Banner 9 Registration Guide

American College of the Middle East

April 2019

OUTLINE

I.   Introduction

This document is a step by step guide to help you complete your online registration using Banner 9 system.

Before you start your online registration, kindly make sure you have your advising sheet and registration pin available with you.

II.   Student Registration Page

A. Kindly visit [ACM website](#) and click on 'Banner', then on 'Student Registration' to be redirected to the registration page.

B. On the Student Registration page, you can access the following services:
   'Prepare for Registration': to view your registration status for the selected term
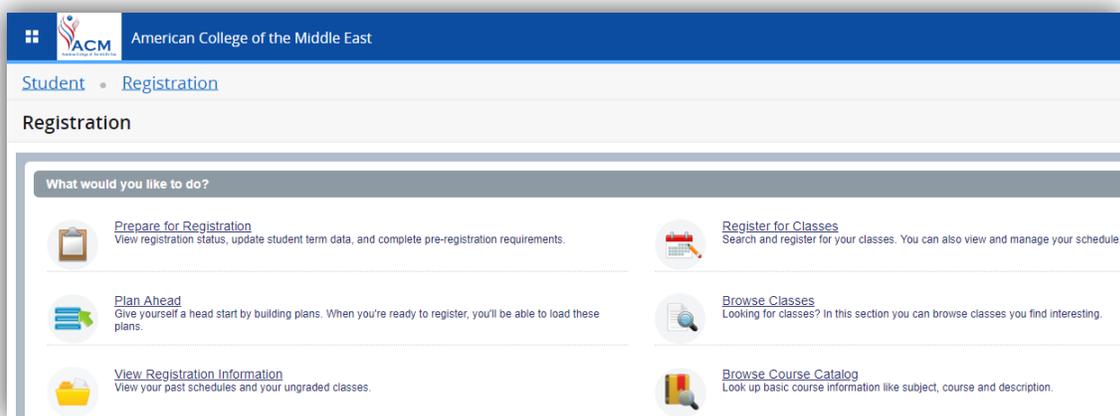
   'Register for Classes': from this link you can start the registration; we will come back to this after explaining the remaining options.

   'Plan Ahead': this option will display your advised courses; you can see the advised courses from the registration screen as well.

   'Browse Classes': this a public search area so there is no need to log in. You can use it to search for the available sections before the registration is officially open.

   'View Registration Information': this option allows you to view your current schedule.

   **'Browse Course Catalog'**: this is also a public search area to view the courses and section details.

C. To access online registration, click on 'Register for Classes'.

D. After clicking on 'Register for Classes', the system will redirect you to the login screen shown below. Use your windows or email username and password.

Banner is no longer using Banner ID and PIN code, your username is your Banner ID without zeros and the password is the same one you are using to login to your email and to computers inside the college campus.

III.   Term Selection

Once you are successfully logged in to the registration system, select the term you want to register for and then click 'Continue'. If there is no term available to select, this means that the registration is not open yet.
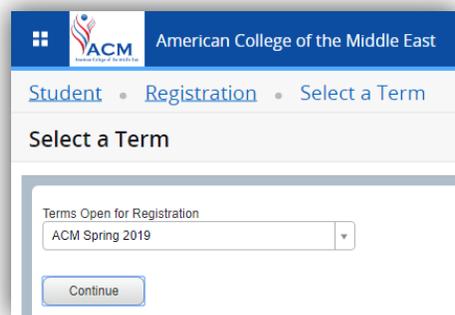
IV. Searching Courses

Once you reach the registration page, please read the notification message carefully and then click on 'Agree and Continue'
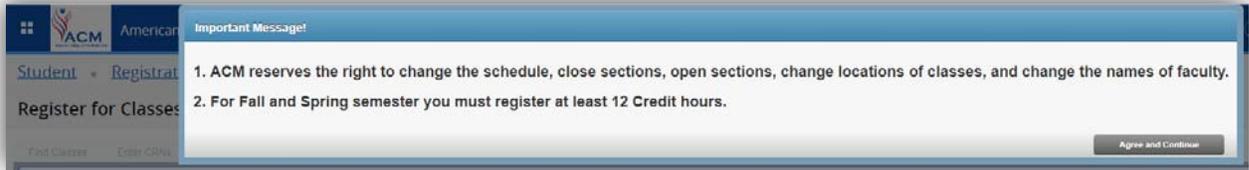
The registration screen is divided into three parts:

- <u>Panel 1 (top section):</u> used for viewing the advised courses or the courses on the projection list, in addition to registering in those courses.
- <u>Panel 2 (bottom left):</u> Displays the calendar schedule view
- <u>Panel 3 (bottom right):</u> Summary panel to show your registered sections and status.
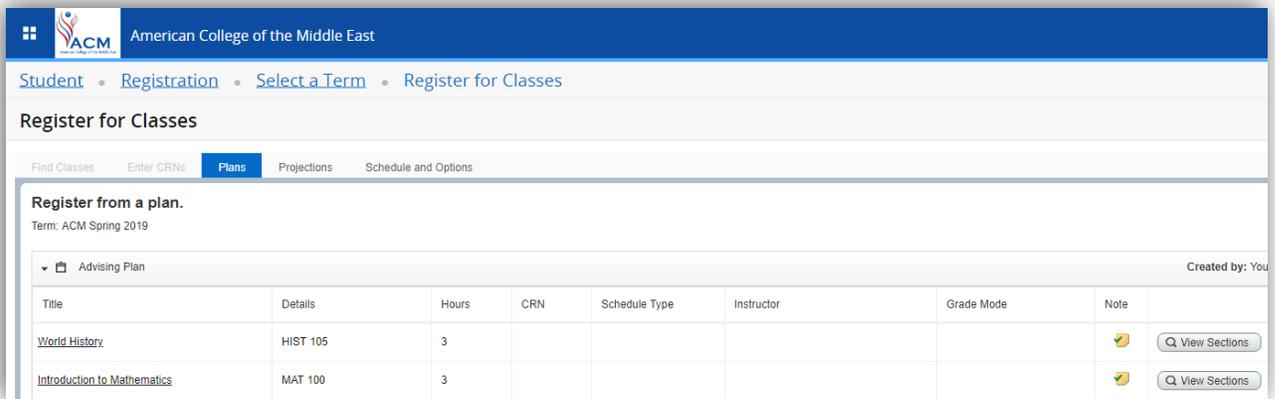
The 'course view' in the first panel includes the following tabs:

'Plans': To view your advised courses for the selected term, from this tab you can also search for the advised courses sections and register yourself in one of them.

'Projections': To view other general courses along with the advised courses and register yourself in one of them.

'Schedule and Options': to view your registered courses and to print or email your schedule.

Click the 'view sections' of the desired courses either from the advised courses or the projection list to check for the available sections.

The page you will be redirected to is for the search results, which shows details like:

- **Course title**: *click on course title to view more details*
- **Subject**
- **Course number**
- **Section**: *F is for female, M is for male and U is for mixed*
- **Credit hours**
- **Term**
- **Meeting times**: *hold the mouse to see more details*
- **Campus**
- **Status**: *displays the number of seats available. You can also select the closed sections to add yourself to the waiting list.*


V.   Adding Courses

A. Click on 'Add' to add the desired course to your summary registration list and calendar view.

B. You can click 'Submit' or continue searching for other courses until you complete all selections and then click on 'Submit'

C. The 'Summary' part will display your selected sections and their status. Pending means waiting for your submission, 'Registered' means you are enrolled in this section, 'Waitlisted' indicates that you are waiting for a seat to become available, and 'Web drop' means you have dropped the section.

D. The 'Schedule' section will display your schedule as a calendar view, if any section is appearing in gray color means you did not submit your section yet.
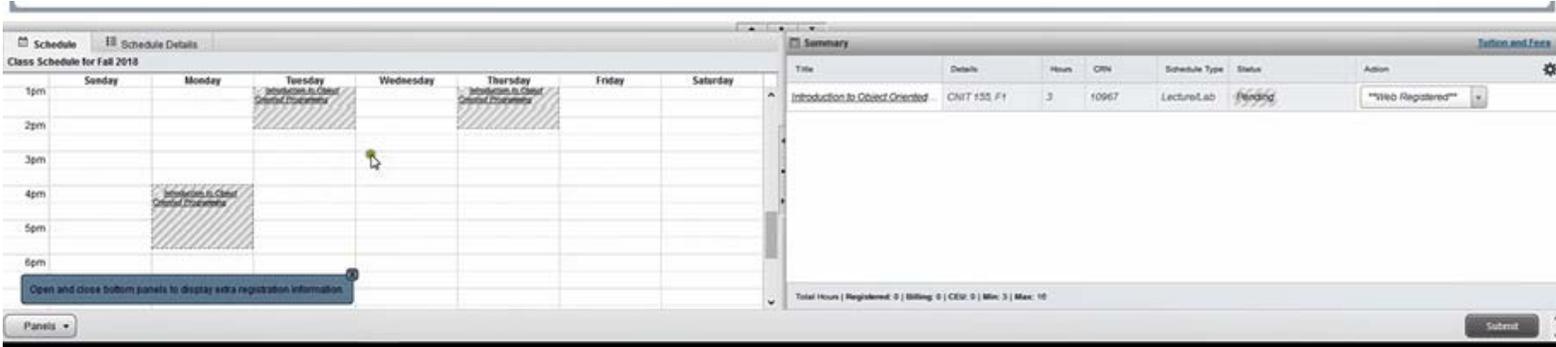
Continue searching for sections until you complete your registration from the 'Plans' tab or 'Projections' tab.

VI. Waitlisted

You will receive a **registration error message** displayed on the top right corner in the below cases:

➢ If you select a section that is not related to your major, class level, gender, or a closed section
➢ If you did not complete the prerequisite of the course
➢ If the section you want to select has a timing conflict with one of your selected courses

If the section you would like to register in is closed, you can use the 'Waitlisted' feature to reserve your seat in case another student drops the section or the number of seats was increased by the college. The system will notify you by email in case a seat becomes available so you can register in that section. After receiving the system email, you will have 12 hours to register for the 'waitlisted' section, in case you failed to register within 12 hours, you will lose the seat and the next priority will be given to the next student on the waiting list.

VII.   Common Registration Issues and Solutions

Registration errors are often caused by restrictions and requirements placed on courses. When a student has not met the requirements placed on a course, the Self-Service system gives one or more of the below errors and restrictions upon registration.

Registration Holds

Holds appear on your record when the Registrar office prevents registration. Holds requires from you some action before you can register and you should contact your advisor for more details.

Errors encountered during registration:

- **Registration hours cannot be less than the minimum required hours.**
  You are trying to drop a course which causes the total credit hours to become less than the required minimum hours. To solve this, first add a new course to your registration list, then, from the 'Summary Action' select the course you want to drop and click **'Submit'**

- **Student Attribute Restriction**
  Reserved for students in a particular cohort. Ex, Male or Female.

- **Prerequisite and Test Score error**
  This 'add' error indicates that you do not have the required course prerequisite. You must complete certain course(s) or number of credit hours before you can register for the section. Some courses require that you have upper-class standing (junior or senior) or you should be at least a sophomore.

  Class restrictions are listed in the catalog under course prerequisites.

- **Link Error**
  Linked courses are two separate courses that must be taken concurrently. When registering for linked courses, the CRNs must be submitted at the same time.

- **College Restriction**
  This indicates that the course is restricted to a particular college, and the Self-Service system does not recognize you as being declared within that college.

- **Major Restriction**
  Some courses are restricted to members of certain majors or minors. Students who wish to take a course that is not part of their declared major should meet with their advisor for authorization.

- **Class Restriction**
  This refers to your classification as sophomore, junior or senior. Some courses are restricted by classification.

- **Department Permission Requirement or Instructor Permission Requirement**
  Certain courses require department or instructor approval before they may be taken. You must contact the appropriate department or professor to obtain approval to register for these courses.

- **Closed Section**
  This error is given when all allotted seats in a section are taken. Contact your advisor if you should be registered in that section.

- **Co-requisite 'course name' Required**
  Co-requisite courses are two (sometimes three) separate courses that must be taken concurrently. When registering for co-requisite courses, the CRNs must be submitted at the same time.

  Example: CHEM 121L is a co-requisite for CHEM 121. You cannot register for CHEM 121 without simultaneously registering for CHEM 121L.

- **Maximum Hours Exceeded**
  The 'maximum hours exceeded' error indicates that a student is attempting to register for more than the maximum credits allowed for the term. You can see the maximum hours allowed for you in the Summary tab:
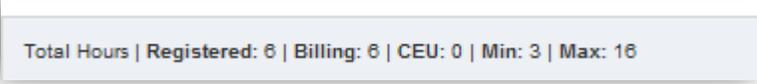
Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 3 | Max: 16

- **Time Conflict with CRN XXXXX**
  The time conflict error occurs when two courses that the student is trying to register for overlap by at least five minutes.

- **Repeat Count Exceeds**
  This indicates that you have registered for the class at least twice before and you should meet with your academic advisor to obtain permission to register for this class one more time.