



جامعة لوسيل
Lusail University
— QATAR —

Student Self Service - Banner User Guide

(English interface)

Information Systems Department
April 2021

Contents

SIGN IN	3
Account Summary.....	4
Account Details by Term	6
Registration Self Service	8
1. Prepare for Registration	9
2. Browse Classes	11
3. Browse course catalog	14
4. Register for classes.....	17
Projections:.....	18
Adding course/section:.....	20
Dropping a section/course:	25
Showing and hiding the panels:.....	26
Schedule:	26
5. View Registration Information.....	27
Academic Services.....	30
Maintain Personal Information	33
View Grades.....	34
Student Profile	36
Signing out.....	41
Language settings	42

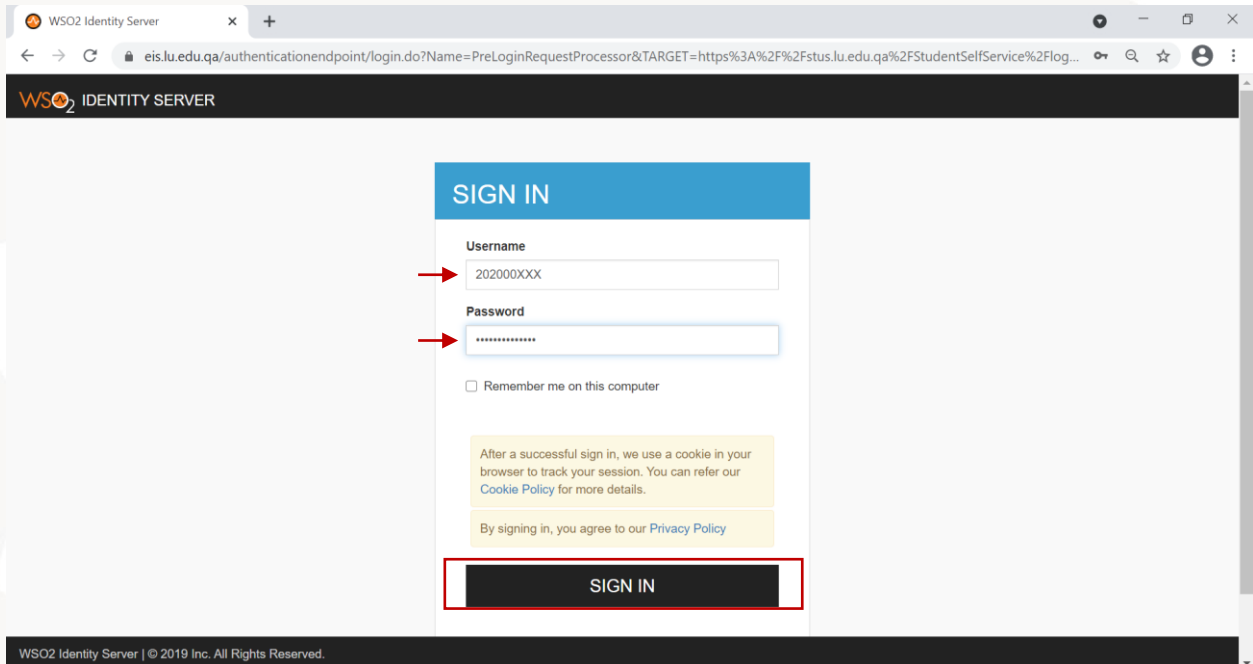
SIGN IN

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

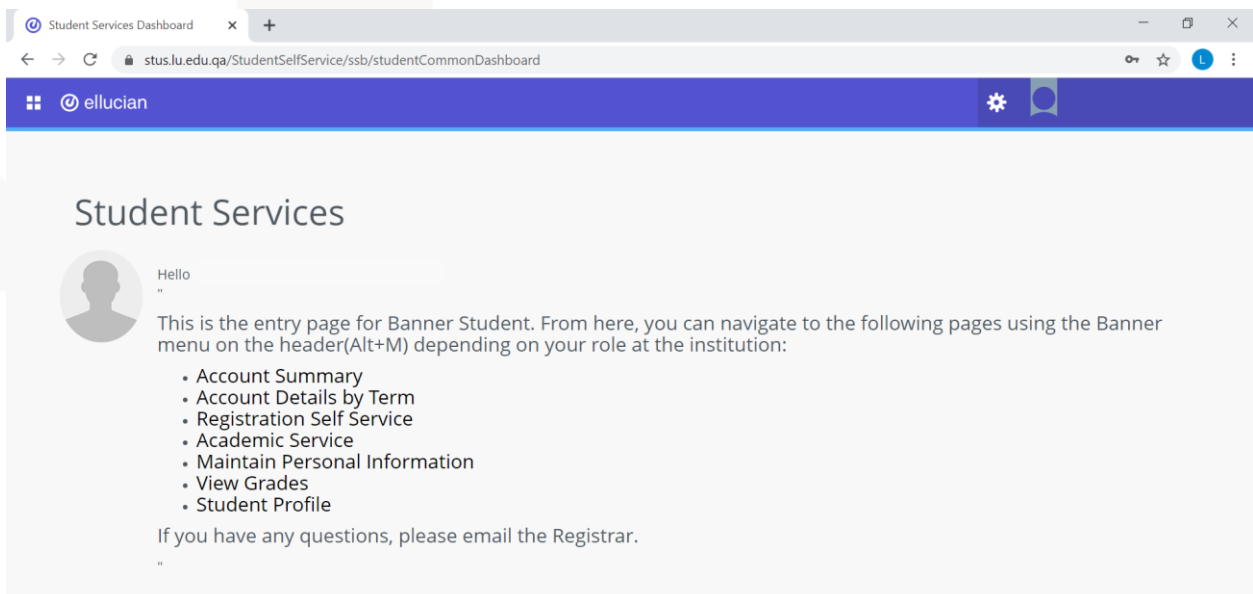
You need to insert your university ID in the Username field, and your account password in the Password field.

After that, click on SIGN IN

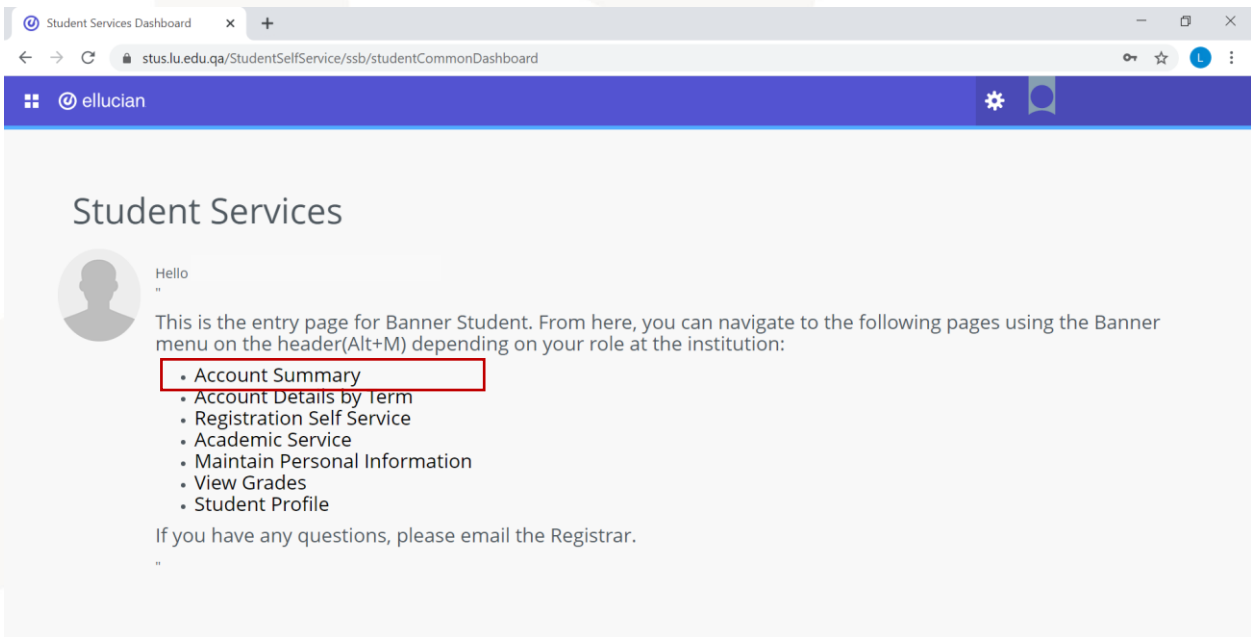
Note: in the Username field, you need to add your university ID (202000XXX) only, not your e-mail (202000XXX@lu.edu.qa).



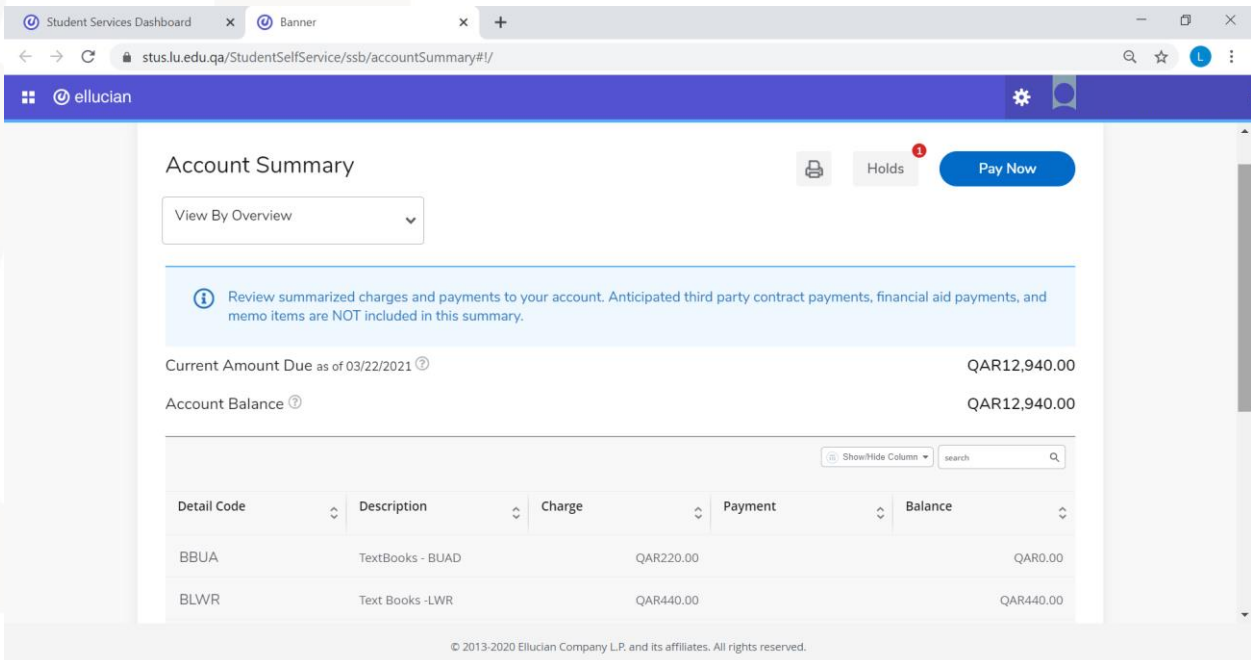
After that, you will be directed to the main page of the self-service. This page includes different options as follows:



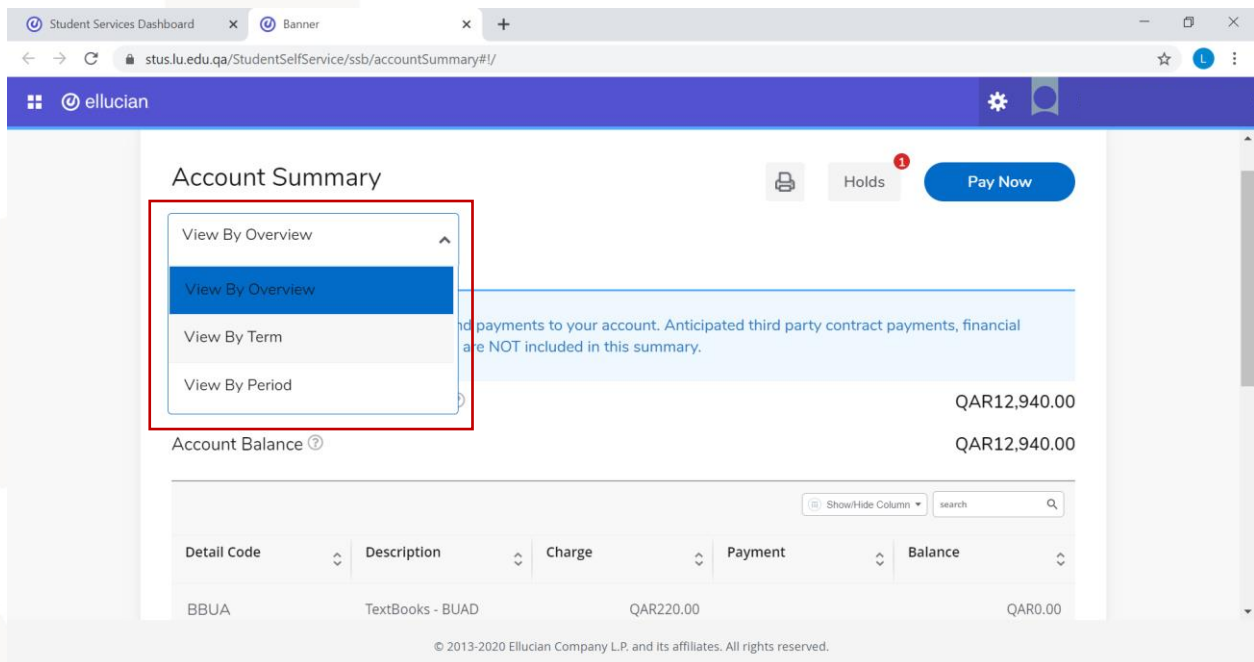
Account Summary



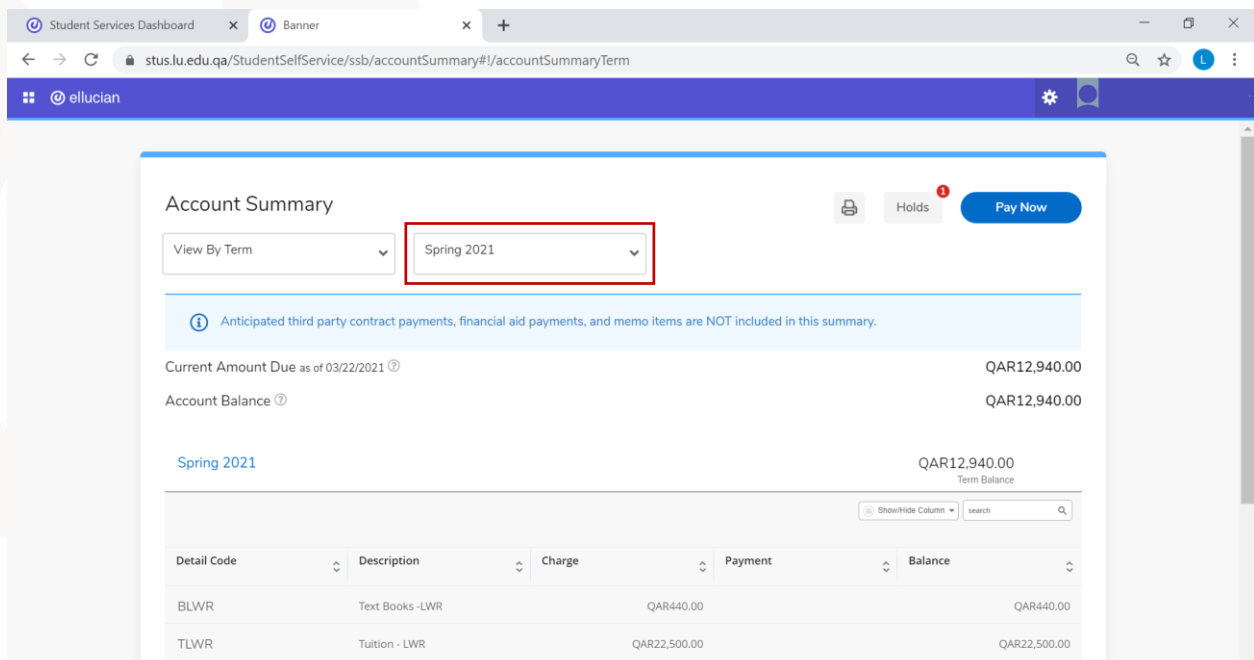
After choosing the option (Account Summary) you will be directed to a page that includes your account financial details and the amount of the fees you should pay. To view the steps of completing the payment, please check the payment user guide.



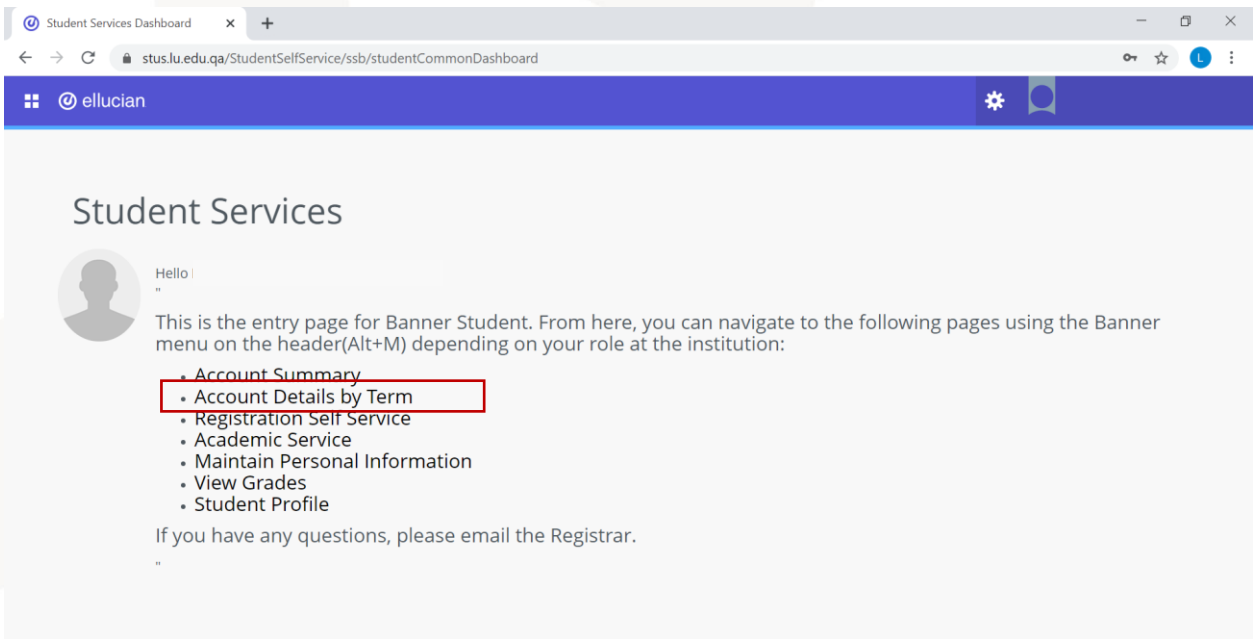
In this page, you can check the details of your fees using different views. You can choose the view you want from the available options in the view menu (View By Overview, View By Term, View By Period).



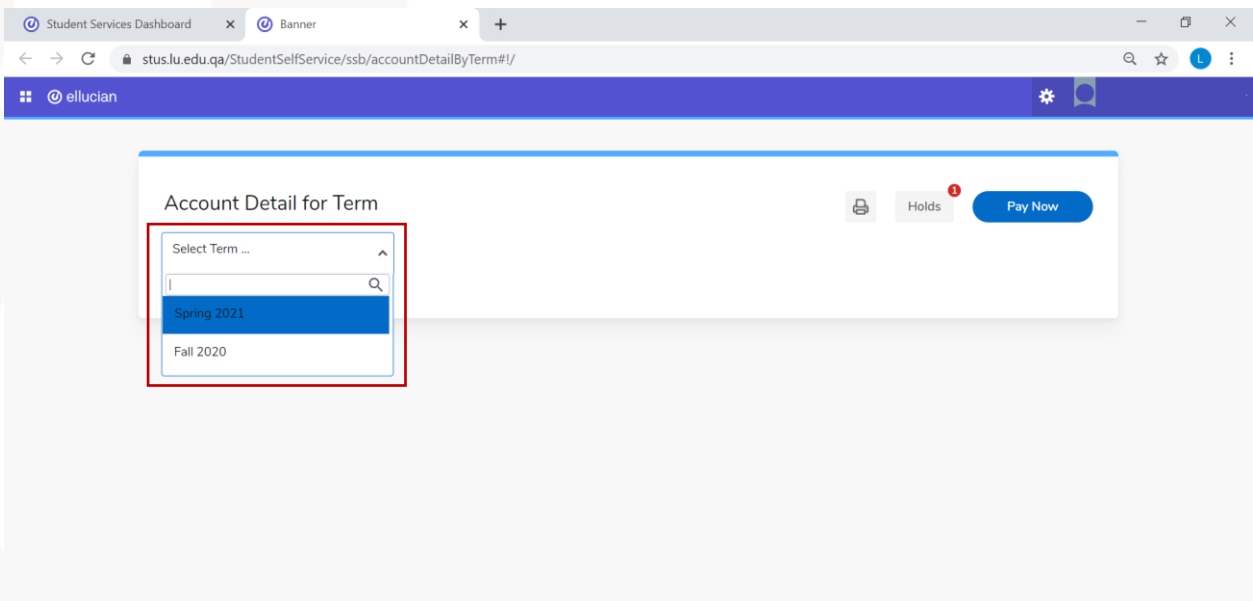
If you chose the option (View By Term), another menu will appear to choose the term.



Account Details by Term



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.



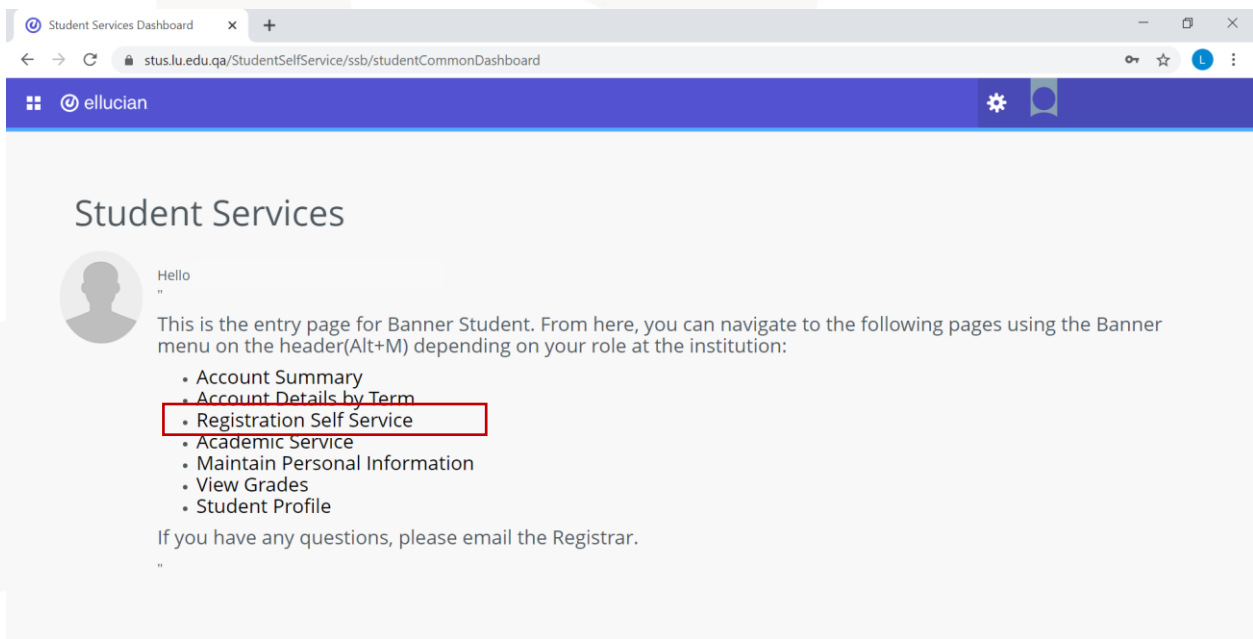
After choosing the term, you will see the fees details.

The screenshot shows a web browser window with the URL `stus.lu.edu.qa/StudentSelfService/ssb/accountDetailByTerm#!/`. The page title is "Account Detail for Term". A dropdown menu is set to "Spring 2021" and is highlighted with a red box. To the right of the dropdown are buttons for "Print", "Holds" (with a red notification icon), and "Pay Now". Below the dropdown is a blue informational banner: "Review detail transactions on your account, including current and future balance totals for the selected term and other terms." The main content area is titled "Spring 2021" and contains a table with columns: "Detail Code", "Description", "Charge", and "Payment".

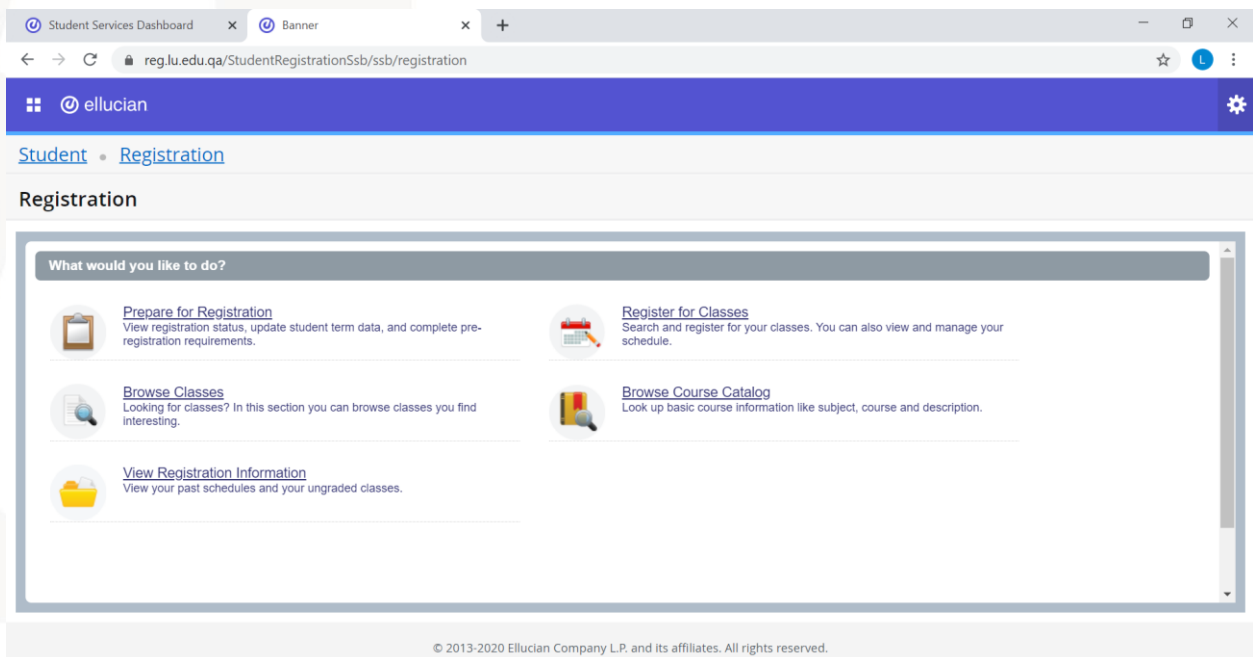
Detail Code	Description	Charge	Payment
BLWR	Text Books -LWR	QAR440.00	
TLWR	Tuition - LWR	QAR22,500.00	
CR01	Credit Card Payment		QAR10,000.00

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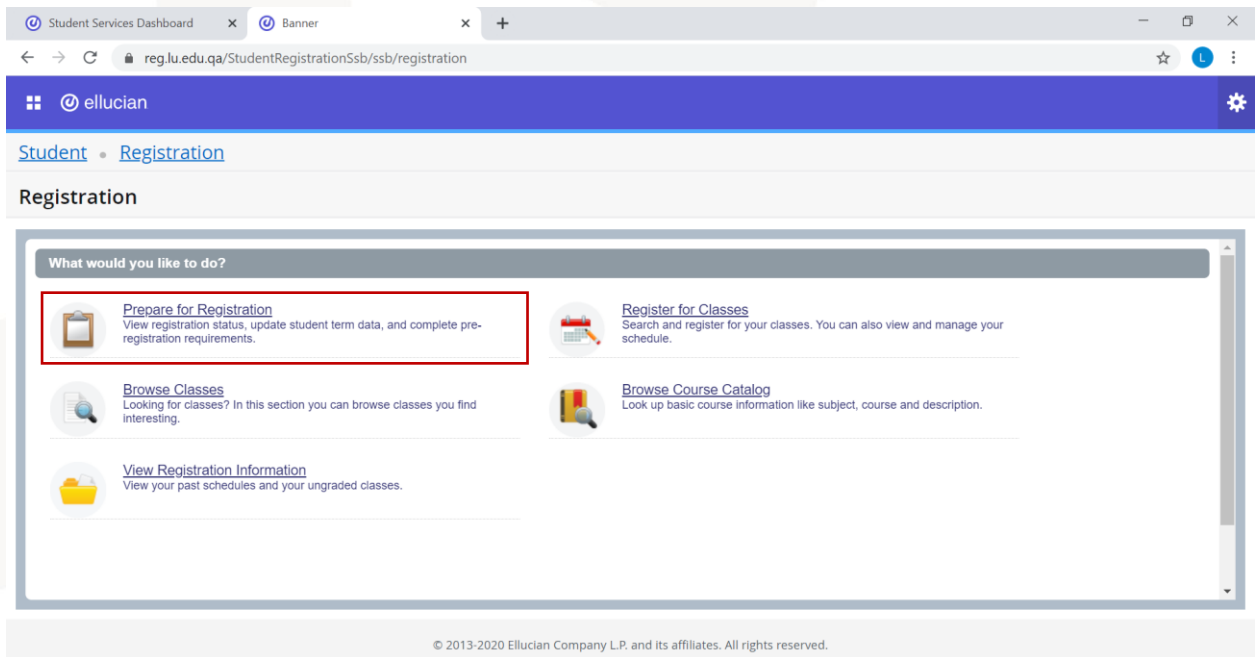
Registration Self Service



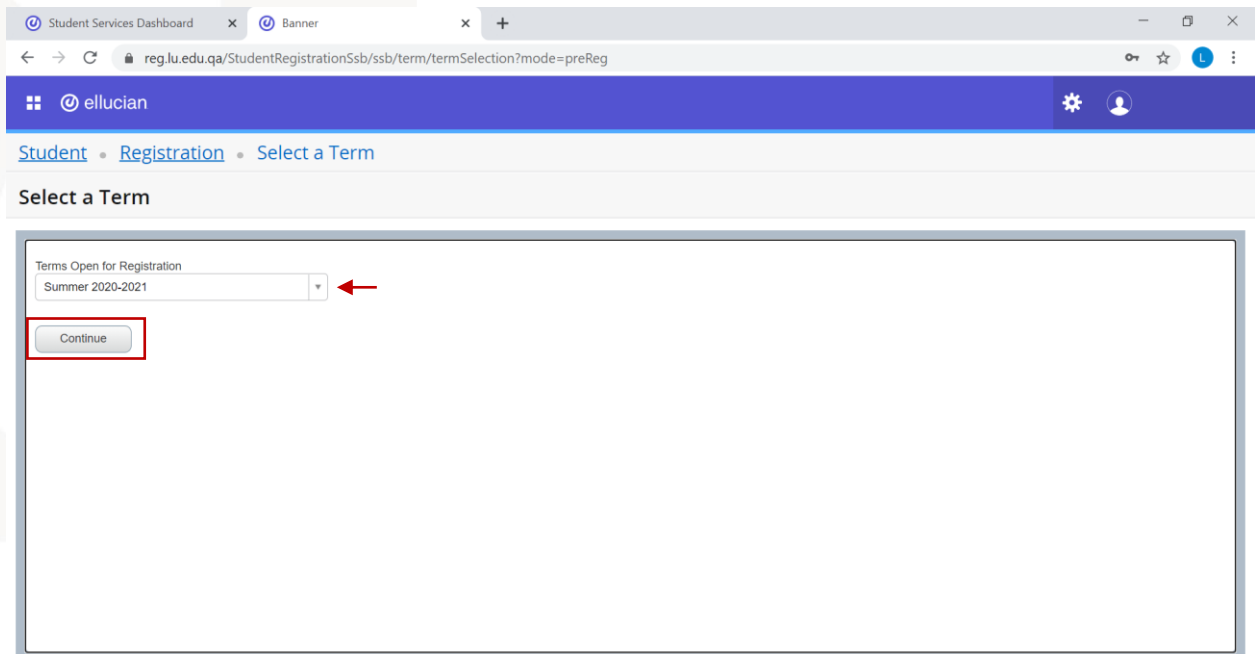
After choosing (Registration Self Service), you will be directed to the main registration page which includes different options.



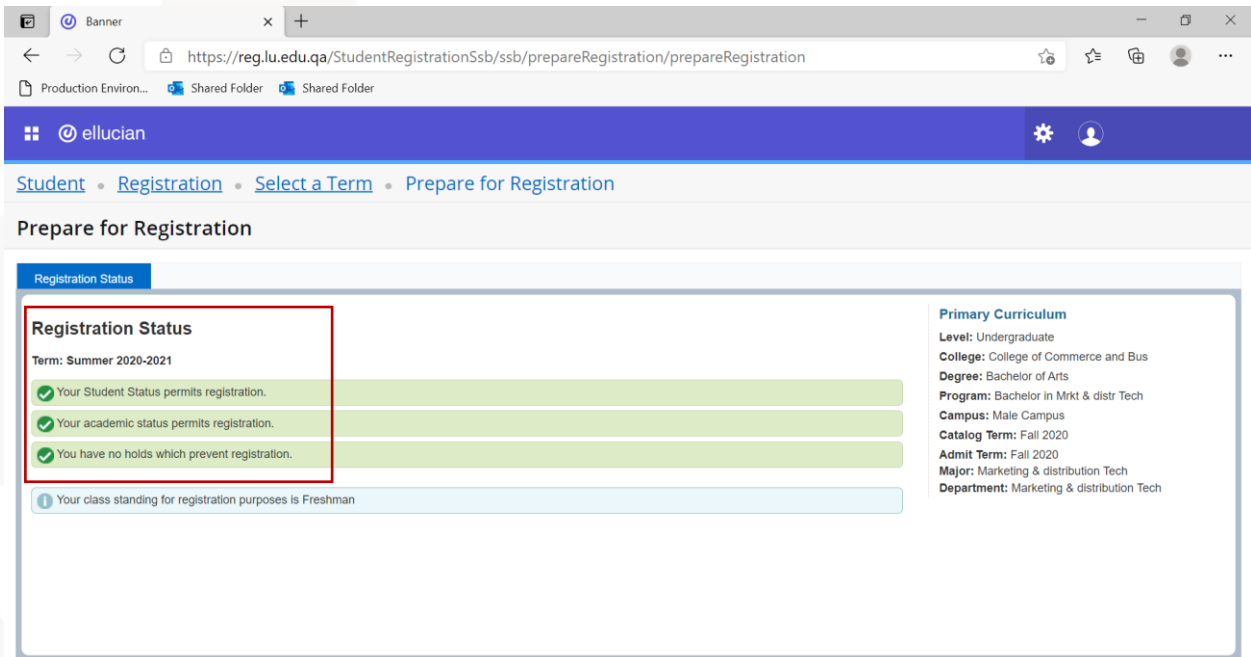
1. Prepare for Registration



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".

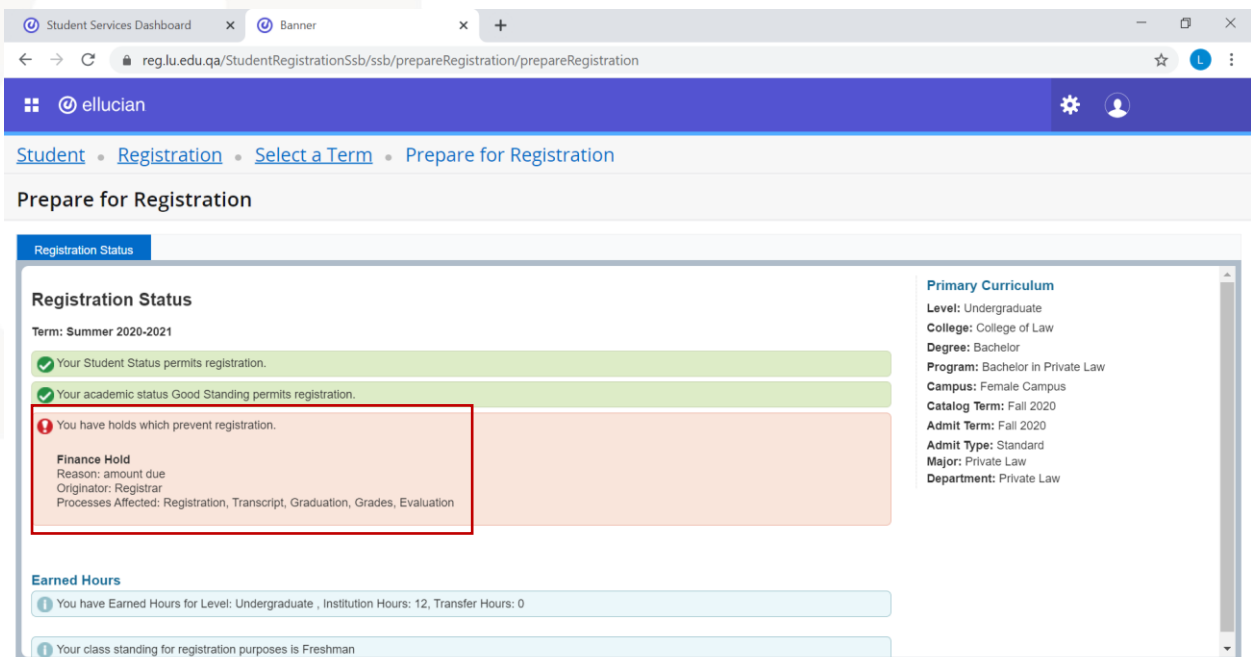


If your registration status allows you to register courses, you will see the green tick sign next to all holds options. This means you will be able to register courses in this term once the registration starts.



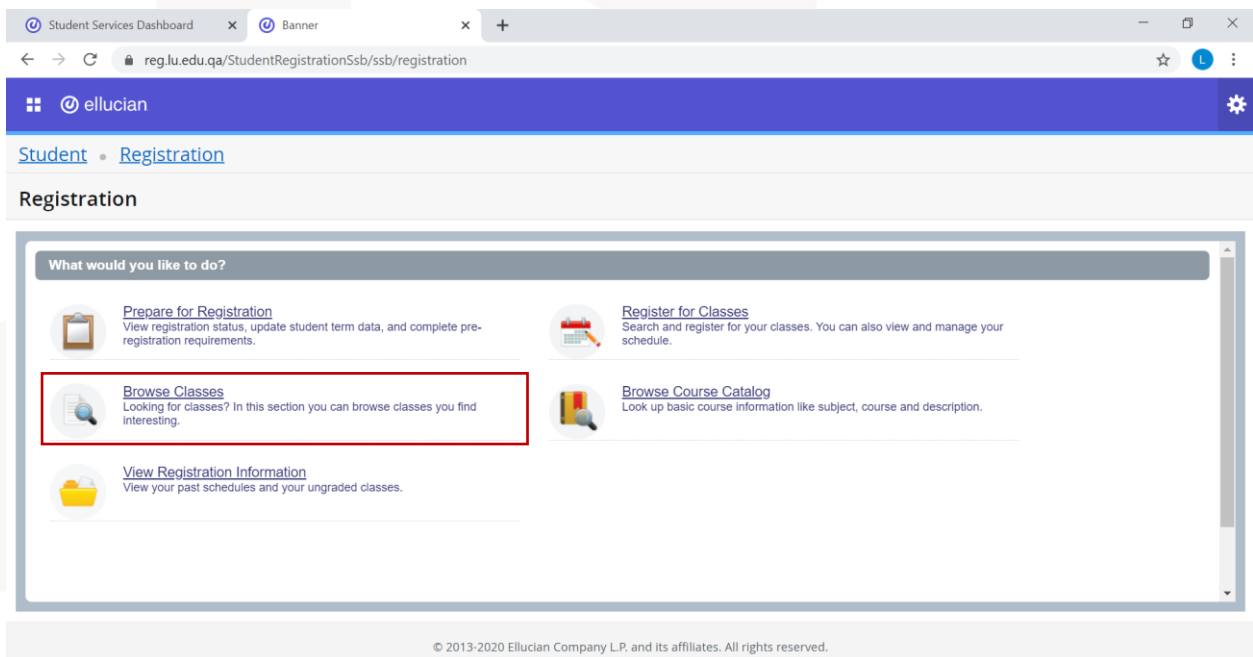
The screenshot shows a web browser window with the URL <https://reg.lu.edu.qa/StudentRegistrationSsb/ssb/prepareRegistration/prepareRegistration>. The page title is "Prepare for Registration". Under the "Registration Status" section, the term is "Summer 2020-2021". Three green checkmarks indicate that the student's status, academic status, and holds all permit registration. A blue information bar states "Your class standing for registration purposes is Freshman". To the right, the "Primary Curriculum" details are listed: Level: Undergraduate, College: College of Commerce and Bus, Degree: Bachelor of Arts, Program: Bachelor in Mrkt & distr Tech, Campus: Male Campus, Catalog Term: Fall 2020, Admit Term: Fall 2020, Major: Marketing & distribution Tech, and Department: Marketing & distribution Tech.

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.

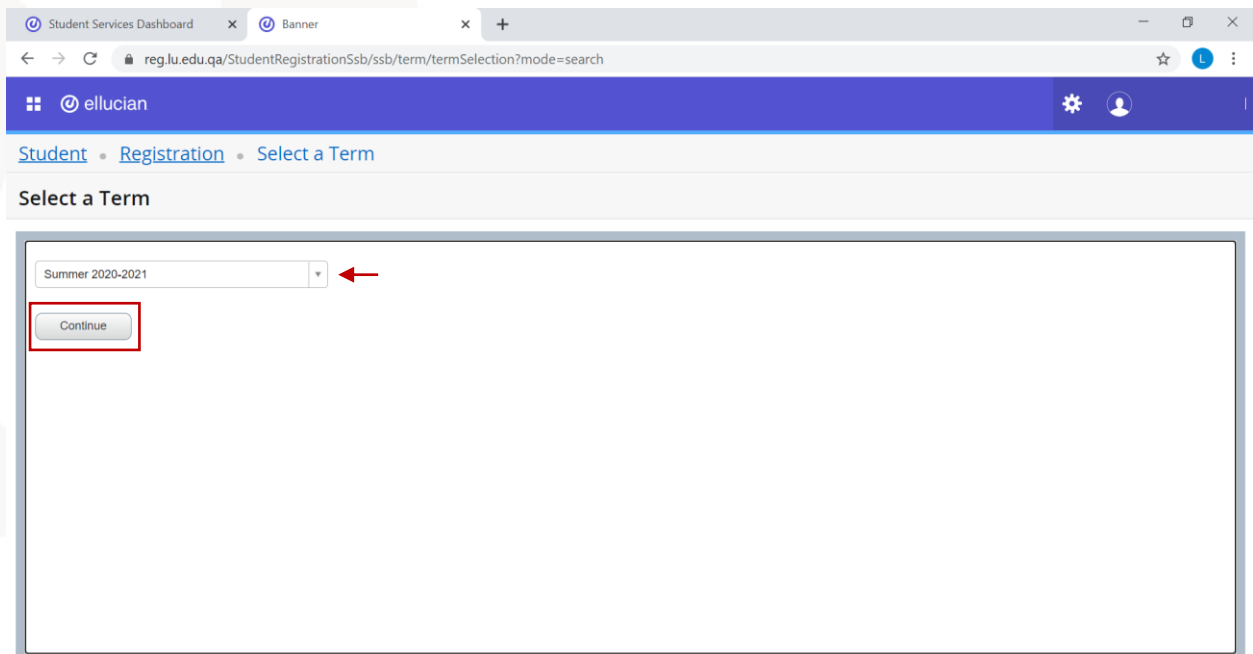


The screenshot shows the same Banner registration status page, but with a red warning sign next to the holds section. The term is "Summer 2020-2021". Two green checkmarks indicate that the student's status and academic status (Good Standing) permit registration. A red warning sign with an exclamation mark indicates "You have holds which prevent registration." A red-bordered box highlights the details of the "Finance Hold": Reason: amount due, Originator: Registrar, and Processes Affected: Registration, Transcript, Graduation, Grades, Evaluation. Below this, the "Earned Hours" section shows "You have Earned Hours for Level: Undergraduate, Institution Hours: 12, Transfer Hours: 0". The "Primary Curriculum" details are also visible: Level: Undergraduate, College: College of Law, Degree: Bachelor, Program: Bachelor in Private Law, Campus: Female Campus, Catalog Term: Fall 2020, Admit Term: Fall 2020, Admit Type: Standard, Major: Private Law, and Department: Private Law.

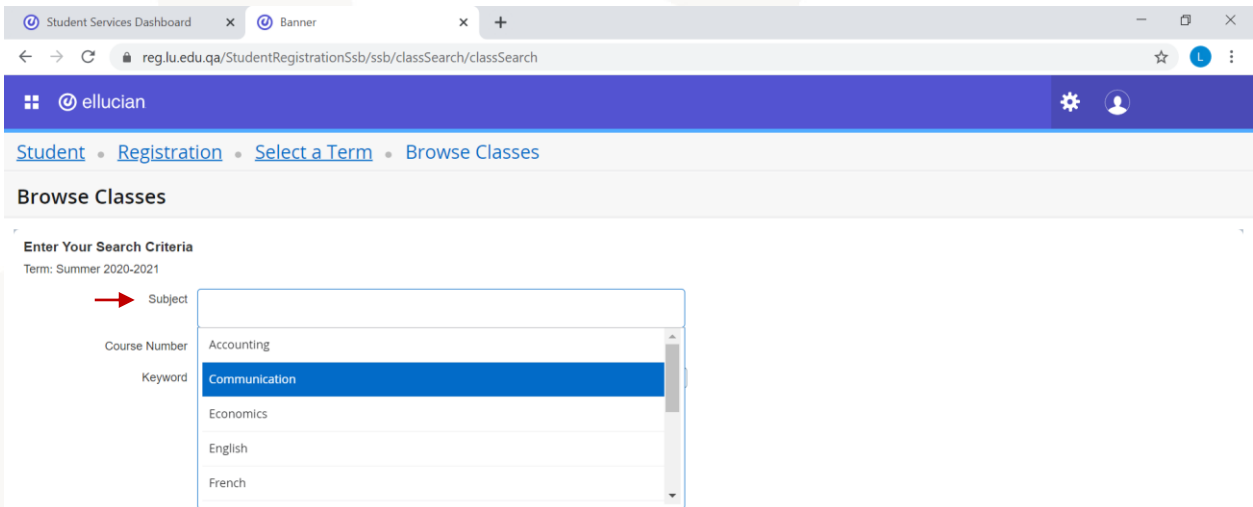
2. Browse Classes



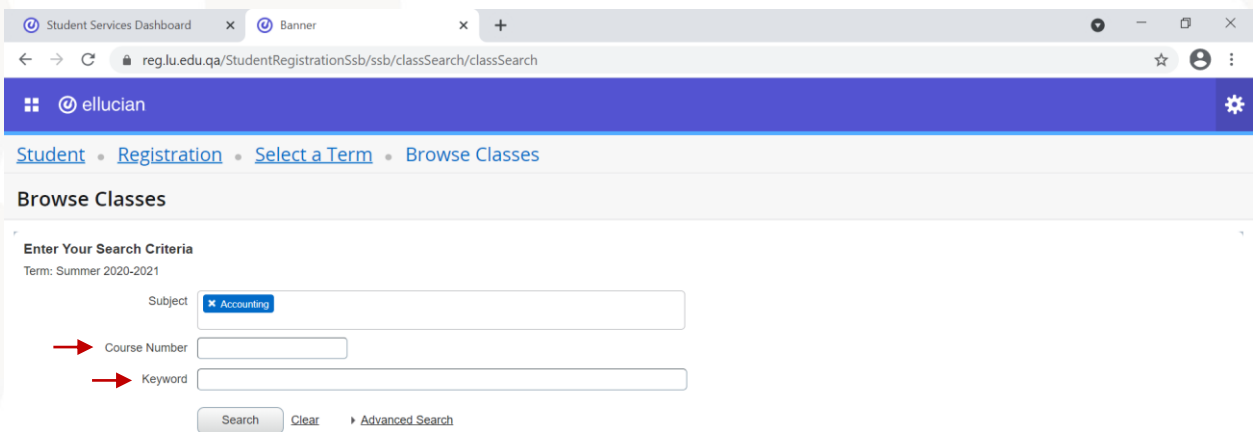
To browse the classes/sections that will be available for registration when it starts, you can choose the option (Browse Classes). After that, you need to specify the term that you want to view available courses in, then click "Continue".



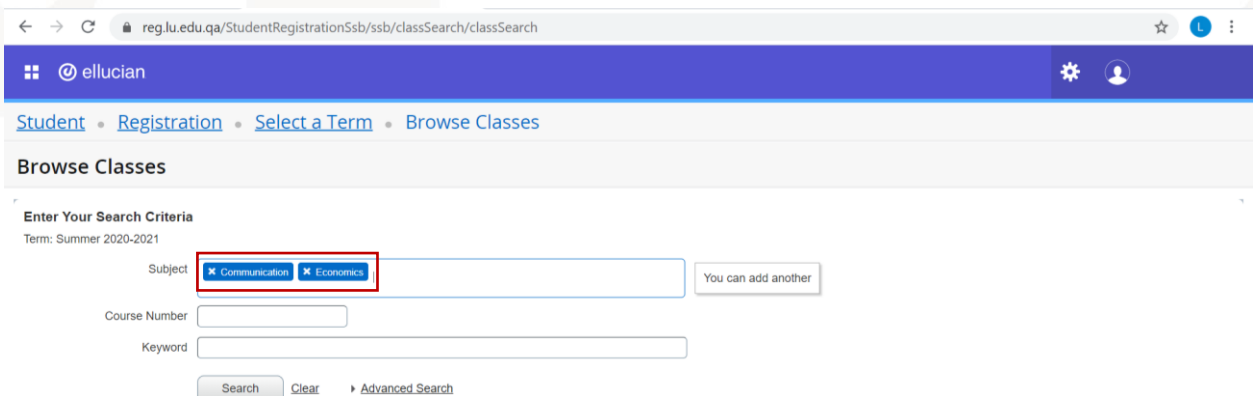
After that, you will see the search criteria. You can choose the course name from the (Subject) menu.



Also, you can insert the course details in other fields such as the course number or keywords.



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



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

Student Services Dashboard | Banner | reg.lu.edu.qa/StudentRegistrationSsb/ssb/classSearch/classSearch

ellucian

Student | Registration | Select a Term | Browse Classes

Browse Classes

Enter Your Search Criteria
Term: Summer 2020-2021

Subject:

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.

Student Services Dashboard | Banner | reg.lu.edu.qa/StudentRegistrationSsb/ssb/classSearch/classSearch

ellucian

Student | Registration | Select a Term | Browse Classes

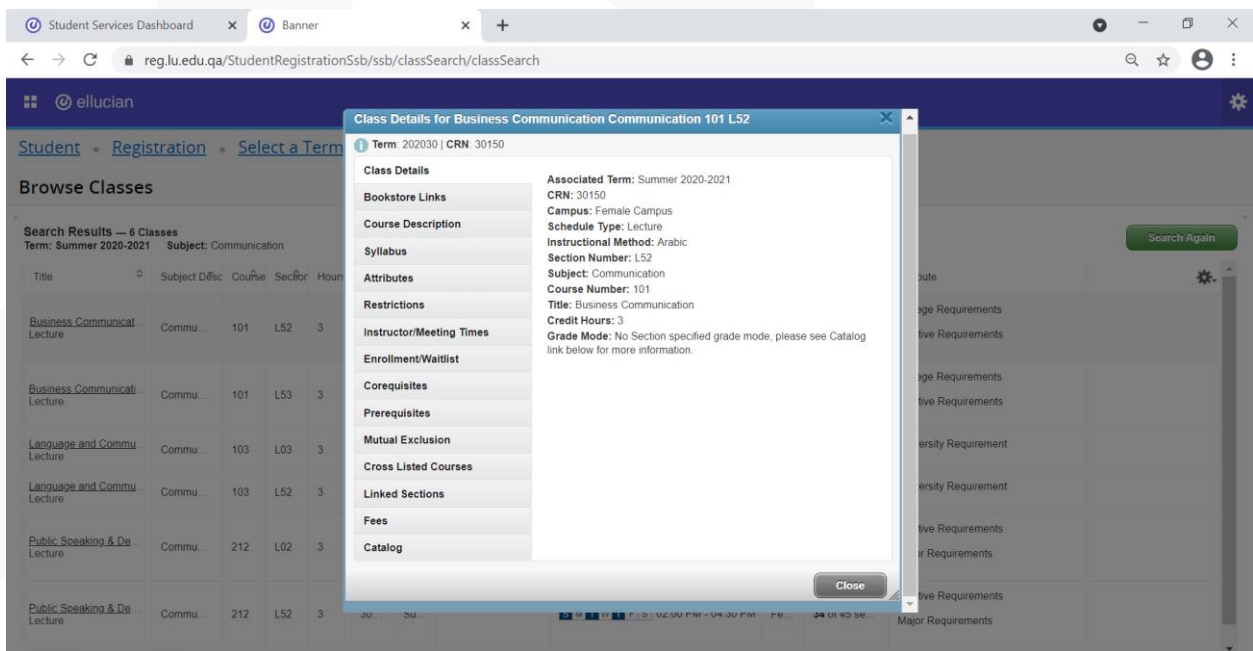
Browse Classes

Search Results — 8 Classes
Term: Summer 2020-2021 Subject: Communication

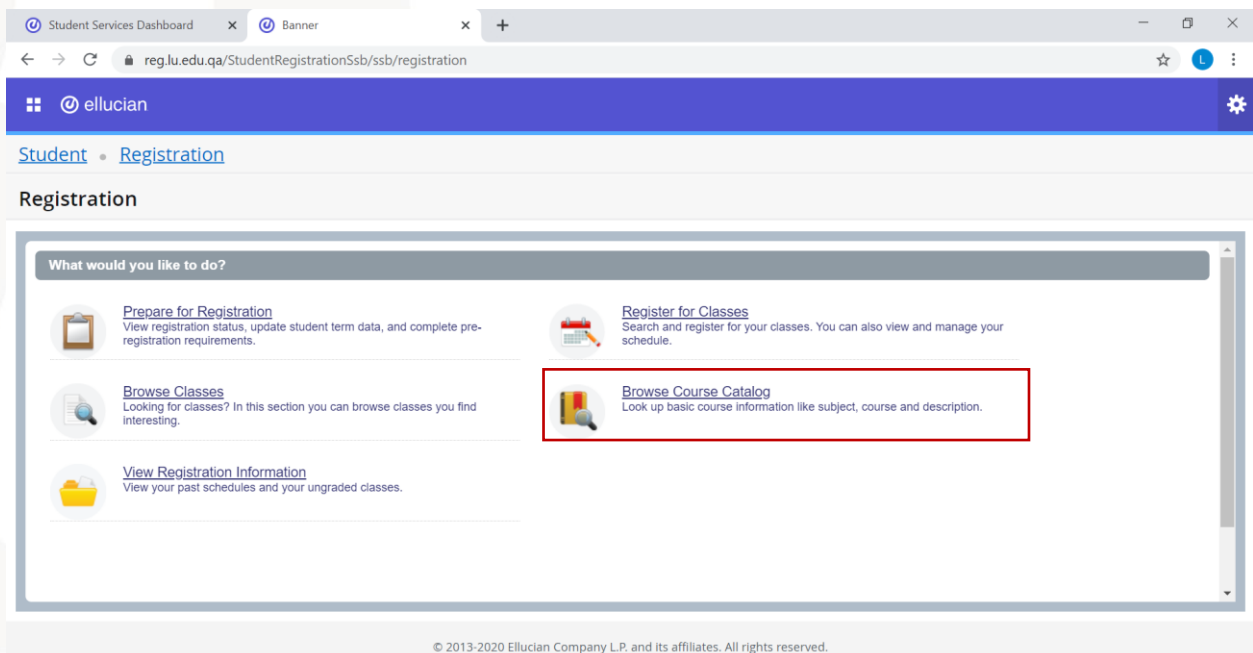
Title	Subject	Course	Section	CRN	Hours	Campus	Instructor	Meeting Times	Status
Business Communication Lecture	CO...	101	L01	30140	3	Mal...		S M T W T F S 12:00 PM - 01:50 PM Type: C	59 of 60 seats ...
Business Communication Lecture	CO...	101	L50	30131	3	Fe...		S M T W T F S 12:00 PM - 01:50 PM Type: C	40 of 45 seats ...
Business Communication Lecture	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 ...
Language and Communica... Lecture	CO...	103	L01	30129	3	Mal...	Ahmed, Ghada (Prim...	S M T W T F S 12:00 PM - 01:50 PM Type: C	57 of 60 seats ...
Language and Communica... Lecture	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 ...
Language and Communica... Lecture	CO...	103	L51	30128	3	Fe...		S M T W T F S 11:00 AM - 01:50 PM Type: C	44 of 45 seats ...
Public Speaking & Debating Lecture	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 ...
Public Speaking & Debating Lecture	CO...	212	L50	30134	3	Fe...		S M T W T F S 02:00 PM - 03:50 PM Type: C	33 of 45 seats ...

Page 1 of 1 | 10 Per Page | Records: 8

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

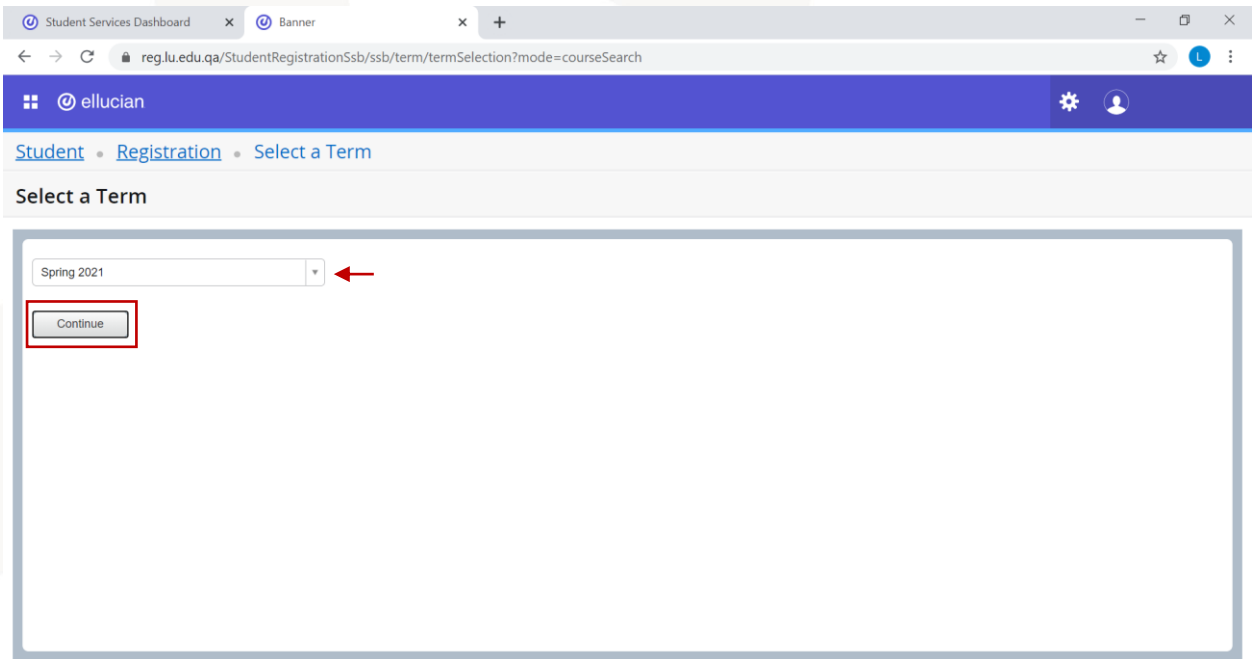


3. Browse course catalog

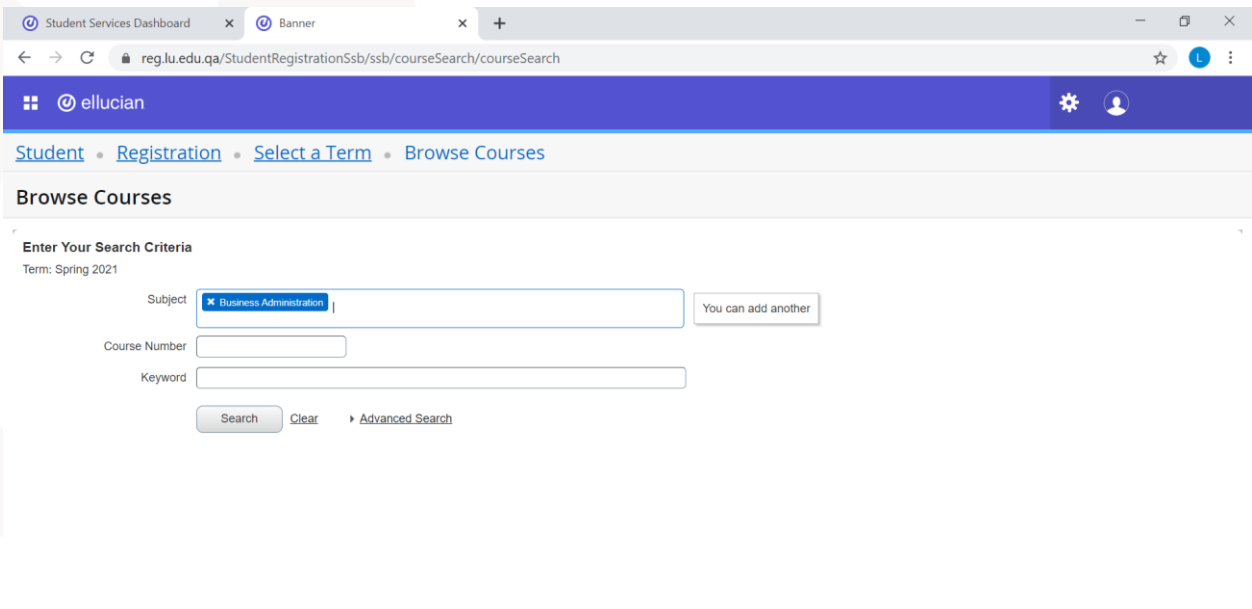


To browse the available courses in any term, you can choose the option (Browse Course Catalog).

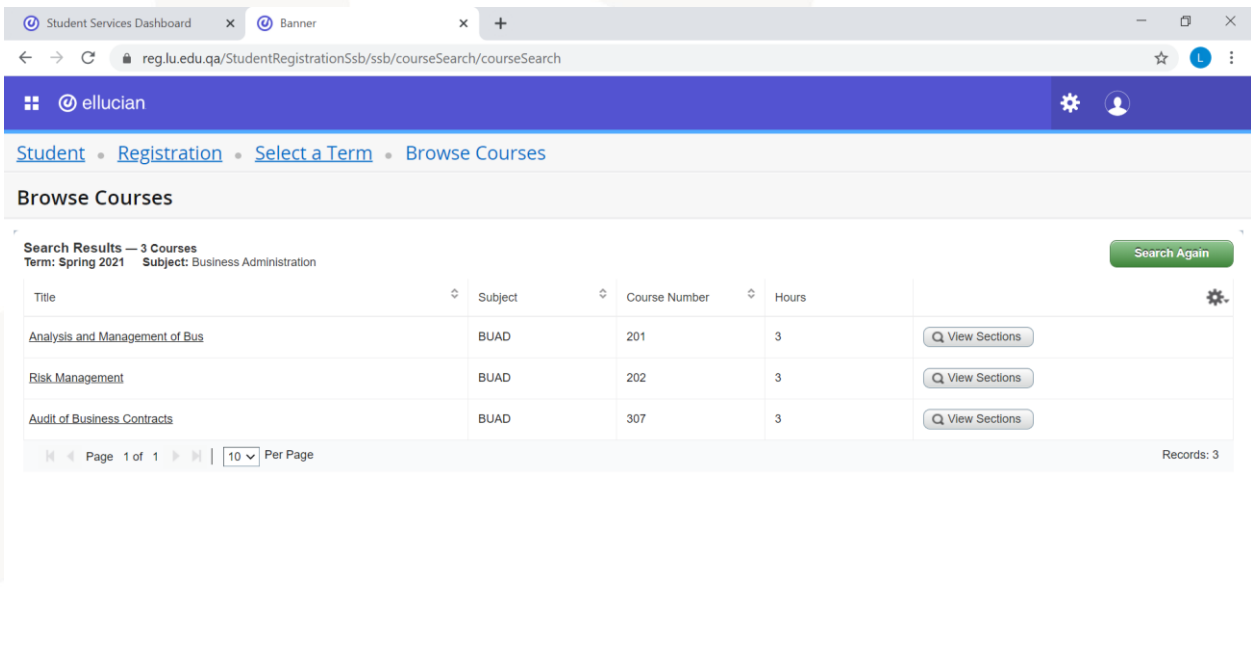
After choosing this option, you need to select the term, then click "Continue".



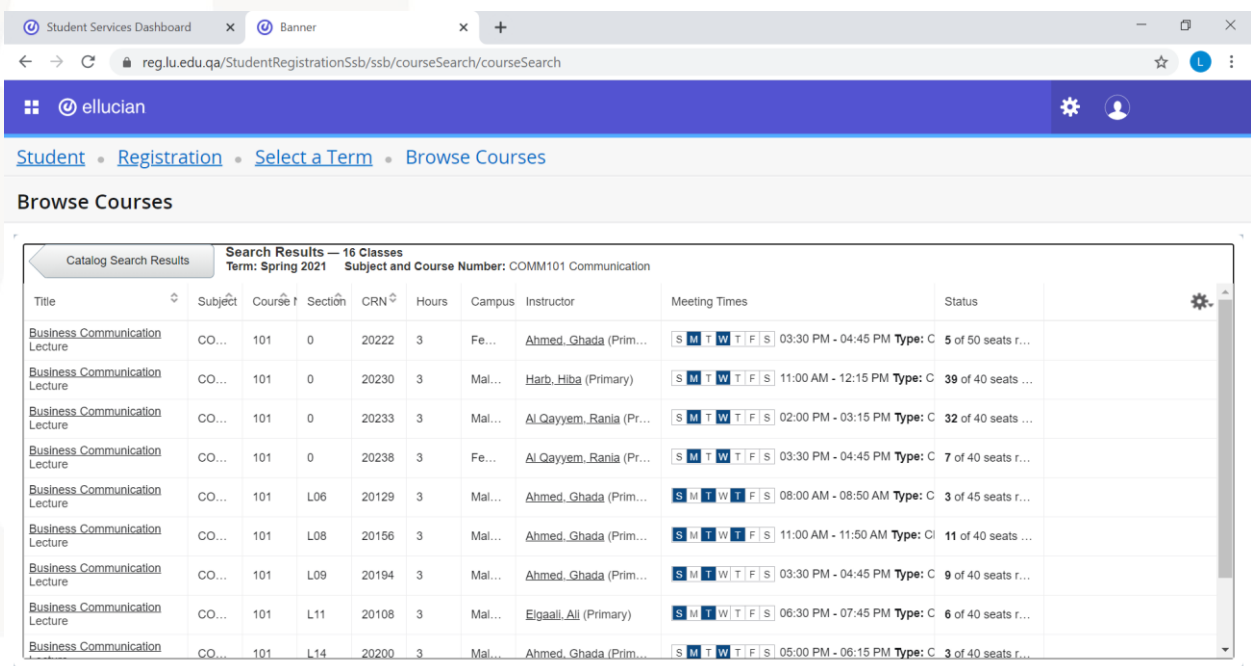
After that, you will see the search criteria. You can choose the course name from the (Subject) menu. Also, you can add additional details such as the course number or keywords. Then, click "Search".



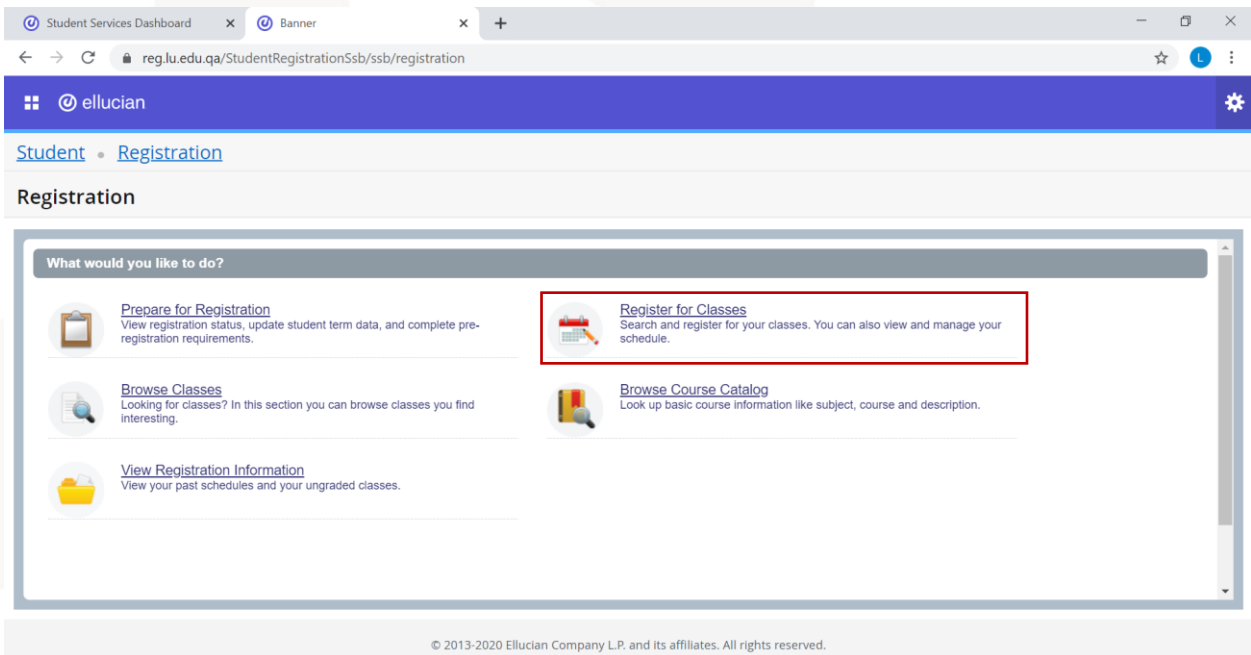
After that, you will see a list of the courses based on the search criteria you specified.



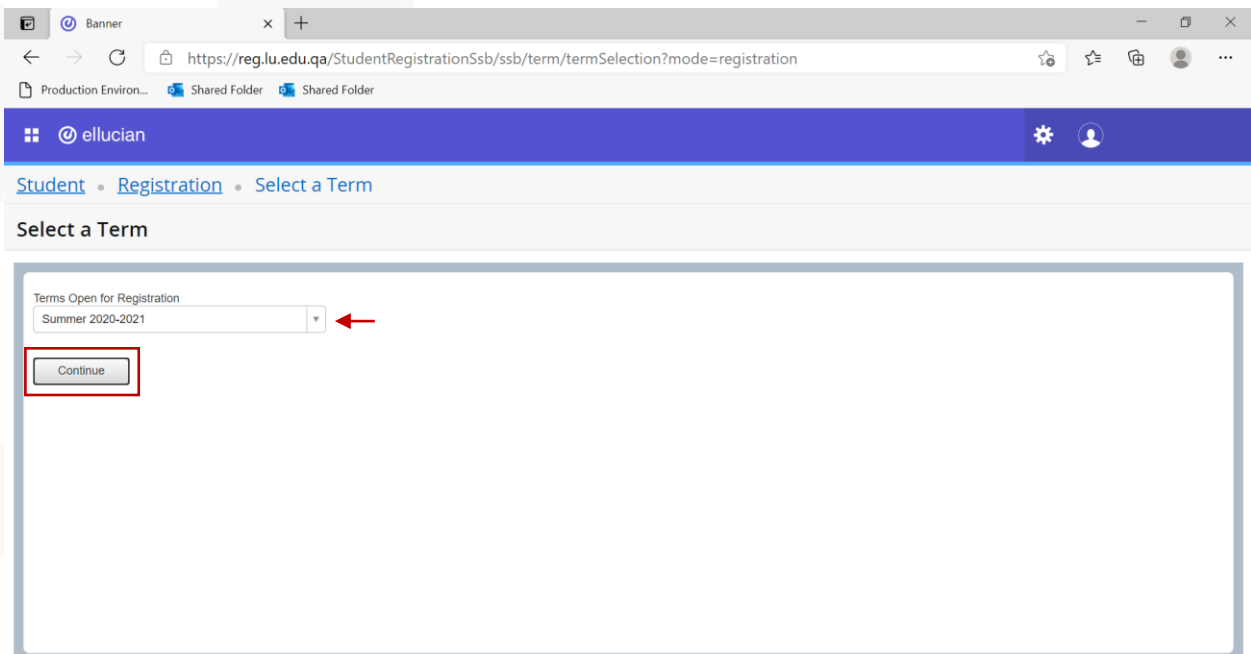
To check the available sections for any course, you can click on the option “View Sections” next to the course and the list of sections with their details will appear.



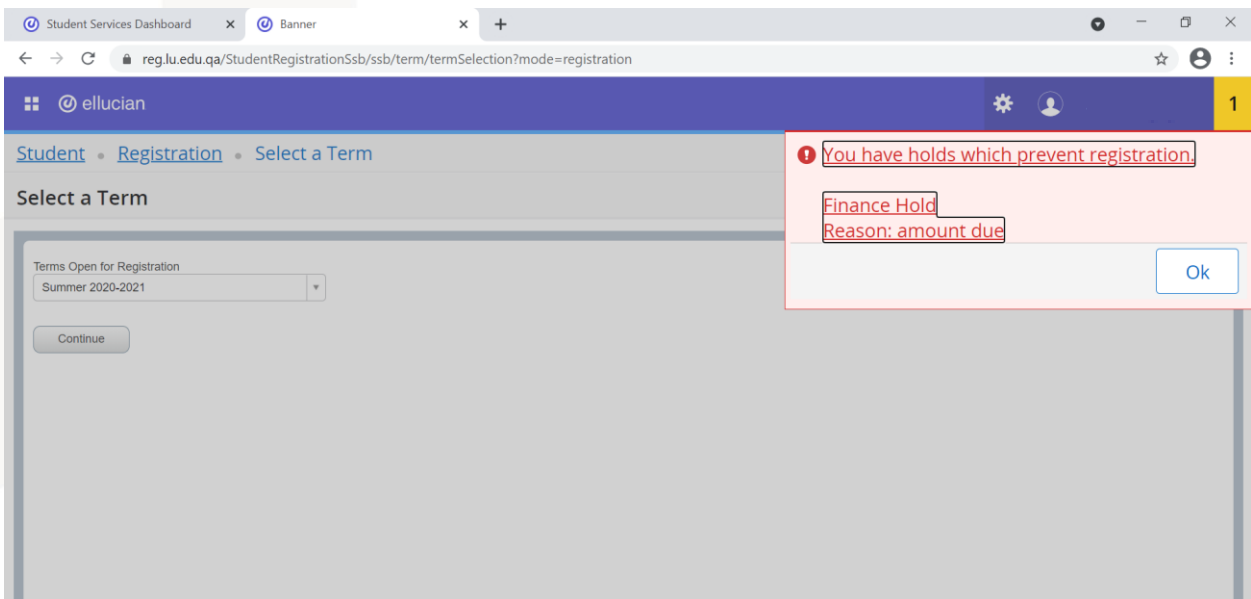
4. Register for classes



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".



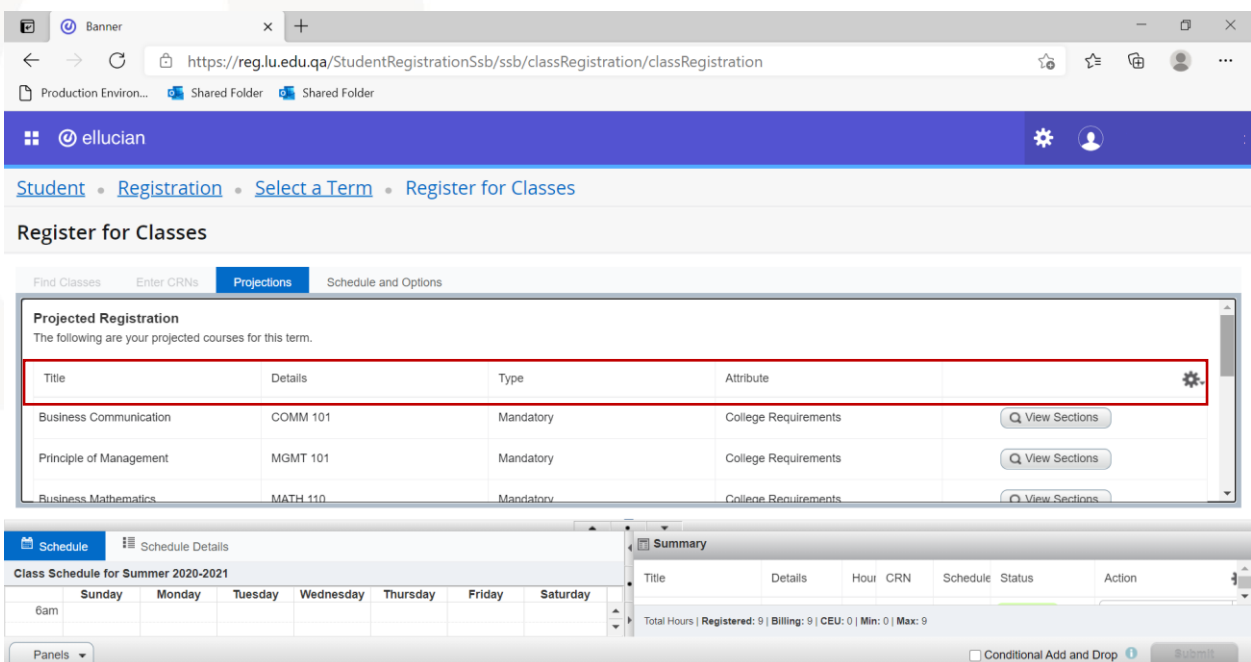
Note: If there is any hold that prevents you from registration, you will get a notification at the top right corner of the page including the hold type. For example, in the following picture there is a finance hold that prevents the student from registration.



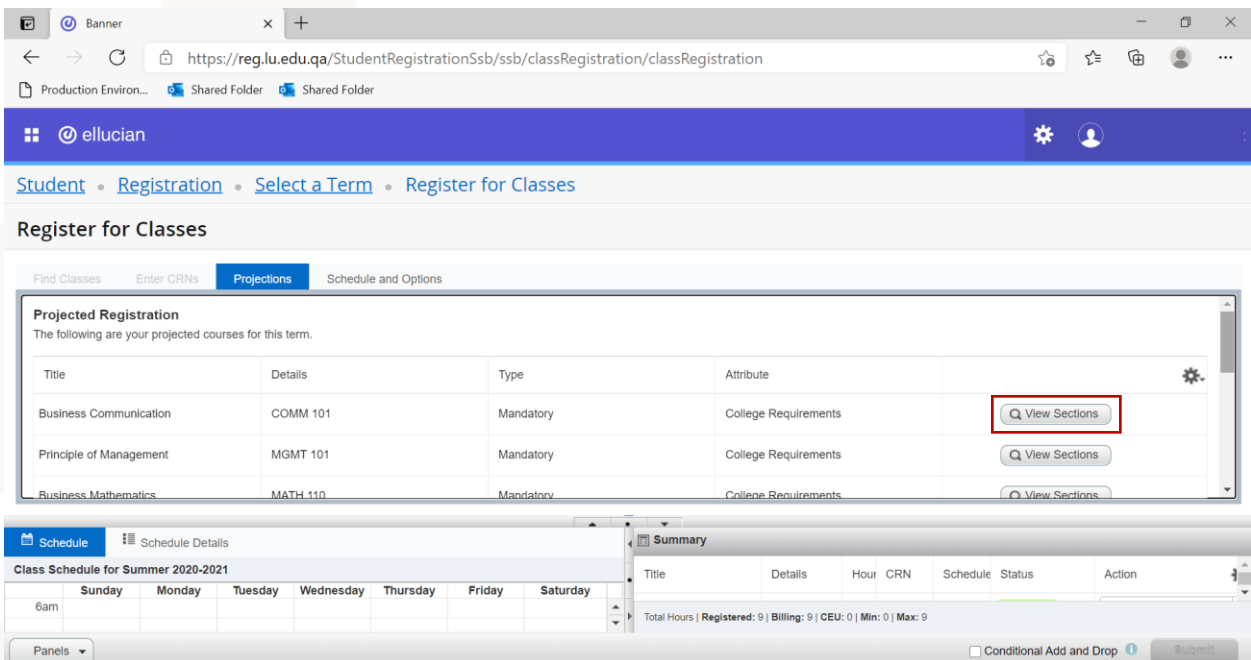
If there is no hold on your account, you will be directed to the registration page.

Projections:

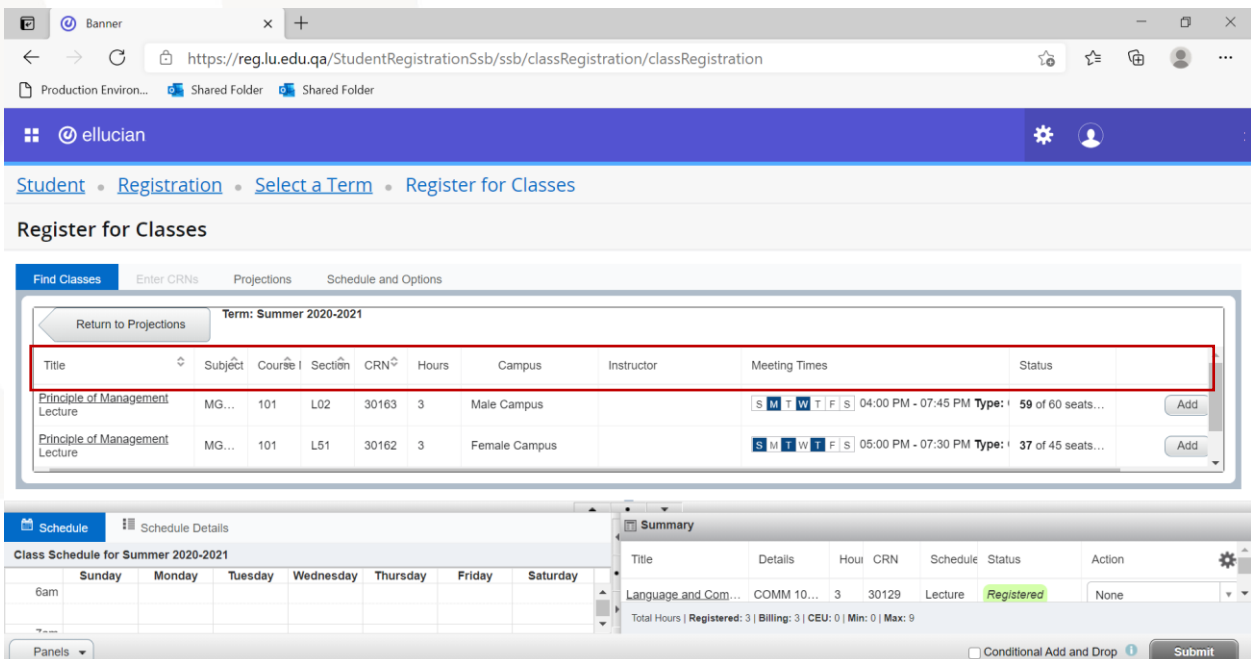
Through the projection tab, you will see the list of courses you can register in the term you specified based on your study plan. This list includes the courses with some details such as the course name, number, type (Mandatory or Optional) and the attribute (College requirement, university requirement...etc.).



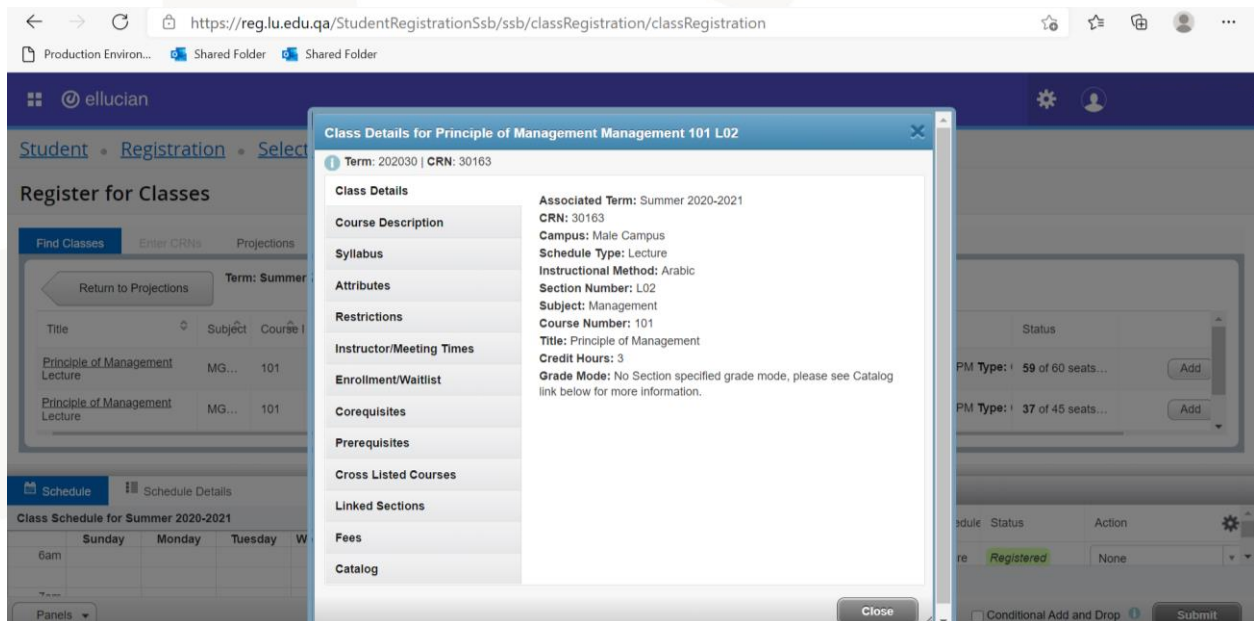
To check the available sections for any course, click on "View Sections" next to the course name.



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



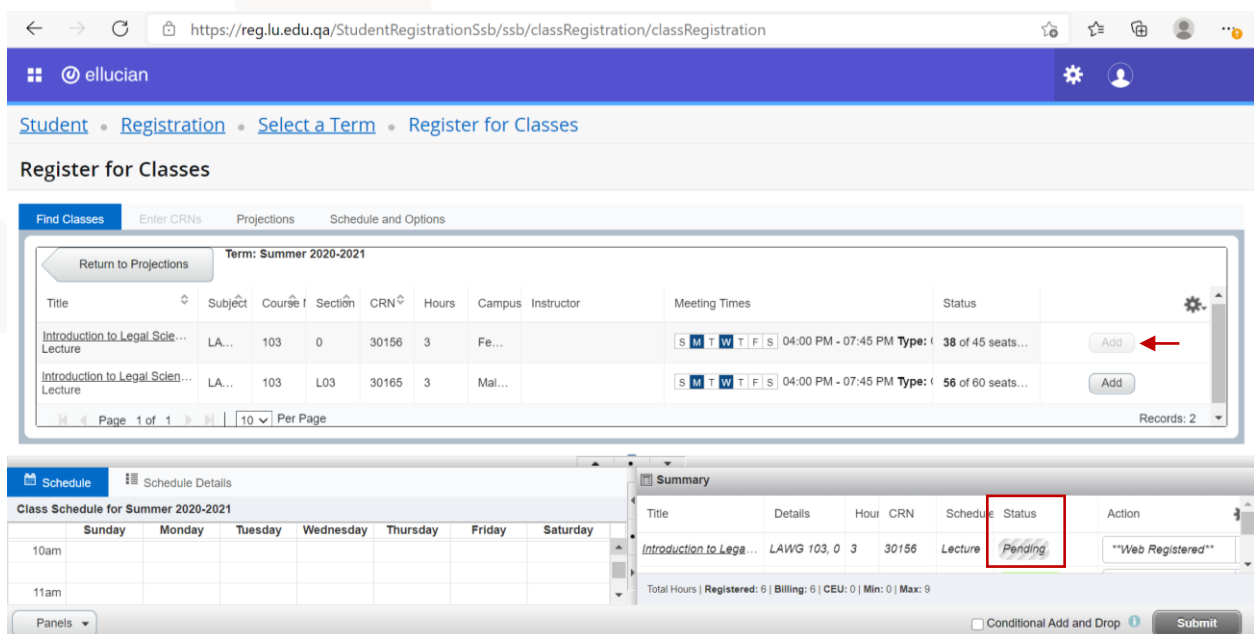
To check additional details about the course such as the teaching language, you can click on the course name of the section you want, and a pop-up window will appear with all additional details for the section.



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.



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.

The screenshot shows the 'Register for Classes' page for the Summer 2020-2021 term. A red box highlights the 'Return to Projections' button. Below it is a table of available classes:

Title	Subject	Course #	Section	CRN	Hours	Campus	Instructor	Meeting Times	Status
History of Qatar Lecture	HIST	103	L53	30145	3	Fe...		S M T W T F S 08:00 AM - 10:30 AM Type: C 7 of 45 seats r...	Add
History of Qatar Lecture	HIST	103	L54	30146	3	Fe...		S M T W T F S 08:00 AM - 11:45 AM Type: C 39 of 45 seats...	Add

Below the table is a 'Class Schedule for Summer 2020-2021' grid showing time slots from 8am to 6am across the days of the week. A 'Summary' panel on the right shows details for a selected class: 'History of Qatar' (HIST 103, Section 3, CRN 30145) with a status of 'Pending' and a 'Web Registered' button.

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.

This screenshot shows the same 'Register for Classes' page. A red box highlights a warning message next to the 'Add' button for the 'Principle of Management' class (Section L51, CRN 30162): '37 of 45 seats... Time Conflict!'. The 'Summary' panel on the right shows a different class, 'Business Mathemat...' (MATH 110, Section 0, CRN 30155) with a status of 'Deleted'.

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 Banner registration interface. At the top, the navigation path is **Student** • **Registration** • **Select a Term** • **Register for Classes**. The main heading is **Register for Classes**. Below this, there are tabs for **Find Classes**, **Enter CRNs**, **Projections**, and **Schedule and Options**. The **Term: Summer 2020-2021** is selected. A search bar is present with fields for Title, Subject, Course #, Section, CRN, Hours, Campus, Instructor, Meeting Times, and Status. Below the search bar, there are two main panels: **Schedule** and **Summary**. The **Schedule** panel shows a grid for the **Class Schedule for Summer 2020-2021** with columns for days of the week and rows for times (6am, 7am, 8am). The **Summary** panel is a table with columns: Title, Details, Hour, CRN, Schedule, Status, and Action. It lists three classes: *History of Qatar* (HIST 103, 3, 30145, Lecture, Pending), *English I* (ENGL 101, 3, 30141, Lecture, Pending), and *Business Mathemat...* (MATH 110, 3, 30155, Lecture, Pending). Each class has a dropdown menu in the Action column with the option **Web Registered**. At the bottom right, there is a **Submit** button.

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

This screenshot is similar to the previous one, showing the same registration interface. The **Summary** table is visible, showing the same three classes with their respective details and 'Pending' status. The **Action** column for each class shows the **Web Registered** option. At the bottom right, the **Submit** button is highlighted with a red arrow, indicating the final step to complete the registration. The **Schedule** panel is also visible, showing the class schedule for Summer 2020-2021.

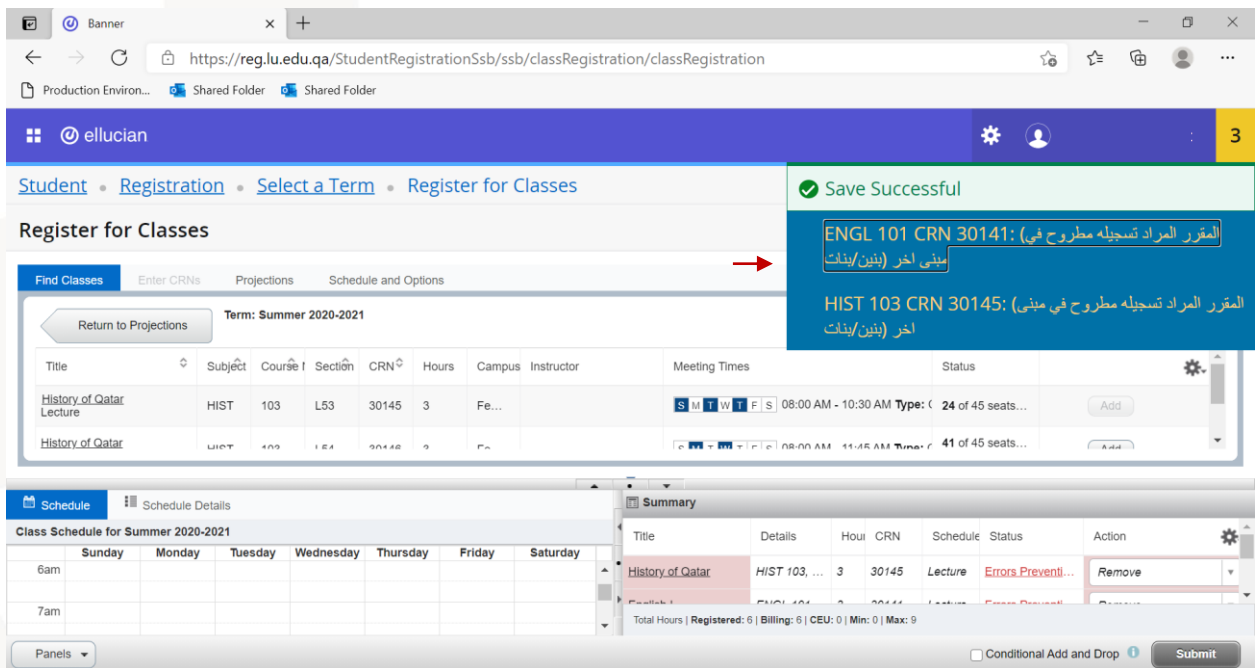
If registration is completed successfully, you will get a notification "Save Successful" at the top right corner of the page. Also, the status of the sections will be "Registered" in the Summary window.

The screenshot shows the ellucian registration interface. At the top, a green notification bar reads "Save Successful" with a checkmark icon. The breadcrumb trail is "Student • Registration • Select a Term • Register for Classes". Below this, the "Register for Classes" section is active. A table lists available classes for the "Term: Summer 2020-2021". One class, "Principles of Macroeconomics Lecture", is highlighted. Below the table, the "Schedule" tab is selected, showing a weekly class schedule. To the right, the "Summary" window displays a table of registered classes. The "Status" column for the "Principles of Macroeconomics" class is highlighted with a red box and contains the word "Registered".

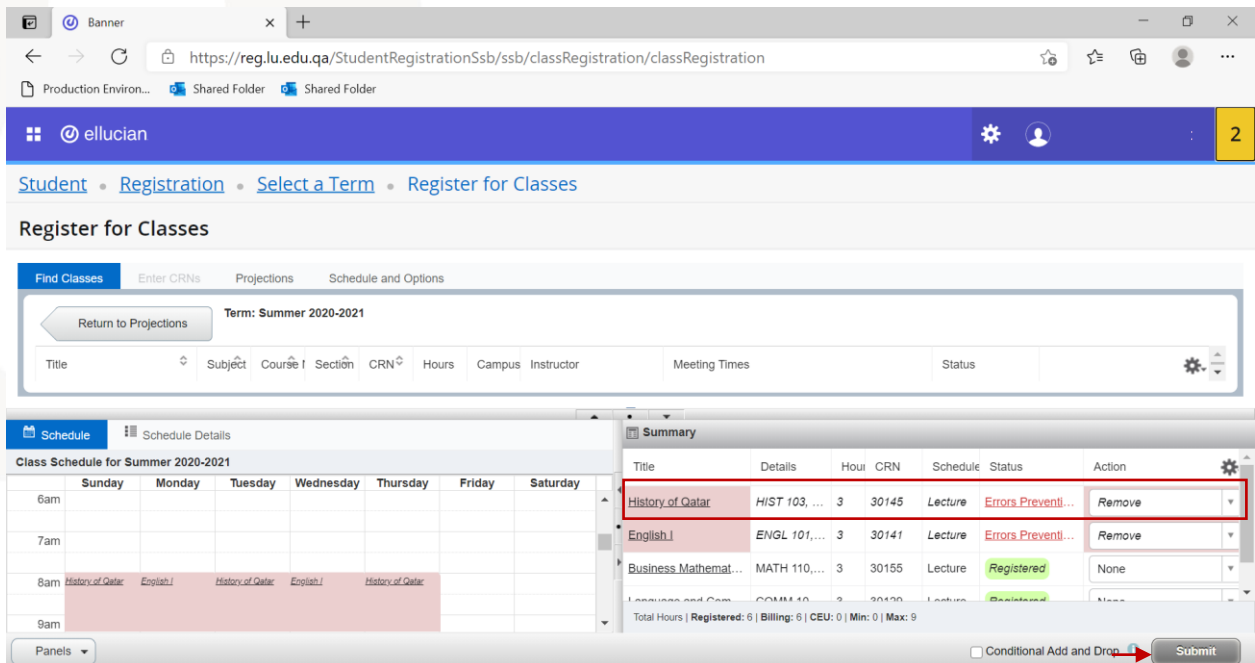
Also, your schedule will appear in the "Schedule" tab.

This screenshot shows the same registration interface, but with the "Schedule" tab selected. The "Schedule" tab is highlighted with a red box. The "Class Schedule for Summer 2020-2021" is displayed as a grid. The "Principles of Macroeconomics" class is scheduled for Sunday at 2pm, Tuesday at 2pm, and Thursday at 2pm. The "Business Mathematics" class is scheduled for Monday at 4pm and Wednesday at 4pm. A red arrow points to the Thursday 2pm slot. The "Summary" window on the right shows the same list of registered classes as in the previous screenshot, with "Registered" status for each.

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".



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 Banner registration system interface. The main page is titled "Register for Classes" and includes tabs for "Find Classes", "Enter CRNs", "Projections", and "Schedule and Options". A table lists available classes, with "Principle of Management" selected. Below this, a "Schedule" tab shows a weekly class schedule for Summer 2020-2021. A "Summary" window is open, displaying a list of registered courses. The "Action" column for the first course, "Business Mathemat...", has a dropdown menu with "DROP" selected and highlighted by a red box. A red arrow points to the "Submit" button at the bottom right of the Summary window.

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

The screenshot shows the Banner registration system interface with the "Schedule Details" tab selected and highlighted by a red box. The "Summary" window is also open, showing a list of registered courses. The "Schedule Details" window displays information for "Principles of Macroeconomics | Economics 202 Section 0", including the class begin and end times (06/06/2021 to 07/15/2021), location (Main Building Room: A-205), and instructor. The "Status" is "Registered". A message in Arabic is displayed at the bottom of the Schedule Details window. A red arrow points to the "Submit" button at the bottom right of the Summary window.

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.

The screenshot shows the Banner registration system interface. At the top, there is a navigation bar with the ellucian logo and user profile. Below it, a breadcrumb trail reads: Student • Registration • Select a Term • Register for Classes. The main heading is "Register for Classes". There are four tabs: "Find Classes" (active), "Enter CRNs", "Projections", and "Schedule and Options". A table displays class information for the term "Summer 2020-2021". The table has columns for Title, Subject, Course, Section, CRN, Hours, Campus, Instructor, Meeting Times, and Status. One row is visible for "Principles of Macroeconom... Lecture". At the bottom left, a "Panels" dropdown menu is highlighted with a red box. At the bottom right, there is a "Submit" button and a checkbox for "Conditional Add and Drop".

Title	Subject	Course	Section	CRN	Hours	Campus	Instructor	Meeting Times	Status
Principles of Macroeconom... Lecture	ECON	202	0	30160	3	Mal...		S M T W T F S 02:00 PM - 04:30 PM Type: C	58 of 60 seats... Add

Schedule:

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

The screenshot shows the Banner registration system interface with the "Schedule and Options" tab selected and highlighted with a red box. The main heading is "Register for Classes". Below the tabs, a table displays the user's schedule for the term "Summer 2020-2021". The table has columns for Title, Details, Hours, CRN, Schedule Type, Grade Mode, Level, Study Path, Date, Status, and Message. Three rows are visible, all with a status of "Registered".

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	**03/30/202...
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...

Below the table, there is a "Schedule" section with a "Schedule Details" button. The details for "Business Mathematics" are shown: Mathematics 110 Section L02 | Class Begin: 06/06/2021 | Class End: 07/15/2021. A green "Registered" badge is visible. At the bottom, there is a "Panels" dropdown menu and a "Submit" button.

5. View Registration Information

Student Services Dashboard x Banner x +

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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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.

Banner x +

https://reg.lu.edu.qa/StudentRegistrationSsb/ssb/registrationHistory/registrationHistory

Production Environ... Shared Folder Shared Folder

ellucian

Student • Registration • View Registration Information

View Registration Information

Look up a Schedule Active Registrations

Class Schedule

Term: Summer 2020-2021

Title	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
Business...	01155	Lecture	Standard	Undergraduate	Full Term	None	03/30/2021	Registered	**03/30/20...
Language and Communic...	COMM 103, L01 3 30129	Lecture	Standard	Undergraduate	Full Term	None	03/08/2021	Registered	**03/08/20...

Schedule Schedule Details

Class Schedule for Summer 2020-2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2pm			Principles of Macroeconomics		Principles of Macroeconomics		
3pm							

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

The screenshot shows the Banner registration history page. The browser address bar displays <https://reg.lu.edu.qa/StudentRegistrationSsb/ssb/registrationHistory/registrationHistory>. The page title is "View Registration Information". Under the "Class Schedule" section, the term is set to "Summer 2020-2021". A table lists the following registered courses:

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
Business Mathematics	MATH 110, L02	3	30155	Lecture	Standard	Undergraduate	Full Term	None	03/30/2021	Registered	**03/30/20...
Language and Communic...	COMM 103, L01	3	30129	Lecture	Standard	Undergraduate	Full Term	None	03/08/2021	Registered	**03/08/20...

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

The screenshot shows the Banner registration history page with the weekly class schedule view selected. The term is "Summer 2020-2021". The schedule for "Principles of Macroeconomics" is as follows:

Day	Time	Course
Sunday	2pm	Principles of Macroeconomics
Tuesday	2pm	Principles of Macroeconomics
Thursday	2pm	Principles of Macroeconomics

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

The screenshot shows the 'View Registration Information' page on the ellucian system. At the top, there are navigation links for 'Student', 'Registration', and 'View Registration Information'. Below this, there are two tabs: 'Look up a Schedule' and 'Active Registrations'. The 'Active Registrations' tab is selected. Underneath, there is a 'Class Schedule' section with a dropdown menu set to 'Fall 2020'. A table lists the following courses:

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
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...

Below the table, there is a 'Schedule' section with a 'Schedule Details' button highlighted in red. This button leads to a detailed view for 'Culture and Society | Sociology 101 Section 005 | Class Begin: 09/06/2020 | Class End: 12/17/2020'. The status is 'Registered'. The schedule details include: 09/06/2020 - 12/10/2020, S M T W T F S, 05:00 PM - 06:15 PM, Type: Class, Location: Male Campus, Building: Main Building, Room: B-208, Instructor: Kharouh, Mustapha (Primary), CRN: 10018, and a message: **مسجل على الويب**.

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".

The screenshot shows the 'View Registration Information' page on the ellucian system. At the top, there are navigation links for 'Student', 'Registration', and 'View Registration Information'. Below this, there are two tabs: 'Look up a Schedule' and 'Active Registrations'. The 'Active Registrations' tab is selected and highlighted in red. Below the tabs, there is a message: "The following classes are not officially considered complete for transcript purposes." The page lists the following active registrations:

- Business Mathematics, Mathematics 110, Section L02**
 Term: Summer 2020-2021
 CRN: 30155
 Status: **03/30/2021** مسجل على الويب
 Schedule Type: Lecture
 Hours: 3
 Instructional Methods: Arabic
 Campus: Male Campus
 Start Date: 06/06/2021
 End Date: 07/15/2021
 Level: Undergraduate
 Instructor:
 Grade Mode: Standard
- Language and Communication, Communication 103, Section L01**
 Term: Summer 2020-2021
 CRN: 30129
 Status: **03/08/2021** مسجل على الويب
 Schedule Type: Lecture
 Hours: 3
 Instructional Methods: Arabic
 Campus: Male Campus
 Start Date: 06/06/2021
 End Date: 07/15/2021
 Level: Undergraduate
 Instructor:
 Grade Mode: Standard
- Principles of Macroeconomics, Economics 202, Section 0**

Academic Services

Student Services

Hello

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.

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.

Production Environment Links | لوحة معلومات الخدمات الطلابية | View Status of Service Request

ssom.lu.edu.qa/prod/bvgkptcl.P_DisableView_Protocols

Sign Out | Help

Browse

Student | Service Menu

Find a page...

View Status of Service Request

Home > Service Menu > View Status of Service Request

Mar 22, 2021 02:07 pm

Service Number	Estimated Delivery Date	Entry Date	Service	Delivery Date	Status	Payment Date
35	Sep 16, 2020	Sep 12, 2020	Student Employment Program- برنامج التوظيف الطلابي	No Delivery Date	Rejected- تم الرفض	
New	Request a new Service					

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RELEASE: 8.5.5 [BSC:8.5.5] SITE MAP

To submit new academic service request, click on the option (New).

The screenshot shows the 'View Status of Service Request' page. At the top, there is a navigation bar with 'Student' and 'Service Menu' tabs. Below the navigation bar, the page title is 'View Status of Service Request'. A breadcrumb trail shows 'Home > Service Menu > View Status of Service Request'. The main content area is titled 'Requested Services' and contains a table with the following columns: Service Number, Estimated Delivery Date, Entry Date, Service, Delivery Date, Status, and Payment Date. The table has one row with the following data: Service Number 35, Estimated Delivery Date Sep 16, 2020, Entry Date Sep 12, 2020, Service Student Employment Program- برنامج التوظيف الطلابي, Delivery Date No Delivery Date, Status Rejected- تم الرفض, and Payment Date. A 'New' button is highlighted with a red box. Below the table, there is a footer with the text '2021 Ellucian Company L.P. and its affiliates.' and 'RELEASE: 8.5.5 [BSC:8.5.5]'.

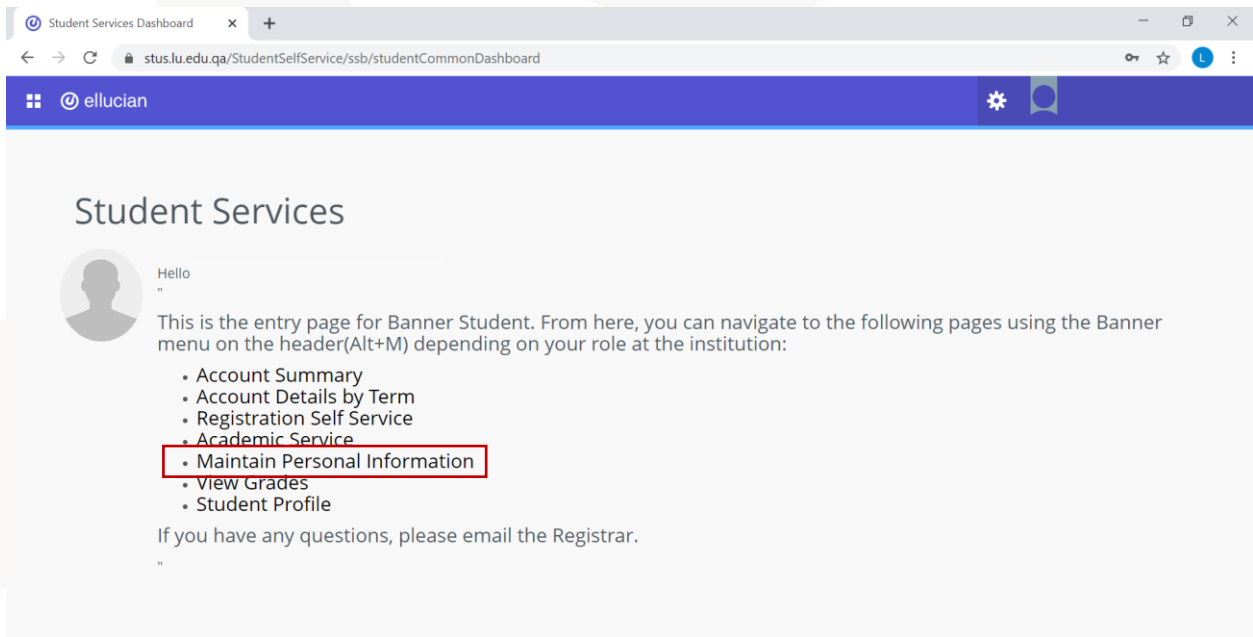
After that, a list of all available services will appear.

The screenshot shows the 'Request for Service' page. At the top, there is a navigation bar with 'Student' and 'Service Menu' tabs. Below the navigation bar, the page title is 'Request for Service'. A breadcrumb trail shows 'Home > Service Menu > Request for Service'. The main content area is titled 'Request for Service' and contains a form with a 'Service:' dropdown menu. The dropdown menu is open, showing the following options: None, None, Defer Admission- تأجيل القبول, TMC Letter- لمن يهجه الأمر (highlighted with a red box), Transcript- كشف درجات, and Withdrawal from the University- الانسحاب من الجامعة. Below the dropdown menu, there is a 'Continue' button. At the bottom of the page, there is a footer with the text '2021 Ellucian Company L.P. and its affiliates.'.

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

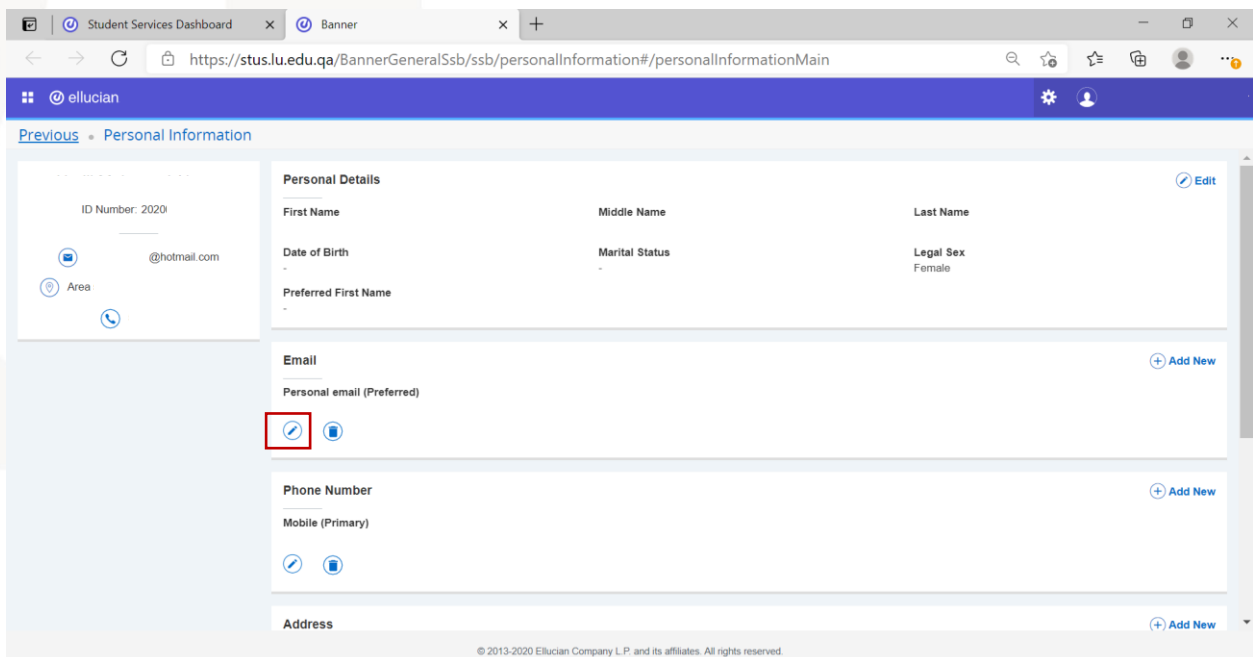
After that you need to fill the required information which is different in each service. Then, you can submit the request and the concerned section/department will check it and update its status.

Maintain Personal Information

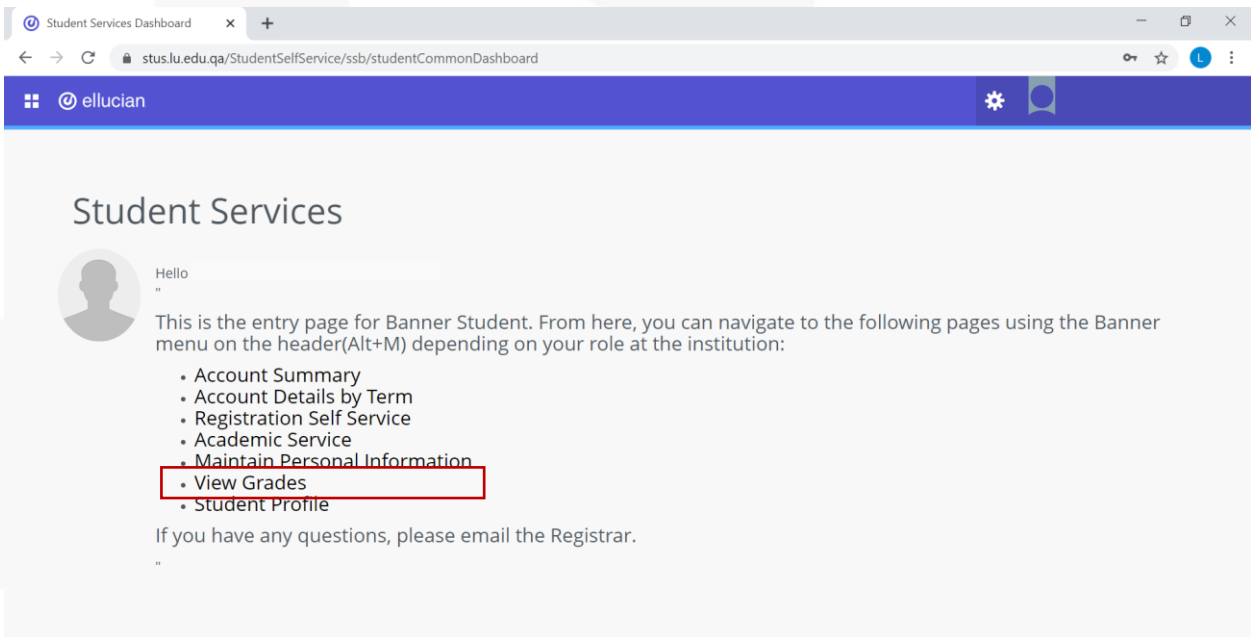


To view your personal information, you can choose the option (Maintain Personal Information).

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.



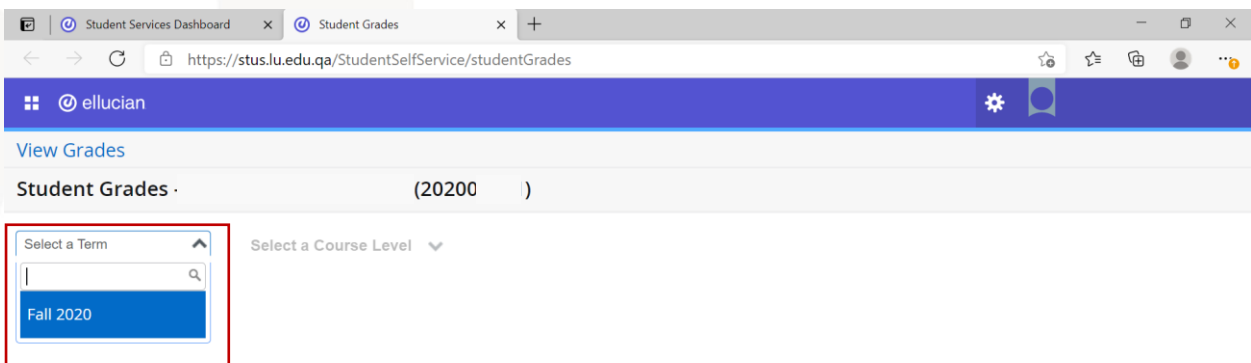
View Grades



The screenshot shows a web browser window with the URL `stus.lu.edu.qa/StudentSelfService/ssb/studentCommonDashboard`. The page header includes the 'ellucian' logo and a settings icon. The main content area is titled 'Student Services' and features a greeting 'Hello' next to a profile icon. Below the greeting, a message states: '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:'. A list of navigation options is provided, with 'View Grades' highlighted by a red rectangular box. The other options are: Account Summary, Account Details by Term, Registration Self Service, Academic Service, Maintain Personal Information, and Student Profile. A note at the bottom of the list says: 'If you have any questions, please email the Registrar.'

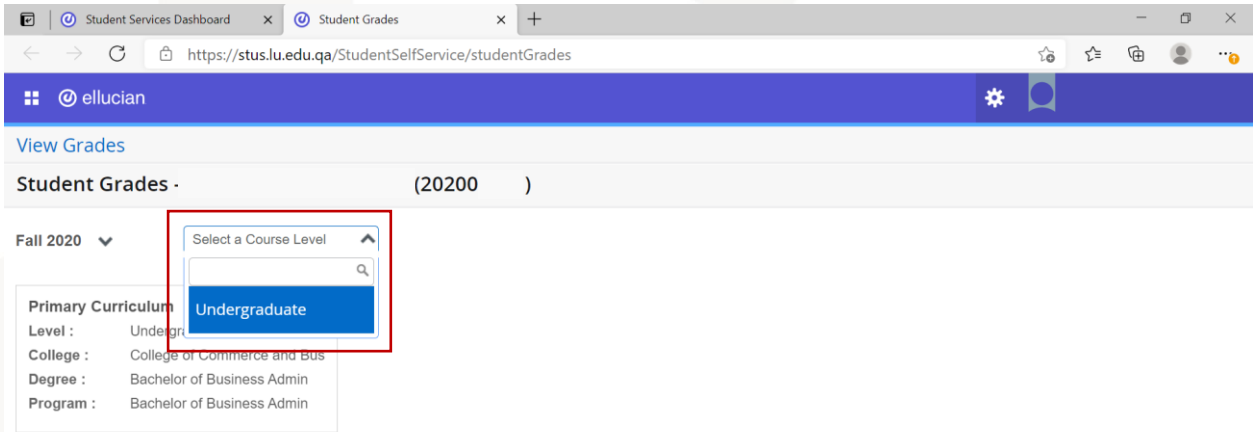
To view your final grades, you can choose the option (View Grades). After choosing this option you will be directed to a page where you need to choose the academic semester of the courses you need to view your grades in.

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

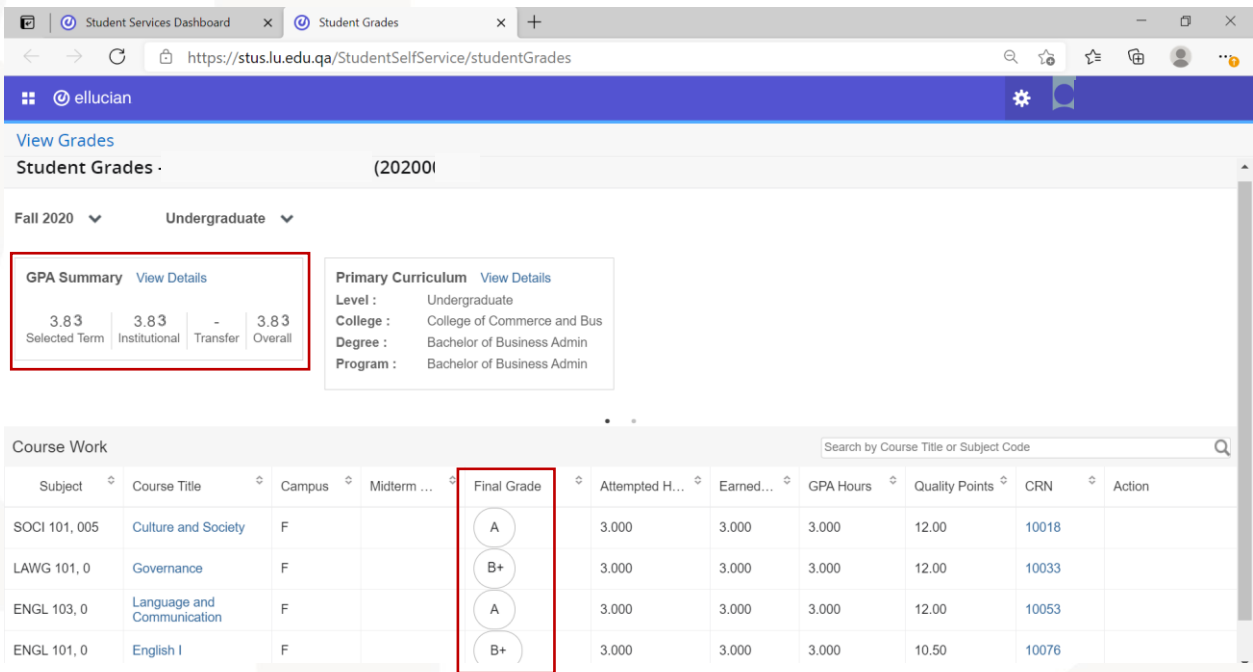


The screenshot shows a web browser window with the URL `https://stus.lu.edu.qa/StudentSelfService/studentGrades`. The page header includes the 'ellucian' logo and a settings icon. The main content area is titled 'View Grades' and features a sub-header 'Student Grades · (20200)'. Below the sub-header, there are two dropdown menus: 'Select a Term' and 'Select a Course Level'. The 'Select a Term' dropdown menu is highlighted by a red rectangular box, and the option 'Fall 2020' is selected and highlighted in blue.

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



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.



Student Profile

Student Services Dashboard

ellucian

Student Services

Hello!

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.

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

Student Services Dashboard | Student Profile

https://stus.lu.edu.qa/StudentSelfService/studentProfile

ellucian

Student Profile - (202000)

Term: Fall 2021 | Standing: Good Standing, as of Fall 2020 | Overall Hours: 12 | Overall GPA: 3.00 | Registration Notices: 4 | Holds: 0

Hadil Mahmoud Alzeer

Bio Information

Email:
Phone:
Gender:
Date of Birth:
Citizen:
Citizenship:
Emergency Contact:
Emergency Phone:

General Information

Level: Undergraduate
Class: Freshman
Campus: Female Campus
First Term Attended: Fall 2020
Last Term Attended: Fall 2020

Advisors

Advisors are not assigned for the selected term.

CURRICULUM, HOURS & GPA

Primary	Secondary	Hours & GPA
Degree:	Bachelor	
Level:	Undergraduate	
Program:	Bachelor in Private Law	
College:	College of Law	
Major:	Private Law	
Department:	Private Law	
Concentration:	Not Provided	
Admit Term:	Fall 2020	
Catalog Term:	Fall 2020	

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	Inst
General Theory of Obligations	LAWG 201 0	10139	3	**مسجل على الويب**	NC
Introduction to Islamic Law	LAWG 202 0	10142	3	**مسجل على الويب**	NC
Legal and Social Science Cur	LAWG 204 0	10156	3	**مسجل على الويب**	NC

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.

The screenshot shows the Student Profile page for Hadil Mahmoud Alzeer. The header includes the term selection dropdown, which is highlighted with a red box. The page displays various sections: Bio Information, General Information, Curriculum and Courses, Additional Links, View Grades, CURRICULUM, HOURS & GPA, and REGISTERED COURSES.

Term: Fall 2021

Standing: Good Standing, as of Fall 2020

Overall Hours: 12

Overall GPA: 3.00

Registration Notices: 4

Holds: 0

Bio Information:
 Email:
 Phone:
 Gender:
 Date of Birth:
 Citizen:
 Citizenship:
 Emergency Contact:
 Emergency Phone:

General Information:
 Level: Undergraduate
 Class: Freshman
 Campus: Female Campus
 First Term Attended: Fall 2020
 Last Term Attended: Fall 2020

Advisors:
 Advisors are not assigned for the selected term.

CURRICULUM, HOURS & GPA:

Primary	Secondary	Hours & GPA
Degree:	Bachelor	
Level:	Undergraduate	
Program:	Bachelor in Private Law	
College:	College of Law	
Major:	Private Law	
Department:	Private Law	
Concentration:	Not Provided	
Concentration:	Not Provided	
Admit Term:	Fall 2020	
Catalog Term:	Fall 2020	

REGISTERED COURSES:

Course Title	Details	CRN	Hours	Registration Status	Inst
General Theory of Obligations	LAWG 201 0	10139	3	**مسجل على الويب**	NC
Introduction to Islamic Law	LAWG 202 0	10142	3	**مسجل على الويب**	NC
Legal and Social Sciences Cur	LAWG 204 0	10156	3	**مسجل على الويب**	NC

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

The screenshot shows the Student Profile page for Hadil Mahmoud Alzeer. The header area is highlighted with a red box, showing the term selection dropdown, standing, overall hours, and overall GPA.

Term: Fall 2021

Standing: Good Standing, as of Fall 2020

Overall Hours: 12

Overall GPA: 3.00

Registration Notices: 4

Holds: 0

Bio Information:
 Email:
 Phone:
 Gender:
 Date of Birth:
 Citizen:
 Citizenship:
 Emergency Contact:
 Emergency Phone:

General Information:
 Level: Undergraduate
 Class: Freshman
 Campus: Female Campus
 First Term Attended: Fall 2020
 Last Term Attended: Fall 2020

Advisors:
 Advisors are not assigned for the selected term.

CURRICULUM, HOURS & GPA:

Primary	Secondary	Hours & GPA
Degree:	Bachelor	
Level:	Undergraduate	
Program:	Bachelor in Private Law	
College:	College of Law	
Major:	Private Law	
Department:	Private Law	
Concentration:	Not Provided	
Concentration:	Not Provided	
Admit Term:	Fall 2020	
Catalog Term:	Fall 2020	

REGISTERED COURSES:

Course Title	Details	CRN	Hours	Registration Status	Inst
General Theory of Obligations	LAWG 201 0	10139	3	**مسجل على الويب**	NC
Introduction to Islamic Law	LAWG 202 0	10142	3	**مسجل على الويب**	NC
Legal and Social Sciences Cur	LAWG 204 0	10156	3	**مسجل على الويب**	NC

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.

The screenshot shows a student profile for Hadil Mahmoud Alzeer. The header indicates 'Registration Notices: 4' and 'Holds: 0'. The 'Overall Academic Standing' is 'Good Standing' with a green checkmark. 'Student Status' is 'Active' with a green checkmark. 'Enrollment Status' is 'Permits Registration' with a green checkmark. The 'Time Tickets' section shows 'Not Provided - Student may register at any time.' The 'CURRICULUM, HOURS & GPA' section shows 'Degree: Bachelor Undergraduate', 'Level: Bachelor in Private Law', 'Program: College of Law Private Law', 'Major: Private Law', 'Department: Private Law', 'Concentration: Not Provided', 'Admit Term: Fall 2020', and 'Catalog Term: Fall 2020'. The 'REGISTERED COURSES' table lists three courses: 'General Theory of Obligations' (LAWG 201 0), 'Introduction to Islamic Law' (LAWG 202 0), and 'Legal and Social Science Cur...' (LAWG 204 0).

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

The screenshot shows a student profile for 'Student Std Testing'. The header indicates 'Registration Notices: 4' and 'Holds: 0'. The 'Overall Academic Standing' is 'Good Standing' with a green checkmark. 'Student Status' is 'Inactive' with a yellow exclamation mark and the text 'Prevents Registration'. 'Enrollment Status' is 'Permits Registration' with a green checkmark. The 'Time Tickets' section shows 'Not Provided - Student may register at any time.' The 'CURRICULUM, HOURS & GPA' section shows 'Degree: Bachelor of Arts Undergraduate', 'Level: Bachelor in Mkt & d', 'Program: College of Commerce', 'Major: Marketing & distribut', 'Department: Marketing & distribut', 'Concentration: Not Provided', 'Admit Term: Fall 2020', and 'Catalog Term: Fall 2020'. The 'REGISTERED COURSES' section shows 'Not Registered'. The footer shows 'Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available'.

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...).

The screenshot shows the Student Profile page for Hadil Mahmoud Alzeer. The header displays 'Registration Notices: 4' and 'Holds: 0'. A red box highlights the 'Holds: 0' indicator. A message in the top right corner states 'There are no holds to be displayed.' The 'CURRICULUM, HOURS & GPA' section shows details for a Bachelor's degree in Private Law. The 'REGISTERED COURSES' table lists two courses: 'General Theory of Obligations' and 'Introduction to Islamic Law'.

Course Title	Details	CRN	Hours	Registration Status	Int
General Theory of Obligations	LAWG 201 0	10139	3	**مسجل على الويب**	Nc
Introduction to Islamic Law	LAWG 202 0	10142	3	**مسجل على الويب**	Nc

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

The screenshot shows the Student Profile page for Raghad Fawzi Abed Alnabl Dasa. The header displays 'Registration Notices: 4' and 'Holds: 1'. A red box highlights the 'Holds: 1' indicator. A 'Finance Hold' message is visible, stating 'Originator: Registrar', 'Reason: amount due', and 'Processes Affected: Registration, Transcript, Graduation, Grades, Evaluation'. The 'CURRICULUM, HOURS & GPA' section shows details for a Bachelor's degree in Business Administration. The 'REGISTERED COURSES' section shows 'Not Registered'.

Course Title	Details	CRN	Hours	Registration Status	Int
Not Registered					

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available

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.

The screenshot shows the Student Profile page for Hadil Mahmoud Alzeer. The page is divided into several sections:

- Bio Information:** Includes fields for Email, Phone, Gender, Date of Birth, Citizen, Citizenship, Emergency Contact, and Emergency Phone.
- General Information:** Includes Level (Undergraduate), Class (Freshman), Campus (Female Campus), First Term Attended (Fall 2020), and Last Term Attended (Fall 2020).
- Curriculum and Courses:** A sidebar menu with options for Curriculum and Courses, Additional Links, and View Grades.
- Advisors:** A section indicating that advisors are not assigned for the selected term.
- CURRICULUM, HOURS & GPA:** A section with tabs for Primary, Secondary, and Hours & GPA. The Primary tab is selected, showing details for the Bachelor's program in Private Law.
- REGISTERED COURSES:** A table listing courses such as General Theory of Obligations, Introduction to Islamic Law, and Legal and Social Sciences Curr.

In addition to the earned credit hours and GPA

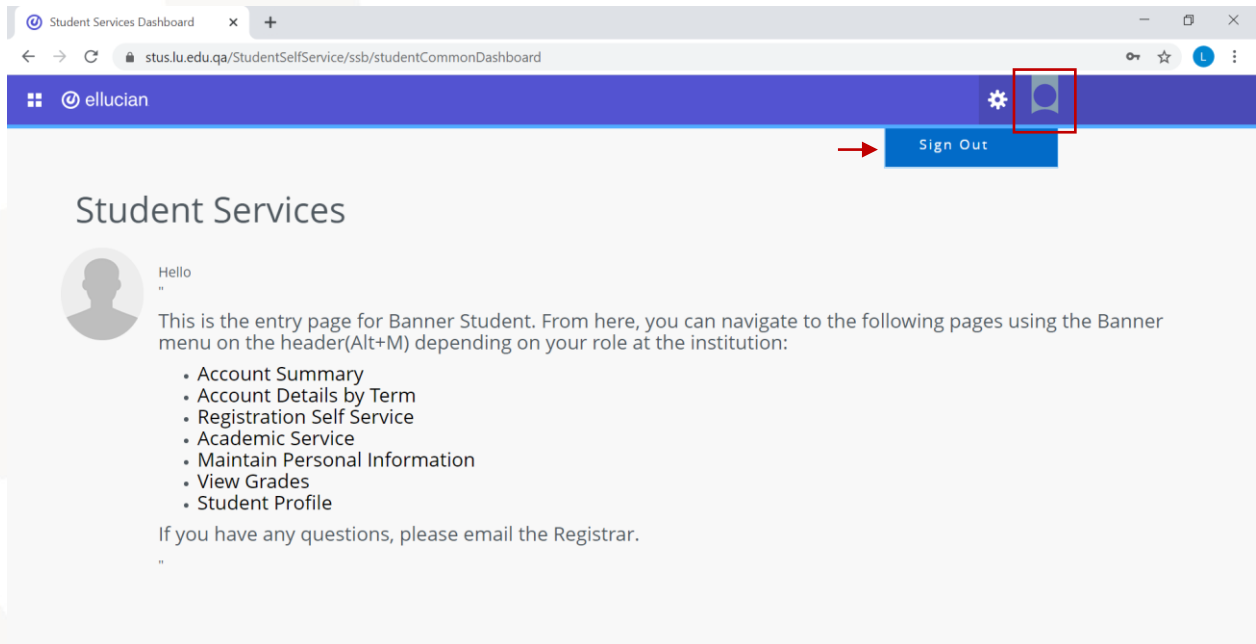
This screenshot is similar to the first one but highlights the 'Hours & GPA' tab in the 'CURRICULUM, HOURS & GPA' section. The 'Hours & GPA' tab is selected, showing the following data:

Level	Type	Earned Hours	GPA
Undergraduate	Institution	12	3.88
Undergraduate	Overall	12	3.88

The 'REGISTERED COURSES' table below it lists the same courses as in the first screenshot, including General Theory of Obligations, Introduction to Islamic Law, Legal and Social Sciences Curr, and Commercial Law.

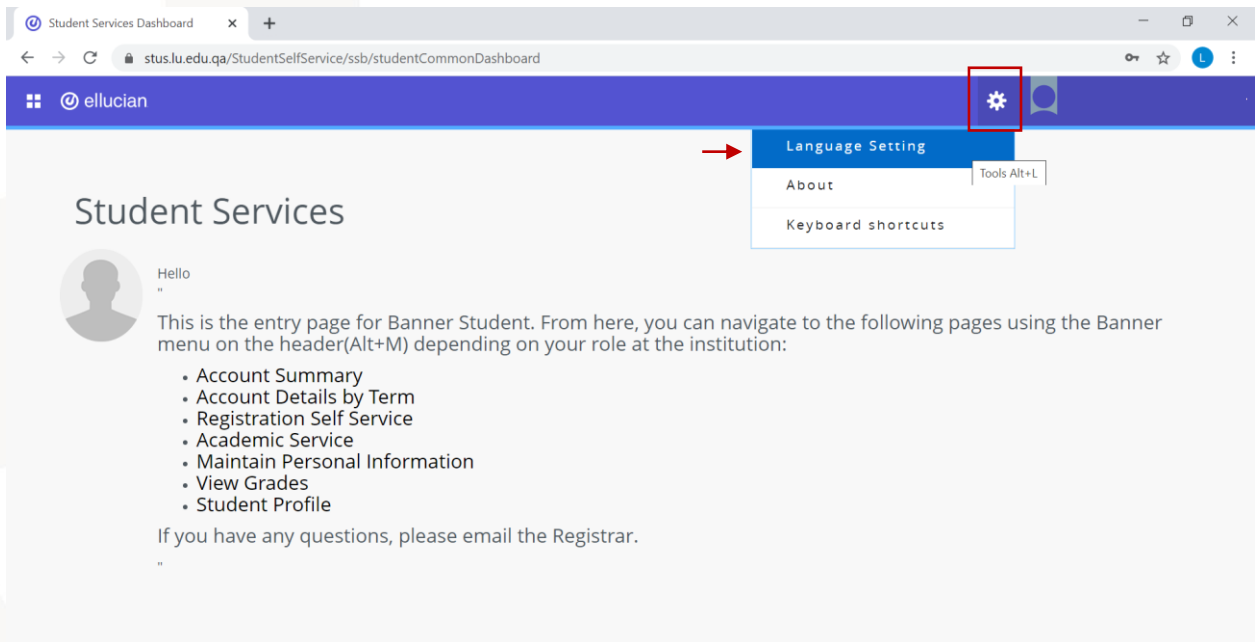
Signing out

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).

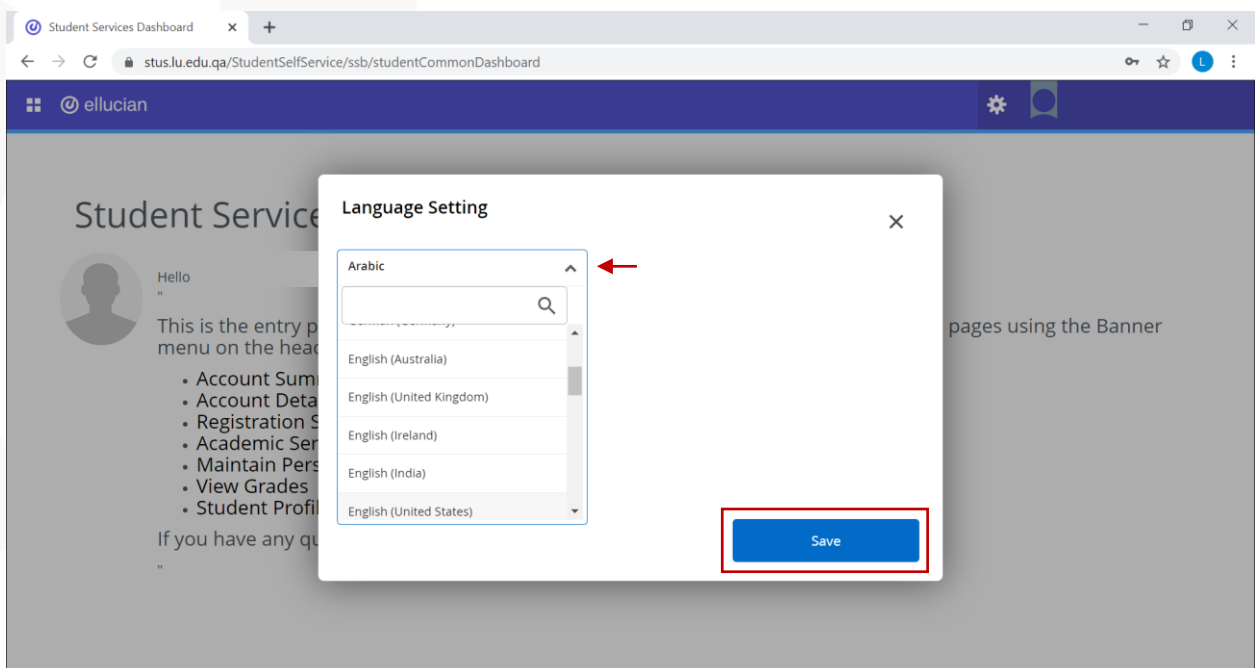


Language settings

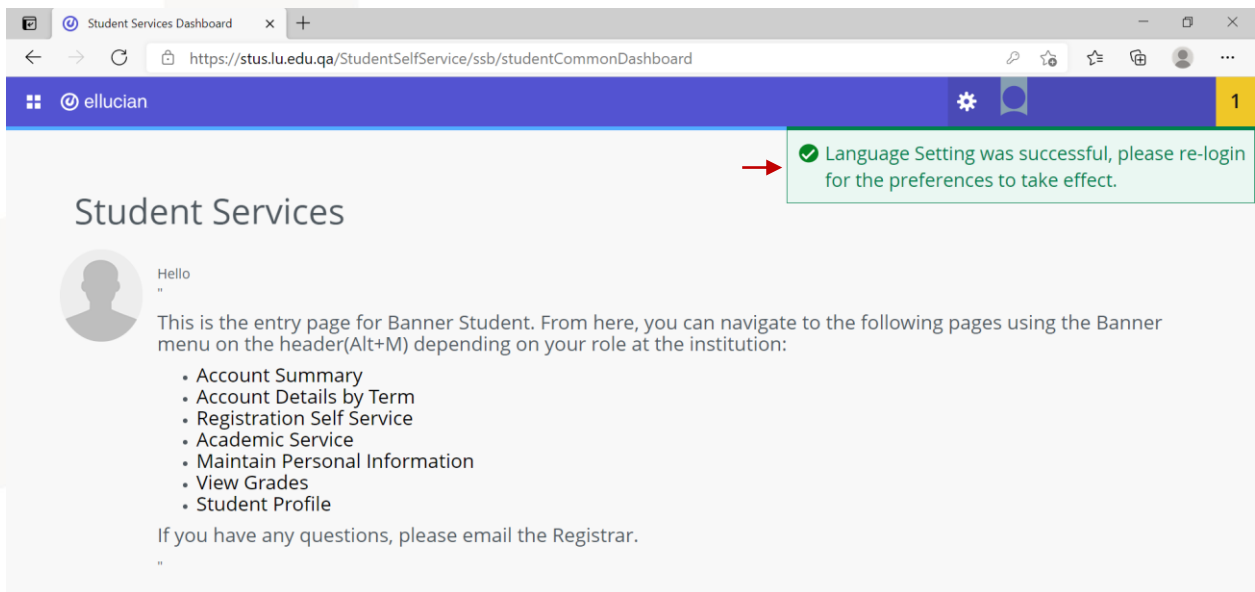
To change the display language, you can click on the settings icon at the top right corner of the page, then choose (Language Setting)



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



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.



The screenshot shows a web browser window with the URL <https://stus.lu.edu.qa/StudentSelfService/ssb/studentCommonDashboard>. The page header includes the ellucian logo and a notification bell icon with the number 1. A green message box in the top right corner contains the text: "Language Setting was successful, please re-login for the preferences to take effect." A red arrow points to this message box. Below the header, the page title is "Student Services". A user profile section shows a silhouette icon, the text "Hello", and a list of navigation options: Account Summary, Account Details by Term, Registration Self Service, Academic Service, Maintain Personal Information, View Grades, and Student Profile. At the bottom of this section, it says "If you have any questions, please email the Registrar."