

# Student Self Service - Banner User Guide

(English interface)

Information Systems Department April 2021

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#### **SIGN IN**

You can Sign into the Banner system (Student Self-Service) through the following link: https://stus.lu.edu.ga/StudentSelfService

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 filed, you need to add your university ID (202000XXX) only, not your e-mail (202000XXX@lu.edu.ga).

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			emember me on this computer				
			ter a successful sign in, we use a cookie in your				
			owser to track your session. You can refer our okie Policy for more details.				
		Bj	signing in, you agree to our Privacy Policy				
			SIGN IN				
D2 Identity Server   © 2019 Inc.							

After that, you will be directed to the main page of the self-service. This page includes different options as follows:

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## **Student Services**

This is the entry page for Banner Student. From here, you can navigate to the following pages using the Banner menu on the header(Alt+M) depending on your role at the institution:

- Account Summary
- Account Details by Term
  Registration Self Service
- Academic Service Maintain Personal Information
- View Grades
- Student Profile
- If you have any questions, please email the Registrar.

## **Account Summary**

<ul> <li>② Student Services Dashboard x +</li> <li>← → C          <ul> <li>▲ stus.lu.edu.qa/StudentSelfService</li> </ul> </li> </ul>	(sch/studentCommonDashboard	- 0 ×
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menu on the header • Account Summa • Account Details • Registration Self • Academic Servic • Maintain Person • View Grades • Student Profile	e for Banner Student. From here, you can navi (Alt+M) depending on your role at the instituti ry by Ierm Service e	igate to the following pages using the Banner ion:

After choosing the option (Account Summary) you will be directed to a page that includes your account financial details and the amount of the fees you should pay. To view the steps of completing the payment, please check the payment user guide.

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Holds Pay Now		Account Summary View By Overview
payments, financial aid payments, and	nents to your account. Anticipated third party contr ummary.	Review summarized charges and payment memo items are NOT included in this summarian
04.512.040.00		
QAR12,940.00 QAR12,940.00		Current Amount Due as of 03/22/2021 ⑦ Account Balance ③
<ul> <li>A Matter Structure Science - Advector</li> <li>A Structure - Advector</li> <li>A Structure - Advector</li> </ul>		Current Amount Due as of 03/22/2021 ③
QAR12,940.00	♦ Charge	Current Amount Due as of 03/22/2021 ③
QAR12,940.00	Charge     Payment       QAR220.00	Current Amount Due as of 03/22/2021 ⑦ Account Balance ⑦

In this page, you can check the details of your fees using different views. You can choose the view you want from the available options in the view menu (View By Overview, View By Term, View By Period).

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		P				(iii) Show/	lide Colum		R12,940.00	
)eso	scriptior	P	\$ Charge	0	Payment	(iii) Show/h				

If you chose the option (View By Term), another menu will appear to choose the term.

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	Current Amount Due	e as of 03/2	2/2021 ⑦							QAR12,940.00		
	Account Balance 💿									QAR12,940.00		
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# Account Details by Term

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Stud	dent Services	
	Hello "	
	<ul> <li>This is the entry page for Banner Student. From here, you can naviga menu on the header(Alt+M) depending on your role at the institution</li> </ul>	ate to the following pages using the Banner n:
	Account Summary     Account Details by Term     Registration Self Service     Academic Service     Maintain Personal Information     View Grades     Student Profile	
	If you have any questions, please email the Registrar.	

After choosing (Account Details by Term), you will be directed to a page where you need to specify the term to check the details of the fees for this term.

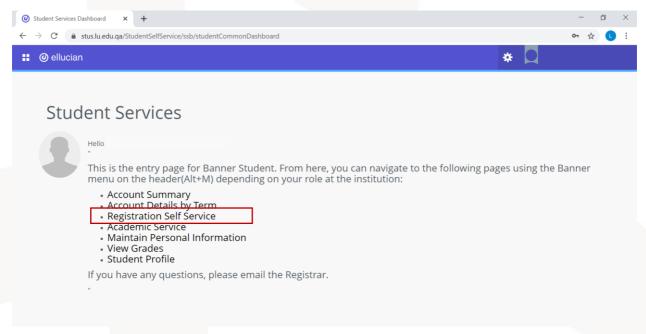
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	Account Detail for Term	Aol	Ids Pay Now		

After choosing the term, you will see the fees details.

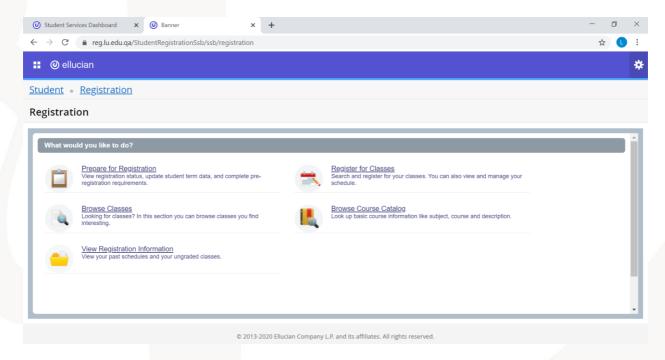
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Account Detail fo	or Term		🔒 Hold	B Pay Now
Spring 2021	~			
Review detail tra	presections on your account including curren	at and future balance totals for the	selected term and other terms	
(i) Review detail tra	insactions on your account, including curren	and future balance totals for the	selected term and other terms.	
Review detail tra     Spring 2021	insactions on your account, including curren	it and future balance totals for the	selected term and other terms.	^
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## **Registration Self Service**



After choosing (Registration Self Service), you will be directed to the main registration page which includes different options.

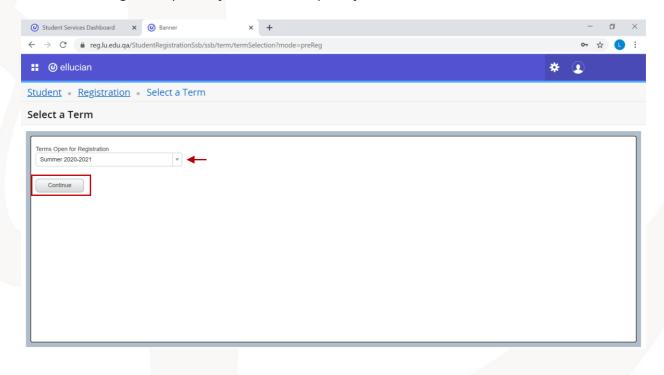


## 1. Prepare for Registration

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Student • Registration				
Registration				
What would you like to do?				-
Prepare for Registration View registration status, update student term data, and complete pre- registration requirements.	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.				
				Ŧ
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To know if you are ready for registration and there is no hold to prevent you from the registration, you can check (Prepare for Registration) option before the start date of the courses registration.

After choosing this option, you need to specify the term, then click "Continue".



If your registration status allows you to register courses, you will see the green tick sign next to all holds options. This means you will be able to register courses in this term once the registration starts.

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Student • Registration • Sel	ect a Term • Prepare for Registration					
Prepare for Registration						
Registration Status						
Registration Status		Curriculum dergraduate				
Term: Summer 2020-2021	College:	College of Con		ind Bus		
Your Student Status permits registration.		Bachelor of Arts Bachelor in M		r Tech		
Your academic status permits registration.		Male Campus ferm: Fall 2020				
You have no holds which prevent registration	n. Admit Te	rm: Fall 2020				_
Your class standing for registration purpose	Departme	arketing & distr ant: Marketing			ı	_
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If you have a hold that will prevent you from the registration, you will see a red sign next to the hold option. For example, in the following picture there is a finance hold on the student account. This means the student must pay the fees to be able to register courses when the registration starts.

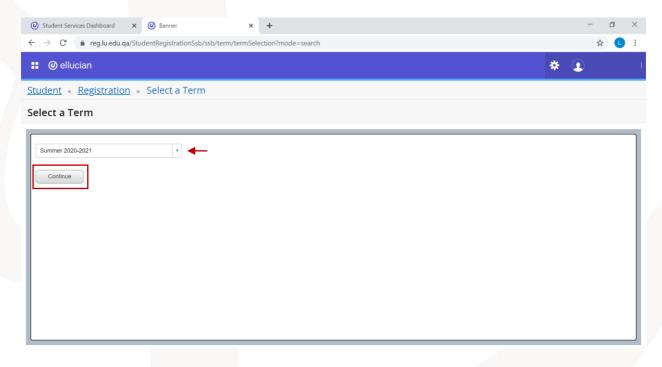
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Student • Registration • Select a Term • Prepare for Registration	
Prepare for Registration	
Registration Status	
Registration Status Term: Summer 2020-2021	Primary Curriculum Level: Undergraduate College: College of Law
Your Student Status permits registration.	Degree: Bachelor Program: Bachelor in Private Law Campus: Female Campus
Your academic status Good Standing permits registration.     You have holds which prevent registration.     Finance Hold     Reason: amount due     Originator: Registrar     Processes Affected: Registration, Transcript, Graduation, Grades, Evaluation	Catalog Term: Fall 2020 Admit Term: Fall 2020 Admit Type: Standard Major: Private Law Department: Private Law
Earned Hours  (1) You have Earned Hours for Level: Undergraduate , Institution Hours: 12, Transfer Hours: 0	
Your class standing for registration purposes is Freshman	

## 2. Browse Classes

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<u>Student</u> •	<u>Registration</u>								
Registrati	ion								
What would be a constrained of the second se	Ild you like to do? Prepare for Registra View registration status registration requiremen Browse Classes Looking for classes? In interesting. View Registration In View your past schedul	, update student term ts. this section you can nformation				Register for Classes         Search and register for your classes. You can also view and manage your schedule.         Browse Course Catalog         Look up basic course information like subject, course and description.			•
			© 2013-2	020 Ellucia	an Company	P. and its affiliates. All rights reserved.			

To browse the classes/sections that will be available for registration when it starts, you can choose the option (Browse Classes).

After that, you need to specify the term that you want to view available courses in, then click "Continue".



After that, you will see the search criteria. You can choose the course name from the (Subject) menu.

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Student • Registrat	ion • <u>Select a Term</u> • Brow	wse Classes					
Browse Classes							
F Enter Your Search Criteria Term: Summer 2020-2021							٦
Subject							
Course Number	Accounting		<b>^</b>				
Keyword	Communication						
	Economics						
	English						
	French		-				
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Also, you can insert the course details in other fields such as the course number or keywords.

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Student • Registration • Select a Term • Browse Classes	
Browse Classes	
Enter Your Search Criteria Term: Summer 2020-2021	۲.
Subject × Accounting	
Course Number	
Keyword	
Search Clear > Advanced Search	

Note: you can search for more than one course at the same time by choosing more than one subject in the (Subject) menu.

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Student • Registration • Select a Term • Browse Classes				
Browse Classes				
Enter Your Search Criteria Term: Summer 2020-2021 Subject Course Number Course Number Keyword Search Clear > Advanced Search				
12				

Also, you can narrow the search by filling more search criteria through (Advanced search) option which will show you additional fields to fill.

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Student • Registration • Select a Term • Browse Classes	
Browse Classes	
Fenter Your Search Criteria Term: Summer 2020-2021	٢
Subject 🗶 Communication	A
Course Number	
Keyword	
Instructor	
Subject and Course Number	
Attribute	
Campus	
Search Clear   Advanced Search	

After specifying the search criteria, you need to click on (Search) to see the available sections with their details.

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usiness Communication ecture	CO	101	L51	30132	3	Fe		S M T W T F S 11:00 AM - 01:50 PM Type: C	44 of 45 seats		
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anguage and Communica ecture	CO	103	L50	30126	3	Fe		S M T W T F S 10:00 AM - 11:50 AM Type: C	35 of 45 seats		
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Public Speaking & Debating ecture	CO	212	L01	30136	3	Mal		S M T W T F S 02:00 PM - 04:50 PM Type: C	57 of 60 seats		
ublic Speaking & Debating	CO	212	L50	30134	3	Fe		S M T W T F S 02:00 PM - 03:50 PM Type: C	00 -6 45		

You can also click on the course title to see additional details about the section.

					Class Details for Business	Communication Communication 101 L52	3	
udent - Regis	tration	Sel	ect a	Term	1 Term: 202030   CRN: 30150			
					Class Details	Associated Term: Summer 2020-2021		
owse Classes					Bookstore Links	CRN: 30150 Campus: Female Campus		
arch Results 6 Cla	ISSES				Course Description	Schedule Type: Lecture		Search Again
rm: Summer 2020-2021	Subject: Co	ommunic	ation		Syllabus	Instructional Method: Arabic Section Number: L52		Search Again
fitle ¢	Subject Desc	Course	e Secfo	r Hours	Attributes	Subject: Communication Course Number: 101	oute	袋.
					Restrictions	Title: Business Communication Credit Hours: 3	age Requirements	
usiness Communicat ecture	Commu	101	L52	3	Instructor/Meeting Times	Grade Mode: No Section specified grade mode, please see Catalog	tive Requirements	
					Enrollment/Waitlist	link below for more information.		
usiness Communicati	Commu	101	L53	3	Corequisites		age Requirements	
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ublic Speaking & De ecture	Commu	212	L.02	3	Catalog		ar Requirements	

## 3. Browse course catalog

Student       Registration         Registration       Registration         What would you like to do?       Image: Constraint on the student term data, and complete pre-registration requirements.         Image: Constraint on the student term data, and complete pre-registration requirements.       Register for Classes         Image: Constraint on the student term data, and complete pre-registration requirements.       Search and register for your classes. You can also view and manage your schedule.         Image: Constraint on the student term data and complete pre-registration requirements.       Search and register for Classes         Image: Constraint on the student term data and complete pre-registration requirements.       Search and register for your classes. You can also view and manage your schedule.         Image: Constraint on the student term data and complete pre-registration requirements.       Search and register for your classes. You can also view and manage your schedule.         Image: Constraint on the student term data and complete pre-registration requirements.       Search and register for your classes. You can also view and manage your schedule.         Image: Constraint on the student term data and complete pre-registration requirements.       Search and register for your classes. You can also view and manage your schedule.         Image: Constraint for classes? In this section you can browse classes you find interesting.       Search and register for your classes.         Image: Constraint for classes? Image: Constration term data and your classes you find interesting.	<ul> <li>Student Services Dashboard</li> <li>X</li> <li>Banner</li> <li>X</li> </ul>	+	-	٥	$\times$
Student       Registration         Registration       Registration         What would you like to do?       Image: Constraint on the state of	$\leftrightarrow$ $\rightarrow$ C $($ a reg.lu.edu.qa/StudentRegistrationSsb/ssb/registration		☆	l	:
Registration         What would you like to do?         Image: Diver 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.         Image: Diver registration for classes? In this section you can browse classes you find interesting.       Erowse Classes       Diver registration like subject, course and description.         Image: View Registration Information       View Registration Information       Erowse Classes       Divert Classes	🖁 🥝 ellucian				*
What would you like to do?         Image: Description of the exploration status, update student term data, and complete pre-registration requirements.         Image: Description of the exploration	Student • Registration				
Prepare for Registration       Register for Classes         View registration status, update student term data, and complete pre- registration requirements.       Register for Classes         Register for classes       Search and register for your classes. You can also view and manage your schedule.         Register for classes       Search and register for classes         Register for classes       Search and register for your classes. You can also view and manage your schedule.         Register for classes       Search and register for classes         Register for classes       Search and register for your classes. You can also view and manage your schedule.         Register for classes       Search and register for classes         Registration requirements       Registration line subject, course and description.         View Registration Information       View Registration Information	Registration				
View your past schedules and your ungraded classes.	Prepare for Registration Vew registration status, update student term data, and complete pr registration requirements.           Image: State of the st	Search and register for your classes. You can also view and manage your     schedule.      Browse Course Catalog     Look up basic course information like subject course and description			•

To browse the available courses in any term, you can choose the option (Browse Course Catalog).

After choosing this option, you need to select the term, then click "Continue".

<ul> <li>← → C • regluedu.qa/StudentRegistrationSsb/ssb/term/termSelection?mode=courseSearch</li> <li>☆ ②</li> <li>Student • Registration • Select a Term</li> <li>Select a Term</li> </ul>		
Student • Registration • Select a Term Select a Term	ት <b>L</b>	÷
Select a Term		
Spring 2021		

After that, you will see the search criteria. You can choose the course name from the (Subject) menu. Also, you can add additional details such as the course number or keywords. Then, click "Search".

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Student • Registrat	ion • <u>Select a Term</u> • Brows	se Courses					
Browse Courses							
F Enter Your Search Criteria Term: Spring 2021							٦
Subject	× Business Administration		You can add another				
Course Number							
Keyword			]				
	Search Clear Advanced Search						
15							
10							

After that, you will see a list of the courses based on the search criteria you specified.

Student Services Dashboard × 🙆 Banner	× +				- 0
→ C	ourseSearch/courseSear	ch			☆ 🕒
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udent • <u>Registration</u> • <u>Select a Term</u> •	Browse Courses				
rowse Courses					
earch Results — 3 Courses erm: Spring 2021 Subject: Business Administration					Search Again
	♀ Subject	Course Nu	mber 🗘 Hours		Search Again
erm: Spring 2021 Subject: Business Administration	<ul><li>Subject</li><li>BUAD</li></ul>	Course Nu 201	mber $\diamond$ Hours 3	Q View Sections	
rm: Spring 2021 Subject: Business Administration Title	Subject	000130140		Q View Sections Q View Sections	
rm: Spring 2021 Subject: Business Administration Title nalysis and Management of Bus	BUAD	201	3		

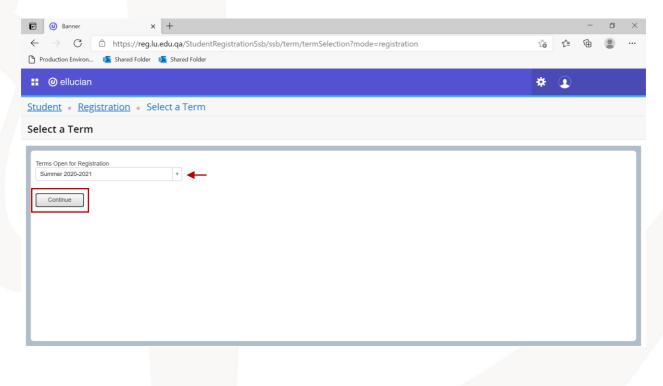
To check the available sections for any course, you can click on the option "View Sections" next to the course and the list of sections with their details will appear.

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tudent • <u>Registra</u>	ation •	Selec	t a Tei	rm •	Brows	e Cour	ses						
rowse Courses													
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Title \$	Subject	Course 1	Section	CRN≎	Hours	Campus	Instructor	Meeting Times	Status				\$.
Business Communication Lecture	CO	101	0	20222	3	Fe	Ahmed, Ghada (Prim	S M T W T F S 03:30 PM - 04:45 PM Type: C	5 of 50 seats r				
Business Communication Lecture	CO	101	0	20230	3	Mal	Harb, Hiba (Primary)	S M T W T F S 11:00 AM - 12:15 PM Type: C	39 of 40 seats				
Business Communication Lecture	CO	101	0	20233	3	Mal	Al Qayyem, Rania (Pr	S M T W T F S 02:00 PM - 03:15 PM Type: C	32 of 40 seats				
Business Communication Lecture	CO	101	0	20238	3	Fe	Al Qayyem, Rania (Pr	S M T W T F S 03:30 PM - 04:45 PM Type: C	7 of 40 seats r				
Business Communication Lecture	CO	101	L06	20129	3	Mal	Ahmed, Ghada (Prim	S M T W T F S 08:00 AM - 08:50 AM Type: C	3 of 45 seats r				
Business Communication	CO	101	L08	20156	3	Mal	Ahmed, Ghada (Prim	S M T W T F S 11:00 AM - 11:50 AM Type: C	11 of 40 seats				
Business Communication	CO	101	L09	20194	3	Mal	Ahmed, Ghada (Prim	S M T W T F S 03:30 PM - 04:45 PM Type: C	9 of 40 seats r				
Business Communication	CO	101	L11	20108	3	Mal	Elgaali, Ali (Primary)	S M T W T F S 06:30 PM - 07:45 PM Type: C	6 of 40 seats r				
Business Communication	CO	101	L14	20200	3	Mal	Ahmed, Ghada (Prim	S M T W T F S 05:00 PM - 06:15 PM Type: C					

## 4. Register for classes

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<u>Student</u> •	<b>Registration</b>											
Registrat	ion											
What woo	uld you like to do?											-
	Prepare for Registr View registration status registration requiremen	s, update student term	data, and complete pre-			Register for Classes Search and register for your schedule.	classes. You can also vi	ew and manage your	]			
	Browse Classes Looking for classes? In interesting.	this section you can l	browse classes you find		L	Browse Course Catalog Look up basic course inform	ation like subject, course	and description.				
-	View Registration Ir View your past schedul	nformation les and your ungraded	I classes.									
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When you are ready for registration and when registration period starts, you can register through the option (Register for Classes). After choosing this option, 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.

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Student • Registration • Select a Term	9 You have holds which prevent registration.
Select a Term	Finance Hold Reason: amount due
Terms Open for Registration Summer 2020-2021 *	Ok
Continue	

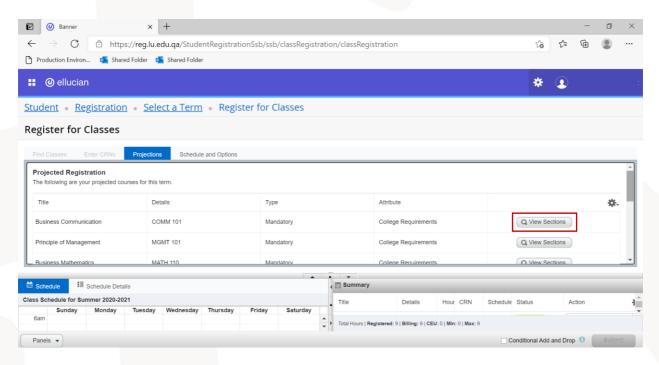
If there is no hold on your account, you will be directed to the registration page.

#### **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.).

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	Projections Schedule and Option	ns			
Projected Registration					
The following are your projected c	ourses for this term.				
Title	Details	Туре	Attribute		
					☆.
Business Communication	COMM 101	Mandatory	College Requirements	Q View Sections	<b>\$</b> .
Business Communication Principle of Management	COMM 101 MGMT 101	Mandatory		Q View Sections Q View Sections	<b>\$</b> .
		-	College Requirements		<b>\$</b> .
Principle of Management Business Mathematics	MGMT 101 MATH 110	Mandatory Mandatory	College Requirements College Requirements College Requirements	Q View Sections	<b>\$</b> .
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Principle of Management Business Mathematics Schedule Fill Schedule Def ass Schedule for Summer 2020-2	MGMT 101 MATH 110 tails 021	Mandatory Mandatory	College Requirements College Requirements College Requirements	Q View Sections O View Sections N Schedule Status Action	

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.

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Title ᅌ Su	oject Course I Secti	ອົn CRN≎	Hours	Campus	Instructor	Meeting Time	s		Status			
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Principle of Management MC	6 101 L51	30162	3 Fem	ale Campus		SMTWT	F S 05:0	00 PM - 07:30 PM 1	Type: 037 of 45	seats	Ad	id
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Schedule Detai	Is				Summary							
ass Schedule for Summer 2020-202					Title	Details	Hour C	RN Schedule	Status	Action		*
6am Monday	Tuesday Wednes	day Thursda	y Friday	Saturday	Language and Com	COMM 10	3 30	129 Lecture	Registered	None		v
7					Total Hours   Registered	: 3   Billing: 3   CE	U: 0   Min: 0	Max: 9				
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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.

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udent Pagistration Salact	Class Details for Principle o	f Management Management 101 L02	×		
udent • Registration • Select	1 Term: 202030   CRN: 30163				
egister for Classes	Class Details	Associated Term: Summer 2020-2021			
	Course Description	CRN: 30163 Campus: Male Campus			
Find Classes Enter CRNs Projections	Syllabus	Schedule Type: Lecture			
Return to Projections	Attributes	Instructional Method: Arabic Section Number: L02			
Title Subject Course I	Restrictions	Subject: Management Course Number: 101		Status	
	Instructor/Meeting Times	Title: Principle of Management Credit Hours: 3		Status	
Principle of Management MG 101 Lecture	Enrollment/Waitlist	Grade Mode: No Section specified grade mode, please see Catalog link below for more information.	PM Type	: 1 59 of 60 seats	Add
Principle of Management MG 101	Corequisites	link below for more information.	PM Type	1 37 of 45 seats	Add
	Prerequisites				
	Cross Listed Courses				
Schedule Details	Linked Sections				
Sunday Monday Tuesday W	Fees		sdule Sta	atus Action	
6am	Catalog		re Re	igistered None	

#### 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.

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Introduct Lecture	tion to Legal :	Scien	LA	103	L03	30165	3	Mal				S M T W T F	s 04:00 PM -	07:45 I	PM Type:	56 of 60	seats		Add	
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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.

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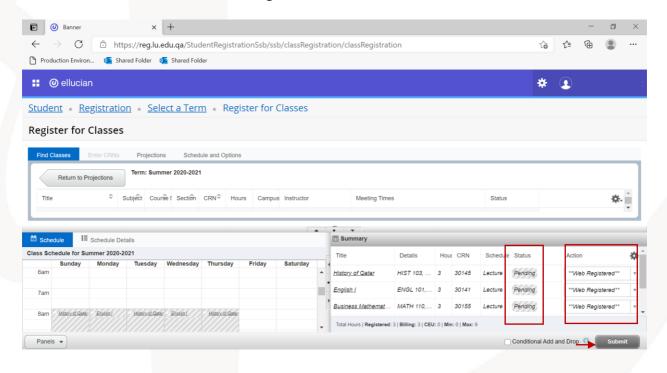
When you choose sections, you will get a note next to the sections that have a time conflict with another section you chose or registered previously. To add this section, you must drop the previously added one.

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Title <sup>\$</sup> Su	ubject Course	I Section	CRNŸ	Hours	Campus	Instructor	Meeting Times	S			Status				<b>☆</b> .	1
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Principle of Management	G 101	L51	30162	3	Fe		SMTWT	F S 05:00 PM	1 - 07:30	) PM <b>Type</b> :	( 37 of 45 Time Co		Ac	id		-
Lecture We	G 101	L51	30162	3	Fe		SMTWT	F S 05:00 PM	A - 07:30	) PM Type:			Ac	id		•
Lecture Management M Lecture M		L51	30162	3	Fe			F S 05:00 PM	1 - 07:30	) PM Type:			Ac	id		•
Principle of Management M Lecture M		L51	30162	3	Fe			F S 05:00 PM	1 - 07:30	) PM Type:			Ac	id		•
Principle of Management Lecture M	ils	L51	30162	3	Fe	•		F S 05:00 PM		OPM Type		onflict!	Act			•
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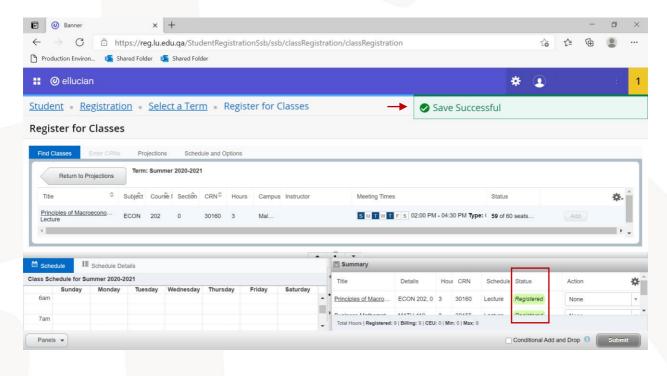
After adding all needed sections, you will find the sections in the "Summary" window. Also, you find a draft of your schedule in the "Schedule" window.

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



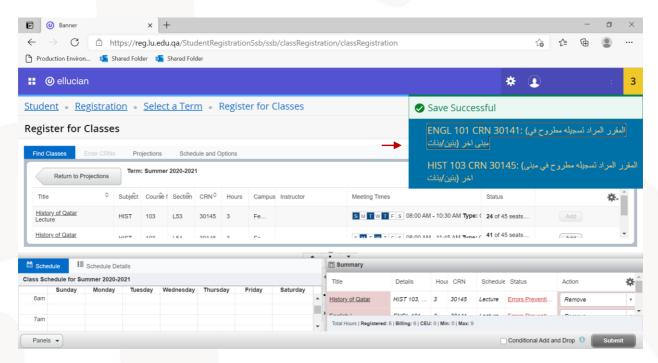
If registration is completed successfully, you will get a notification "Save Successful" at the top right corner of the page. Also, the status of the sections will be "Registered" in the Summary window.



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

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Title         Image: Subject         Course / Section         CRN <sup>Q</sup> Hours         Campus         Instructor         Meeting Times         Status		3	<b>\$</b> -
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4pm     Business     Business     Total Hours   Registered: 9   Billing: 9   CEU: 0   Min: 0   Max: 9       Panels     Conditiona	Add and Drop	0 <b>0</b> Su	ubmit

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.



In this case, 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".

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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".

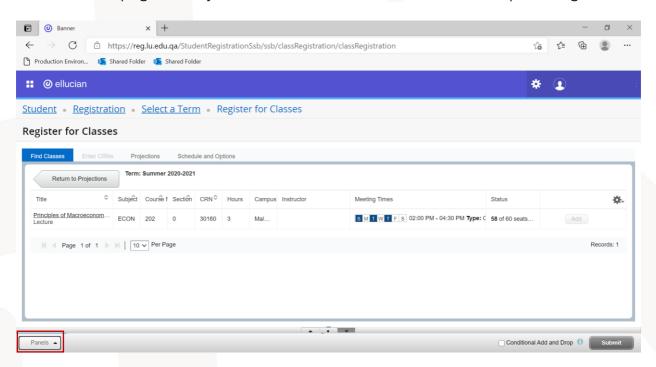
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After completing the registration, you can check the details of your schedule in the "Schedule Details" tab.

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Principles of Macroeconomics 06/2021   Class End: 07/15/2021			-	Registered	-	Principles of Macro	ECON 202, 0	3	30160	Lecture	Registered	Nor	ne		
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#### 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.



#### Schedule:

You can view your schedule through "Schedule and Options" tab.

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Term: Summer 2020-2021											-	
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Business Mathematics	MATH 110, L02	3	30155	Lecture	Standard	Undergraduate	None	03/30/2021	Registered	**03/30/202		
Language and Communicati	COMM 103, L01	3	30129	Lecture	Standard	Undergraduate	None	03/08/2021	Registered	**03/08/202		
Principles of Macroeconomics	ECON 202, 0	3	30160	Lecture	Standard	Undergraduate	None	03/30/2021	Registered	**03/30/202		
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Business Mathematics   Mathema		Class Be	<b>gin:</b> 06/06/2	2021   Class End:	07/15/2021				Registered			
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# 5. View Registration Information

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To view your registration information and details for any term, you can choose the option "View Registration Information".

After choosing this option, you can specify the term from the terms list.

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After choosing the term, you will see the courses registered in this term with their details.

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Also, you will see the schedule based on the courses and their timing.

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Also, you can check the details of your schedule through (Schedule Details) tab.

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Culture and Society	SOCI 101, 005	3	10018	Lecture	Standard	Undergraduate	Full Term	None	09/08/2020	Registered	**09/08/20
English I	ENGL 101, 0	3	10076	Lecture	Standard	Undergraduate	Full Term	None	09/10/2020	Registered	**09/10/20
Schedule	dule Details				•	• •					
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			Begin: 00/	06/2020   Class E	nd: 12/17/2020				R	egistered	

To check the current registration, which includes the courses registered in the current term and the coming terms (all courses that are registered but not yet completed), you can click on the tab "Active Registration".

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The following classes are not officially considered	d complete for transcript purposes.						
Business Mathematics, Mathematics 110, Section	n L02						
Term: Summer 2020-2021	Instructional Methods: Arabic						- 1
CRN: 30155	Campus: Male Campus	Instructor:					- 17
مسجل طي الريب** Status: **03/30/2021	Start Date: 06/06/2021	Grade Mode: Standard					- 17
Schedule Type: Lecture	End Date: 07/15/2021						- 8
Hours: 3	Level: Undergraduate						
	103, Section L01						
Language and Communication, Communication							- 1
Language and Communication, Communication Term: Summer 2020-2021	Instructional Methods: Arabic						
and the second se	Instructional Methods: Arabic Campus: Male Campus	Instructor:					- 10
Term: Summer 2020-2021		Instructor: Grade Mode: Standard					
Term: Summer 2020-2021 CRN: 30129	Campus: Male Campus						

# **Academic Services**

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Student Services	
Hello "	
This is the entry page for Banner Student. From here, you can na menu on the header(Alt+M) depending on your role at the instit	
Account Summary     Account Details by Term     Registration Self Service	
Academic Service     Maintain Personal Information	
View Grades     Student Profile	

After choosing the option (Academic Services), you will be directed to a page that includes all the academic services requests you submitted before. You can check the details of your request by opening the request. You can also check the request status in the (Status) tab.

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	npany L.P. and its affiliates.						
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To submit new academic service request, click on the option (New).

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After that, a list of all available services will appear.

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You can choose the service from the (Service) menu, then click "Continue".

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After that you need to fill the required information which is different in each service. Then, you can submit the request and the concerned section/department will check it and update its status.

# **Maintain Personal Information**

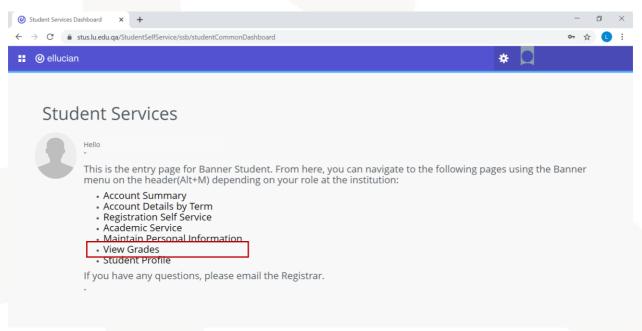
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	Hello " This is the entry page for Banner Student. From here, you can navigate to the menu on the header(Alt+M) depending on your role at the institution: • Account Summary • Account Details by Term • Registration Self Service • Academic Service • Maintain Personal Information • View Grades • Student Profile If you have any questions, please email the Registrar.	e following pages using the	Banner

To view your personal information, you can choose the option (Maintain Personal Information).

After choosing this option, all your information will appear. You can edit some information such as the phone number, personal email, and address through the edit icon in each section.

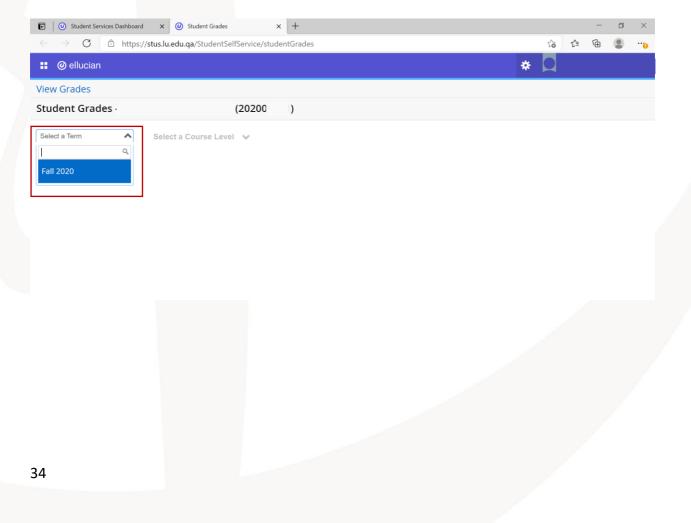
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#### **View Grades**



To view your final grades, you can choose the option (View Grades). After choosing this option you will be directed to a page where you need to choose the academic semester of the courses you need to view your grades in.

You can choose the term from the menu (Select a term)



After that, you need to choose the academic level (Undergraduate) from the menu (Select a Course Level)

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Fall 2020       Select a Course Level         Primary Curriculum       Undergraduate         Level :       Undergraduate         College :       College of Commerce and Bus         Degree :       Bachelor of Business Admin         Program :       Bachelor of Business Admin						

After that, you will get a list of all courses registered in the specified term with the details of each course such as the course number, final grade, credit hours. In addition to your GPA as of the end of the specified term.

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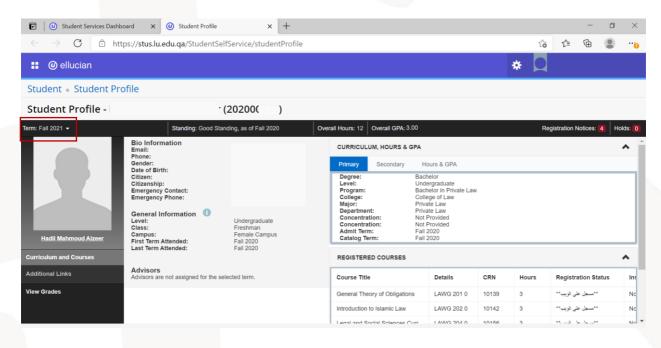
# **Student Profile**

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5100	ent Services			
	Hello			
$\bullet$	This is the entry page for Banner Student. From here, you can navigate to menu on the header(Alt+M) depending on your role at the institution:	the following pages using the Bar	iner	
	<ul> <li>Account Summary</li> <li>Account Details by Term</li> <li>Registration Self Service</li> <li>Academic Service</li> <li>Maintain Personal Information</li> <li>View Grades</li> <li>Student Profile</li> </ul>			

To check your student profile, you can choose the option (Student Profile). After choosing this option, you will be directed to your profile page.

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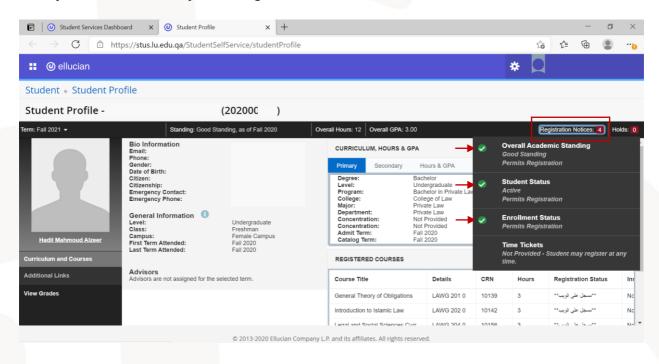
This page includes different information. Taking into consideration that all information listed are valid for the term selected in the top left corner of the profile header. You can select another term from this menu to view your profile in it.



In the profile header, you will find the term, academic standing, credit hours, and GPA.

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Hadil Mahmoud Alzeer	Bio Information Email: Phone: Gender: Date of Birth: Citizen: Citizen: Emergency Contact: Emergency Phone: General Information Level: Class: Campus: First Term Attended: Last Term Attended:	Undergraduate Freshman Female Campus Fall 2020 Fall 2020	CURRICULUM, F Primary Se Degree: Level: Program: College: Major: Department: Concentration: Concentration: Admit Term: Catalog Term:	econdary H Baci Und Baci Coll Priv Priv Not Not Fall	tours & GPA helor lergraduate helor in Private Law ege of Law ate Law ate Law Provided 2020 2020	,				^
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You can also check the registration notes in the header as well. These notes show your academic standing and registration status. If you have the green tick for all options, then your status allows you to register.



If you have the yellow exclamation mark next to any option, this means the option will not allow you to register.

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Student   Student Pro	ofile			
Student Profile - !	(	1)		
Term: Fall 2021 -	Standing: Good Star	nding, as of Summer 2020-2021	Overall Hours: 0 Overall GPA: 0.00	Registration Notices: 4 Holds: 0
Student Std Testing Curriculum and Courses	Bio Information Email: Phone: Gender: Date of Birth: Citizenship: Emergency Contact: Emergency Phone: General Information Level: Class: Campus: First Term Attended: Last Term Attended:	Undergraduate Freshman Male Campus Fall 2020 None	CURRICULUM, HOURS & GPA         Primary       Secondary         Degree:       Bachelor of Arts         Program:       Bachelor of Arts         Program:       College:         College:       College:         Concentration:       Marketing & distribut         Department:       Marketing & distribut         Concentration:       Not Provided         Admit Term:       Fail 2020         REGISTERED COURSES	Overall Academic Standing Good Standing Permits Registration Student Status Inactive Prevents Registration EnrolIment Status Permits Registration Time Tickets Not Provided - Student may register at any time.
Additional Links	Advisors Advisors are not assigned for the se	elected term.	Not Registered	
View Grades			Total Hours   Registered Hours: 0   Billing Hours: 0 Hours: Not available	CEU Hours: 0   Min Hours: Not available   Max

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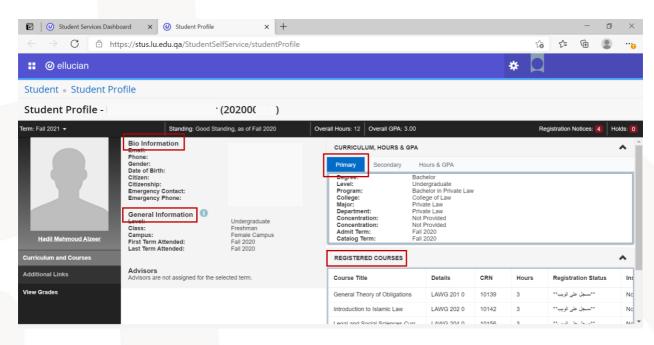
You can also check the holds in the header. If there are no holds that prevents you from registration on your account, you will get a message (there are no holds...).

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Student • Student Profile       (202 )         Term: Fall 2021 •       Standing: Good Standing, as of Fall 2020       Overall Hours: 12       Overall GPA: 3.00       Registration Notices: 4         Bio Information Enall: Phone: Gender: Date of Birth: Citizen:       Bio Information Enall: Phone: Gender: Date of Birth: Citizen:       CURRICULUM, HOURS & GPA       A
Student Profile -     (202       Term: Fall 2021 -     Standing: Good Standing, as of Fall 2020     Overall Hours: 12     Overall GPA: 3.00     Registration Notices: ()       Bio Information Email: Phone: Gender: Date of Birth: Citizen:     Bio Information Email: Phone: Gender: Date of Birth: Citizen:     CURRICULUM, HOURS & GPA     A     There are no holds to be displayed.
Term: Fall 2021 •     Standing: Good Standing, as of Fall 2020     Overall Hours: 12     Overall GPA: 9.00     Registration Notices: 4       Bio Information Email: Phone: Gender: Date of Birth: Citizen:     CURRICULUM, HOURS & GPA     Image: Currie of Biologic C
Bio Information Email: Phone: Gender: Date of Birth: Citizen: Deter of Birth: Citizen: Degree: Bachelor
Email:     CURRICULUM, HOURS & GPA       Phone:     Primary       Gender:     Primary       Date of Birth:     Citizen:       Degree:     Bachelor
Clitzenship:       Clitzenship:         Emergency Contact:       Emergency Contact:         Emergency Phone:       Program:         General Information       Undergraduate         Class:       Preshman         Campus:       Freshman         Freshman       Concentration:         Not Provided         Concentration:       Not Provided         Concentration:       Not Provided         Concentration:       Not Provided         Campus:       Fail 2020         East Term Attended:       Fail 2020         REGISTERED COURSES       REGISTERED COURSES
Additional Links Advisors are not assigned for the selected term. Course Title Details CRN Hours Registration Status
View Grades         General Theory of Obligations         LAWG 2010         10139         3         ************************************
Introduction to Islamic Law LAWG 202 0 10142 3 **-سجنا حتى الريب**

If there is any hold on your account, you will find the hold details in this option.

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Raghad Fawzi Abed Alnabi Dasa	Bio Information Email: Phone: Gender: Date of Birth: Citizen: Citizen: Emergency Contact: Emergency Phone: General Information Level: Class: Campus: First Term Attended:	Undergraduate Freshman Female Campus Fall 2020 Fall 2020		CURRICULU Primary Degree: Level: Program: College: Major: Department Concentrat Admit Term Catalog Ter	ion: ion: ::	Hours & GPA Hours & GPA Bachelor of Business Undergraduate Bachelor of Business College of Commerc Business Administrat Business Administrat Not Provided Not Provided Fall 2020 Fall 2020	Orig Reas Proc Grac e and Bu ion	nce Hold inator: Reg son: amour cesses Affec tuation, Grad	tdue ted: Re:		Transcript		כ
Curriculum and Courses	Last Term Attended: Advisors	Fail 2020		REGISTERE									^
Additional Links	Advisors are not assigned for the sele	ected term.		Not Registere	ed								
View Grades				Total Hours   Hours: Not a		ours: 0   Billing Ho	urs: O	CEU Hou	rs: 0	Min Hours	s: Not ava	ilable	Max

On your student profile page, you can find your personal information in the section (Bio information), your academic general information in (General Information), your program details in (Primary) tab, and your registered courses in (Registered courses) menu.



#### In addition to the earned credit hours and GPA

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Citizen: Citizenship: Emergency Contact: Emergency Phone: General Information		Level	Туре	Earned	Hours	GPA	
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	Undergraduate	Undergraduate	Overall	12		3.88	
Hadil Mahmoud Alzeer First Term Attended:	Freshman Female Campus Fall 2020	REGISTERED COURS	ES				^
Last Term Attended: Last Term Attended: Curriculum and Courses	Fall 2020	Course Title	Details	CRN	Hours	Registration Status	s Ir
Advisors	Advisors		LAWG 201 0	10139	3	**مسجل على الويب**	N
Additional Links Advisors are not assigned for the selected term.		Introduction to Islamic L	aw LAWG 202 0	10142	3	**مسجل على الويب**	N
		Legal and Social Science	es Curr LAWG 204 0	10156	3	**مسجل على الويب**	N
		Commercial Law	LAWG 206 0	10178	3	**مسجل طى الويب**	N

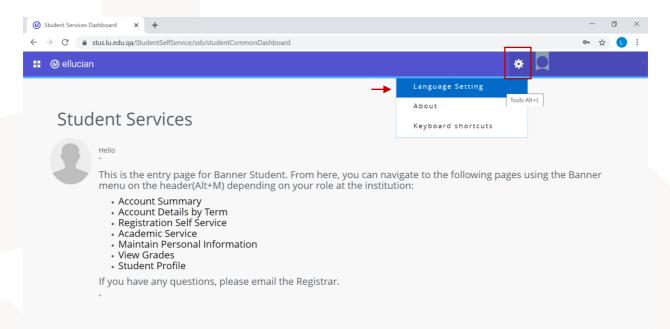
# Signing out

To sign out from the system at any time, you can click on your name icon at the top right corner and choose the option (Sign Out).

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Sign Out			
Student Services			
Hello This is the entry page for Banner Student. From here, you can navigate to the following pages using the I menu on the header(Alt+M) depending on your role at the institution: Account Summary Account Details by Term Registration Self Service Academic Service Academic Service Maintain Personal Information View Grades Student Profile If you have any questions, please email the Registrar.	Banner		
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#### Language settings

To change the display language, you can click on the settings icon at the top right corner of the page, then choose (Language Setting)



After that, you can choose the language you want from the menu, then click (Save).

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After that, a message will appear on the top right corner of the page to notify you that the language is successfully changed. To see the changes, you must log out from the system and log in again.

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<ul> <li>Account Services</li> <li>Account Summary</li> <li>Account Summary</li> <li>Account Details by Term</li> <li>Registration Self Service</li> <li>Academic Service</li> <li>Maintain Personal Information</li> <li>View Grades</li> <li>Student Profile</li> <li>If you have any questions, please email the Registrar.</li> </ul>	