جامعة عجمان
AJMAN UNIVERSITY

Banner System

Student Startup Guide

Banner system is one of the e-services provided by the Office of IT that allows you to access many features such as: plan ahead, class registration, online payment, viewing your financial reports and other important reports, tracking attendance, viewing your grades, etc. This document is a startup guide to Banner features.

The Office of Information Technology

helpdesk@ajman.ac.ae

06-7056500, or Ext.: 6500

2019-2020

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1. Using this Guide

1.1 How to use this guide?

This guide is written for Ajman University's students to help them make the best out of Banner System. Please read the sections which are related to the features you want to use.

1.2 Getting Help

If you are facing any technical issues, refer to the dedicated sections to learn how to solve them; otherwise you can get technical support by contacting the Helpdesk on helpdesk@ajman.ac.ae or by calling 06-705 6500.

2. Accessing Banner

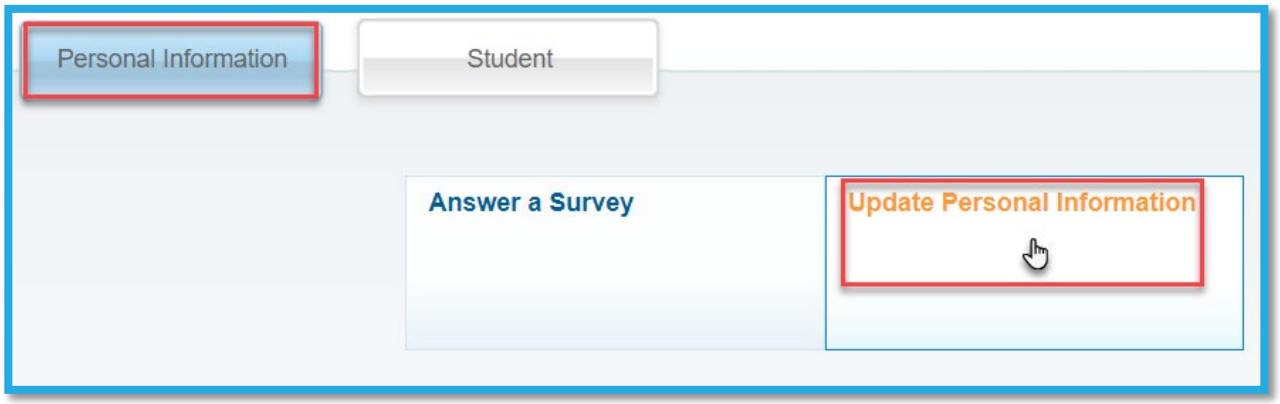
You can access Banner through: Ajman University's website → MyAU → Banner (SIS). You can log into Banner using your Student ID and password.

3. Banner Features

The features in Banner fall under two categories which are displayed in the homepage: Personal Information category (where you can update your personal information) and Student category (where you can access all other features).

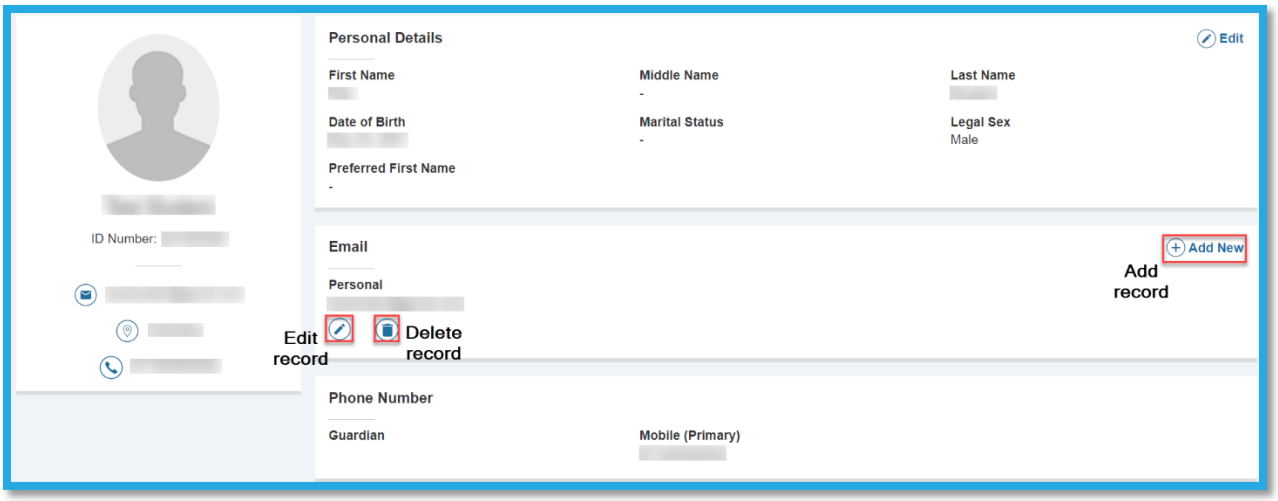
3.1 Update Personal Information

You can update your personal information from the Personal Information section of the homepage, as illustrated below.



The personal information you can update include:

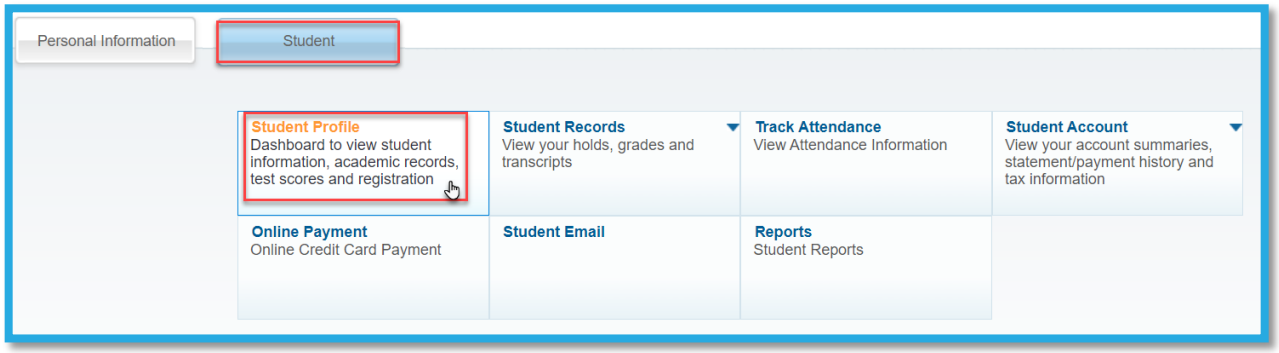
- Your marital status,
- Preferred first name,
- Add/update email address,
- Add/update your address, and
- Add/update your emergency contact.

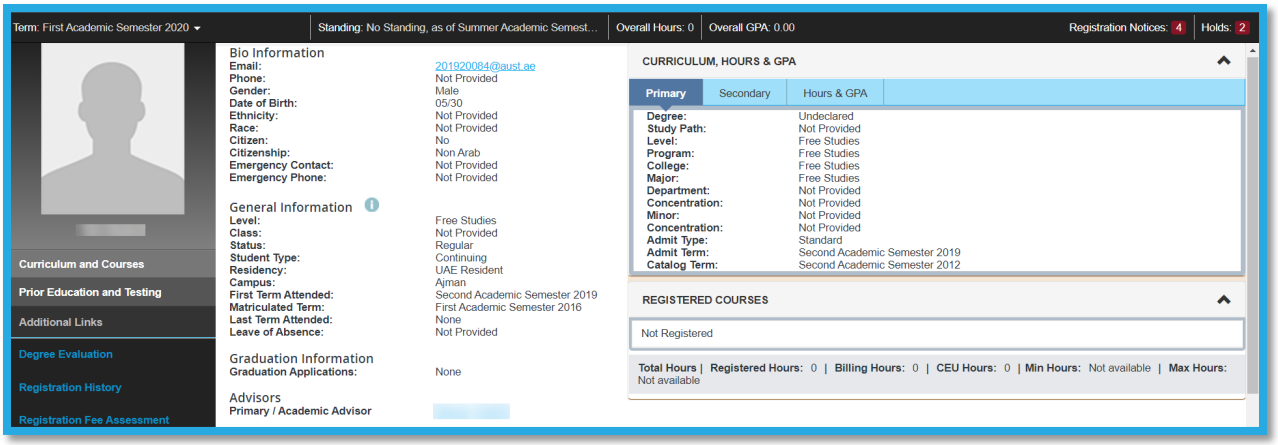


Note: The primary mobile number is the number which you will receive the official notifications from the university on. If you would like to update this mobile number, please reach out to the Office of Registration.

3.2 Student profile

The student profile is part of the Student category and includes: Bio information, general information, graduation information, advisors, curriculum, hours and GPA, registered courses details, and other details.

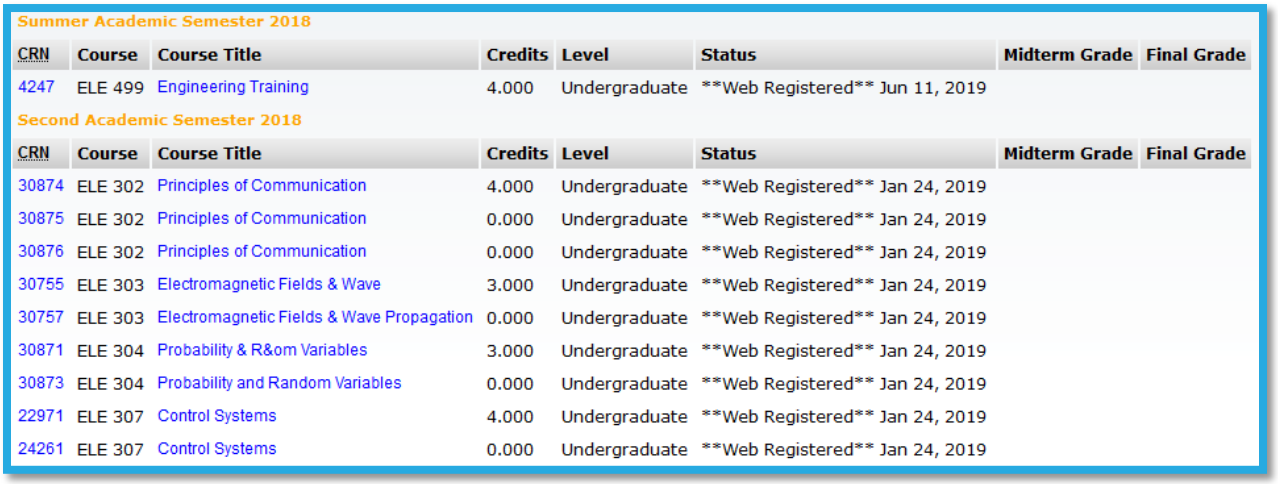




On the left side navigator, you will be able to view the following:

3.2.1 Registration History

In this section you will be able to view the history of your registration in previous terms, as illustrated below:



Summer Academic Semester 2018

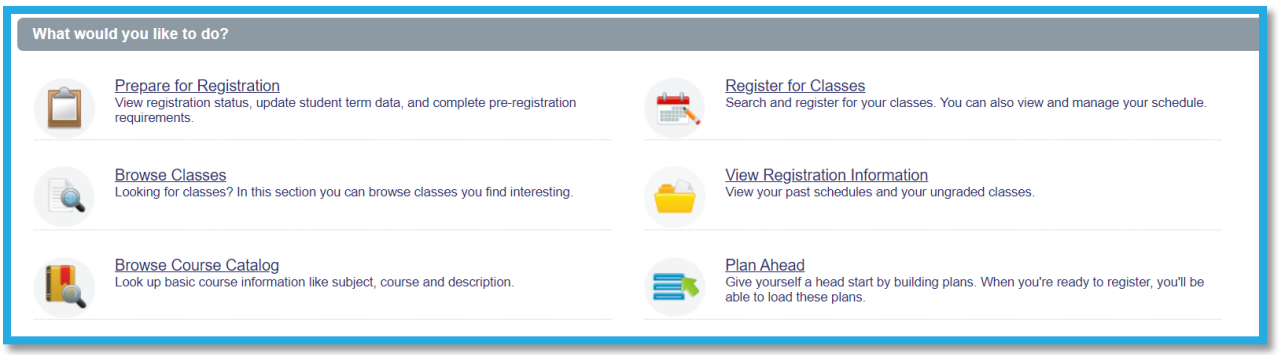
CRN	Course	Course Title	Credits	Level	Status	Midterm Grade	Final Grade
4247	ELE 499	Engineering Training	4.000	Undergraduate	**Web Registered** Jun 11, 2019		

Second Academic Semester 2018

CRN	Course	Course Title	Credits	Level	Status	Midterm Grade	Final Grade
30874	ELE 302	Principles of Communication	4.000	Undergraduate	**Web Registered** Jan 24, 2019		
30875	ELE 302	Principles of Communication	0.000	Undergraduate	**Web Registered** Jan 24, 2019		
30876	ELE 302	Principles of Communication	0.000	Undergraduate	**Web Registered** Jan 24, 2019		
30755	ELE 303	Electromagnetic Fields & Wave	3.000	Undergraduate	**Web Registered** Jan 24, 2019		
30757	ELE 303	Electromagnetic Fields & Wave Propagation	0.000	Undergraduate	**Web Registered** Jan 24, 2019		
30871	ELE 304	Probability & R&om Variables	3.000	Undergraduate	**Web Registered** Jan 24, 2019		
30873	ELE 304	Probability and Random Variables	0.000	Undergraduate	**Web Registered** Jan 24, 2019		
22971	ELE 307	Control Systems	4.000	Undergraduate	**Web Registered** Jan 24, 2019		
24261	ELE 307	Control Systems	0.000	Undergraduate	**Web Registered** Jan 24, 2019		

3.2.2 Registration and Planning

In this section you will be able to create your plan for next term (Plan ahead feature), browse and register class.

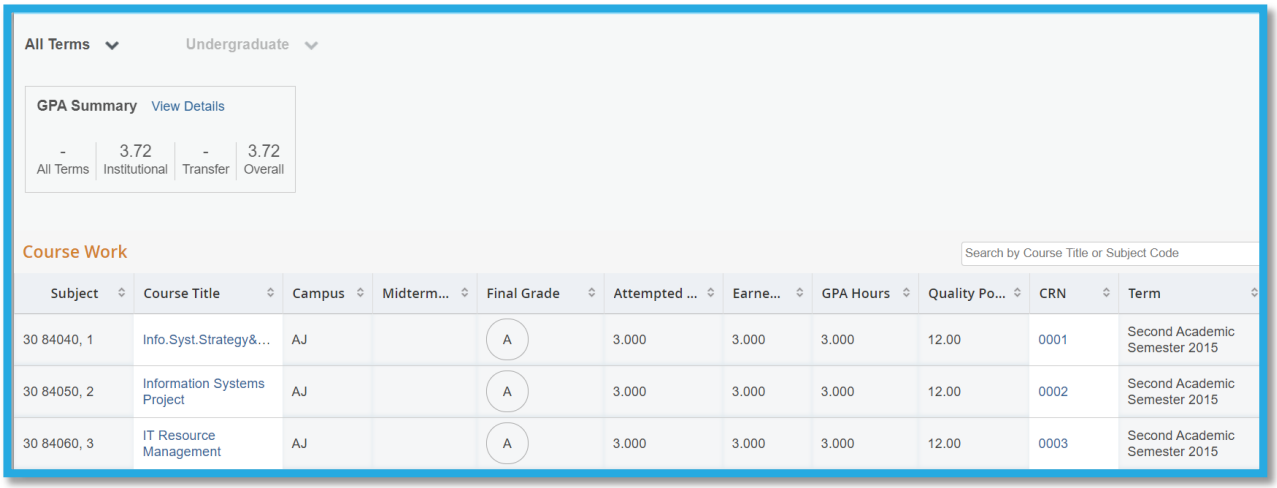


To learn how to use the Plan Ahead feature, check its manual here.

To learn how to browse for classes, register them, drop classes, and view your registration information, please check the Class Registration manual.

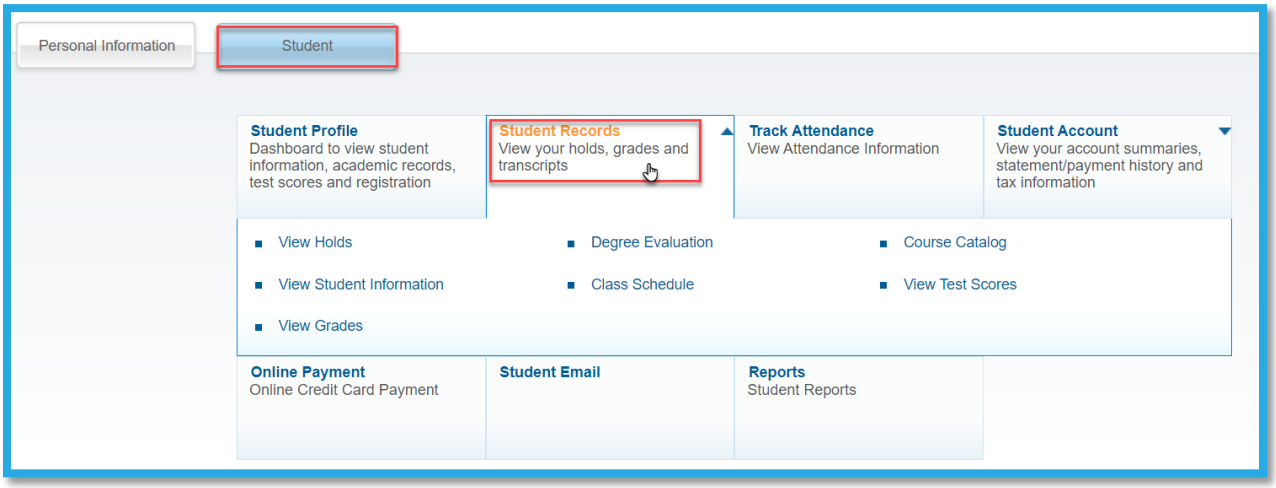
3.2.3 View Grades

Once grades are released, you will be able to select the term and view your grades accordingly, as illustrated below:



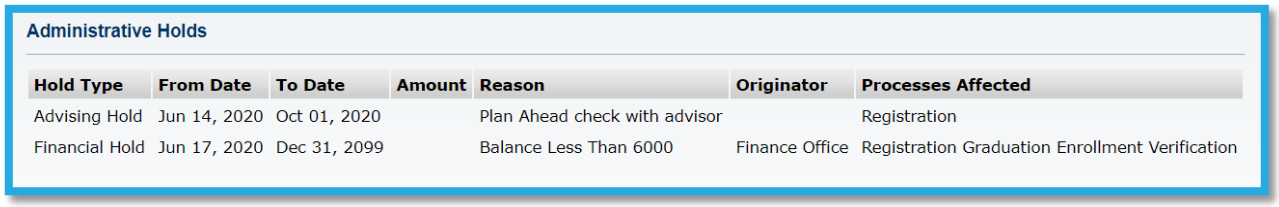
3.3 Student Records

In this section, you will be able to perform the following:



3.3.1 View Holds

This will allow you to view any holds that might be affecting your enrollment progress and it will guide you on its details such as the reason behind the hold and the process it affects, as illustrated below.

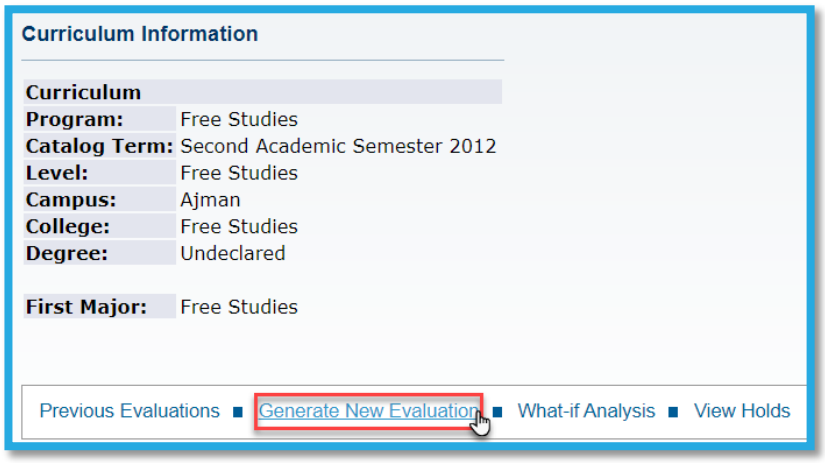


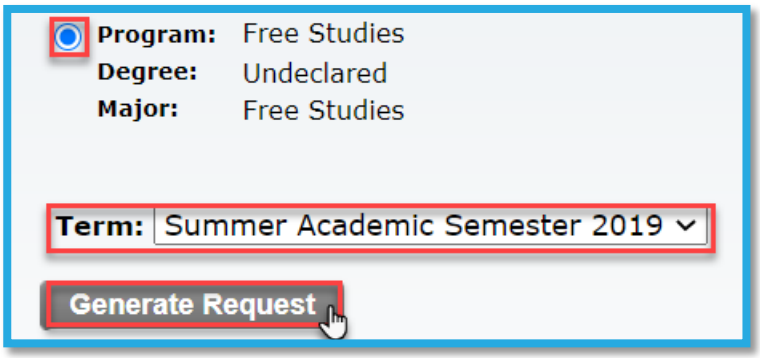
3.3.2 View Student Information

You will be able to view your information and the current program you are enrolled in.

3.3.3 Degree Evaluation

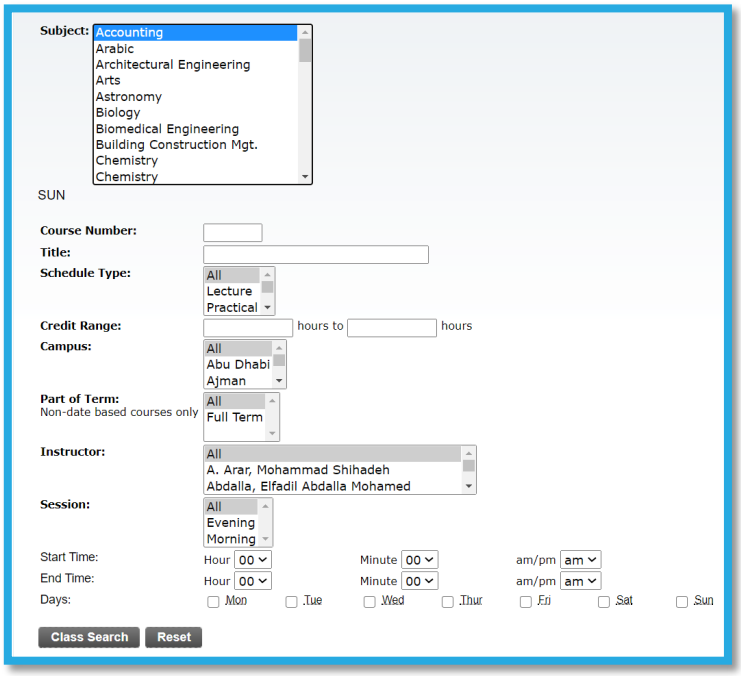
You can evaluate your degree by selecting **Generate New Evaluation**, then selecting your program and term, as illustrated below:

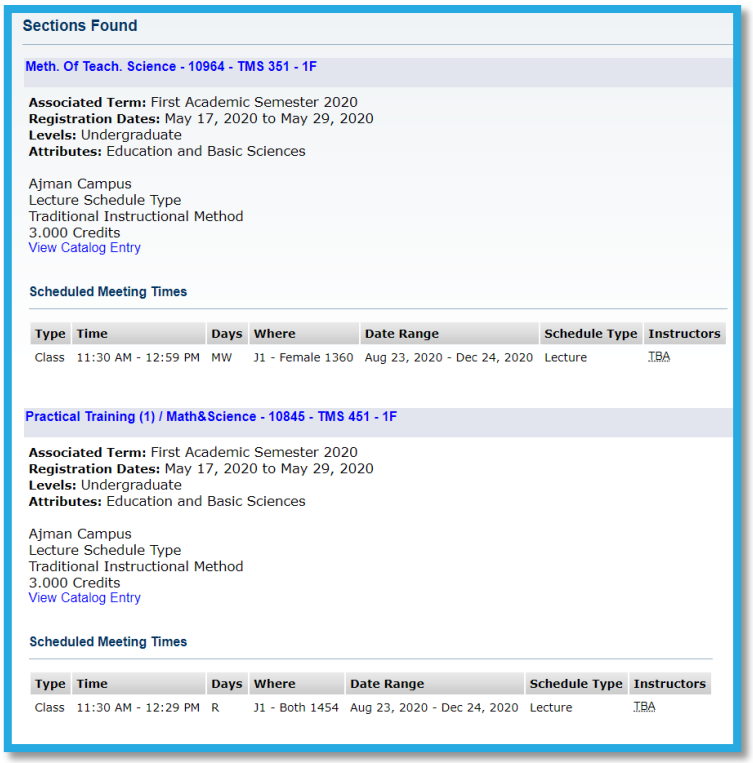




3.3.4 Class Schedule

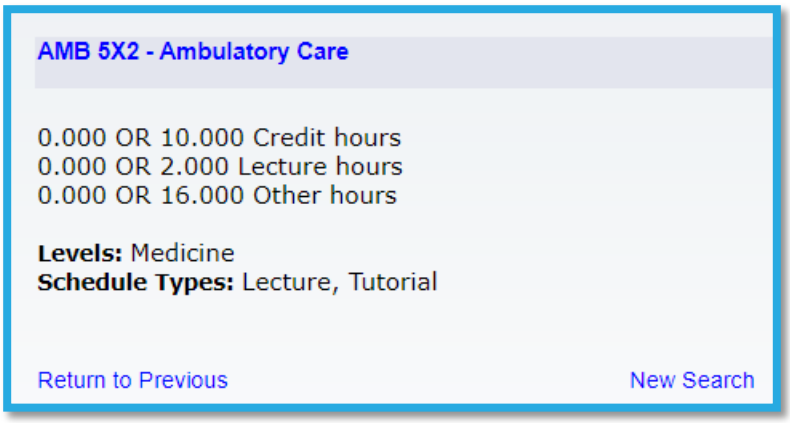
You will be able to view the class schedule based on different criteria for a specific term, as illustrated below:





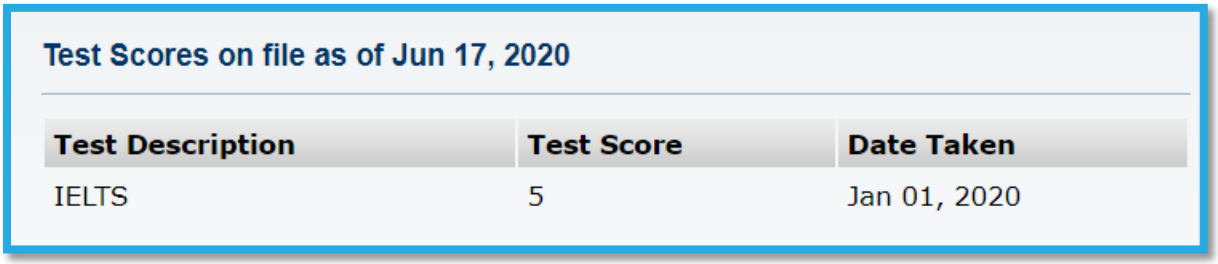
3.3.5 Course Catalogue

Here, you can view the course summary for a specific term, as illustrated below:



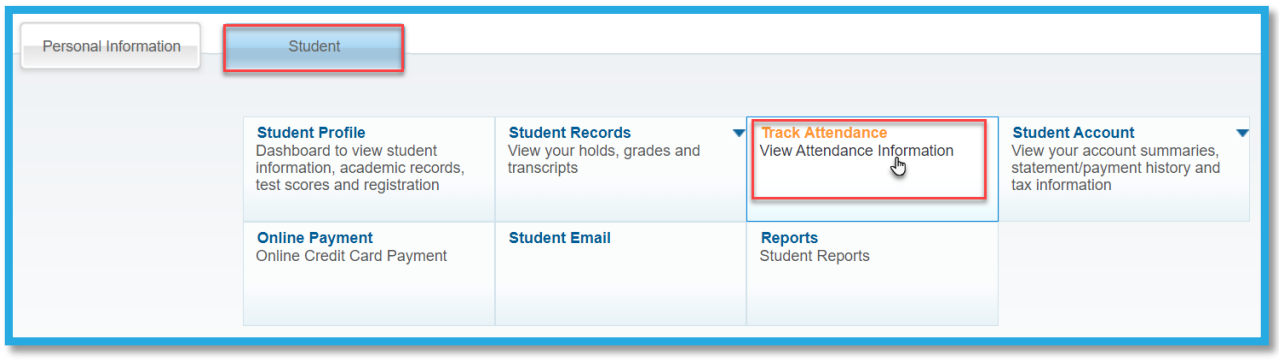
3.3.6 View Test Scores

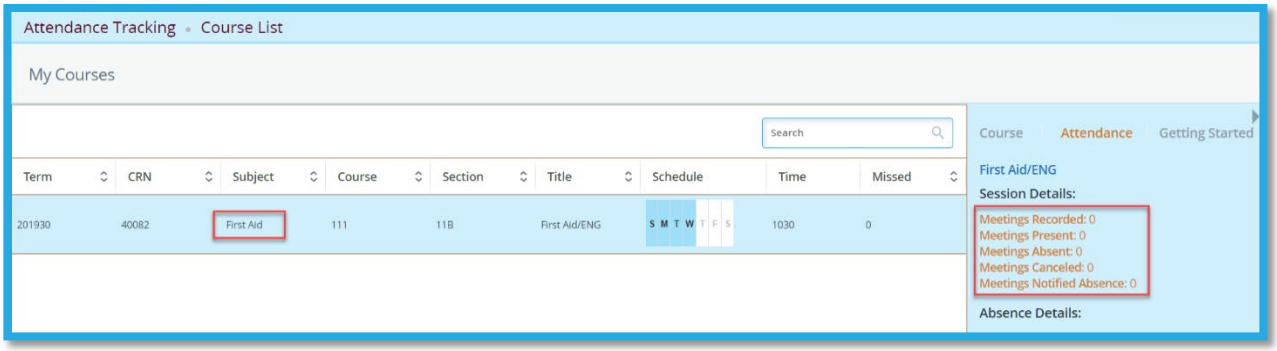
You will be able to view here your IELTS, TOEFL, and AMST scores, as illustrated below:



3.4 Track Attendance

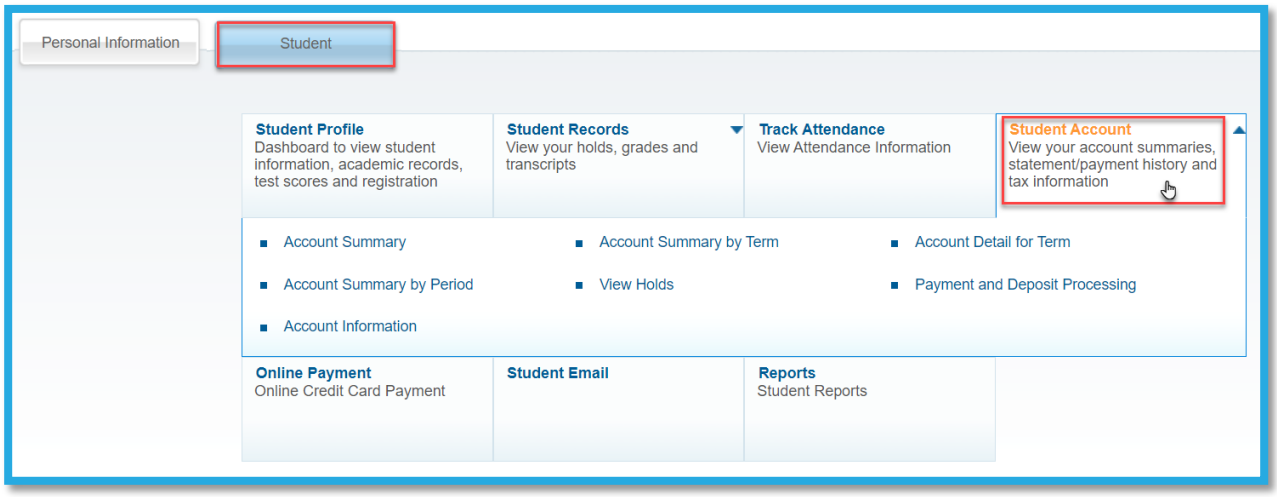
In this feature you are able to check your attendance for the registered classes, as illustrated below, by selecting the course and reviewing the attendance details are illustrated.



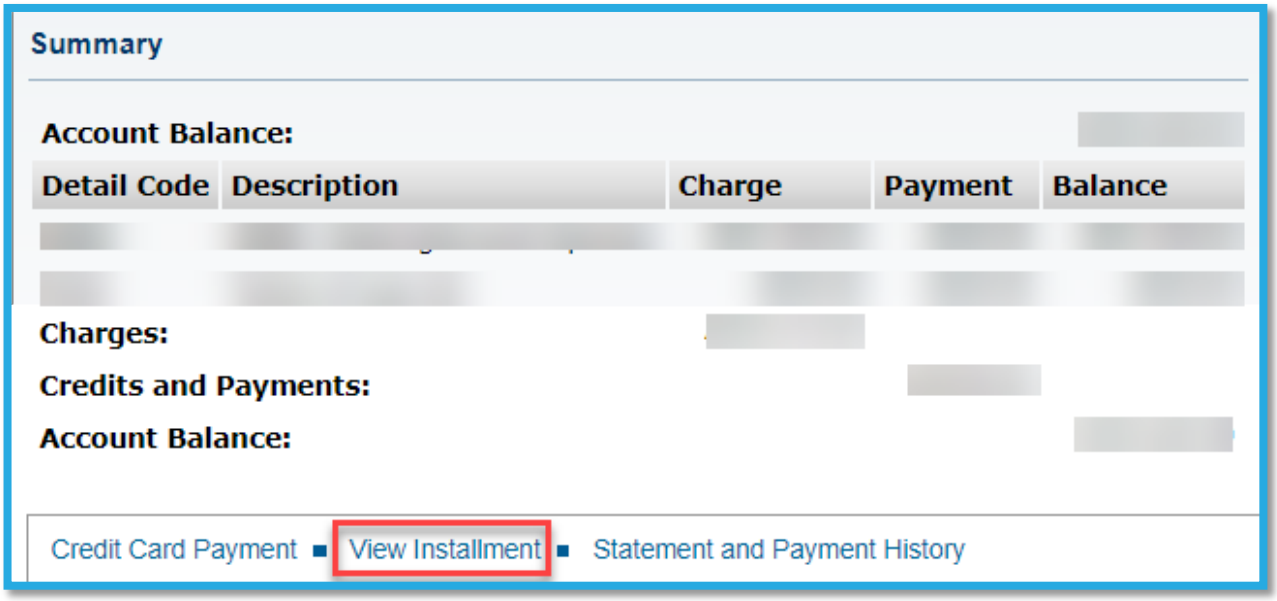


3.5 Student Account

This feature provides you with different summaries for your payment history, as illustrated below, and it includes:



1- Account Summary: Review summarized charges and payments to your account. Additionally, you can view your installments through this feature, as illustrated below:



2- Account Summary by Period: Review summarized charges and payments to your account by Financial Aid Enrollment Period.

3- Account Information: This lists charges and credits on your account, beginning with the most recent.

4- Account Summary by Term: Review summarized charges and payments to your account by term.

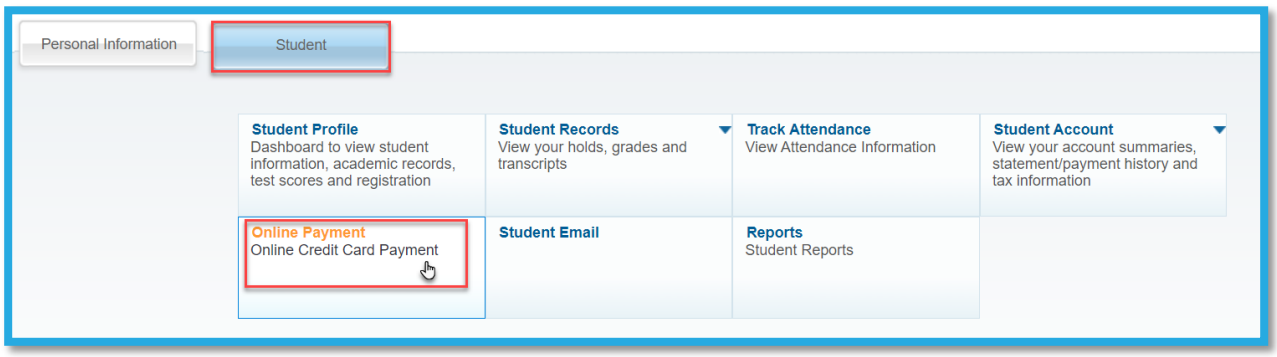
5- View Hold: This will allow you to view any holds that might be affecting your enrollment progress and it will guide you on its details such as the reason behind the hold and the process it affects

6- Account Detail for Term: Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

Note: The "Account Balance" represents the amount of money in your account. If the amount is positive (i.e.: AED 3000), then this is the amount that you have to pay. However, if the amount is negative (i.e.: AED -500), then this amount will be deducted from your future balance and you do not have to pay anything at the moment.

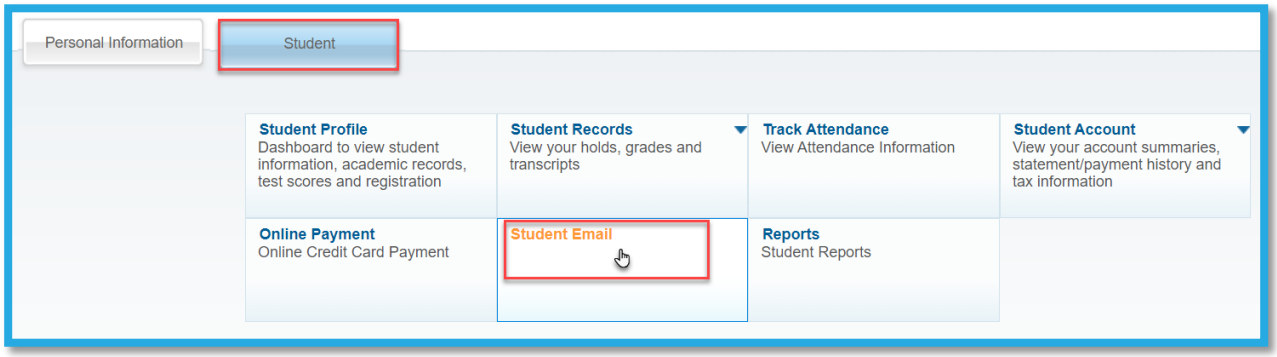
3.6 Online Payment

This feature enables you to pay your fees electronically each semester, whether you are on or off campus. To learn more about this, please check the Online Payment manual.



3.7 Student Email

You can access your student email (20XXXXXXX@aust.ae) through this feature, or by clicking on this link.



3.8 Reports

This feature allows you to view and download different reports including:

1- Timetable

2- Transcript (Unofficial)

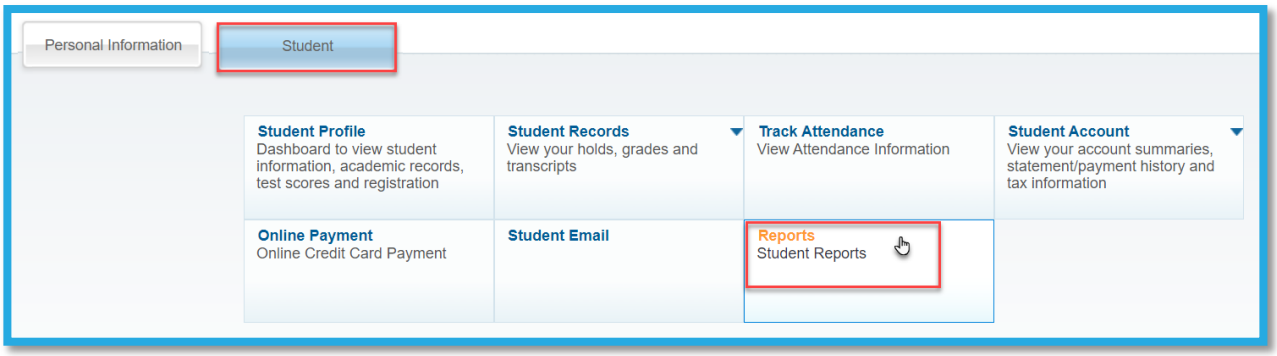
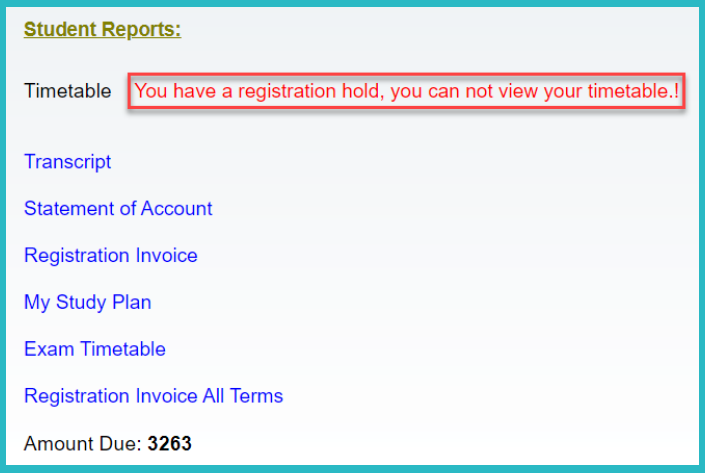
3- Registration Invoice (Tax invoice)

4- Study Plan

5- Exam Timetable

6- Registration Invoice for All Terms

7- View the amount due



Note: If you have any holds, you might not be able to view some of the reports, as illustrated below: