

عضـــو فــي مؤسســــة قطــر Member of Qatar Foundation

Registrar's Office

## Frequently Asked Questions

Solutions for Registration Issues Faced by HBKU Students on BANNER

This document provides answers to frequently asked questions about BANNER during registration and add/drop periods for HBKU students.

Why can't I find the offered courses under my program's schedule on BANNER?

Make sure you search for the correct program and term. If the issue persists, contact the administrative officers in your college to check the offered courses on the scheduling system.

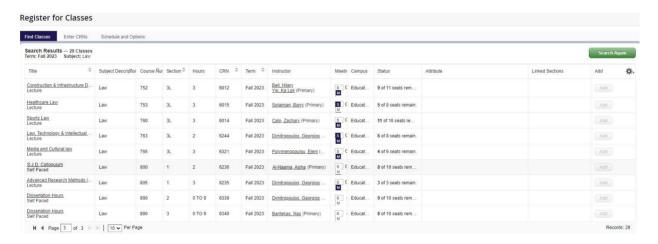
What should I do if BANNER is showing that the course I want is at full capacity?

The capacity of the course is set by the college. If you need the course, please contact the administrator officers in your college to submit a request to increase the capacity of the course on the scheduling system. If the college agrees to an increase, they will contact our office to apply it on the system and you will be able to complete your registration.

What should I do if the 'Add' button is not activated on BANNER to add my courses for the current semester?

Try using another browser.

If the issue persists, please "clear cache" from the browser's settings.



How can I drop a specific registered course for the current semester if the 'Drop' option is not showing on BANNER?

Try using a different browser.

If the issue persists, please "clear cache" from the browser's settings.

| Title               | Details     | Hour | CRN  | Schedule Typ | Status          | Action   |
|---------------------|-------------|------|------|--------------|-----------------|----------|
| Applied Deep Learn  | DSEG 660, 1 | 3    | 6123 | Lecture      | Errors Preventi | Remove v |
| Computational Bioin | ICT 666, 1  | 3    | 6129 | Lecture      | Registered      | None     |
| Graduate Research   | ICT 701, 1  | 0    | 6127 | Lecture      | Registered      | None     |
| Research Methods    | GPM 601, 1  | 3    | 6040 | Lecture      | Registered      | None     |