

Banner 9

Classes Registration Guide

Student User Guide

Prepared by,
Banner Team

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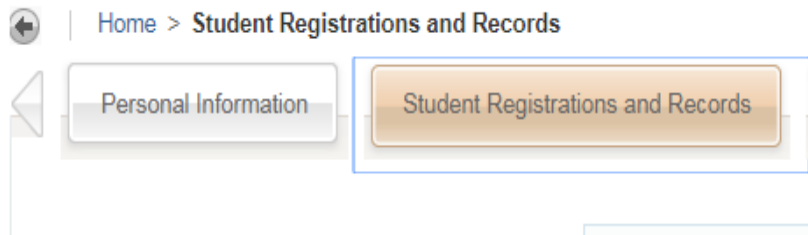
1. Introduction

The Banner 9 Upgrade is a campus wide initiative to complete the upgrade of our Banner environment from Banner 8x to Banner 9x. Banner 9 version delivers a number of important enhancements, which includes a modern user interface, enhanced navigation and process management tools, and new functionality for students, advisors, and faculty members.

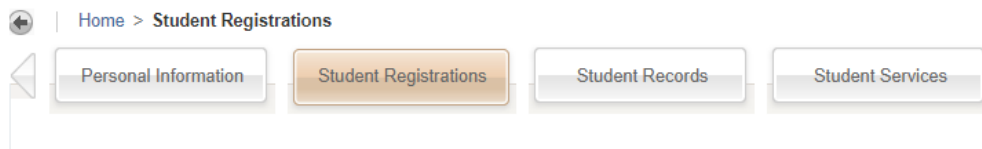
Banner 9 version also **supports Arabic** in Registration Self-Service pages.

2. How to Reach Registration Page of Banner 9

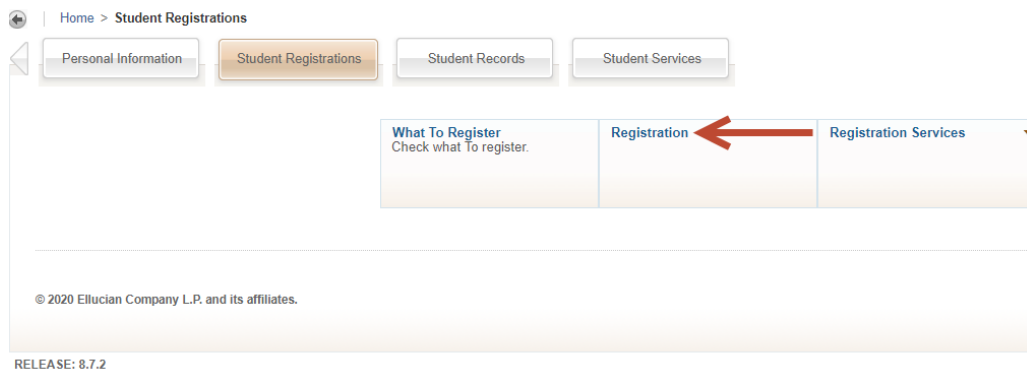
1) After you [login to myBanner](#), click on "Student Registrations".



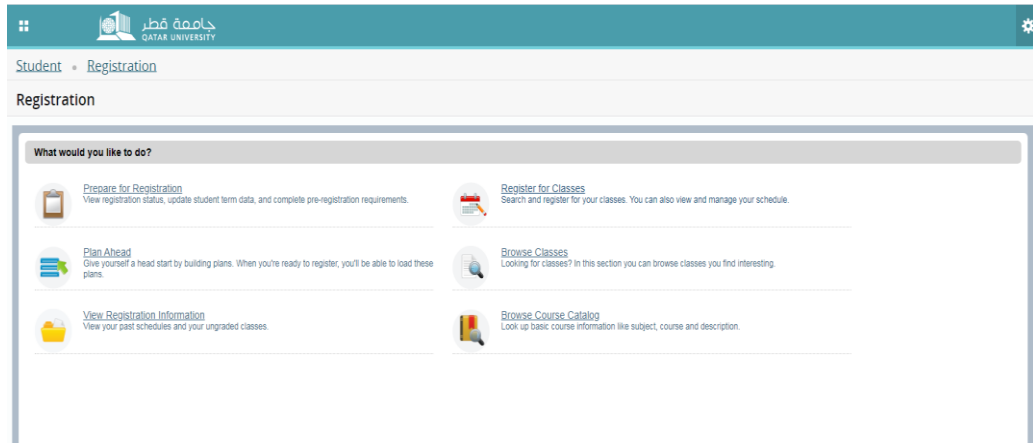
2) Click on "Registration Menu"



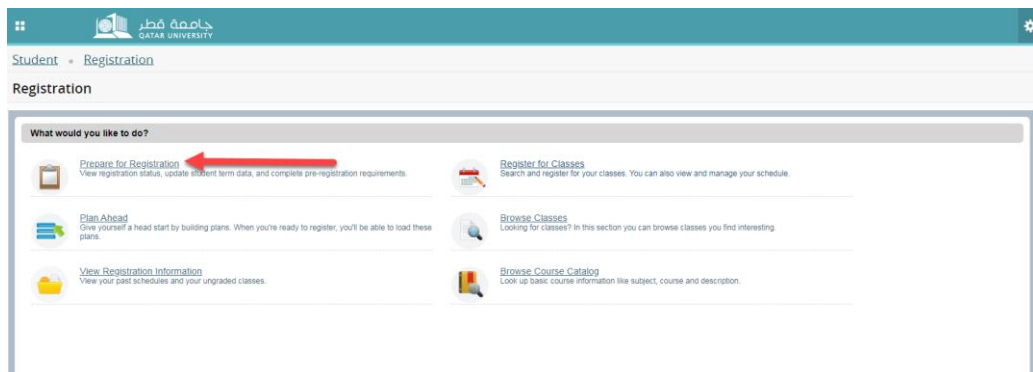
3) Click on "Registration" link



- 4) After clicking on Banner 9 Registration, the Banner 9 Registration main page will launch.

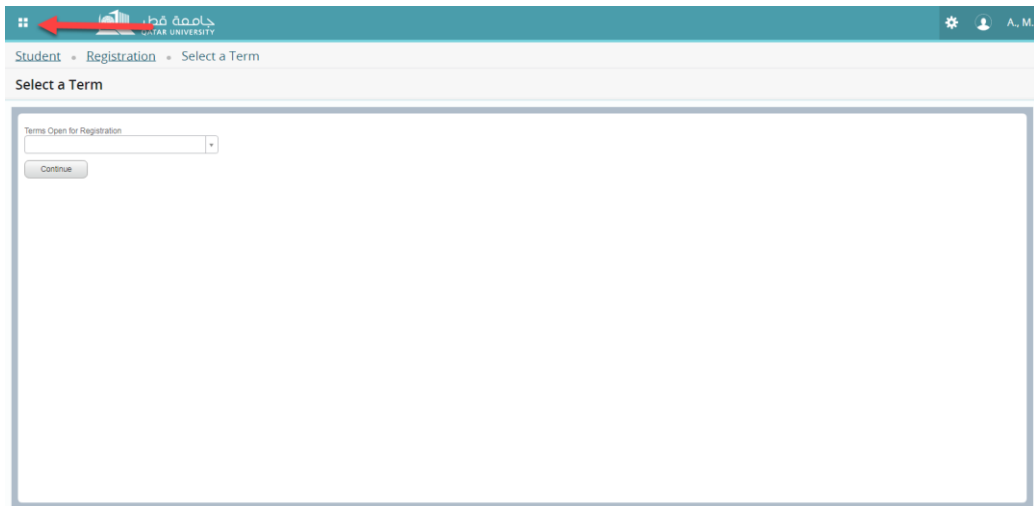


- 5) Click on "Prepare for Registration" to proceed with your registration processes.

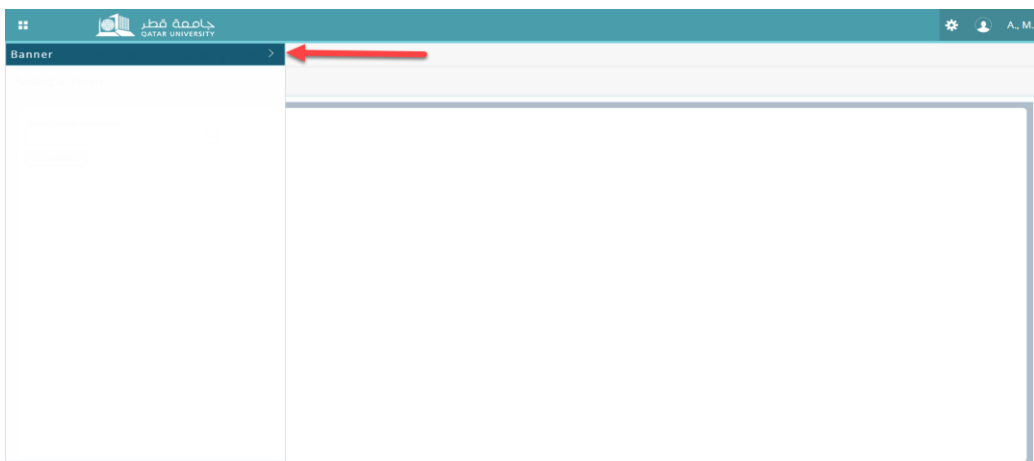


3. Return to Banner Main Page

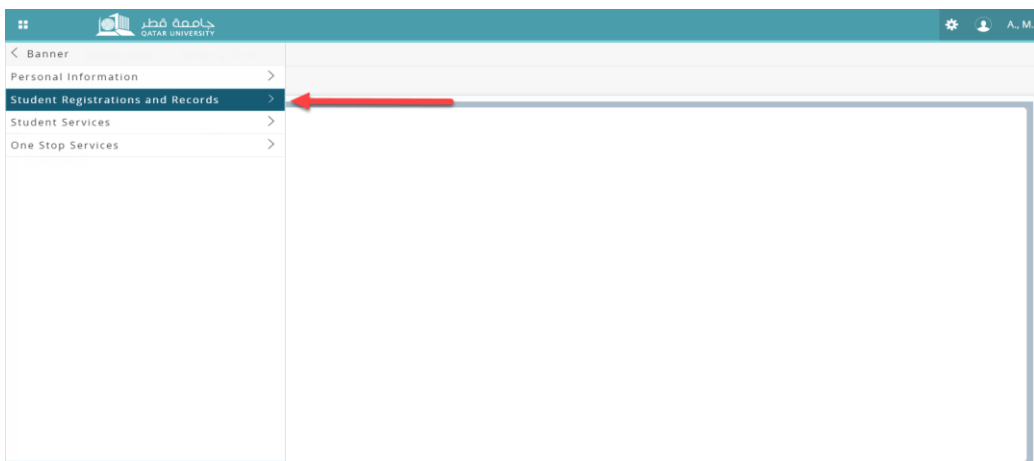
1) Click on icon  as shown below.



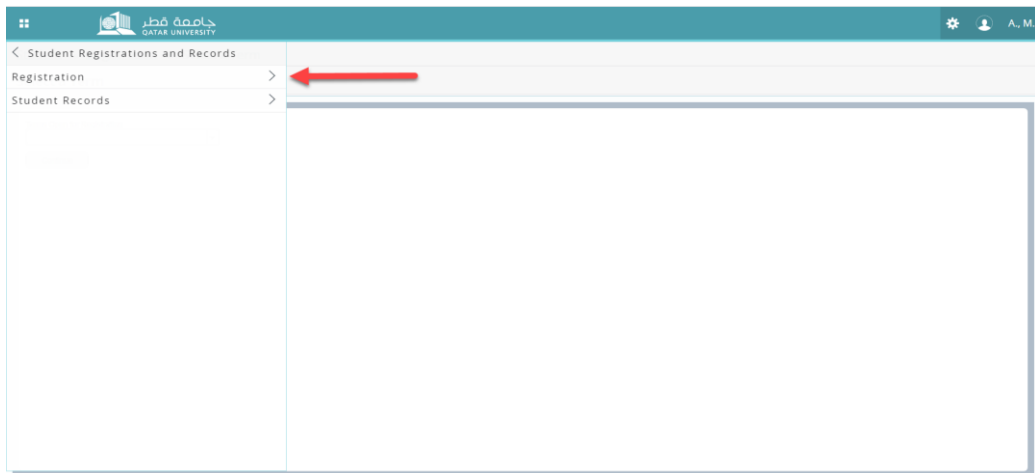
2) Click on "Banner"



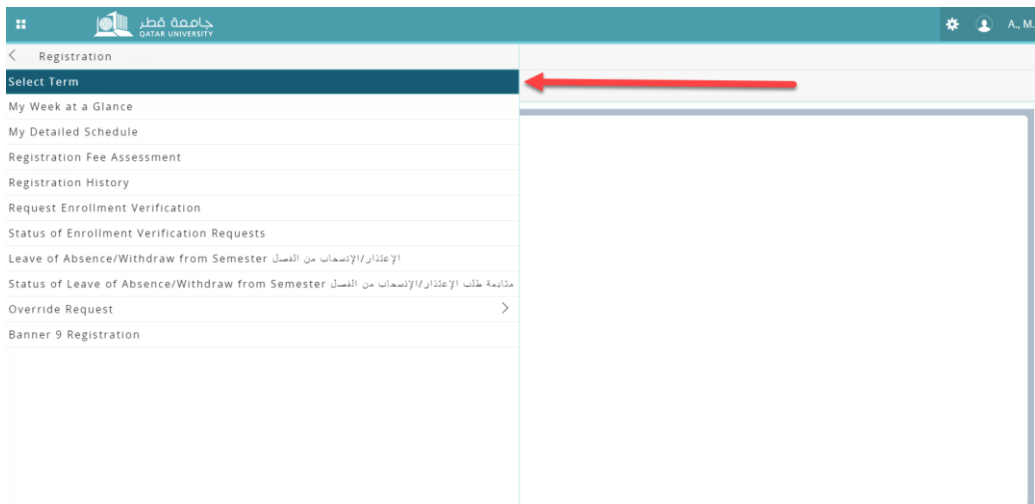
3) Click on "Student Registrations and Records"



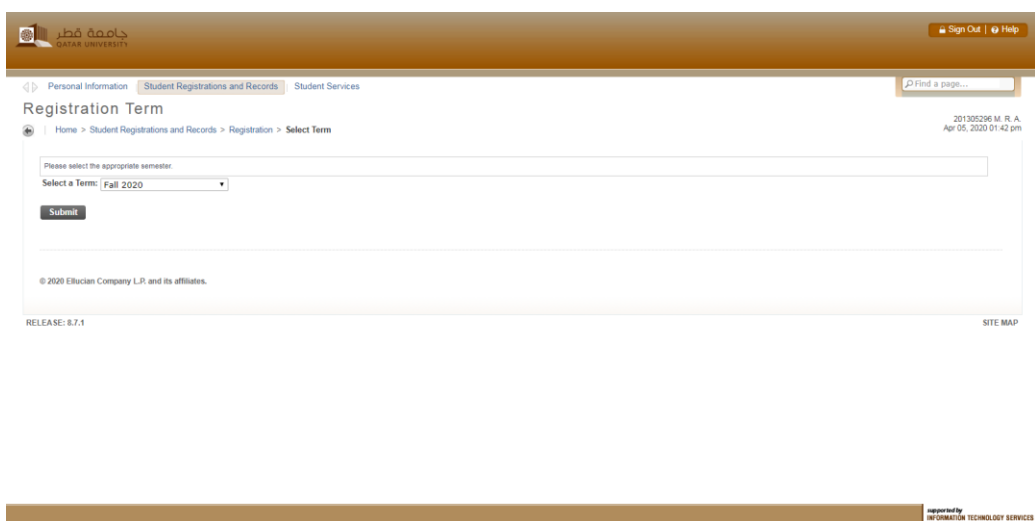
4) Click on "Registration"




5) Click on "Select Term"

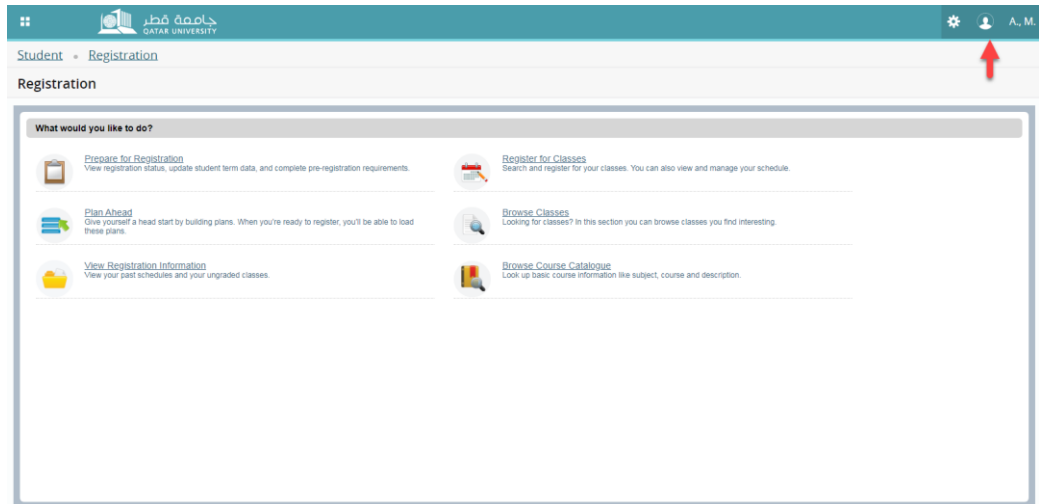


6) The main page will display as shown below.

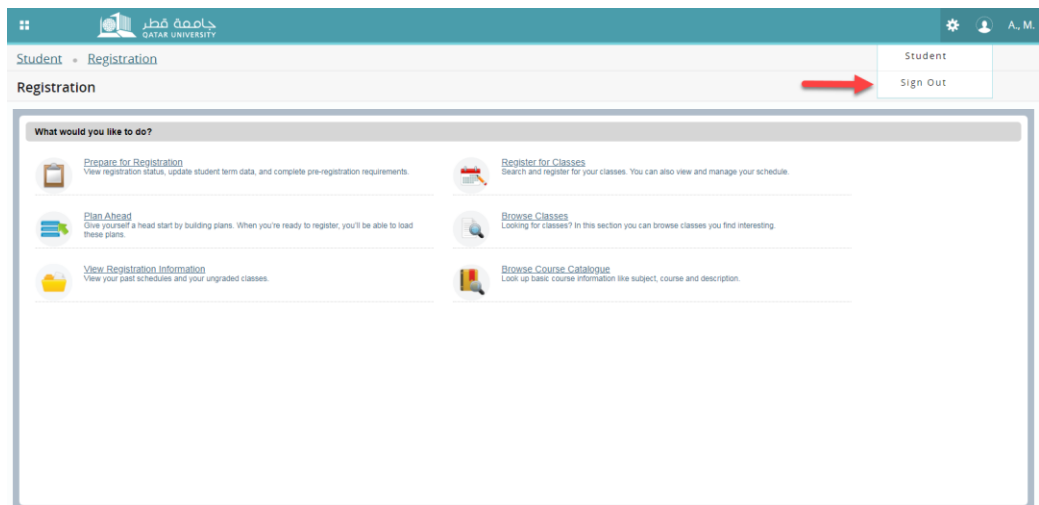


4. How to Exit Registration Page of Banner 9

- 1) Click on the icon  in the top of the Banner 9 Registration page as shown below.

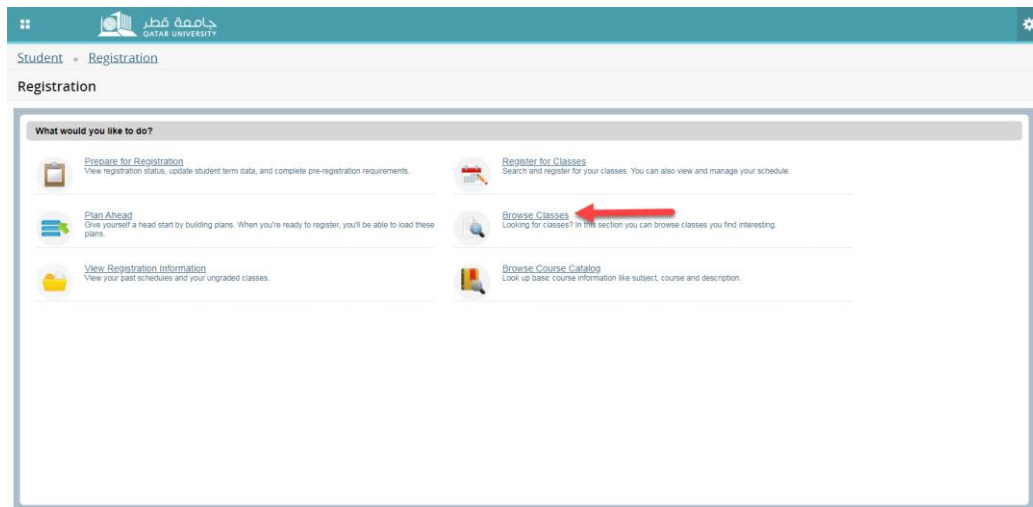


- 2) Click on Sign Out

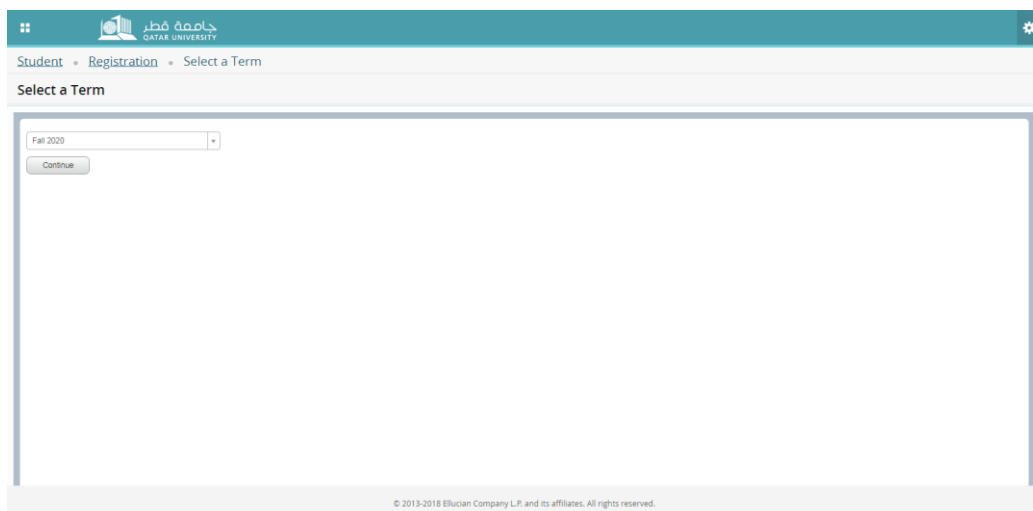


5. Browse Classes

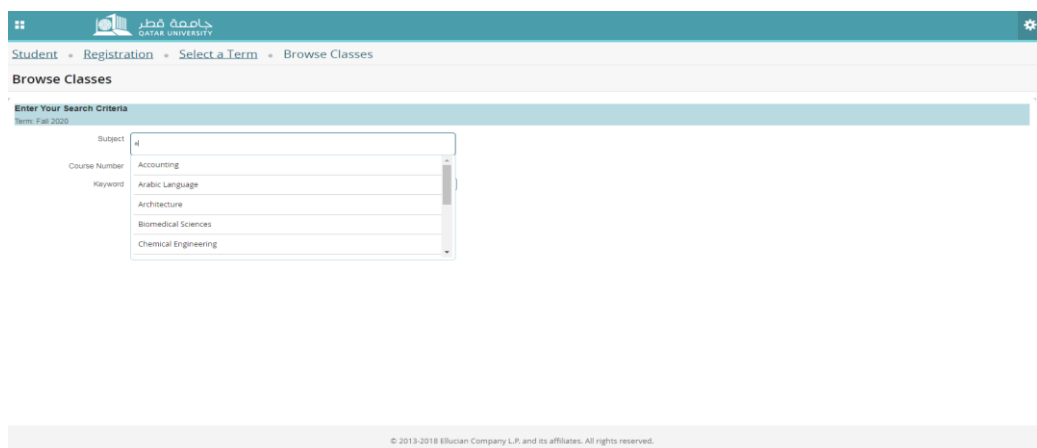
1) Click on "Browse Classes" in the Banner 9 Registration page.



2) Select a term and Click on "Continue" button



3) Select a subject in the subject field and this field is a mandatory field in the search criteria.



- 4) You can have more than a subject to search for classes as shown below.

The screenshot shows the 'Browse Classes' page on the Qatar University portal. Under the 'Enter Your Search Criteria' section, the 'Subject' dropdown menu is open, displaying a list of subjects: Accounting, Arabic Language, Architecture, Biology, Biomedical Sciences, and Chemical Engineering. The 'Chemical Engineering' option is selected and highlighted in blue. A red arrow points to this selection.

- 5) You can search by other criteria like the course number or title in the keyword field as shown below.

The screenshot shows the 'Browse Classes' page with the search criteria fields. The 'Subject' dropdown is set to 'Arabic Language'. The 'Course Number' field is empty. The 'Keyword' field contains the text 'Writing'. A red arrow points to the 'Keyword' field. A tooltip on the right side of the page reads: 'Search for classes by course title, subject, course number, CRN, etc. Special characters will be ignored.'

- 6) To search for more criteria like instructor name, click on Advanced Search link.

The screenshot shows the 'Browse Classes' page with the search criteria fields. The 'Subject' dropdown is set to 'Arabic Language'. The 'Course Number' field is empty. The 'Keyword' field contains the text 'Writing'. A red arrow points to the 'Advanced Search' link, which is located next to the 'Search' and 'Clear' buttons.

- 7) Example: To search for all accounting classes that are taught in English, select English in the instructional method

Student • Registration • Select a Term • Browse Classes

Browse Classes

Enter Your Search Criteria
Term: Fall 2020

Keyword (With All Words)
Keyword (With Any Words)
Keyword (Exact Phrase)
Keyword (Without The Word)
Attribute
Campus
Level
Buildings
College
Departments
Instructional Methods
Schedule Type

Search Clear Advanced Search

- 8) After clicking on Search Button, a list of classes will display. By clicking on the Title field, the detail of each section will appear

Student • Registration • Select a Term • Browse Classes

Browse Classes

Search Results — 88 Classes
Term: Fall 2020 Subject: Accounting Search Again

Title	Subject Description	Course#	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute
Financial Accounting Lecture	Accounting	110	0	4	12762	Fall...		0 1 2 3 4 5 6 7 8 9 10 11 12 S M T W T F S	08:00 AM - 08:50 AM	Type: Cla	Fe... 36 of 36 seats...
Financial Accounting Lecture	Accounting	110	0	4	13706	Fall...					Fe... 36 of 36 seats...
Financial Accounting Lecture	Accounting	110	0	4	13713	Fall...					Fe... 36 of 36 seats...
Financial Accounting Lecture	Accounting	110	L01	4	10334	Fall...		0 1 2 3 4 5 6 7 8 9 10 11 12 S M T W T F S	08:00 AM - 08:50 AM	Type: Cla	Male 45 of 45 seats...
Financial Accounting Lecture	Accounting	110	L02	4	10047	Fall...					Male 40 of 40 seats...
Financial Accounting Lecture	Accounting	110	L04	3	12104	Fall...					Male 40 of 40 seats...
Financial Accounting Lecture	Accounting	110	L05	4	10942	Fall...					Male 40 of 40 seats...
Financial Accounting Lecture	Accounting	110	L06	4	13707	Fall...	Abu-Abbas, Bassam	0 1 2 3 4 5 6 7 8 9 10 11 12 S M T W T F S	08:00 AM - 08:50 AM	Type: Cla	Male 30 of 30 seats... 30 of 30 seats...
Financial Accounting Lecture	Accounting	110	L08	4	13711	Fall...	Abu-Abbas, Bassam	0 1 2 3 4 5 6 7 8 9 10 11 12 S M T W T F S	09:30 AM - 10:45 AM	Type: Cla	Male 30 of 30 seats... 30 of 30 seats...

- 9) In the section details, the instructional method will appear as shown below

Student • Registration • Select a Term • Browse Classes

Browse Classes

Search Results — 88 Classes
Term: Fall 2020 Subject: Accounting Search Again

Class Details for Financial Accounting Accounting 110 0

Term: 201910 | CRN: 12762

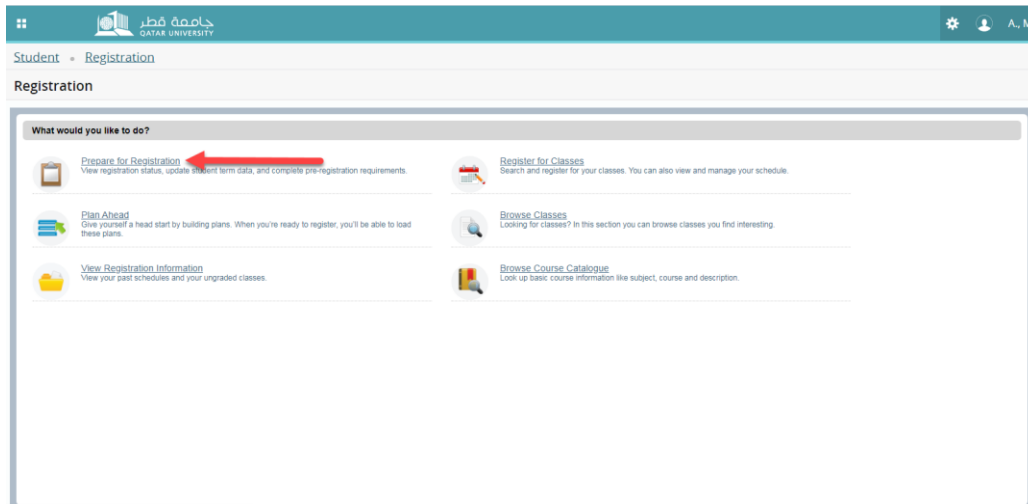
Class Details
Bookstore Links
Course Description
Syllabus
Attributes
Restrictions
Instructor/Meeting Times
Enrollment/Waitlist
Prerequisites
Mutual Exclusion
Cross Listed Courses
Linked Sections
Fees
Catalog

Associated Term: Fall 2020
CRN: 12762
Campus: Female
Schedule Type: Lecture
Instructional Method: English
Section Number: 0
Subject: Accounting
Course Number: 110
Title: Financial Accounting
Credit Hours: 4
Grade Mode: No Section specified grade mode, please see Catalog link below for more information.

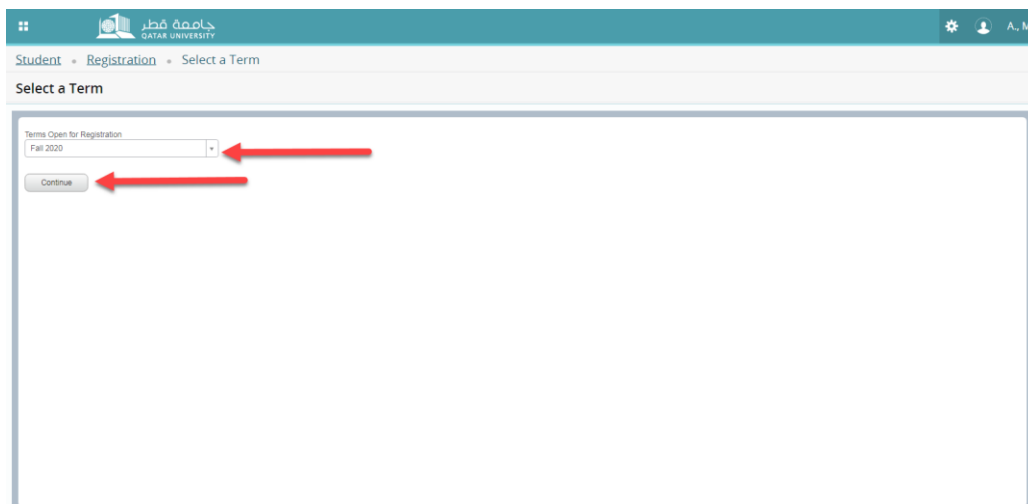
6. Prepare for Registration

Prepare for Registration is the first step in the registration process. This feature indicates whether a student can register to a specific term and there are no barriers that prevent registration like student status and academic standing.

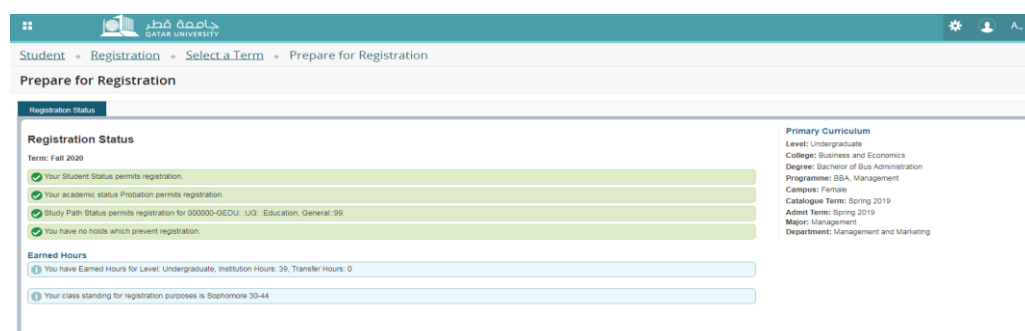
- 1) Click on "Prepare for Registration"



- 2) Select a term and click on Continue button



- 3) Example: This student can register in Fall 2020 because all notifications display in green color



- 4) Example: This student cannot register in Fall 2020 because he or she has a hold prevent registration and the notification display in red color

QATAR UNIVERSITY

Student » Registration » Select a Term » Prepare for Registration

Prepare for Registration

Registration Status

Term: Fall 2020

- ✓ Your Student Status permits registration.
- ✓ Your academic status Probation permits registration.
- ✓ Study Path Status permits registration for 000000-GEDU -UG- Education, General: 99.
- ❗ You have holds which prevent registration.

Academic Advisor
Reason: REIN SM10 - See advisor
Processes Affected: Registration

Primary Curriculum
Level: Undergraduate
College: Business and Economics
Degree: Bachelor of Bus Administration
Programme: BBA, Management
Campus: Female
Catalogue Term: Spring 2019
Admit Term: Spring 2019
Major: Management
Department: Management and Marketing

Earned Hours
You have Earned Hours for Level: Undergraduate, Institution Hours: 39, Transfer Hours: 0

Your class standing for registration purposes is Sophomore 30-44

7. Plan Ahead

Planning for registration is the second step in the registration process. This feature allow students to select course sections that have suitable time and save them in a plan. Once the early registration opens, students add the planned sections in registration by changing their status from planned to registered which save effort of searching for course sections. The planning also prevents students from losing their chance to register in course sections that are suitable for their daily schedule.

- 1) Click on "Plan Ahead"

QATAR UNIVERSITY

Student » Registration

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.
- Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Remove 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 Catalogue**
Look up basic course information like subject, course and description.

2) Select a term and click on Continue button

QATAR UNIVERSITY

Student » Registration » Select a Term

Select a Term

Terms Open for Planning: Spring 2019

Continue

3) Click on Create a New Plan button

QATAR UNIVERSITY

Student » Registration » Select a Term » Select A Plan

Select A Plan

Plans you have created for this term: 0

Term: Spring 2019

You are allowed a maximum of 3 plans for this term.

Create a New Plan

Plan: Plan: خطة المحاسبة (ACCT 110) Created By: Ali M. (Advisor) (Approved - Ali M. - Advisor)

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note
Financial Accounting	ACCT 110	4					

Total Planned Hours: 4

Records: 1

4) First, Save the plan by clicking on Save Plan button

QATAR UNIVERSITY

Student » Registration » Select a Term » Select A Plan » Plan Ahead

Plan Ahead

Find Classes Created by Others

Enter Your Search Criteria

Term: Spring 2019

Subject: [Text Box]

Course Number: [Text Box]

Keyword: [Text Box]

Search Clear Advanced Search

Save Plan

5) Insert name for the new plan and save it

The screenshot shows the 'Name Your Plan' dialog box with a 'Plan Name' input field and 'Close' and 'Save' buttons. The background shows the 'Plan Ahead' section with search criteria for 'Spring 2019'.

6) Search for the sections by following the steps of Search for Classes

The screenshot shows the 'Search for Classes' form with the following details:

- Term: Spring 2019
- Subject: Arabic Language
- Course Number: 100
- Keyword: (empty)
- Buttons: Search, Clear, Advanced Search

7) Click on View Sections button

The screenshot shows the 'View Sections' button highlighted with a red arrow. Below it, the 'Class Schedule for Spring 2019' is displayed as a table with columns for days of the week and rows for class times.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
06							
07							
08							
09							
10							
11							

8) Click on Add button

The screenshot shows the 'Plan Ahead' interface. At the top, there's a navigation bar with 'Student', 'Registration', 'Select a Term', 'Select A Plan', and 'Plan Ahead'. Below this, the 'Find Classes' section displays search results for 'ARAB100 Arabic Language'. A table lists the search results with columns: Title, Subject Desc, Course, Sector, Hours, CRN, Term, Instructor, Meeting Times, Campus, Status, and Attribute. The first row shows 'Arabic Language I Lecture' with CRN 255... and meeting times T | W | F | S | S. A red arrow points to the 'ADD' button in the rightmost column of this row. Below the search results, there's a 'Schedule' section showing a class schedule for Spring 2019. To the right, the 'My Registration' section shows 'No classes have been added to this plan.' and a 'Save Plan' button at the bottom right.

9) After clicking on Add button in the previous step, the planned section will appear with status *Pending* on the right pane and time of planned sections on the left pane. If the time is suitable, click on Save Plan button.

This screenshot shows the system after clicking 'Add'. In the 'Find Classes' section, the 'ADD' button is now disabled. In the 'Schedule' section, the class 'Arabic Language I Lecture' is now listed in the 'Class Schedule for Spring 2019' table, with a red arrow pointing to it. In the 'My Registration' section, the class is listed with a status of 'Pending' (indicated by a red arrow) and an 'ADD' button. At the bottom right, a red arrow points to the 'Save Plan' button.

10) After saving the clicking Save Plan, the planned section status will change to *Planned*

This screenshot shows the system after clicking 'Save Plan'. In the 'Find Classes' section, the 'ADD' button is still disabled. In the 'Schedule' section, the class 'Arabic Language I Lecture' is now listed in the 'Class Schedule for Spring 2019' table, with a green background and a red arrow pointing to it. In the 'My Registration' section, the class is listed with a status of 'Planned' (indicated by a green background and a red arrow) and a 'None' button. At the bottom right, the 'Save Plan' button is still visible.

- 11) If you want to delete a planned section, select Delete Action and click on Save Plan button. It is important that click on the Save Plan button whenever you make changes in your plan.

The screenshot shows the 'Plan Ahead' interface with the 'Catalogue Search Results' table. A red arrow points to the 'Delete' button in the 'Action' column of the 'Arabic Language I Lecture' row. Another red arrow points to the 'Save Plan' button at the bottom right of the interface.

- 12) If you like to add to another section, click on the Catalogue Search Results button

The screenshot shows the 'Plan Ahead' interface. A red arrow points to the 'Catalogue Search Results' button in the 'Find Classes' section. The 'My Registration' table shows the 'Arabic Language I Lecture' section as 'Planned'.

- 13) Click on the Search Again button

The screenshot shows the 'Plan Ahead' interface. A red arrow points to the 'Search Again' button in the 'Catalogue Search Results' section. The 'My Registration' table shows the 'Arabic Language I Lecture' section as 'Planned'.

14) Click on Select A Plan link in the top of page to go plan main page.

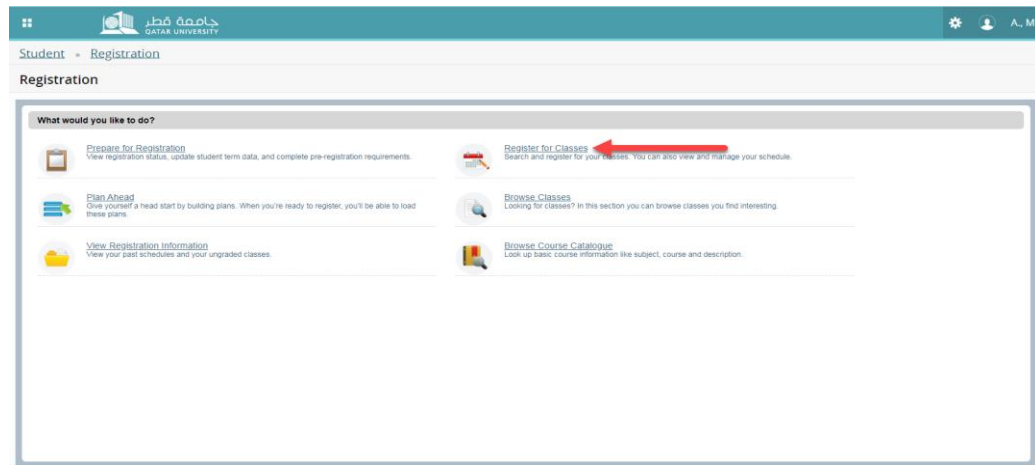
15) After displaying the plan main page, you change your saved plan by clicking on Edit button. You can also delete the saved plan by clicking on Delete button.

16) You can also use your advisor plan to add planned section to your plan by clicking on Edit button.

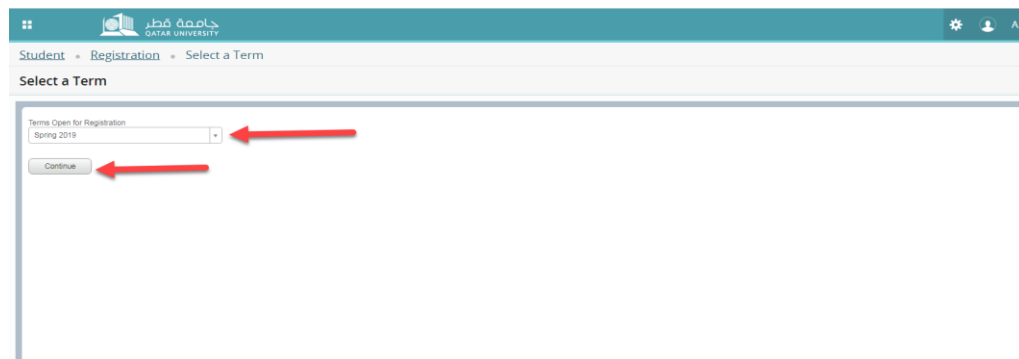
8. Register for Classes

Registering for classes is third step in the registration process. There are four methods for adding course sections in registration, which are: search and add sections from class schedule, add the CRN of each section, select class sections from a registration plan, and search section from course plan, which has been approved by the academic advisor. The following will present each method for adding sections in the registration.

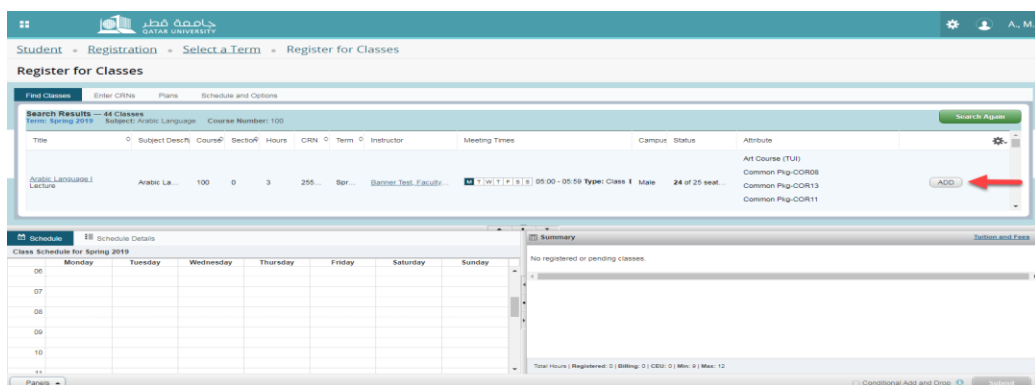
1) Select Register for Classes in the Registration page



2) Select a term and click on Continue button



3) First method: search and add sections from class schedule and then click on ADD button



4) Second method: adding CRN and clicking Add to Summary button

The screenshot shows the 'Register for Classes' page with the 'Enter Course Reference Numbers (CRNs) to Register' section. The 'Term' is set to 'Spring 2019'. A table lists the entered CRNs: CRN 25576 for 'Arabic Language I (ARAB 100, 0)' and an empty row for CRN. A red arrow points to the 'Add to Summary' button.

5) Third method: Using registration plan, which has been built by the student in the Plan Ahead, to add sections by clicking Add All button to add all sections in the plan or click on ADD button to add each section as shown below

The screenshot shows the 'Register for Classes' page with the 'Register from a plan' section. The 'Term' is set to 'Spring 2019'. A table lists the plans: 'My Registration Plan' with details for 'Arabic Language I' and 'Financial Accounting'. A red arrow points to the 'Add All' button. Below the table, a note says 'Open and close bottom panels to display extra registration information'.

6) Forth method: Searching section from the advisor course plan, which has been created and approved by the academic advisor, to add sections by clicking on View Sections button.

The screenshot shows the 'Register for Classes' page with the 'Advisor Plan' section. The 'Term' is set to 'Spring 2019'. A table lists the plans: 'Advisor Plan' with details for 'Financial Accounting' and 'English I'. A red arrow points to the 'View Sections' button. Below the table, a note says 'Open and close bottom panels to display extra registration information'.

7) When all sections display, click on ADD button

8) After adding section using one of four methods, the section will appear in the summary pane of the page on the right and the section status will be pending. On the left pane, the class meeting time will appear. If the section is suitable with your daily schedule, click on Submit button

9) After clicking on Submit button, the section status will change to Registered

- 10) If you want to drop the registered section, select ****Web Drop**** in Action field and click on Submit button

The screenshot shows the 'Register for Classes' page. At the top, there's a navigation bar with 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below this, there's a 'Find Classes' section with a search bar and a 'Search' button. The search results show a list of classes. Below the search results, there's a 'Schedule' section with a calendar view for Spring 2019. To the right of the calendar is a 'Summary' table. The table has columns: Title, Details, Hours, CRN, Schedule T, Status, and Action. The first row shows 'Arabic Language I' with details 'ARAB 100, L06, 3, 20603, Lecture, Registered'. A red arrow points to the 'Action' column, which has a dropdown menu with options 'None' and '**Web Drop**'. Another red arrow points to the 'Submit' button at the bottom right.

- 11) After clicking on submit, the dropped section status will change to Deleted. If you want to remove the section permanently from registration, check the field Conditional Add and Drop and click on Submit button

This screenshot is similar to the previous one, but the status of the 'Arabic Language I' section has changed to 'Deleted'. A red arrow points to the 'Action' column, which now shows 'None'. Another red arrow points to the 'Conditional Add and Drop' checkbox at the bottom right, which is now checked. A third red arrow points to the 'Submit' button.

- 12) If a student is unable to register, a message will display in status field indicating that there are errors preventing Registration and the details of errors will display in top of the page on the right side as shown below.

This screenshot shows a message at the top right indicating that a section is closed: 'ACCT 110 CRN 20241: Closed Section'. Below this, there's a 'Register from a plan' section with a table showing registration details. The table has columns: Title, Details, Hours, CRN, Schedule Type, Instructor, Grade Mode, and Note. The first row shows 'Financial Accounting' with details 'ACCT 110, L01, 4, 20241, Lecture, Banner Test Faculty (Primary), Standard Letter'. Below this, there's a 'Schedule' section with a calendar view for Spring 2019. To the right of the calendar is a 'Summary' table. The table has columns: Title, Details, Hours, CRN, Schedule T, Status, and Action. The first row shows 'Financial Accounting' with details 'ACCT 110, L01, 4'. A red arrow points to the 'Status' column, which shows 'Errors Preventing B.'. Another red arrow points to the 'Action' column, which has a dropdown menu with options 'Remove' and 'Add'.

9. Withdraw form Classes

After the Add/Drop period, a student can withdraw from course by following the upcoming steps:

- 1) Select Web Withdrawal from Action field and click on the Submit button

The screenshot shows the 'Register for Classes' page for Spring 2019. The 'Find Classes' tab is active. The 'Enter Your Search Criteria' section shows 'Term: Spring 2019'. Below this, there are input fields for 'Subject', 'Course Number', and 'Keyword', along with 'Search', 'Clear', and 'Advanced Search' buttons. The 'Schedule' tab is also visible, showing a class schedule for Spring 2019. The 'Summary' tab is active, displaying a table of courses. The table has columns: Title, Details, Hours, CRN, Schedule T, Status, and Action. The first row shows 'ENGL 110, 001' with a status of 'Registered'. The 'Action' dropdown menu is open, showing options: 'Web Withdrawal', 'None', and 'Web Withdrawal'. A red arrow points to the 'Web Withdrawal' option.

- 2) The section status has changed to Withdrawn

The screenshot shows the 'Register for Classes' page for Spring 2019. The 'Find Classes' tab is active. The 'Enter Your Search Criteria' section shows 'Term: Spring 2019'. Below this, there are input fields for 'Subject', 'Course Number', and 'Keyword', along with 'Search', 'Clear', and 'Advanced Search' buttons. The 'Schedule' tab is also visible, showing a class schedule for Spring 2019. The 'Summary' tab is active, displaying a table of courses. The table has columns: Title, Details, Hours, CRN, Schedule T, Status, and Action. The first row shows 'ENGL 110, 001' with a status of 'Withdrawn'. A red arrow points to the 'Withdrawn' status.

- 3) To review your withdrawal penalty, click on Tuition and Fees link as shown below

The screenshot shows the 'Register for Classes' page for Spring 2019. The 'Find Classes' tab is active. The 'Enter Your Search Criteria' section shows 'Term: Spring 2019'. Below this, there are input fields for 'Subject', 'Course Number', and 'Keyword', along with 'Search', 'Clear', and 'Advanced Search' buttons. The 'Schedule' tab is also visible, showing a class schedule for Spring 2019. The 'Summary' tab is active, displaying a table of courses. The table has columns: Title, Details, Hours, CRN, Schedule T, Status, and Action. The first row shows 'ENGL 110, 001' with a status of 'Withdrawn'. A red arrow points to the 'Tuition and Fees' link in the top right corner of the page.