Banner 9
Registration
Quick Guide

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Banner 9 Registration Quick Steps

Step 1: Sign in to the Application Navigator, using the URL:
https://www.pmu.edu.sa/login/banner-login

Step 2: Login into Banner Self Service Using Credentials
Once login into banner self-service, Click on Students Menu - > Banner 9  Registration as Shown:
Step 3: Select Prepare for Registration

Note: This will allow you to verify that your account status and student record is in good standing before you register for the new term.

Step 4: Select the term

Select the term from the dropdown menu and select Continue.

Step 5: Verify your Status
Step 6: Select Register for Classes:

Step 7: Select the term
Select the term from the dropdown menu and select Continue.

**Step 8: Search for courses**

Search for a course by entering the course subject, course number, or course keywords and Select Submit. You will land in the “Find Courses” tab once “Register for Classes” is selected.

For example you enter **COMM / UNIV / ALIS / GEEN / BUSI.**

Search by Subject Title / Course Code

You can click here for more search options

This screen allows you to search for multiple courses or use the advanced search option to
Provide details about the course you are looking for. You can also use the “Enter CRNs” tab to enter multiple CRNs, register for them and have they applied your schedule at the same time.

For example, we will search for the Communication Subject and select Submit.

The screen below shows all available courses under the Communication and identifies the number of hours, instructor, and location of the course.

**Step 9: Add a Course**

Click the add button at the end of the row of the course you want to choose. Once you have Searched and added all of your courses, select submit to register.
Note: Notice the class schedule and course summary will automatically toggle on. This can be toggled back to off by selecting the panels button in the bottom-left corner.
Select submit once you have reviewed your selected course(s) in the Summary window. A Save Successful message indicates you are now registered for the course(s) added to your Course summary.

**How to Drop a Course**

To drop a registered class, click in the Action column for the class you wish to drop and select the drop option (Drop/Delete) and click the Submit button in the lower left corner.

Upon successfully dropping the class, the green “Save Successful” message will appear in the upper right corner, and the status will change to either “Deleted” (for Drop/Delete) or “Withdrawn” (for Drop with Automatic W) in the Summary.

**Common Registration Issues and Solutions**
Registration Errors

Registration errors are often caused by restrictions and requirements placed on courses. When a student has not met the requirements placed on a course, the Self-Service system gives one or several of the following errors upon registration.

Registration Holds

Holds appear on your record when the Registrar office prevents registration. Holds requires from you some action before you can register and you should contact your advisor for more details.

Viewing Course Restrictions and Requirements

Go to the Departmental Schedule and you will see that the schedule shows all course CRN numbers as underlined. Click on the CRN number link to view the course's restrictions and other important information about the course.

The following are errors that you may encounter:

- **PREQ and TEST SCORE-ERROR**
  This "add" error indicates that the Self-Service system does not show you have a required course prerequisite.

- **LINK ERROR**
  Linked courses are two separate courses that must be taken concurrently. When registering for linked courses, the CRNs must be submitted at the same time.

- **COLLEGE RESTRICTION**
  This indicates that the course is restricted to a particular college, and the Self-Service system does not recognize you as being declared within that college.

- **MAJOR RESTRICTION**
  Some courses are restricted to members of certain majors or minors. Students who wish to take a course that is not part of their declared major should meet with their advisor for authorization.

- **CLASS RESTRICTION**
  This refers to your classification as sophomore, junior or senior. Some courses are restricted by classification.

- **CLOSED SECTION**
This error is given when all allotted seats in a class are taken. Only the instructor can give permission to override the Capacity.

- **CORQ REQ**
  Corequisite courses are two (sometimes three) separate courses that must be taken concurrently. When registering for corequisite courses, the CRNs must be submitted at the same time.

- **MAXIMUM HOURS EXCEEDED**
  The maximum hours exceeded error indicates that a student is attempting to register for more than credits for the term.

- **TIME CONFLICT**
  The time conflict error occurs when two courses that the student is trying to register for overlap by timings.