollment to class is not automatic for waitlist. Failing to register within 12 hours will result in losing your chance to register for the section and the next student on waitlist will get an email notification.

Select status ****Web Registered**** and click on **Submit Changes** button.

Status	Action
Waitinglist on Nov 30, 2010	**Web Registered** ▼

The registered section will be displayed in **Add or Drop Classes** as shown below.

Current Schedule			
Status	Action	CRN	Subj
Web Registered on Dec 01, 2010	None ▼	23820	ACCT
Total Credit Hours: 3.000			
Billing Hours: 3.000			
Minimum Hours: 0.000			
Maximum Hours: 12.000			
Date: Dec 01, 2010 02:09 pm			



Online Enrollment Verification

Request Enrollment Verification

Click on the link **Request Enrollment Verification** under **Registration** menu.

The screenshot shows a navigation menu with two main sections: 'Registration' and 'Student Records'. The 'Registration' section is expanded, showing a list of options. A mouse cursor is pointing at the 'Request Enrollment Verification' link.

Registration	Student Records
Check your registration status, class schedule, or add or drop classes	View your holds, grades and transcripts
<ul style="list-style-type: none">Select TermMy Week at a GlanceMy Registration StatusStudent Books<u>Request Enrollment Verification</u>	<ul style="list-style-type: none">Look Up ClassesMy Detailed ScheduleActive RegistrationTransportation SystemStatus of Enrollment Verification Requests
<ul style="list-style-type: none">Add or Drop ClassesRegistration Fee AssessmentRegistration HistoryGPA Calculator	

Select the current term and the verification type as shown below.

The screenshot shows a web form titled 'Select a term for, and type of, enrollment verification.' It includes a 'Continue' button and a 'View Holds' link. The form fields are as follows:

- Term:** * Spring 2012 (dropdown menu)
- Verification Type:** * None (dropdown menu)
- Number of Copies:** * None (dropdown menu)

The dropdown menu for 'Number of Copies' is open, showing the following options: None, Ar-Exam Enrollment Ver, Ar-In State Enrollment Ver, Ar-Out of State Enrollment Ver, En-Exam Enrollment Ver, En-In State Enrollment Ver, and En-Out of State Enrollment Ver.

At the bottom of the form, there are two links: 'View Holds' and 'View Status of Enrollment Verification Requests'.



Type	Description
Ar-In State Enrollment Ver	The Arabic version of enrollment verification which is known by "To Whom it May Concern" and it is within State of Qatar
Ar-Out of State Enrollment Ver	The Arabic version of enrollment verification which is known by "To Whom it May Concern" and it is out State of Qatar and bear official QU stamp along with signature for Ministry of Foreign Affairs
En-In State Enrollment Ver	The English version of enrollment verification which is known by "To Whom it May Concern" and it is within State of Qatar
En-Out of State Enrollment Ver	The English version of enrollment verification which is known by "To Whom it May Concern" and it is out State of Qatar and bear official QU stamp along with signature for Ministry of Foreign Affairs
Ar-Exam Enrollment Ver	The Arabic version of enrollment verification which is known by "To Whom it May Concern" along with final exam schedule
En-Exam Enrollment Ver	The English version of enrollment verification which is known by "To Whom it May Concern" along with final exam schedule

Determine the number of copies and click on Continue button.

Select a term for, and type of, enrollment verification.

* indicates required field

Term: *

Verification Type: *

Number of Copies: *



Click on Continue button.

Enrollment Verification Delivery

← | Home > Delivery Information for Enrollment Verification

Delivery Method: Collected by Student QR15.00 per copy ▼

Continue

There are four fields for sending the enrollment verification that a student must fill one of them as it is shown below. According to registration procedures, the student must come in person to Registration and Admission Building to pick up his or her documents. Therefore, insert the word **Student** in the field **Issue to:** as it is indicated below and then click on **Continue** button.

Select an address where your enrollment verification should be delivered by choosing one of your stored addresses.

One of Your Addresses: None ▼

OR

Fax Area Code:

Fax Number:

OR

Street Line 1:

Street Line 2:

Street Line 3:

City:

State or Province: None ▼

Zip or Postal Code:

Nation: None ▼

Issued To:



A confirmation page will display and indicate the details of the request. If you are agree with details, click the **Submit Request** button.

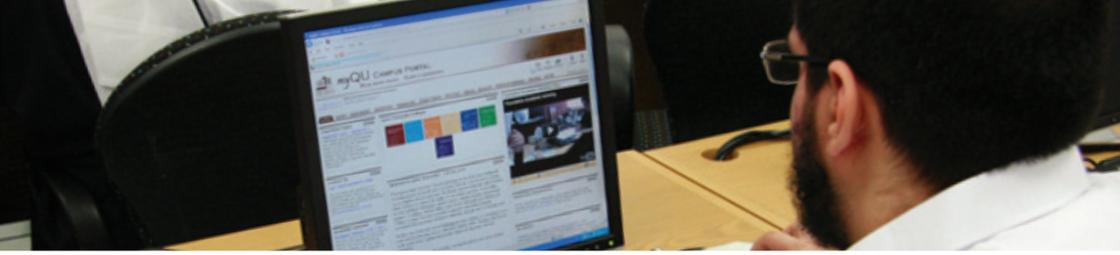
Term:	Spring 2012
Verification Type:	Ar-In State Enrollment Ver
Number of Copies:	1
Issued to:	student
Delivery Method:	Collected by Student
Cost of Order:	QR15.00
Payment Method:	Charge to Stdeunt Account

Submit Request

Track Enrollment Verification Status

Click on the link **Status of Enrollment Verification Requests** under **Registration** menu.

Registration Check your registration status, class schedule, add or drop classes	Student Records View your holds, grades and transcripts	
<ul style="list-style-type: none">Select TermMy Week at a GlanceMy Registration StatusStudent BooksRequest Enrollment Verification	<ul style="list-style-type: none">Look Up ClassesMy Detailed ScheduleActive RegistrationTransportation System<u>Status of Enrollment Verification Requests</u>	<ul style="list-style-type: none">Add or Drop ClassesRegistration Fee AssessmentRegistration HistoryGPA Calculator



Select Date Ordered as shown below.

Date Ordered:

The student enrollment verification request status will be shown as below.

Status of Enrollment Verification Requests: Dec 26, 2011

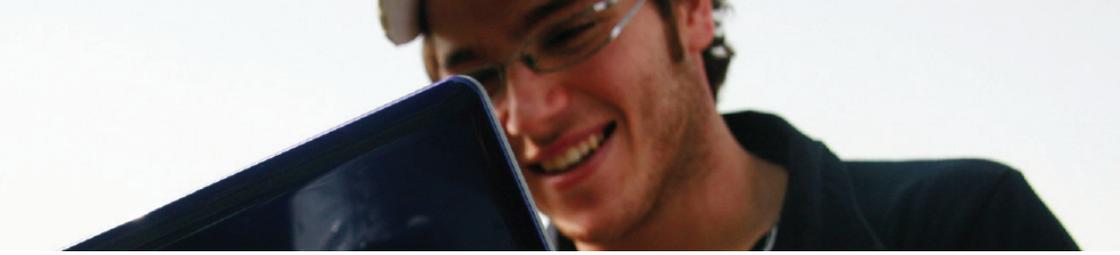
Status: Your Enrollment Verification Request is ready for pick up at the Registration and Admission Building.
Print Date: Dec 26, 2011
Session Identifier: 17145795 If you have questions, please enclose this session ID with all inquires.
Term: Spring 2012
Verification Type: Ar-In State Enrollment Ver
Number of Copies: 1
Issued to: student
Delivery Method: Collected by Student
Cost of Order: QR15.00
Payment Method: Charge to Stdeunt Account



Common Registration Errors



Error	Description	Action
CAMPUS RESTRICTION	This error means that the selected course is offered in a different campus(Male or Female)	Make sure that you select the section with the correct campus
PREQ and TEST SCORE	This error means that you have not met the prerequisite established for the course and/ or test score prerequisites.	Try to register for the prerequisite first or visit your advisor for further assistance.
LINK ERROR	This error means that the course requires an additional CRN linked to lab/lecture or other course.	Select CRN that is linked to this course.
CLOSED	Means that the section is full to its maximum seats.	Select another Section for the same course.
LEVEL RESTRICTION	This error means that you tried to register in a course that is for another level (Undergraduate, Diploma, Master)	Make sure that you select the section with the correct level.
TIME CONFLICT WITH (CRN)	This error means that you tried to register in two courses which are scheduled at the same time. The conflicting course CRN is displayed.	Select a different section or course that does not conflict with the sections already registered.
Major Restriction	This error means that registration into this section is restricted to students in a specific major.	Get an approval from the course department to override the restriction.



Important Notes



- Be prepared. Know what you want to register for, check for **scheduling conflicts**, meet with your **advisor** before logging online to register. It will save time.
- The **earlier** you register, the **better** your chance of getting the courses you want or need.
- **Check** information **carefully** ! You are responsible for the **accuracy** of scheduling your classes. Check and **recheck** your class information carefully before completing your registration. (e.g. course language, prerequisite, linked courses, ... etc).
- You may wish to refer to **“Common Registration Errors”** if you receive a registration error.
- Don't forget to **print** your class schedule.
- Logout from the system by clicking the **EXIT Button** at the top of the screen.
- Check your online class schedule **frequently** during the **first week** of classes as schedule changes do occur.

Academic Advisors Contact List

Center of Academic Advising and Retention

Colleges	Name	Phone	Email
Arts and Science	Amra Ikanovic	44036437	amra.ikan@qu.edu.qa
	Dalal Al Mushaifri	44036436	dalal.almushaifri@qu.edu.qa
	Hassan Darwish	44036439	hassan.darwish@qu.edu.qa
	Jameela Amer	44034526	j.ali@qu.edu.qa
	Jemaiah Al-Abdulla	44035322	Jbelal@qu.edu.qa
	Shouroq Al Qahtani	44035320	sh.alqahtani@qu.edu.qa
Business and Economics	Maha Al-Thani	44035021	m.jassim@qu.edu.qa
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Sharia	Alanoud Althani	44033781	ajmalthani@qu.edu.qa
	Amna Hamd	44034414	ahsaa@qu.edu.qa
	Hamda Al-Sharim	44035256	hamdam@qu.edu.qa
	Mohd Al-Kubaisi	44034078	mfisal@qu.edu.qa