

2. Enter a CRN to Register

- Choose **Add or Drop Classes**
- System will ask you to enter the ALT-PIN which will be provided by your advisor.
- Enter your ALT-PIN then click '**Submit**'
- If known, enter the 5(five)digits CRN(s) in the Add Classes Worksheet section for the classes you would like to register.



Note: If you don't know the CRN click on the **Class Search** command button or refer to '**Search for Classes and Register**' section.

- Click '**Submit Changes**'
- If there is a seat available and no errors appear, the class is added to your schedule (you are registered).
- Your schedule will appear on the same page above the worksheet area.

Drop a Class

- Choose '**Add or Drop Classes**'
- Your current schedule will appear, then click the arrow under the '**Action**' heading next to the course you wish to drop. Select '**DROP **WEB****'.
- Then click '**Submit Changes**' (at the bottom, under the worksheet)
- Check your schedule to ensure that correct changes were made.

View/Print Class Schedule

On the Registration Menu, choose '**Print Student Class Schedule**'. You will be prompted to enter your ID and PIN again before your schedule will be displayed. To print your schedule, go to '**File**' Menu and then select **Print**.

Registration Errors

Time Conflict with another CRN - 'Time Conflict' error occurs when the course displaying the error has a time that conflicts or overlaps with a course for which the student is already registered.

Solution: Student must choose another CRN of another section for the same course

Closed Section - It simply means that the section is full to its maximum seats.

Solution: Student must choose another section for the same course.

Prerequisite or Test Score Error- You have not met the pre-requisite established for the course

Solution: Try to register for the Pre-requisite first or visit your advisor for more help.

Co-Requisite: The course requested requires enrollment in another course (e.g. lab or lecture) during the same semester.

Solution: Select the indicated required course.

Duplicate Course: You have already registered for the section/course.

Solution: Drop the course from your schedule.

Banner Student Registration Quick Guide



P.O. Box 1664 Al Khobar 31952

Phone: (966)-3-896-4554

Fax: 896-4566

Website: <http://www.pmu.edu.sa>

For Help: Please contact Registrar's Office or visit PMU IT Technical Support Center at your campus;

Registrar's Office:

E-mail Address: Registrar@pmu.edu.sa

Male: Mr. Ameen Ghawanmeh at 849-9259

Female: Ms. Rasha Kassim at 849-8808



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Banner Student Registration Quick Guide

What is Banner Self Service?

Banner Self Service is a web interface that allows users to perform designated operations and procedures in a user friendly environment.

Before Registration

Advising is an essential element in the registration process and you must contact your Advisor before you will be able to register. Your Advisor will discuss with you about the suggested schedule and then she/he will give you the Alt-PIN needed to register.

Logging in to Banner

- Open your Internet Browser
- Go to <http://www.pmu.edu.sa>
- Click on: **Banner Self Service or Registration**
- Enter your Banner ID

PMU Banner ID

- PMU Banner ID is a unique nine digits(9) numeric characters that identifies you on the Banner System. i.e 200700000.
- Enter your PIN (6 digits). Provided by the Registrar's office

Forgot your Banner PIN?

If you have a problem with your Banner PIN, please contact the IT Helpdesk Ext. no. 9299 or visit **PMU IT Technical Support Center at your Campus** and complete the form **Forgot/Locked Banner PIN Request**

How do I Register?

- Login to **Self Service**
- Click '**Student Registration**'
- Click '**Select Term**'
- Select the Term you want to Register for Example: Fall 2007/2008 and then click '**Submit**'.

Two Ways to Register

1. Search for Classes and Register from Registration Menu

- Select **Search for Classes**
- Select a Term and click '**Submit**' button
- Enter a criteria to search for a class Section
- Make your selections by Subject, Campus, etc. to search for classes. You must select at least one subject.
- Click '**Class Search**' to search the class based on your criteria. The '**Reset**' button will clear your search criteria.
- To add a class to your registration check the box on the left, next to CRN.

- Take note of the seat remaining. If the seats remaining are zero then no seats are available. Choose another section. (a 'C' indicates the section is closed, full)
- Click '**Register**'
- System will ask you to enter the ALT-PIN which will be provided by your advisor.
- Enter your ALT-PIN then click '**Submit**'.

Note: If you choose **Add to Worksheet**, you are not registered until you click the 'submit changes' on the '**Add or Drop Classes**'.

- If there is a seat available and no errors appear, the class is added to your schedule (you are registered).

Terminologies

Course Number - is the number following the 4 letter code for a course. Example: ALIS1211. The course number is 1211.

Title - Title of the course from the course catalog. You can search by title by entering any part of the course title that you are searching for.

Campus - by selecting Male/Female Campus criteria.

Instructor - the assigned Instructor for a specific course

Start Time - the start time of the class

End Time - the end time of the class

Days - the days of the week the course meets

Pre-requisites - is a requirement that must be satisfied in a prior term, consisting of course(s) or test score(s)

Co-requisites - different subject/courses that must be taken in the same term.

Helpful Hint



You can search multiple subjects by holding down the CTRL while highlighting each of the subjects.

Class Search Terminologies

- **CRN** - Course Reference Number (5 digit number). Identifies a specific section of course
- **Subj** - Four letter code for the subject of the course
- **Crse** - Four number code for the course number
- **Sec** - Course Section
- **Cmp** - Campus Male/Female
- **Cred** - Credit hours
- **Title** - Course title
- **Days** - Days of the week the course meets
- **Time** - Time of the day the course meets
- **Cap** - Total capacity of seats for the specific section
- **Act** - Actual number of seats for a specific section
- **Rem** - Remaining seats
- **Instructor** - Instructor of course
- **Location** - Where the course will meet.

Worksheet

In Banner, worksheet is an electronic place wherein you can list all the courses that you **might** like to register. If you choose to add a course to your worksheet you must Submit your worksheet and confirm the courses are on your schedule before you are registered for a class.