

Common ERROR Messages

CLOSED SECTION:

Means: The section you are trying to Add is FULL.

Solution: Try to ADD another section for the same course.

TIME CONFLICT WITH CRN:

Means: The course you are attempting to ADD overlaps with a course in which you are already registered.

Solution: Try to Add another section for the same course.

PRE-REQUISITE/TEST SCORE:

Means: 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:

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

Solution: ADD the indicated required course.

DUPLICATE CRN:

Means: You have already registered for this course/section.

Solution: Drop the course from your schedule

LEVEL RESTRICTION:

Means: You cannot register for this class because your student level (undergraduate, graduate, etc.) does not meet the requirement for enrollment in this class.

Solution: Consult the Schedule of Classes and select a class appropriate for your class level .

Important Note

Before Dropping any course, Please make sure to check if there are any seats available in the section you would like to add before you drop your current section so you don't lose your current seat when you drop it.

Printing Schedules

4. Log into BOSS.
2. Click on "Student Registration".
3. From the Registration Menu, Click on "Print Student Class Schedule".
4. Your schedule will be displayed to print it, "right click" on the screen, then click on "Print".



If you need more help, contact
the Registrar's Office

Male Campus:

Mr. Ameen Ghawanmeh
Tel: +9663849-9259

Female Campus:

Ms. Ebtisam Labib
Tel: +9663849-9281

Prince Mohammad Bin
Fahd University



جامعة الأمير محمد بن فهد
PRINCE MOHAMMAD BIN FAHD UNIVERSITY

**Banner Online
Self Services
(BOSS)**



**Add / Drop
Quick Guide**

Using PMU BOSS

Make SURE

Before you add/drop any course, please make sure that you have confirmed your registration and you have consulted your academic advisor about these courses.



Logging into BOSS

1. Open Your Internet explorer.
2. Go to : <http://www.pmu.edu.sa>.
3. On the left side pane Click on **Self Service**.
4. Type your **Student ID** and **PIN** and Click *Submit*.



IMPORTANT



Before you log into BOSS, make sure that you are not on the HOLD list and you have already cleared your account with the Budget and Accountant Department, if you are on Hold will get the message: "**Your Web Access Has been Disabled**"; this means you will not be able to log into BOSS. For more help, please contact the Registrar's Office or the Accounting Department.

Add Classes



1. Log into BOSS.
2. Click on "**Student Registration**".
3. From the Registration Menu, Click on "**Select Term**" and choose the term you are registering for (i.e. *Fall 2007/2008*) and click *submit*.
4. Click on "**Add/Drop Classes**".
 - a. If you don't know the CRN (Course Reference Number) for the courses you want to ADD, Click on *Class Search* button.
 - i. You MUST select at least one subject and specify your campus then click *Class Search* button.
 - ii. Based on the selected criteria, all sections will be displayed.
 - iii. Click on the Check Box for each course that you want to Add, then click on *Register* button. (If the section is Closed, a 'C' will appear instead of the Check box).
 - b. If you know the CRN (Course Reference Number) for the courses you want to ADD, type them into the CRN text boxes and click *Submit Changes*.
5. The Add/Drop Classes screen will be updated to indicate the classes you have successfully added to your current schedule. If you receive any Error Message(s), see Common ERRORS on the back page.

Drop Classes

1. Log into BOSS.
2. Click on "**Student Registration**".
3. From the Registration Menu, Click on "**Select Term**" and choose the term you are registering for (i.e. *Fall 2007/2008*) and click *submit*.
4. Click on "**Add/Drop Classes**".
5. The Add / Drop Classes screen will appear displaying the classes that you are currently registered for.
6. To Drop a Class(es) from your current Schedule, Click on the **Action** drop down list beside that class and choose "**DROP WEB**", then Click on *Submit Changes* Button.
7. The next screen will display your current registered classes without the dropped one(s).

For Security!!!

It is very important when you are done with the system to click on "EXIT" link in the right hand corner of your screen in order not to release your personal information.

