



جامعة لوسيل
Lusail University
— QATAR —

Student Registration Self Service -User Guide (English interface)

Information Systems Department
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SIGN IN

You can Sign into the Registration Self-Service directly through the [Registration link](#)

You need to insert your university ID in the Username field, and your account password in the Password field.

After that, click on SIGN IN

Note: in the Username field, you need to add your university ID (202000XXX) only, not your e-mail (202000XXX@lu.edu.qa).

WSO2 IDENTITY SERVER

SIGN IN

Username
202000XXX

Password

Remember me on this computer

After a successful sign in, we use a cookie in your browser to track your session. You can refer our [Cookie Policy](#) for more details.

By signing in, you agree to our [Privacy Policy](#)

SIGN IN

After that, you will be directed to the main registration page. This page includes different options, you need to click on the option (Register for Classes)

Student Services Dashboard | Banner

reg.lu.edu.qa/StudentRegistrationSsb/ssb/registration

ellucian

Student • [Registration](#)

Registration

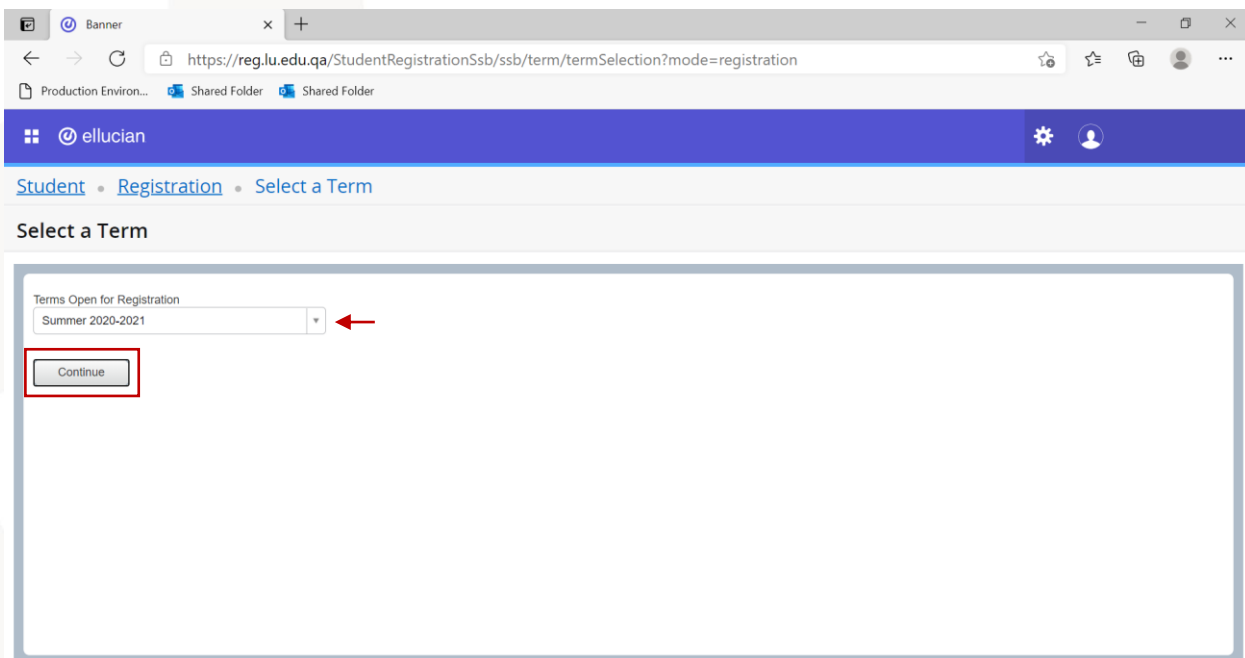
What would you like to do?

- 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.
- Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**
Look up basic course information like subject, course and description.
- View Registration Information**
View your past schedules and your ungraded classes.

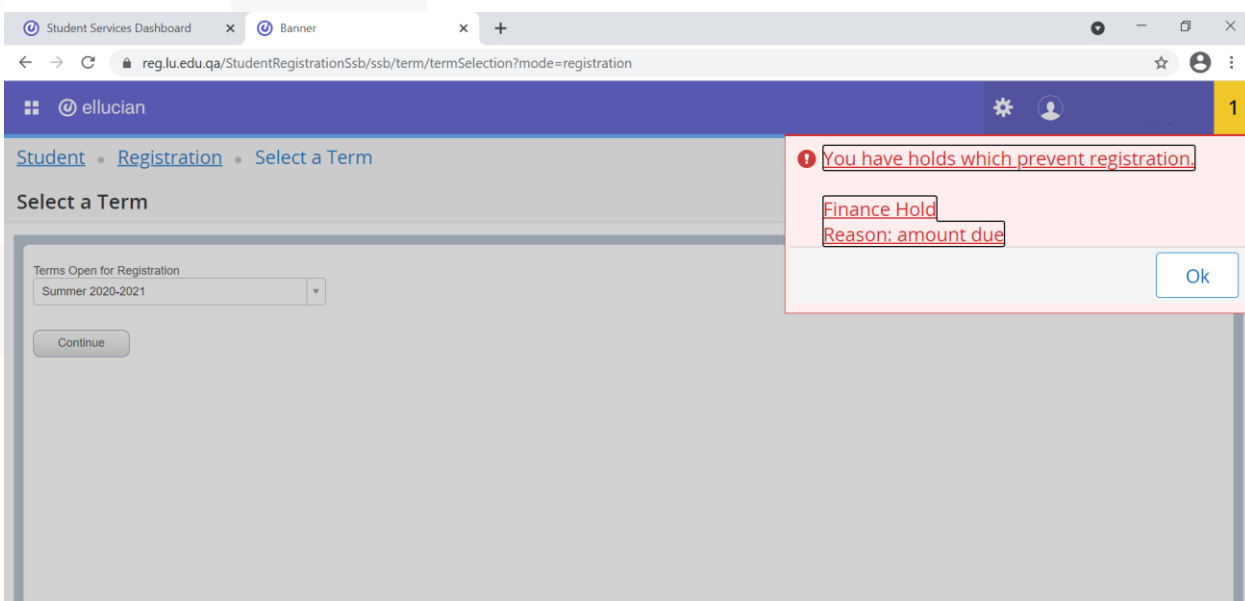
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Register for Classes

After choosing (Register for Classes), you need to specify the term you want to register for and click "Continue".



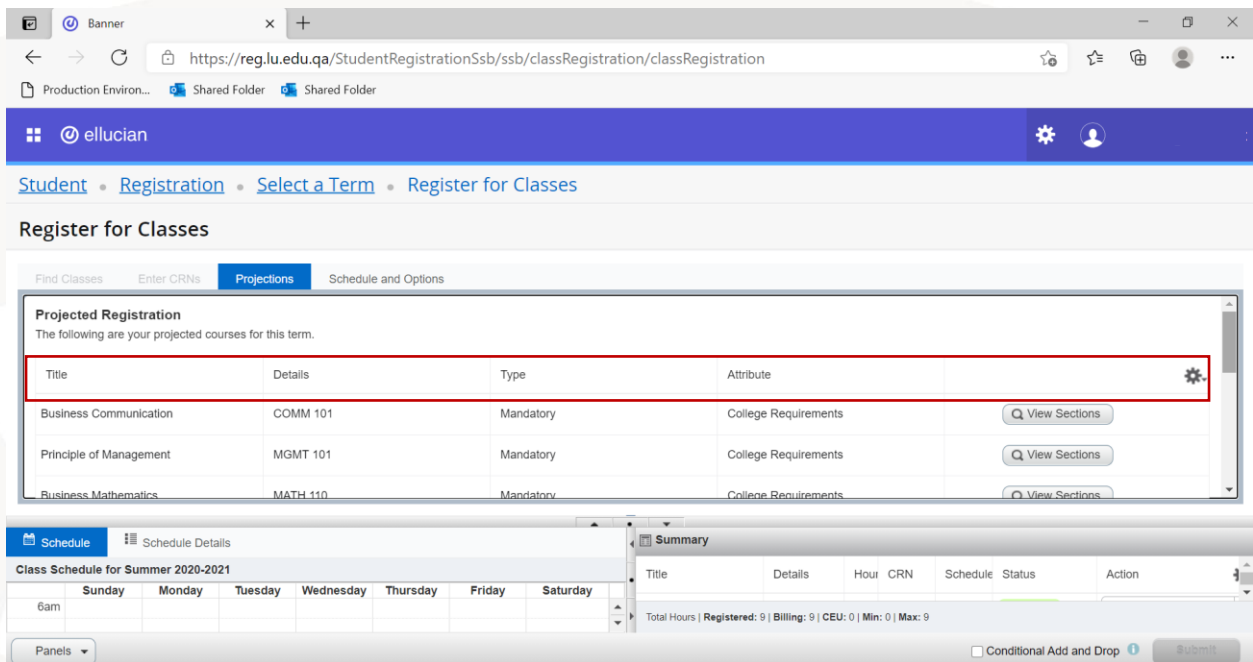
Note: If there is any hold that prevents you from registration, you will get a notification at the top right corner of the page including the hold type. For example, in the following picture there is a finance hold that prevents the student from registration.



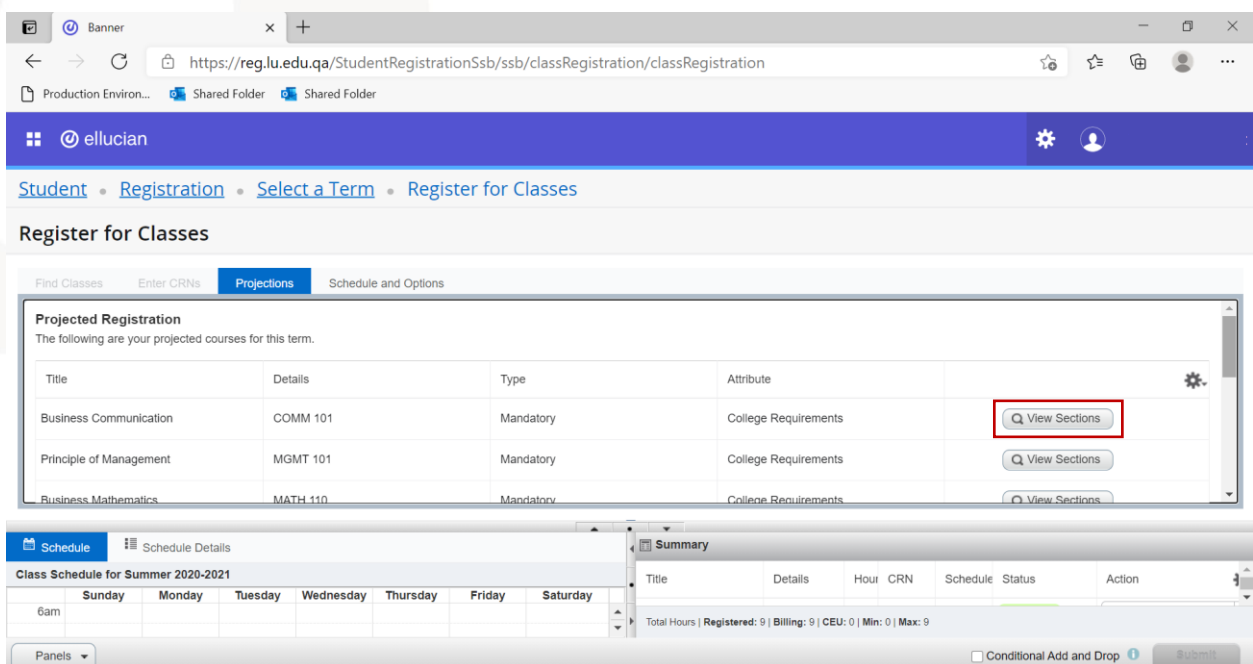
If there is no hold on your account, you will be directed to the registration page.

Projections:

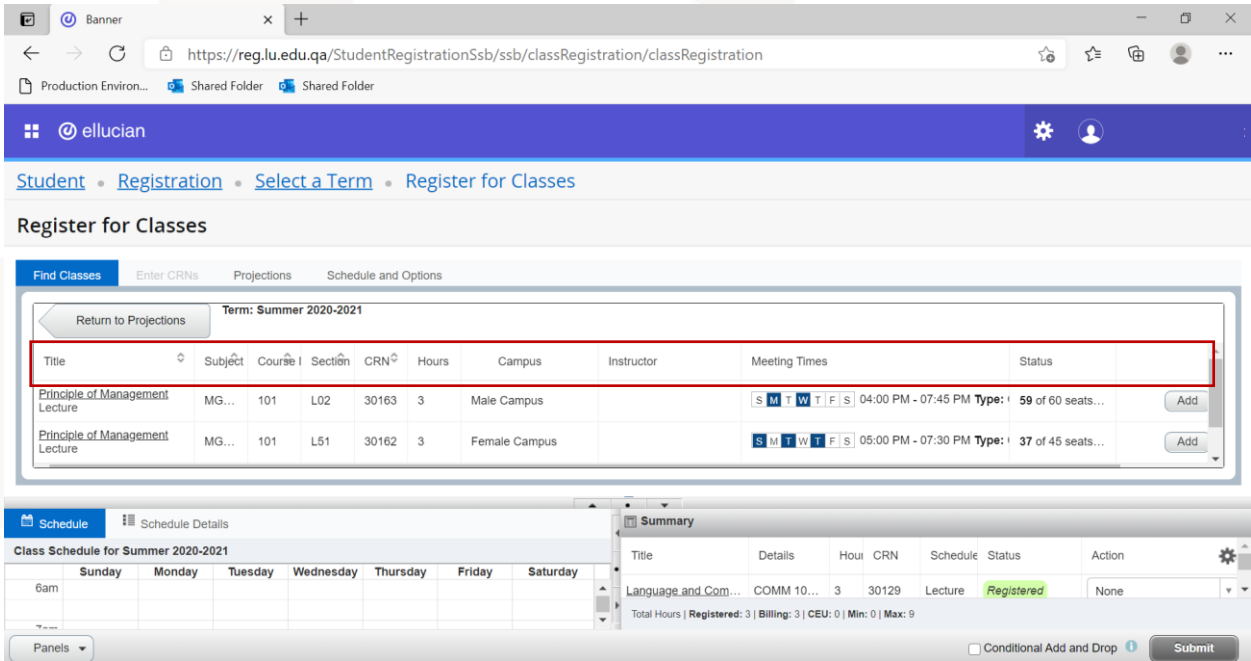
Through the projection tab, you will see the list of courses you can register in the term you specified based on your study plan. This list includes the courses with some details such as the course name, number, type (Mandatory or Optional) and the attribute (College requirement, university requirement...etc.).



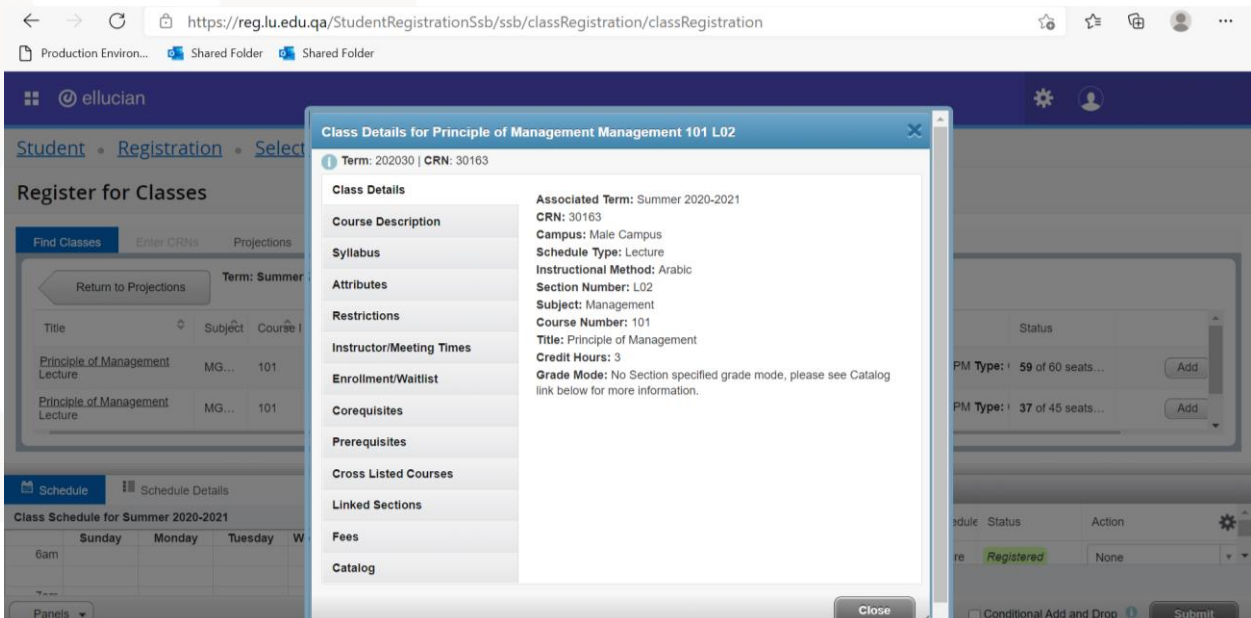
To check the available sections for any course, click on "View Sections" next to the course name.



After that you will see the list of sections with their details such as days, times, campus, and the number of available seats.



To check additional details about the course such as the teaching language, you can click on the course name of the section you want, and a pop-up window will appear with all additional details for the section.



Adding course/section:

After choosing the section you want to register, you need to click on "Add" next to this section. After that, the section will appear in the Summary window.

You can notice that the section status in the Summary window will appear as "Pending". This means the registration is not completed yet. The final step to complete the registration is to submit the registration. You can submit the registration for the section directly, or you can add other sections then make the submission for all at once.

The screenshot shows the 'Register for Classes' interface. At the top, there are navigation links: Student • Registration • Select a Term • Register for Classes. Below this, there are tabs for 'Find Classes', 'Enter CRNs', 'Projections', and 'Schedule and Options'. The 'Find Classes' tab is active, displaying a table of classes for the term 'Summer 2020-2021'. The table has columns for Title, Subject, Course, Section, CRN, Hours, Campus, Instructor, Meeting Times, and Status. Two rows are visible, both for 'Introduction to Legal Science' lectures. The first row has CRN 30156 and 38 seats, with an 'Add' button highlighted by a red arrow. The second row has CRN 30165 and 56 seats, also with an 'Add' button. Below the table, there are 'Page 1 of 1' and '10 Per Page' indicators. To the right, a 'Summary' window is open, showing a table with columns: Title, Details, Hour, CRN, Schedule, Status, and Action. The first row in the summary table is 'Introduction to Legal Science' with CRN 30156, and its status is 'Pending', which is highlighted with a red box. At the bottom right of the summary window, there is a 'Submit' button.

To choose another courses, you can go back to the projection list through the arrow (Return to Projections) then choose another course and repeat the same steps to add the section.

This screenshot shows the same registration interface but with a different set of classes. The 'Return to Projections' button is highlighted with a red box. The table below it shows two rows for 'History of Qatar' lectures. The first row has CRN 30145 and 7 seats, and the second row has CRN 30146 and 39 seats. The 'Summary' window is also open, showing the 'History of Qatar' lecture with CRN 30145 and a status of 'Pending', which is highlighted with a red box. The 'Submit' button is visible at the bottom right.

When you choose sections, you will get a note next to the sections that have a time conflict with another section you chose or registered previously. To add this section, you must drop the previously added one.

The screenshot shows the 'Register for Classes' page with the 'Find Classes' tab selected. A table lists available sections for the term 'Summer 2020-2021'. The second row is highlighted with a red box, showing a 'Time Conflict' message.

Title	Subject	Course I	Section	CRN	Hours	Campus	Instructor	Meeting Times	Status
Principle of Management Lecture	MG...	101	L02	30163	3	Mal...		S M T W T F S 04:00 PM - 07:45 PM Type: (59 of 60 seats...	Add
Principle of Management Lecture	MG...	101	L51	30162	3	Fe...		S M T W T F S 05:00 PM - 07:30 PM Type: (37 of 45 seats... Time Conflict!	Add

Below the table, the 'Schedule' window shows a grid for the week of 6am to 7am. The 'Summary' window shows a table of registered sections:

Title	Details	Hou	CRN	Schedule	Status	Action
Business Mathemat...	MATH 110, ...	0	30155	Lecture	Deleted	None

After adding all needed sections, you will find the sections in the "Summary" window. Also, you find a draft of your schedule in the "Schedule" window.

The screenshot shows the 'Register for Classes' page with the 'Schedule' and 'Summary' windows open. The 'Summary' window is highlighted with a red box, showing a list of registered sections. The 'Schedule' window shows a grid for the week of 6am to 8am, with a red arrow pointing to the 8am slot.

Title	Details	Hou	CRN	Schedule	Status	Action
History of Qatar	HIST 103, ...	3	30145	Lecture	Pending	"Web Registered"
English I	ENGL 101, ...	3	30141	Lecture	Pending	"Web Registered"
Business Mathemat...	MATH 110, ...	3	30155	Lecture	Pending	"Web Registered"

The 'Schedule' window shows a grid for the week of 6am to 8am. The 8am slot is highlighted with a red arrow, indicating a draft schedule.

To complete the registration, click on the option "Submit" after you make sure all sections have the action "Web Registered".

The screenshot shows the 'Register for Classes' page in the ellucian system. The 'Find Classes' tab is active, and the 'Term' is set to 'Summer 2020-2021'. A table lists several classes with their status set to 'Pending'. The 'Action' column for these classes shows a dropdown menu with 'Web Registered' selected. A red box highlights the 'Status' and 'Action' columns. A red arrow points to the 'Submit' button at the bottom right.

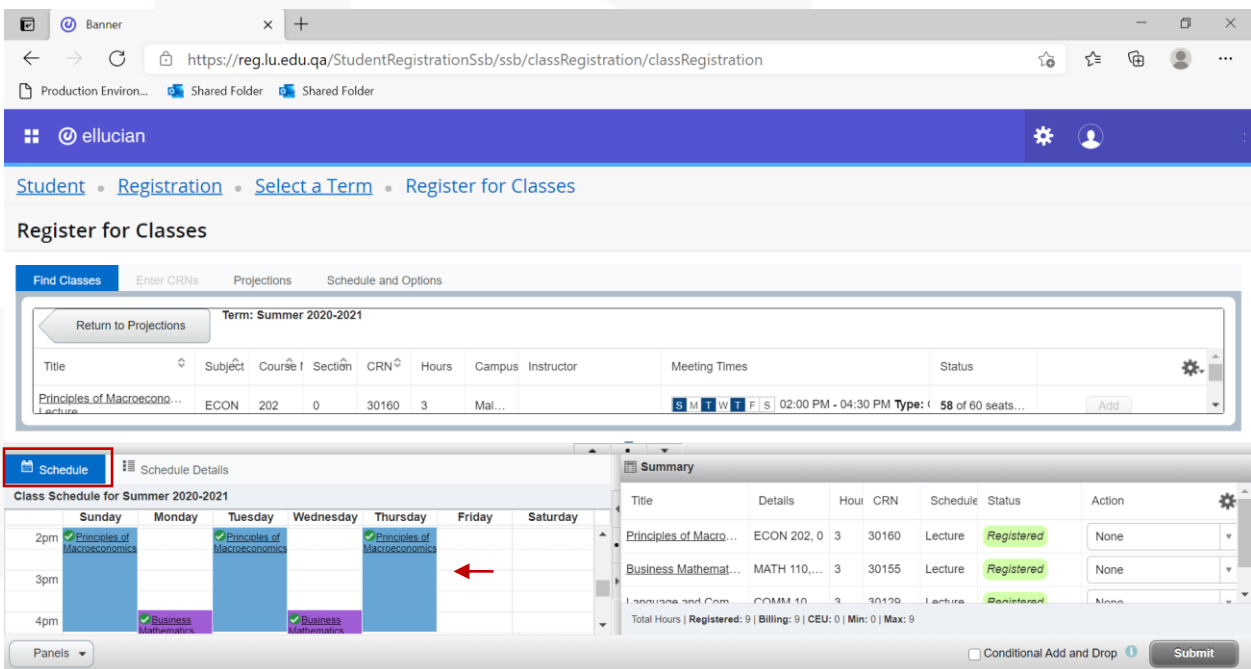
Title	Subject	Course	Section	CRN	Hours	Campus	Instructor	Meeting Times	Status	Action
History of Qatar	HIST	103	...	3	30145	Lecture	Pending	"Web Registered"		
English I	ENGL	101	...	3	30141	Lecture	Pending	"Web Registered"		
Business Mathemat...	MATH	110	...	3	30155	Lecture	Pending	"Web Registered"		

If registration is completed successfully, you will get a notification "Save Successful" at the top right corner of the page. Also, the status of the sections will be "Registered" in the Summary window.

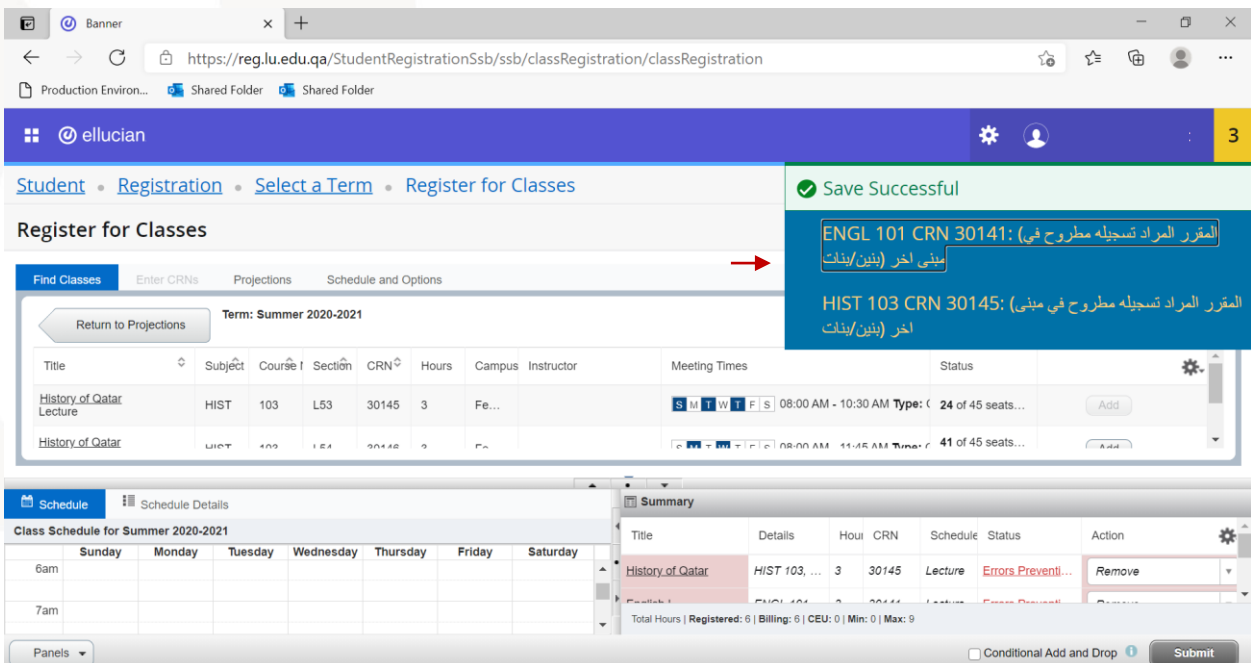
The screenshot shows the 'Register for Classes' page after successful registration. A green notification box at the top right says 'Save Successful'. The 'Find Classes' tab is active, and the 'Term' is 'Summer 2020-2021'. A table lists a class with its status set to 'Registered'. The 'Action' column for this class shows a dropdown menu with 'None' selected. A red box highlights the 'Status' and 'Action' columns.

Title	Subject	Course	Section	CRN	Hours	Campus	Instructor	Meeting Times	Status	Action
Principles of Macroecono...	ECON	202	0	30160	3	Mal...	S M T W T F S	02:00 PM - 04:30 PM	Registered	None

Also, your schedule will appear in the "Schedule" tab.



If the registration is not completed for any section, you will get a notification message including the reason of not completing the registration at the top right corner of the page.



You can check the list of all registration errors with their description and solution at the end of this guide.

In case of having the error messages, those sections will appear in red in the Summary window. The status of those sections will be "Error preventing registration" and the action will appear as "Remove". To complete removing the sections, click on "Submit".

The screenshot shows the 'Register for Classes' interface. The 'Summary' window is open, displaying a table of registered sections. Two sections are highlighted in red, indicating errors:

Title	Details	Hour	CRN	Schedule	Status	Action
History of Qatar	HIST 103, ...	3	30145	Lecture	Errors Preventi...	Remove
English I	ENGL 101, ...	3	30141	Lecture	Errors Preventi...	Remove
Business Mathemat...	MATH 110, ...	3	30155	Lecture	Registered	None
Language and Com...	COMM 10...	3	30129	Lecture	Registered	None

The 'Status' column shows 'Errors Preventi...' for the red sections and 'Registered' for the others. The 'Action' column shows 'Remove' for the red sections and 'None' for the others. A 'Submit' button is visible at the bottom right.

You can repeat above steps to add/remove any section for all courses.

Dropping a section/course:

To drop any course after completing the registration successfully (without having any errors that prevented you from registration), you can choose the option "Drop" from the action list of actions for this section in the Summary window. After that, click on "Submit".

The screenshot shows the 'Register for Classes' interface. The 'Summary' window is open, displaying a table of registered sections. One section is highlighted in green, indicating successful registration:

Title	Details	Hour	CRN	Schedule	Status	Action
Business Mathemat...	MATH 110, ...	3	30155	Lecture	Registered	DROP
Language and Com...	COMM 10...	3	30129	Lecture	Registered	None

The 'Status' column shows 'Registered' for both sections. The 'Action' column shows 'DROP' for the green section and 'None' for the other. A 'Submit' button is visible at the bottom right.

After completing the registration, you can check the details of your schedule in the “Schedule Details” tab.

The screenshot shows the Banner registration interface. At the top, the breadcrumb navigation reads: Student • Registration • Select a Term • Register for Classes. Below this, the main heading is "Register for Classes". There are four tabs: "Find Classes", "Enter CRNs", "Projections", and "Schedule and Options". The "Schedule and Options" tab is active, and within it, the "Schedule Details" sub-tab is highlighted with a red box. The main content area displays a table of registered classes for the Summer 2020-2021 term. A summary panel on the right shows details for the registered classes, including "Principles of Macroeconomics" and "Business Mathematics". At the bottom left, a "Panels" button is visible, which is used to toggle the visibility of the summary and schedule panels.

Showing and hiding the panels:

To hide the Summary and Schedule panels, you can click on the button “Panels” at the bottom of the page. Also, you click on the same button to show the panels again.

This screenshot shows the same Banner registration interface, but with the "Panels" button at the bottom left highlighted with a red box. The "Schedule Details" sub-tab is still selected. The main table shows the registered class "Principles of Macroeconomics" with a status of "Registered". The summary panel on the right is now hidden, and the page shows a pagination control for "Page 1 of 1" with "10 Per Page" and "Records: 1". The "Panels" button is used to toggle the visibility of the summary and schedule panels.

Schedule:

You can view your schedule through “Schedule and Options” tab.

The screenshot shows the Banner registration system interface. At the top, there is a navigation bar with the following links: [Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#). Below this, the main heading is "Register for Classes". There are four tabs: "Find Classes", "Enter CRNs", "Projections", and "Schedule and Options" (which is highlighted with a red box). The "Schedule and Options" tab displays a table of registered classes for the term "Summer 2020-2021".

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
Business Mathematics	MATH 110, L02	3	30155	Lecture	Standard	Undergraduate	None	03/30/2021	Registered	**03/30/2021...
Language and Communicati...	COMM 103, L01	3	30129	Lecture	Standard	Undergraduate	None	03/08/2021	Registered	**03/08/2021...
Principles of Macroeconomics	ECON 202, 0	3	30160	Lecture	Standard	Undergraduate	None	03/30/2021	Registered	**03/30/2021...

Below the table, there is a "Schedule" section with a "Schedule Details" tab. It shows the "Class Schedule for Summer 2020-2021" for "Business Mathematics | Mathematics 110 Section L02 | Class Begin: 06/06/2021 | Class End: 07/15/2021". The status is "Registered". The schedule details include: "06/06/2021 -- 07/15/2021 | S M T W T F S | 04:00 PM - 07:45 PM Type: Class Location: Male Campus Building: Main Building Room: B-410 No specified Instructor CRN: 30155". There is a "Panels" dropdown and a "Submit" button.

Registration Errors:

The following table includes all registration errors you might get with their description and solution:

Registration Error	Description	Solution
Class Restriction	Student’s classification (freshman, sophomore, junior, senior) does not match the required classification to take this course.	If necessary, contact the department chair offering the course to override the restriction, or select another course.
College Restriction	This course is restricted to students in a specific college.	If necessary, contact the department chair offering the course to override the restriction, or select another course.
Closed Section	There are no available seats; this section is full to its maximum seats.	Select another section for the same course.
Program Restriction	You tried to register for a course that is offered for another program.	If necessary, contact the program chair to override the restriction.

Degree Restriction	This course is restricted to specific Degree.	If necessary, contact the department chair offering the course to override the restriction, or select another course.
Major Restriction	This section is restricted to students in a specific major.	If necessary, contact the department chair offering the course to override the restriction, or select another course.
Department Restriction	This course is restricted to students majoring in a specific academic department.	If necessary, contact the department chair offering the course to override the restriction, or select another course.
Co-Requisite ... required	This course requested requires enrollment in another specified course during the same semester.	Select the indicated required course and enter both of the course you originally attempted to register for and the co-requisite course. You must list both courses in the CRN blocks before you select submit or the system will continue to give you an error.
Prerequisite and Test Score Error	You have not met the prerequisite established for the course and/or test score prerequisite.	Try to register for the prerequisite first, in case you passing equivalent course or substitute you should visit your advisor for further assistance.
Level Restriction	You tried to register in a course that is for another level (Foundation, Undergraduate, Diploma, and Master).	Make sure that you select the course with the correct level.
Campus Restriction	The selected course is offered in a different campus (Male or Female)	Make sure that you select the section with the correct campus.
You have holds which will prevent registration	An office has placed a hold on your registration. You may have multiple holds on your account. Please check your registration status for all holds.	Contact the appropriate office(s).

You may not add or drop classes due to holds on your record	An office has placed a hold on your registration. You may have multiple holds on your account. Please check your registration status for all holds.	Contact the appropriate office(s).
Duplicate Course with Section	You have entered a CRN for a course that is already registered (different section).	If you wish to change the section, you have to drop the registered section before you add the other one.
Duplicate CRN	You have entered a CRN for a course that is already registered (same section).	Be sure that the CRN is correct.
Duplicate Equivalent with Section	You are already registered in a course that has equivalency to the course you are trying to add.	Contact your advisor for the details.
Field of Study Restriction - Field of Study	This course is restricted to students in a specific field of study.	If necessary, contact the department chair offering the course to override the restriction, or select another course.
Maximum hours exceeded	You may not exceed maximum credit hours allowed for student's level or academic standing.	Contact your advisor for the details.
You are not permitted to register at this time.	This error occurs when registration is open for the selected term, but your classification or level is not yet allowed to register.	Please refer to the Registration Calendar and your assigned registration date and time.
Linked course required	This course requires an additional CRN linked to lab/lecture or other course.	Select CRN that is linked to this course.
Student attribute Restriction	This course is restricted to students to specific language track.	Make sure that you select course that matches your language track.