



Banner System

Class Registration Feature

Faculty User Manual

The “Class Registration” feature in Banner system enables the students and their advisors to register for classes for the next term and during the registration period. This manual provides you with a step by step procedure for registering students with no warning.

The Office of Information Technology



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What's new?

Minor language changes were applied.

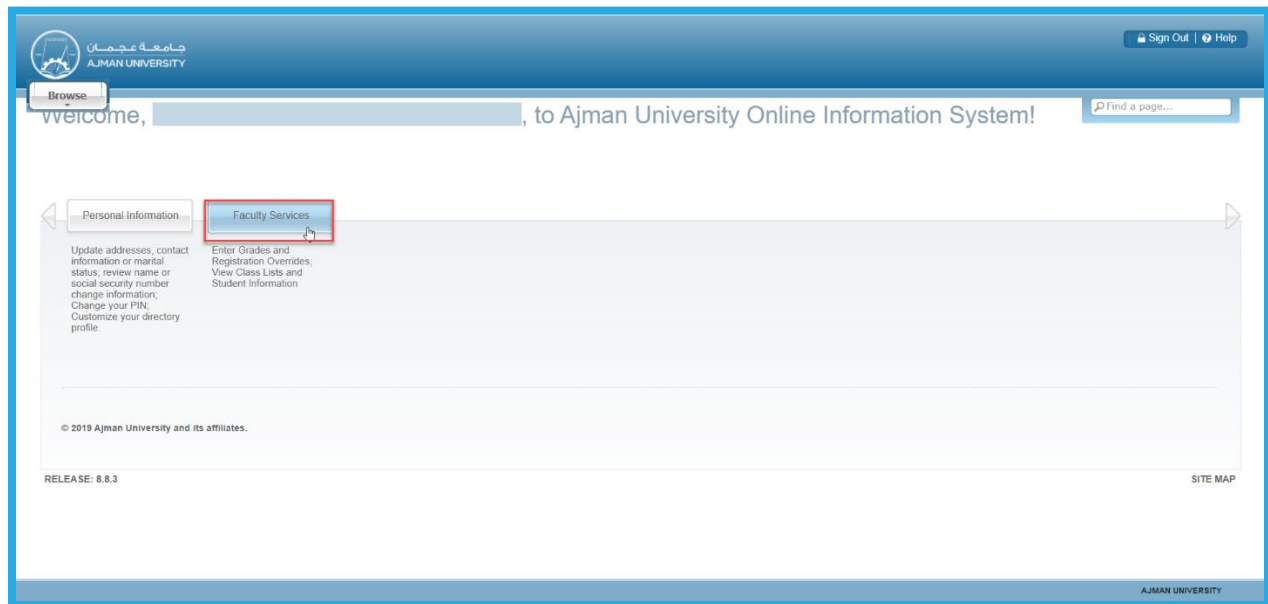
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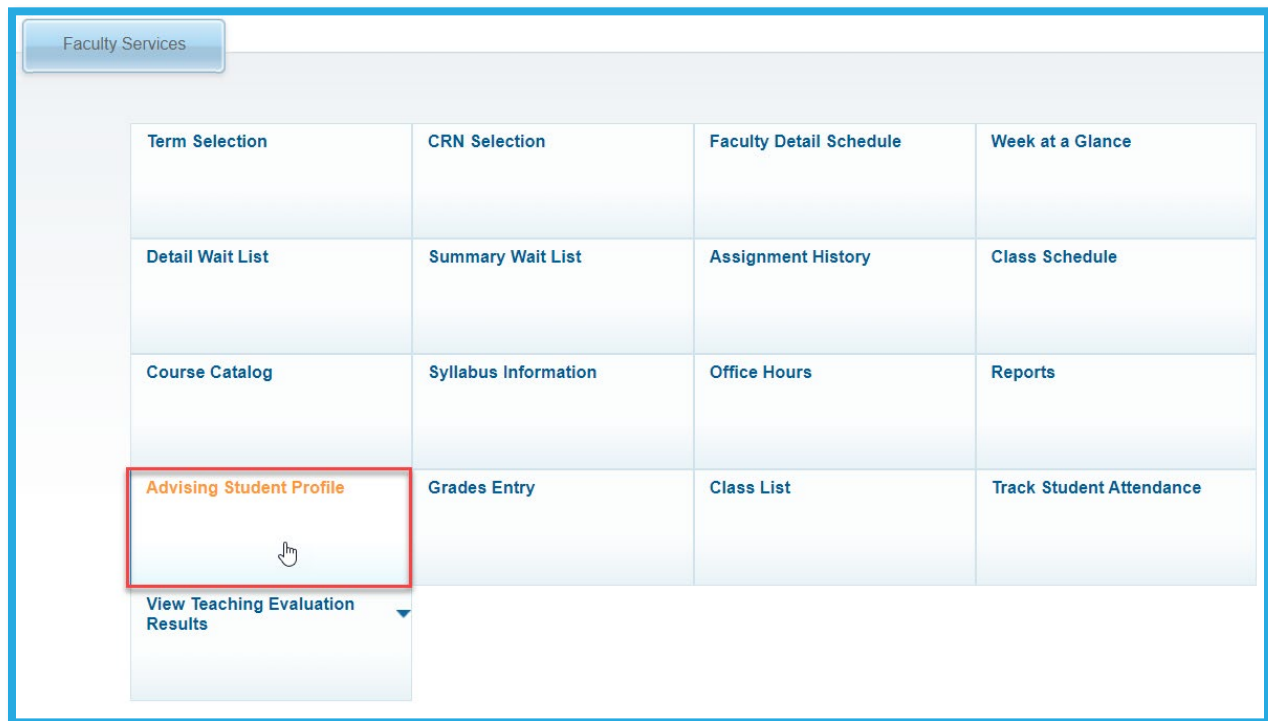
1. Access the Class Registration

To access the Class Registration feature on Banner, please follow the below steps:

- 1- Log in to [Banner](#)
- 2- On the home page of Banner, Click on Faculty Services, as illustrated below:



- 3- Click on Advising Student Profile, as illustrated below:



4- Search for the student you would like to advise, following the below steps:

The screenshot shows a web interface for searching students. At the top, a grey header bar contains the text "Change term, search for a student, or view your advisee listing". Below this, the "Term" is set to "Second Academic Semester 2019" (Step 1). Under the heading "View advisee listing, or search by", three radio buttons are available: "Student ID" (selected, Step 2), "Student Email", and "Student Name". Below these is a text input field labeled "Student ID". At the bottom, there is a "View Profile" button (Step 3) and a blue link "View My Advisee Listing" (Step 4).

Change term, search for a student, or view your advisee listing

Term
Second Academic Semester 2019

View advisee listing, or search by

☒ Student ID
☐ Student Email
☐ Student Name

Student ID

[View My Advisee Listing](#)

1 Choose the Term

2 Choose the search method. You can search by Student ID, Email or Name

3 Click on View Profile


4 You can even view your advisee list, instead of following the previous two steps

- 5- On the student profile, click on Registration and Planning, which is located on the left side of the screen, as illustrated below. Once you click the button, a new page will open.

Student Profile - ()

Term: Second Academic Semester 2019 ▼

Standing: No Standing, as of First Academic Semester 2019



Curriculum and Courses

Prior Education and Testing

Additional Links

Degree Evaluation

Registration History

Registration Fee Assessment

Student Schedule

Week at a Glance

Registration and Planning

Date of Birth:

Ethnicity:

Race:

Citizen:

Citizenship:

Emergency Contact:

Emergency Phone:

General Information ⓘ

Level:

Class:

Status:

Student Type:

Residency:

Campus:

First Term Attended:

Matriculated Term:

Last Term Attended:

Leave of Absence:

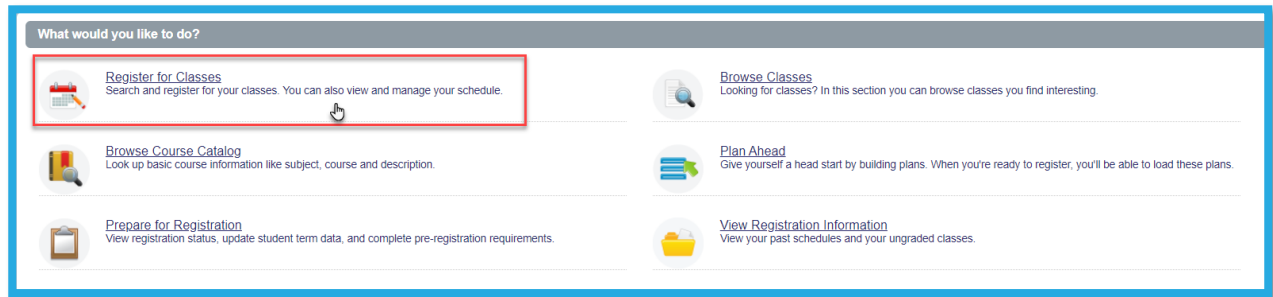
Graduation Information

Graduation Applications:

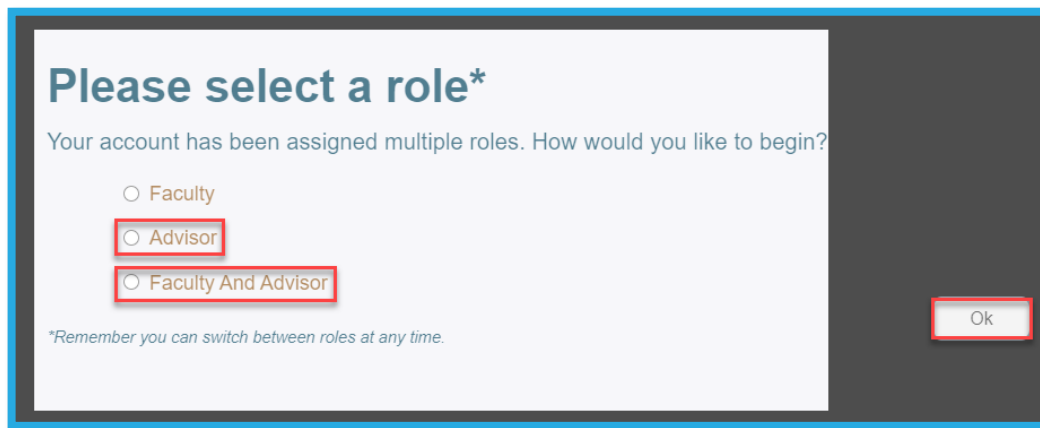
Advisors

Primary / Academic Advisor

6- On the new page, click on **Register for Classes** option, as illustrated below:



7- Choose the role as **Faculty** or **Faculty and Advisor**, and click on **OK**, as illustrated below:



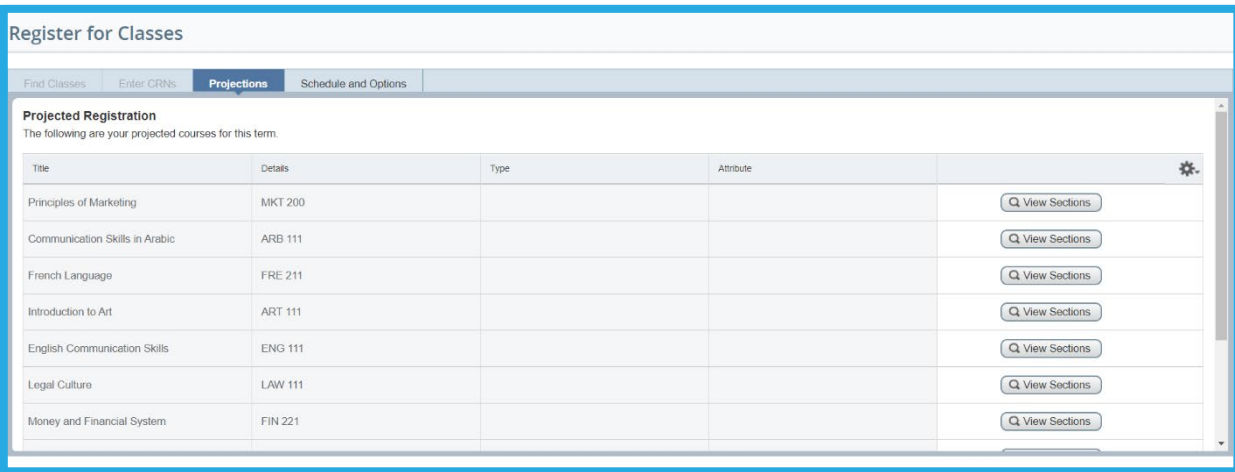
8- Choose the term, **enter the student ID twice, in the ID field and in the password field**, then click on **Continue**, as illustrated below:

A screenshot of a registration form. At the top, it says "Terms Open for Registration" with a dropdown menu showing "First Academic Semester 2020". Below this is a "Search" section with two radio buttons: "ID" (which is selected) and "Name". There are two input fields for the search criteria, both highlighted with red rectangular boxes. Below these is a "Password:" label followed by a password input field, also highlighted with a red rectangular box. At the bottom, there is a "Continue" button.

Note: You can only register the student for classes if there are no holds on the system. You can view the holds from the Student Profile.

2. Register for Classes

Browse for the courses you would like to register the student for, as illustrated below:



The screenshot shows a web interface titled "Register for Classes". It has a navigation bar with tabs: "Find Classes", "Enter CRNs", "Projections" (which is active), and "Schedule and Options". Below the tabs, the section is titled "Projected Registration" with the subtitle "The following are your projected courses for this term:". A table displays the following data:

Title	Details	Type	Attribute	
Principles of Marketing	MKT 200			View Sections
Communication Skills in Arabic	ARB 111			View Sections
French Language	FRE 211			View Sections
Introduction to Art	ART 111			View Sections
English Communication Skills	ENG 111			View Sections
Legal Culture	LAW 111			View Sections
Money and Financial System	FIN 221			View Sections

Each row in the table has a "View Sections" button. A gear icon is visible in the top right corner of the table area.

There are two types of courses that you can register for based on your student's study plan:

1- courses with lectures only; or 2- courses with linked lecture and practical sections.

How to make sure that the course is suitable for your student?

- 1- In case of registering university obligatory or university elective course, check the course title, as shown in the below table:

Title that includes:	Dedicated for:
ENG	Majors that are taught in English
ARABIC	Majors that are taught in Arabic
MEDICINE	College of Medicine

However, for Statistics course, follow the below table:

Title that includes:	Dedicated for:
ENG	Majors that are taught in English
ARB	Majors that are taught in Arabic
SCIENCE	For all colleges except College of Law, College of Mass Communication and College of Humanities and Sciences
SCIENCE/MEDICINE	College of Medicine
ART	Bachelors in Interior Design, Teaching English as a Foreign Language, BSc Finance, BSc Management, BSc Accounting, BSc Marketing, BSc IS (Project management and E-Business management).

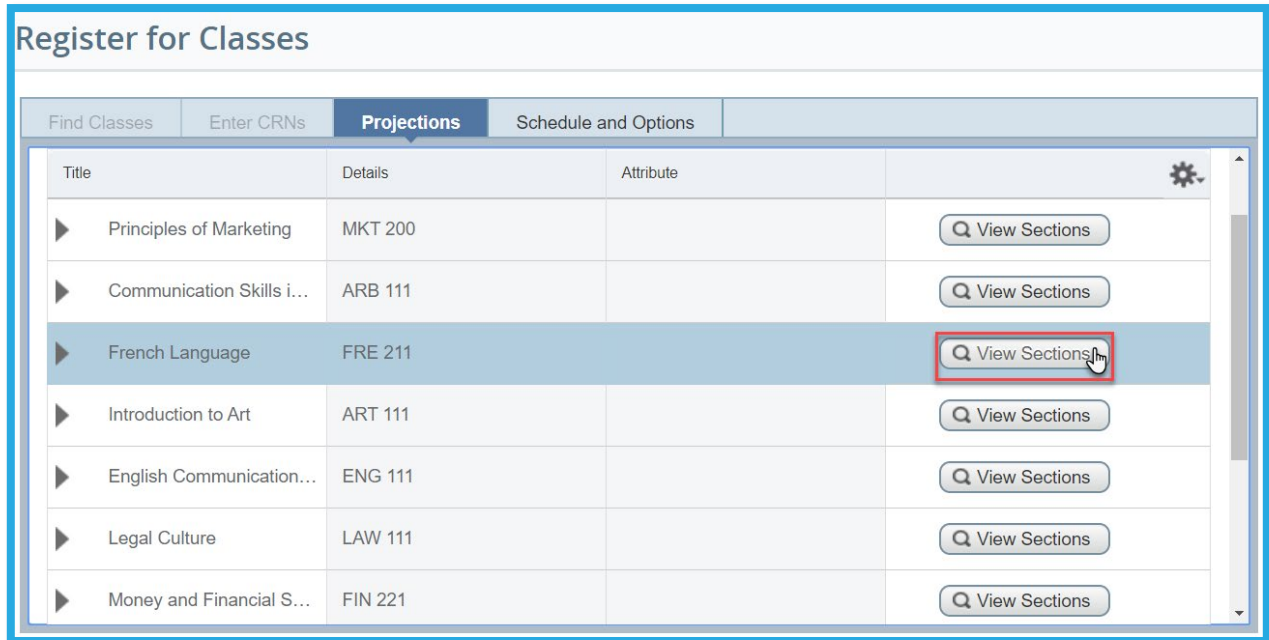
- 2- Check the section, as illustrate below. Sections that include the letter F are dedicated for the female students and sections that include the letter M are dedicated for the Male students.

Title	Subject Description	Course Number	Section
<u>French Language/F</u> Lecture	French Lang...	211	1F
<u>French Language/M</u> Lecture	French Lang...	211	2M

Note: If you are facing any issues or receiving any errors while registering the courses, check the list of errors which is available in [section 5](#) of this manual. Afterwards, if you still need assistant while registering the courses, kindly reach out to the lab assistants on campus or the Helpdesk on helpdesk@ajman.ac.ae and attach a screenshot of the error.

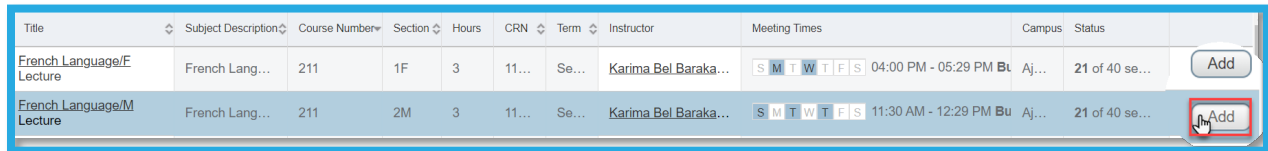
2.1 Register Lectures Only

- 1- Choose the course you would like to register and click on **View Sections**, as illustrated below, to choose a section:



The screenshot shows the 'Register for Classes' interface. At the top, there are tabs: 'Find Classes', 'Enter CRNs', 'Projections' (selected), and 'Schedule and Options'. Below the tabs is a table with columns: Title, Details, Attribute, and a button labeled 'View Sections'. The table lists several courses, including 'Principles of Marketing' (MKT 200), 'Communication Skills i...' (ARB 111), 'French Language' (FRE 211), 'Introduction to Art' (ART 111), 'English Communication...' (ENG 111), 'Legal Culture' (LAW 111), and 'Money and Financial S...' (FIN 221). The 'View Sections' button for the 'French Language' course is highlighted with a red box and a mouse cursor.

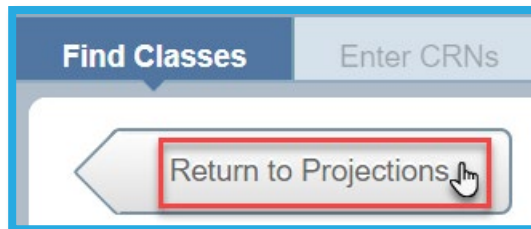
- 2- Choose a section based on the title, section gender and suitable timing, as illustrated below:



The screenshot shows the 'View Sections' interface. It displays a table with columns: Title, Subject Description, Course Number, Section, Hours, CRN, Term, Instructor, Meeting Times, Campus, and Status. Two sections for 'French Language' are listed. The 'Add' button for the second section is highlighted with a red box and a mouse cursor.

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	
French Language/F Lecture	French Lang...	211	1F	3	11...	Se...	Karima Bel Baraka...	S M T W T F S 04:00 PM - 05:29 PM Bu	Aj...	21 of 40 se...	Add
French Language/M Lecture	French Lang...	211	2M	3	11...	Se...	Karima Bel Baraka...	S M T W T F S 11:30 AM - 12:29 PM Bu	Aj...	21 of 40 se...	Add

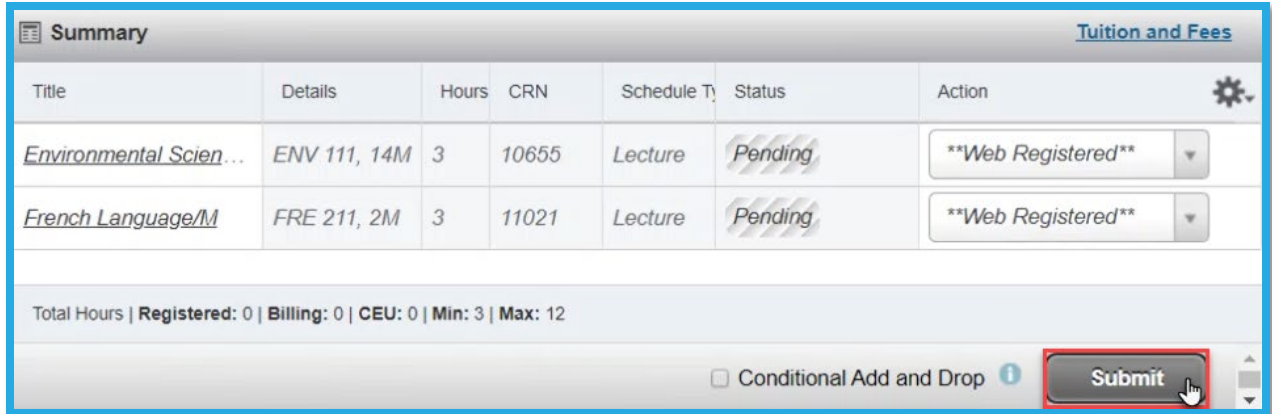
- 3- Click **Return to Projections** to add more courses, as illustrated below:



The screenshot shows a button labeled 'Return to Projections' with a left-pointing arrow. The button is highlighted with a red box and a mouse cursor.

- 4- Repeat steps 1 to 3 for all the courses that you want to register and have theoretical lectures only.

- 5- If you have added all the courses, review the courses from the Summary section and then click on **Submit**, as illustrated below. However, if you still want to register for courses with linked lecture and practical, skip this step and move to the next section of this manual.



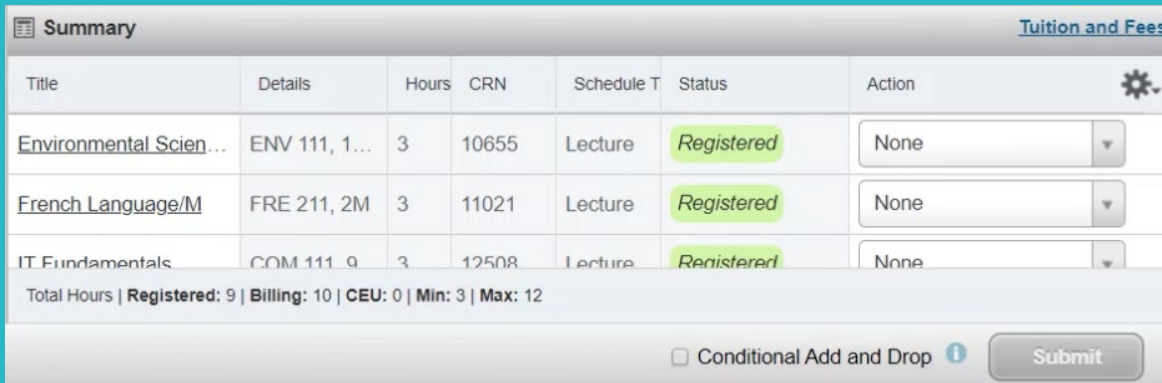
The screenshot shows a 'Summary' section with a table of courses. The table has columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. Two courses are listed: 'Environmental Science' and 'French Language/M'. Both have a status of 'Pending'. Below the table, there is a summary bar showing 'Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 3 | Max: 12'. At the bottom right, there is a 'Submit' button highlighted with a red box and a mouse cursor pointing to it. There is also a 'Conditional Add and Drop' checkbox and an information icon.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Environmental Science...	ENV 111, 14M	3	10655	Lecture	Pending	**Web Registered**
French Language/M	FRE 211, 2M	3	11021	Lecture	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 3 | Max: 12

☐ Conditional Add and Drop ? **Submit**

Note: Once you submit the courses you have added, the status column for the courses will change from “Pending” (as illustrated previously) to “Registered” as illustrated below:



The screenshot shows the 'Summary' section after submission. The table now has three courses: 'Environmental Science', 'French Language/M', and 'IT Fundamentals'. All three have a status of 'Registered'. The summary bar shows 'Total Hours | Registered: 9 | Billing: 10 | CEU: 0 | Min: 3 | Max: 12'. The 'Submit' button is now disabled. There is also a 'Conditional Add and Drop' checkbox and an information icon.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Environmental Science...	ENV 111, 1...	3	10655	Lecture	Registered	None
French Language/M	FRE 211, 2M	3	11021	Lecture	Registered	None
IT Fundamentals	COM 111, 9	3	12508	Lecture	Registered	None

Total Hours | Registered: 9 | Billing: 10 | CEU: 0 | Min: 3 | Max: 12

☐ Conditional Add and Drop ? **Submit**

2.2 Register Linked Lecture & Practical (linked courses)

- 1- Choose the course you would like to register and click on **View Sections**.
- 2- The course will appear as “Linked”, as illustrated below. Choose the lecture for the CRN that is suitable for you and then click on **View Linked**.

Return to Projections Term: Second Academic Semester 2019 Search Again

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Status
IT Fundamentals Lecture	Computer...	111	98M	3	12...	Se...	15 of 15 seats re... LINKED

View Linked Add

- 3- You'll be able view the practical section that is linked to the lecture. Click on **Add All**, as illustrated below:

Title : IT Fundamentals Schedule Type : Lecture CRN: 12508 Add All

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Campus	Status
IT Fundamentals Practical	Computer Ap..	111	99M	0	12509	Seco...	Ajman	15 of 15 seats re... LINKED

- 4- Repeat steps 1 to 3 for all the courses that you want to register and have linked lecture and practical only.
- 5- If you have added all the courses, review the courses from the Summary section and then click on **Submit**, as illustrated below:

Summary Tuition and Fees

Title	Details	Hours	CRN	Schedule T	Status	Action
IT Fundamentals	COM 111, 9...	3	12508	Lecture	Pending	**Web Registered**
IT Fundamentals	COM 111, 9...	0	12509	Practical	Pending	**Web Registered**
Environmental Scien	ENV 111 1	3	10655	Lecture	Pending	**Web Registered**

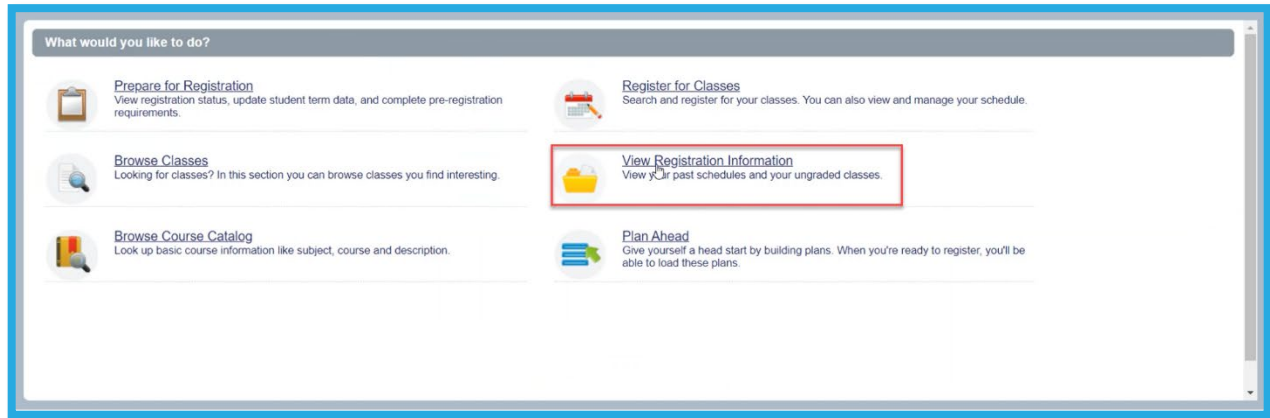
Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 3 | Max: 12

☐ Conditional Add and Drop Submit

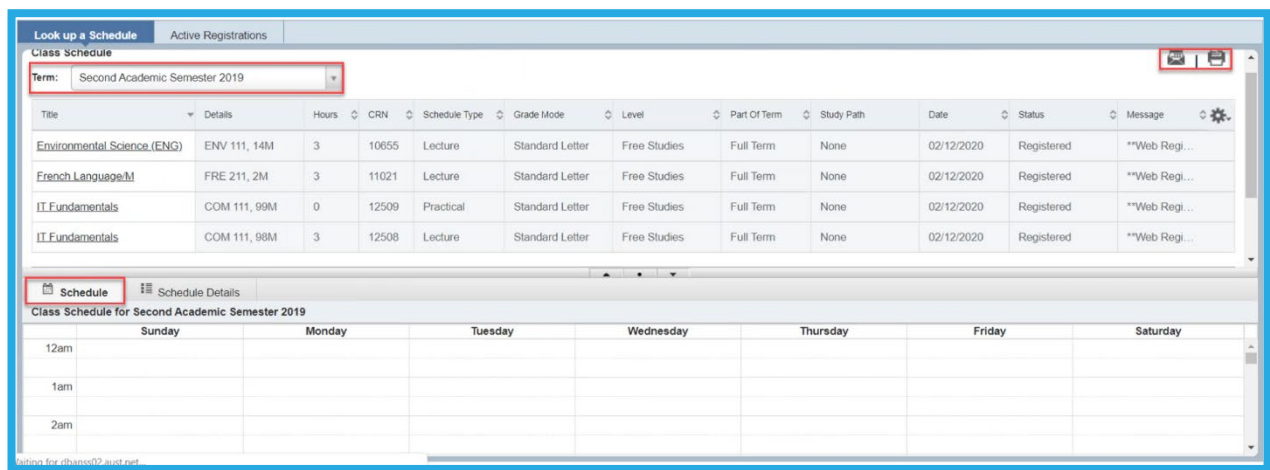
3. View The Registered Courses

To view the registered courses, please follow the below steps:

- 1- Follow first 5 steps from [section 1](#) in this manual.
- 2- Click on **View Registration Information** option, as illustrated below:



- 3- On this page, you will be able to choose the term, view the schedule details, and email and/or print the schedule, as illustrated below:



4. Drop Courses

To drop courses, please follow the below steps:

- 1- Follow the steps mentioned in [section 1](#) in this manual.
- 2- In the Summary section, you will be able to view all registered courses. Choose the courses you would like to drop and from the **Action** column, choose **Web drop** for each course you would like to drop and then click on **Submit**, as illustrated below:

The screenshot shows a 'Summary' table with columns: Title, Details, Hours, CRN, Schedule T, Status, and Action. Three courses are listed: 'Environmental Scien...' (ENV 111, 1...), 'French Language/M' (FRE 211, 2M), and 'IT Fundamentals' (COM 111, 9). The first course is highlighted with a red box, and its 'Action' dropdown menu is open, showing 'None', 'None', 'Web Drop' (selected), and 'None'. A red box also highlights the 'Submit' button at the bottom right. Below the table, it says 'Total Hours | Registered: 9 | Billing: 10 | CEU: 0 | Min: 3 | Max: 12' and a checkbox for 'Conditional Add and Drop'.

Title	Details	Hours	CRN	Schedule T	Status	Action
Environmental Scien...	ENV 111, 1...	3	10655	Lecture	Registered	None
French Language/M	FRE 211, 2M	3	11021	Lecture	Registered	None
IT Fundamentals	COM 111, 9	3	12508	Lecture	Registered	None

Total Hours | Registered: 9 | Billing: 10 | CEU: 0 | Min: 3 | Max: 12

☐ Conditional Add and Drop **Submit**

Once you drop the courses, you will be able to view them in the Summary section as illustrated below:

The screenshot shows the same 'Summary' table after dropping the first course. The first row is now 'Deleted' and has 0 hours. The 'Action' dropdown for the first row is open, showing 'None'. The 'Submit' button is no longer visible. Below the table, it says 'Total Hours | Registered: 6 | Billing: 7 | CEU: 0 | Min: 3 | Max: 12'.

Title	Details	Hours	CRN	Schedule T	Status	Action
Environmental Scien...	ENV 111, 1...	0	10655	Lecture	Deleted	None
French Language/M	FRE 211, 2M	3	11021	Lecture	Registered	None
IT Fundamentals	COM 111, 9	3	12508	Lecture	Registered	None

Total Hours | Registered: 6 | Billing: 7 | CEU: 0 | Min: 3 | Max: 12

Notes:

- 1- If there are 9 credit hours registered and you would like to drop a course, you must add another course and then drop the other one. Noting that the minimum credit hours to be registered is 9 for the Fall and Spring terms and 0 credit hours for the Summer term.
- 2- If you would like to drop all your courses in the Fall or Spring terms for any reason, kindly contact the Office of Admission and Registration.

5. List of Registration Errors

Error Message	Explanation and Required Action
You Don't Qualify to register this section according to your earned hours	The student can't register this course as student still didn't finish all the required hours (Student year is different than the section required year)
Class Restrictions	<p>The student's year level is restricting him/her from registering in this CRN. For example, he/she is in the second year and the course is considered for third year according to the study plan, and then the system will not allow him/her to registering the course.</p> <p><u>If this is incorrect, the Dean of the College concerned should contact registration to revise the study plan and set the correct setup.</u></p>
CRN xxxxx couldn't be added the required number of courses/credits for the related area has been exceeded	The student has reached the maximum required hour for this specific area or basket
Level Restrictions	<p>The CRN is not for the student's level. For example, the student is in "Under Graduate level "program, while the CRN is restricted for the Graduate level programs, then the system will not allow him/her from registering the course.</p> <p><u>If this is incorrect, please contact the Class Schedule Coordinator to check the section and set the correct level for the CRN.</u></p>
Degree Restrictions	<p>The CRN is not for the student's degree. For example, the student is in Business Administration College and his/her program is under degree Bachelor of Business Admin, while the CRN is restricted for students in Bachelor of Education Degree, then the system will not allow him/her to register the course.</p> <p><u>If this is incorrect, please contact the Class Schedule Coordinator to check the CRN and set the correct degree for the CRN.</u></p>
Program Restrictions	The CRN is not for the student's program. For example, the student in program "Electrical Engineering" while

	<p>the CRN is restricted for "Biomedical Engineering" program, then the system will not allow him/her from registering the course.</p> <p><u>If this is incorrect, please contact the Class Schedule Coordinator to check the CRN and set the correct program settings for the CRN.</u></p>
College Restrictions	<p>The CRN is not for the student's college, or it is restricted for specific colleges. For example, the student in college "Dentistry" while the CRN is restricted for "Law" College, then the system will not allow him/her from registering the course.</p> <p><u>If this is incorrect, please contact the Class Schedule Coordinator to check the CRN and set the correct college settings for the CRN.</u></p>
Student Attribute Restrictions	<p>The student is trying to register in CRN restricted for the other gender. For example, the student is male and the CRN is restricted to the Female students.</p> <p><u>If this is incorrect, please contact the Class Scheduling Coordinator to check the CRN settings.</u></p>
Course section requires other citizenship	<p>The student is trying to register in CRN restricted for specific language while he/she should take it in the other language according to his/her nationality. For example, student is trying to register IT Fundamental in Arabic and his/her nationality is British or Iranian, while CRN is restricted to the native speakers of Arabic.</p> <p><u>If the student's nationality is incorrect, he/she should contact the Registration Office, but if the settings of the CRN is incorrect and it should be for non-Arab speakers, please contact the Class Schedule Coordinator</u></p>
Field of Study Restrictions	<p>Student's major/minor is restricting him/her to register in this CRN.</p> <p><u>If this is incorrect, please contact the Class Schedule Coordinator to check</u></p>

	<u>the CRN and set the correct study field for the CRN.</u>
Linked Course Required (Lecture)	Student needs to register the lecture section
Linked Course Required (tutorial)	Student needs to register the tutorial section
Linked Course Required (Practical)	Student needs to register the practical section
Prerequisite and test Score Error	Student must finish the prerequisites for this course. <u>If the student has already completed the prerequisite, please contact the Office of Registration.</u>
Maximum Hours Exceeded	<u>Go to the Office of Registration to update the data</u>
There are no projected courses available for the student	<u>Please contact the Office of Registration to update the courses list available for the student.</u>
Limited courses, one or two courses listed only.	
Administration staff are reviewing your registration record at this time please try again later	One of the registration staff are reviewing the student record. Please wait for 5 to 10 minutes until they update the student data, then try again. <u>If the student still has the same message, please contact Office of Registration.</u>
Course section related to other gender/citizenship	The student is trying to register in CRN offered for the other gender. i.e. If the student is male that means that the student is trying to register in a female section and vice-versa - (to check this attribute the student will see near the section either M = Male or F = female letter).
Registration hours cannot be less than the required minimum hours	If the required minimum hours for the student is 9 hours and already registered is 9 hours, he/she cannot drop any course until he/she register another course. Therefore, first select another course, and then change the status of the course the student wants to drop to web drop.
Time Conflict with CRN	There is clash in the schedule with the selected section. Please select another section
When clicking on view section and it does not show anything	This course section is inactive the student cannot register it. <u>Please contact the Class Schedule Coordinator.</u>

The student can't see any of his major courses	The offered courses for the student's college is being updated. Please wait for 15 minutes, <u>if you still cannot see the courses, contact the Office of Registration</u>
The Student can't see some of his/her major courses	Check the following: <ul style="list-style-type: none"> • The courses are offered in the current term, and available in the student study plan with same course code. • The student completed all the prerequisites of the courses.
You cannot see offered course(s) in your major.	The student might have completed this/these course/s in the previous terms. In case the student would like to repeat a course, he/she has to apply for Registration Exception Request to repeat taken course, using the ORS system, and once it is approved, the student will receive email notifications, and then he/she will be able to see the course.
You cannot register courses by yourself	If the student has Academic standing-Warning. <u>The student has to contact the Warning Advisor in the student college to process his/her registration.</u>
Person is not a student	The student has a hold condition, due to warning, Financial, or Registration Hold. If he/she has Academic Warning, he/she has to contact the Warning Advisor in his/her college. <u>If the student does not have warning, please contact Office of Registration to confirm that he/she does not have any other hold condition.</u>
Not showing web drop selection	The Student has warning and must repeat this course therefore; he/she cannot drop this course by him/herself, please contact the Warning Advisor in the student college.
Student Status Prevent Registration	Please contact Office of Registration to review the student status and update it. If he/she has due amount, please contact Office of Finance, if he/she has Academic Warning, please contact the student College Warning Advisor to process the student registration,

	otherwise, please contact Office of Registration to verify the Hold condition under the student record.
When student is trying to go to the projection and he sees this message: "You have holds which prevent registration"	The student has hold condition, either Financial or Registration Hold. <u>The student should contact the concerned office to provide the necessary information to open registration.</u>
you are not eligible to register even though the student did pay the 4000 dhs	<u>Please Contact registration to assign the study plan and program for the student.</u>
Other Technical Error Messages	
Authentication Error	Try closing the browser and clear the cache from the browser before trying again
Error 500 internal server error	Clear the browser cache. If the issue is not resolved, please contact the Office of IT, either send email to helpdesk@ajman.ac.ae , ask one of IT support in Computer labs, or come to the Office of IT in J2 building, Block A, ground floor.
Invalid Student Password	If the student is newly admitted in and holding an account of 2018, he/she needs 2 hours to be activated on Banner system. If the issue is not solved , please contact the Office of IT, either send email to helpdesk@ajman.ac.ae , ask one of IT support in Computer labs, or come to the Office of IT in J2
mysis.ajman.ac.ae error: Your account has been disabled	The student user account for Banner access is disabled. Please contact helpdesk@ajman.ac.ae to reactivate the student account.
Error in signing in to banner "Authentication Error"	Please send email to helpdesk@ajman.ac.ae with User ID, screenshot of the error message