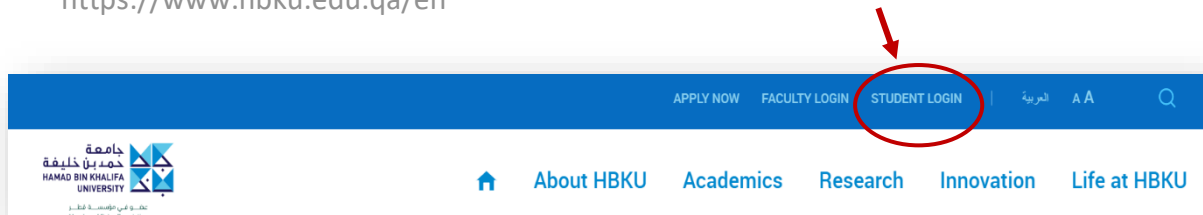


# Student's Registration Manual Adding & Dropping Courses Using HBKU BANNER 9.00 System

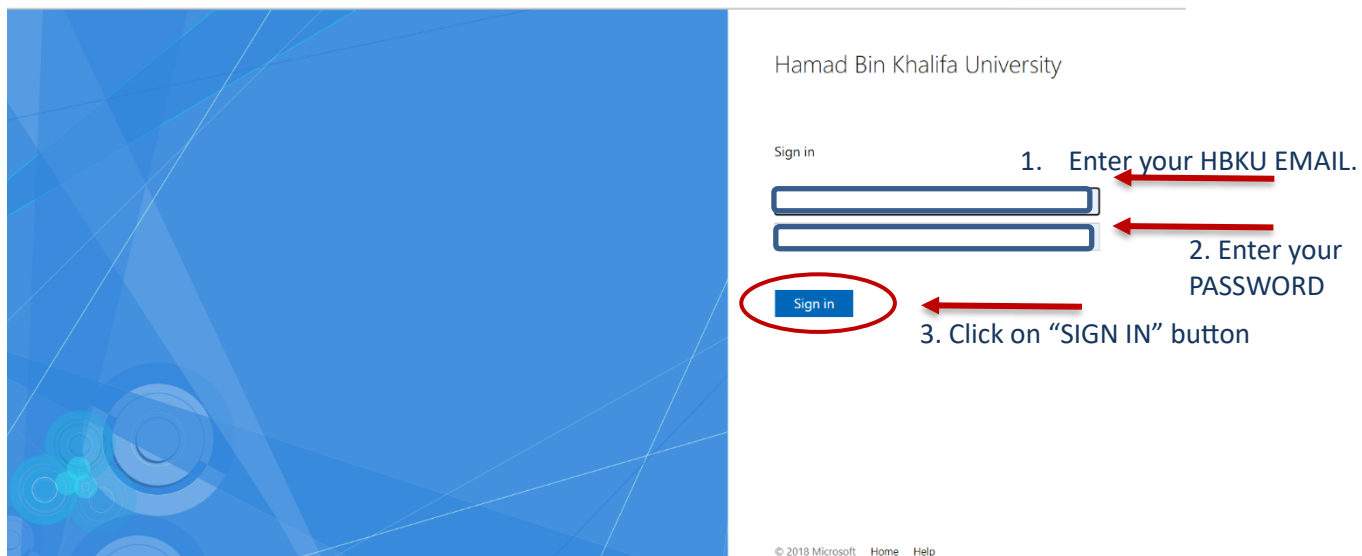


**1- Login to your BANNER account through the following link:**

<https://www.hbku.edu.qa/en>



**2- The link will direct you to the following screen to enter your BANNER credentials (USERNAME and PASSWORD), then press the “SIGN IN” button.**



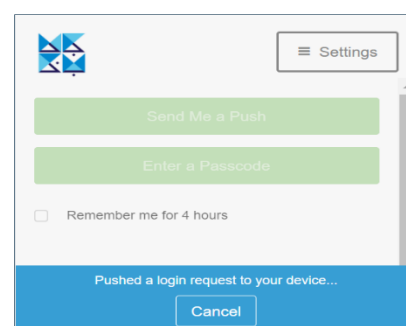


3- You will be directed to the following screen and at the same time, you will receive a notification on your registered mobile phone to approve access.



Hamad Bin Khalifa University

For security reasons, we require additional information to verify your account



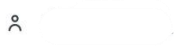
Press on “APPROVE” to be able to access your BANNER account.



Are you logging in to  
**Microsoft ADFS?**

📍 Doha, DA, QA

🕒 12:35



**Deny**




**Approve**



#### 4. Select the “REGISTRATION AND PLANNING” option from the main menu.

## HBKU Student Self Service



Welcome: mytest Student,  
HBKU Student Information System. Please click on below functionality links also you can navigate to top left on the header or press **(Alt+M)** :

[Student Intranet Portal \(SIP\): Click here to open Student Intranet Portal](#)

[Student Academic Functionality:](#)

- [Student Profile](#)
- [Registration and Planning](#)
- [View Grades](#)
- [Apply to Graduate](#)
- [View Application to Graduate](#)
- [Academic Transcript](#)
- [Degree Audit](#)
- [User Guide for Degree Audit](#)
- [Track Your Attendance](#)
- [My Personal Profile](#)

[Student Employment Program: Click here to apply for job](#)







[iProcess Forms: Click here to check Request Status](#)

#### 5. Select the “REGISTER FOR CLASSES” option from the following menu.

[Student](#) • [Registration](#)

### Registration

What would you like to do?

 <p><a href="#">Prepare for Registration</a> View registration status, update student term data, and complete pre-registration requirements.</p>	 <p><a href="#">Register for Classes</a> Search and register for your classes. You can also view and manage your schedule.</p>
 <p><a href="#">Plan Ahead</a> Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.</p>	 <p><a href="#">Browse Classes</a> Looking for classes? In this section you can browse classes you find interesting.</p>
 <p><a href="#">View Registration Information</a> View your past schedules and your ungraded classes.</p>	 <p><a href="#">Browse Course Catalog</a> Look up basic course information like subject, course and description.</p>



6. Select the “TERM” from the following list, then press the “CONTINUE” button.

The screenshot shows the ellucian website interface. At the top, there is a blue header with the ellucian logo and navigation links: [Student](#) • [Registration](#) • [Select a Term](#). Below the header, the page title is "Select a Term". A dropdown menu titled "Select a Term for Class Search" is open, showing a list of terms: "Spring 2024", "Fall 2023 (View Only)", "Summer 2023 (View Only)", "Spring 2023 (View Only)", and "Fall 2022 (View Only)". A red arrow points to the "Spring 2024" option. Below the dropdown, there is a "Continue" button, also indicated by a red arrow.

### 7. Option (1) for Adding a Course:

a) Put the subject in the “SUBJECT” field, then press the “SEARCH” button.

The screenshot shows the ellucian website interface for "Register for Classes". The navigation path is [Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#). The page title is "Register for Classes". Below the title, there are tabs: "Find Classes", "Enter CRNs", "Plans", and "Schedule and Options". The "Find Classes" tab is active. The section "Enter Your Search Criteria" is displayed, with the term "Term: Fall 2024-2025". There are three input fields: "Subject", "Course Number", and "Keyword". The "Subject" field is circled in red. Below the input fields, there is a "Search" button, a "Clear" button, and a link to "Advanced Search". A red arrow points to the "Search" button.



- b) - Select the section with the appropriate date, time, and building. Then, press the **“ADD”** button on the right side of the screen.
- The section will be added automatically with **“PENDING”** status under the **“SUMMARY”** section.
- Press the **“SUBMIT”** button to complete the registration.

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 656 Classes  
Term: Fall 2024-2025

Title	Subject	CRN	Section	CRN	Term	Days	Time	Type	Seats	Requirements	Action	
Public Sector Management Lecture	Public Admin...	2371	400	3	10443	Fall 20...	S M T W T F S	07:00 PM - 08:20 PM	Class	3 of 28 seats rem... 30 of 30 waitlist s...	APAD Major Requirements	Add
Public Sector Management Lecture	Public Admin...	2371	401	3	10444	Fall 20...	S M T W T F S	04:00 PM - 05:20 PM	Class	19 of 28 seats re... 30 of 30 waitlist s...	APAD Major Requirements	Add
Ethics in The Public Sector Lecture	Public Admin...	2377	402	3	10445	Fall 20...	S M T W T F S	02:30 PM - 03:50 PM	Class	FULL: 0 of 28 28 of 30 waitl...	APAD Major Requirements	Add
Ethics in The Public Sector Lecture	Public Admin...	2377	403	3	10446	Fall 20...	S M T W T F S	05:30 PM - 06:50 PM	Class	22 of 28 seats re... 30 of 30 waitlist s...	APAD Major Requirements	Add
Introduction to Public Policy Lecture	Public Admin...	2378	0	3	10695	Fall 20...	S M T W T F S	07:00 PM - 08:20 PM	Class	FULL: 0 of 28 28 of 30 waitl...	APAD Major Requirements	Add

1

Schedule Schedule Details

Class Schedule for Fall 2024-2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3am							
4am							
5am							
6am							
7am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Public Sector Management	PBAD 2371, 401	3	10444	Lecture	Pending	Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEP: 0 | Min: 0 | Max: 18

3

Submit

c) After pressing the **“SUBMIT”** button, the registration is completed successfully as shown:

Student • Registration • Select a Term • Register for Classes

Save Successful

### Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Your Search Criteria

Term: Fall 2024-2025

Subject

Course Number

Keyword

Search Clear Advanced Search

Schedule Schedule Details

Class Schedule for Fall 2024-2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Public Sector Management	PBAD 2371, 401	3	10444	Lecture	Registered	None



## Option (2) for Adding a Course:

- a) If you know the CRN for the section, go to the “**ENTER CRNs**” tab, enter the CRN in its field then press the “**ADD TO SUMMARY**” button.

ellucian

Student • Registration • Select a Term • Register for Classes

### Register for Classes <sup>1</sup>

Find Classes **Enter CRNs** Plans Schedule and Options

#### Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2024-2025

CRN  <sup>2</sup>

+ Add Another CRN **Add to Summary** <sup>3</sup> ←

- b) The section will be added automatically with “**PENDING**” status under the “**SUMMARY**” section. Press the “**SUBMIT**” button to complete the registration.

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

#### Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2024-2025

CRN

+ Add Another CRN **Add to Summary**

Class Schedule for Fall 2024-2025							Summary						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Title	Details	Hours	CRN	Schedule Type	Status	Action
6am							Arabic for Native Speakers I	ARAB 1301.0	3	10645	Lecture	<b>Pending</b>	**Web Registered**

**Submit** ←



c) After pressing the **“SUBMIT”** button, the registration is completed successfully as shown:

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register  
Term: Fall 2024-2025

CRN:   
Add Another CRN Add to Summary

Schedule Summary

Class Schedule for Fall 2024-2025							Title	Details	Hours	CRN	Schedule Type	Status	Action
6am							Arabic for Native Speakers 1	ARAB 1301, 0	3	10645	Lecture	Registered	None

### To Drop a Course:

1. Select **“DROP”** from the **“ACTION”** drop-down list. Then press the **“SUBMIT”** button to complete the drop request.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register  
Term: Fall 2024-2025

CRN:   
Add Another CRN Add to Summary

Schedule Summary

Class Schedule for Fall 2024-2025							Title	Details	Hours	CRN	Schedule Type	Status	Action
12am							Arabic for Native Speakers 1	ARAB 1301, 0	3	10645	Lecture	Registered	None None DROP None

Total Hours | Registered: 12 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Submit





- The status for the course is changed to “**DELETED**” when the drop request is completed successfully.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2024-2025

CRN:

+ Add Another CRN Add to Summary

Schedule Summary

Class Schedule for Fall 2024-2025							Title	Details	Hours	CRN	Schedule Type	Status	Action	
12am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday							
								Arabic for Native Speakers 1	ARAB 1301, 0	0	10645	Lecture	Deleted	None