



Banner 9

Classes Registration Guide

Student User Guide

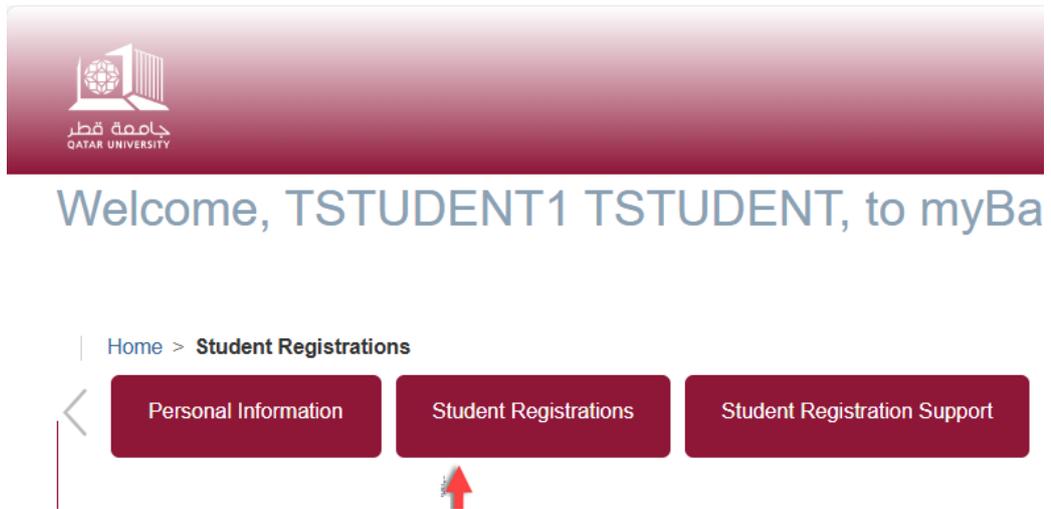
Prepared by,
Banner Team

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1. How to Reach Registration Page

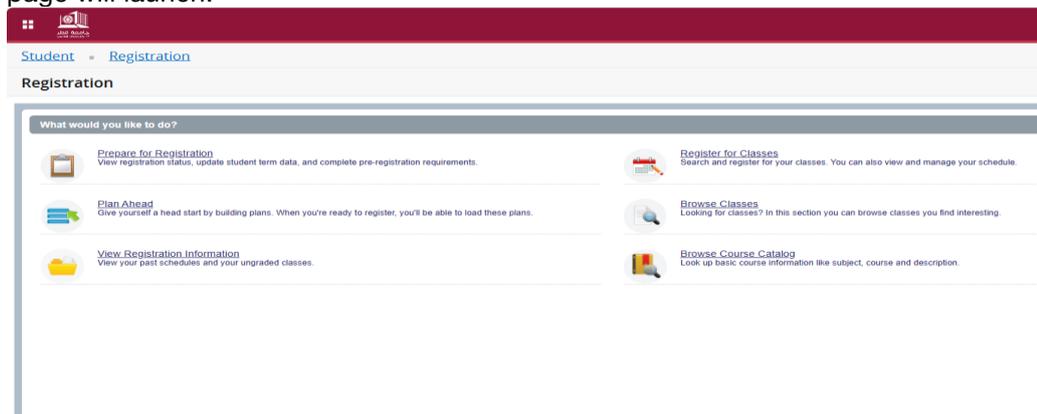
1) After you [login to myBanner](#), click on “Student Registrations”.



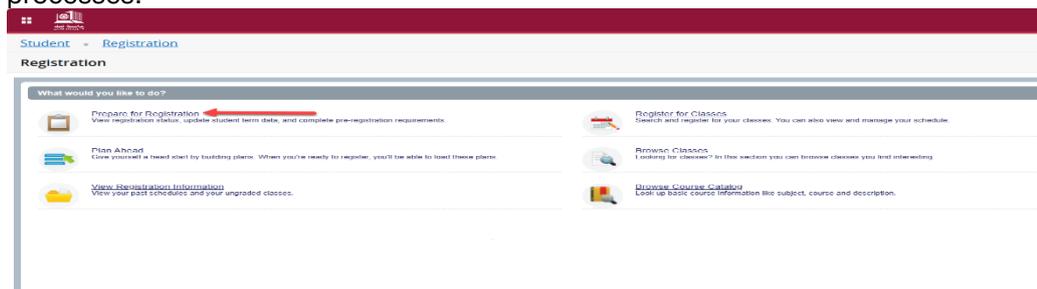
2) Click on “Registration” link



3) After clicking on Banner 9 Registration, the Banner 9 Registration main page will launch.

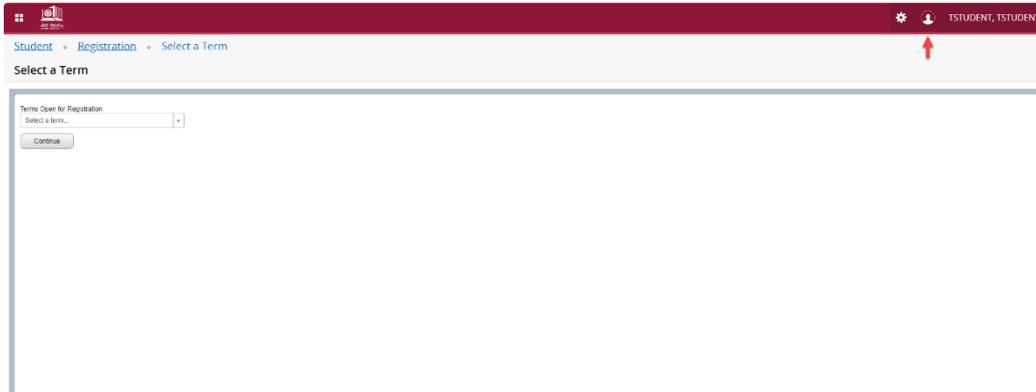


4) Click on “Prepare for Registration” to proceed with your registration processes.

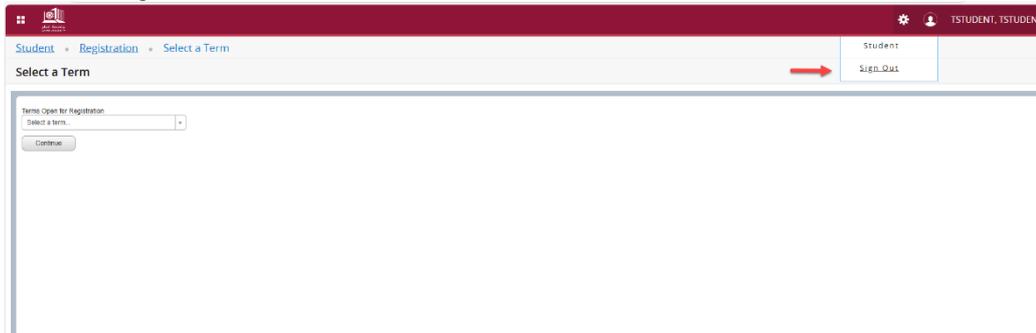


2. How to Exit Registration Page

- 1) Click on the icon  in the top of the Banner 9 Registration page as shown below.

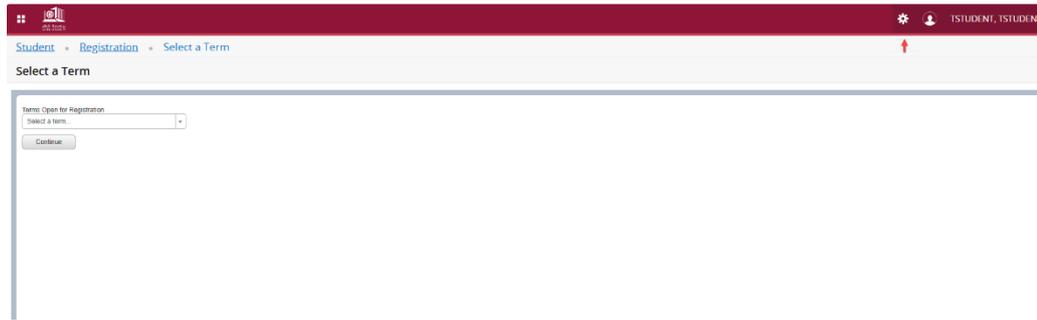


- 2) Click on Sign Out



3. How to Change the Language

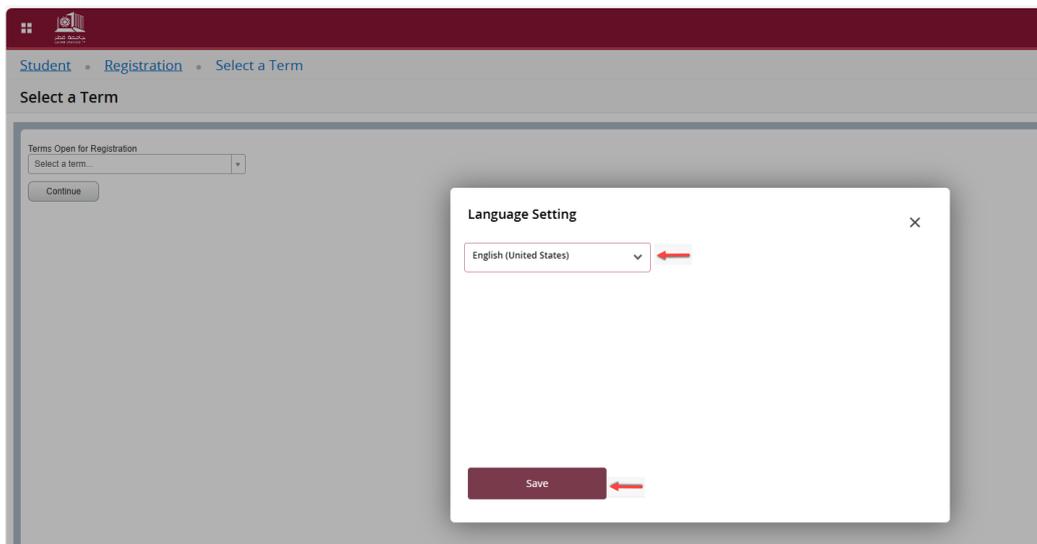
- 1) Click on the icon  in the top of the Banner 9 Registration page as shown below.



2) Click on Language Setting

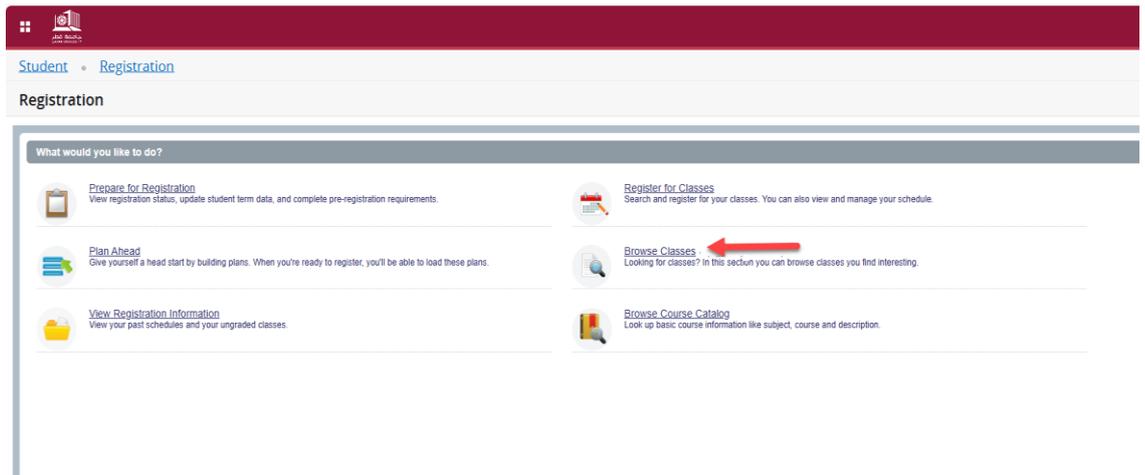


3) Select English (United States) and then click on Save

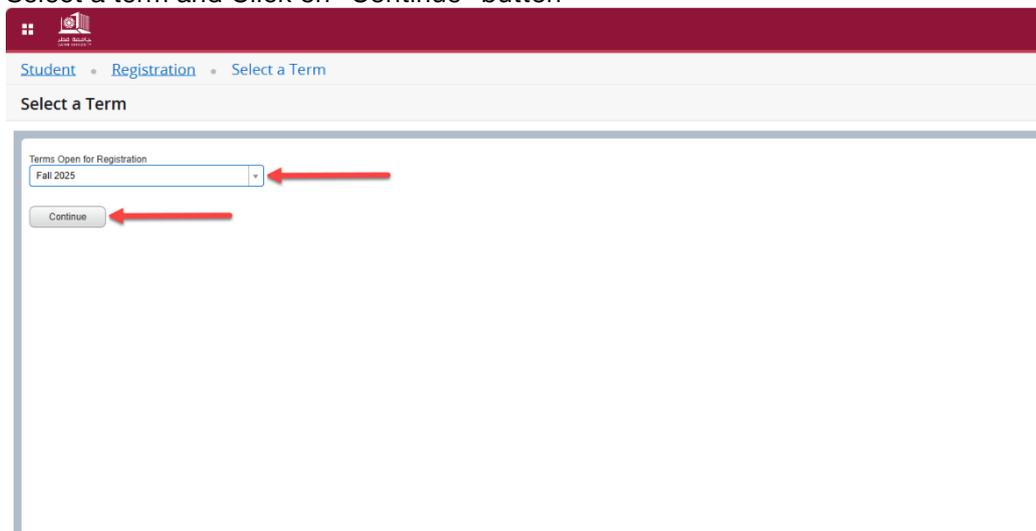


4. Browse Classes

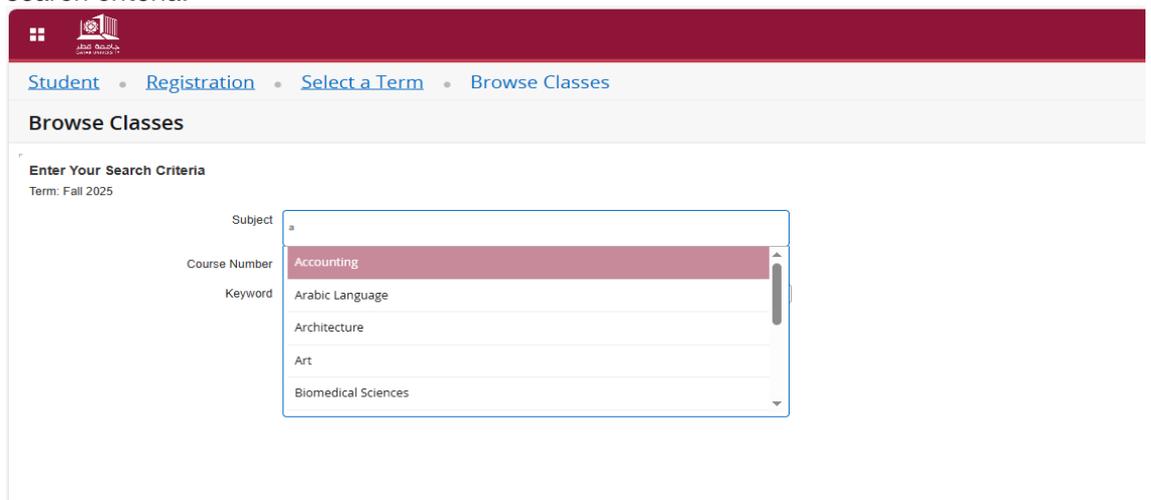
1) Click on "Browse Classes" in the Banner 9 Registration page.



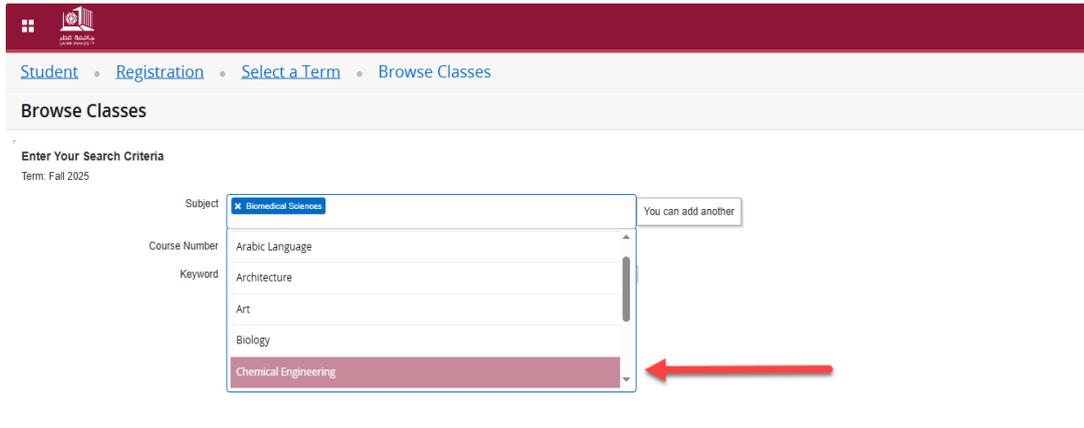
2) Select a term and Click on “Continue” button



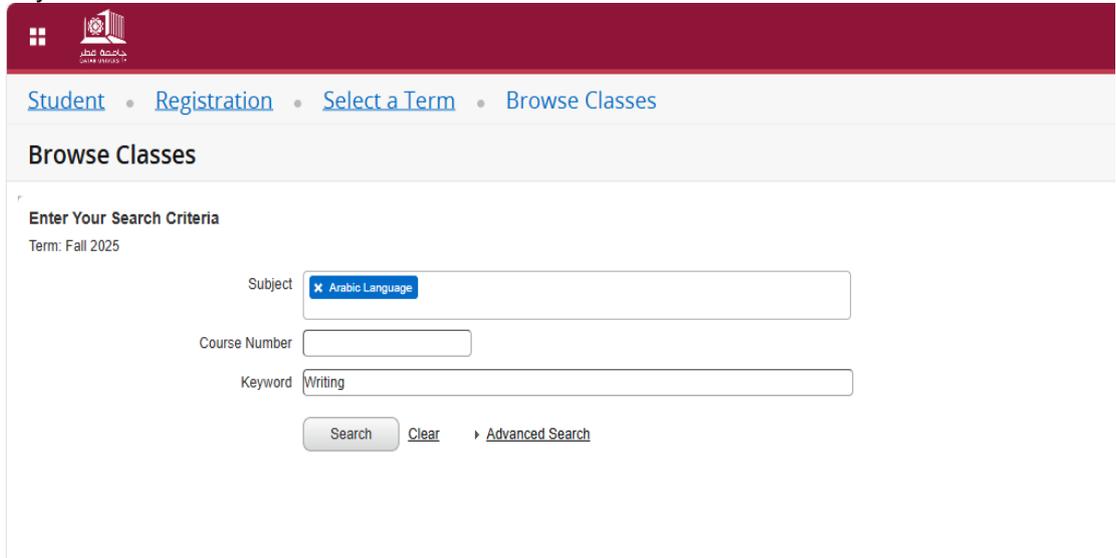
3) Select a subject in the subject field and this field is a mandatory field in the search criteria.



4) You can have more than a subject to search for classes as shown below.



- 5) You can search by other criteria like the course number or title in the keyword field as shown below and then click on Search button



- 6) After clicking on Search Button, a list of classes will display. The language of instruction under the “Instructional Method” column as shown below.

Student • Registration • Select a Term • Browse Classes

Browse Classes

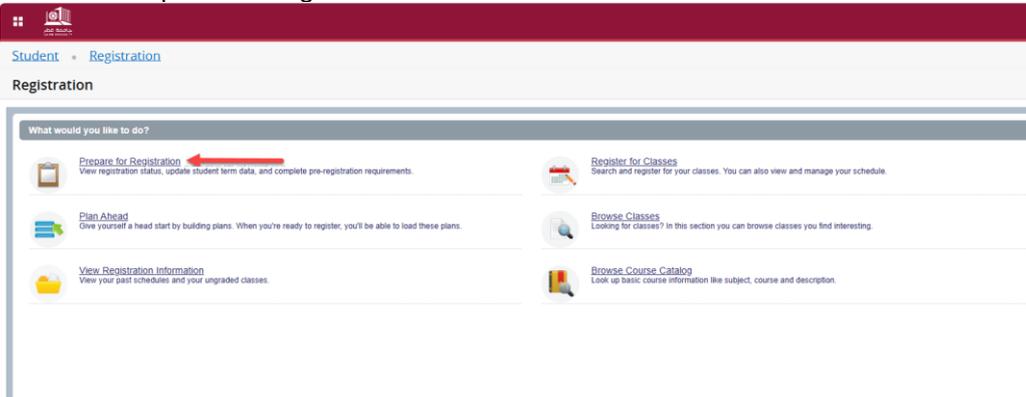
Search Results — 204 Classes
Term: Fall 2025 Subject: Arabic Language

Title	Subject Description	Course No.	Section	Hours	CRN	Instructor	Meeting Times	Campus	Status	Schedule Type	Instructional Method	Linked Sections
Elementary Reading & Writing I	Arabic Language	011	L01	5	11904	Al-Hamad, Mostafa (Pr...	S M Tu W Th F S 09:00 AM - 09:50 AM Type: Cla S M Tu W Th F S 10:00 AM - 11:50 AM Type: Cla S M Tu W Th F S 11:00 AM - 12:50 PM Type: Cla S M Tu W Th F S 11:00 AM - 12:50 PM Type: Cla	Male	6 of 15 seats re...	Lecture	Arabic	
Elementary Listening & Speaking I	Arabic Language	013	L01	5	11219	Abdel-Aziz (Primary)	S M Tu W Th F S 08:00 AM - 09:50 AM Type: Cla S M Tu W Th F S 09:00 AM - 09:50 AM Type: Cla S M Tu W Th F S 09:00 AM - 09:50 AM Type: Cla S M Tu W Th F S 10:00 AM - 11:50 AM Type: Cla	Male	6 of 15 seats re...	Lecture	Arabic	
Elementary Reading & Writing II	Arabic Language	018	L01	5	13827		S M Tu W Th F S 08:00 AM - 09:50 AM Type: Cla S M Tu W Th F S 09:00 AM - 09:50 AM Type: Cla	Male	4 of 15 seats re...	Lecture/lab	Arabic	

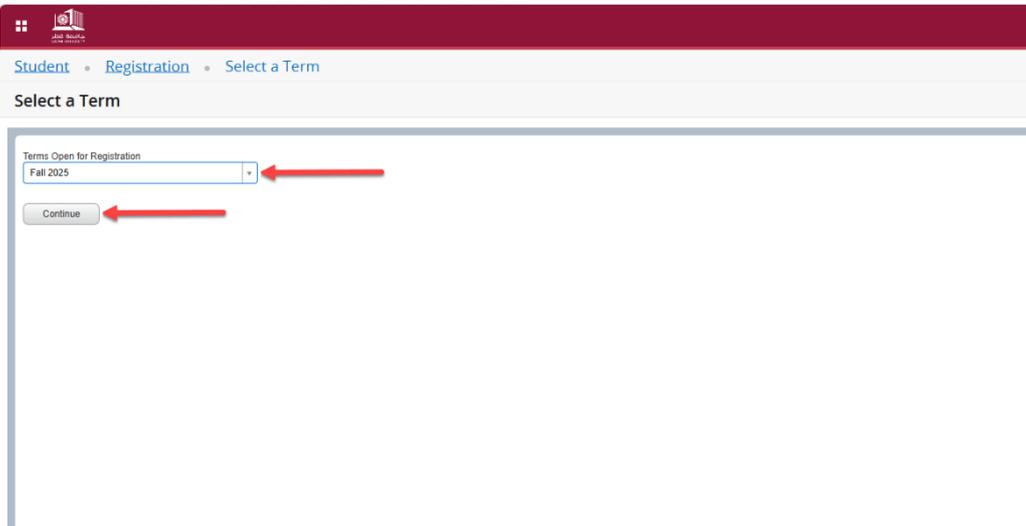
5. Prepare for Registration

Prepare for Registration is the first step in the registration process. This feature indicates whether a student can register to a specific term and there are no barriers that prevent registration like student status and academic standing.

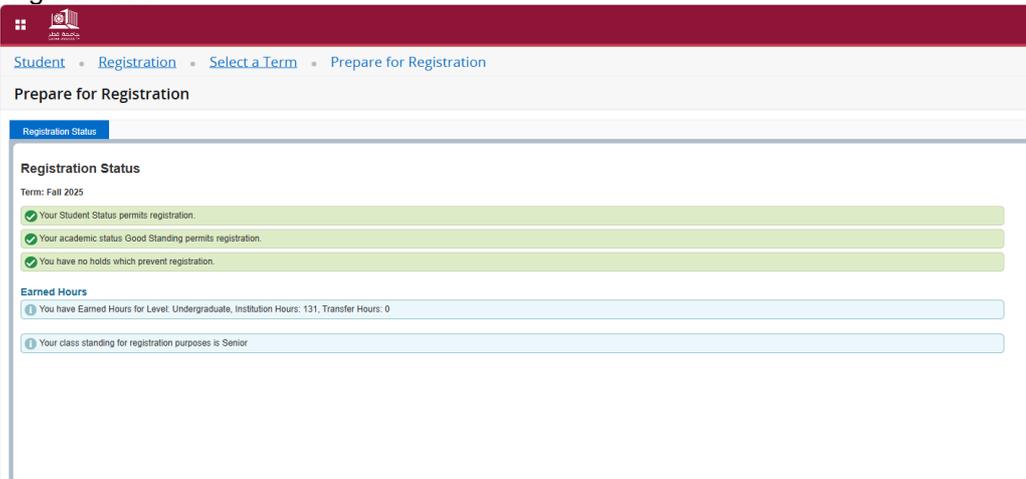
- 1) Click on “Prepare for Registration”



- 2) Select a term and click on Continue button



- 3) Example: This student can register in Fall 2025 because all notifications display in green color



- 4) Example: This student cannot register in Fall 2025 because his or her student status prevent registration and the notification displays in red color

Student • Registration • Select a Term • Prepare for Registration

Prepare for Registration

Registration Status

Registration Status

Term: Fall 2025

- ❌ Your Student Status prevents registration.
- ✅ Your academic status Good Standing permits registration.
- ✅ You have no holds which prevent registration.

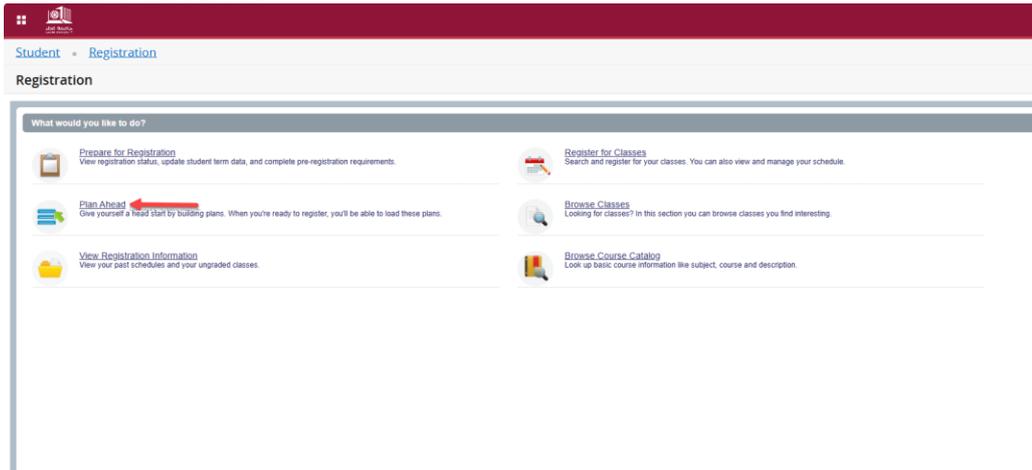
Earned Hours

- 📄 You have Earned Hours for Level: Undergraduate, Institution Hours: 131, Transfer Hours: 0
- 📄 Your class standing for registration purposes is Senior

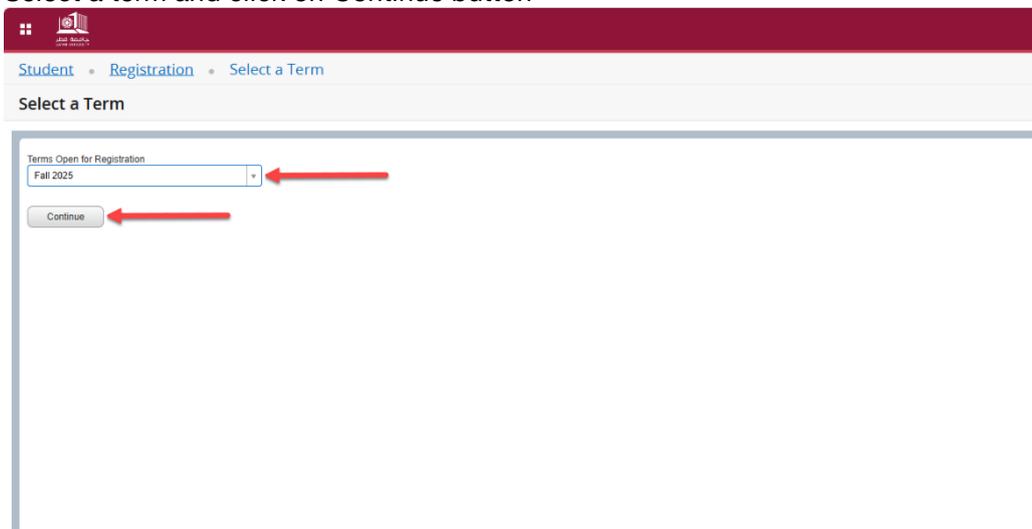
6. Plan Ahead

Planning for registration is the second step in the registration process. This feature allows students to select course sections that have suitable time and save them in a plan. Once the early registration opens, student can add the planned sections in registration by changing their status from planned to registered which save effort of searching for course sections. The planning also prevents students from losing their chance to register in course sections that are suitable for their daily schedule.

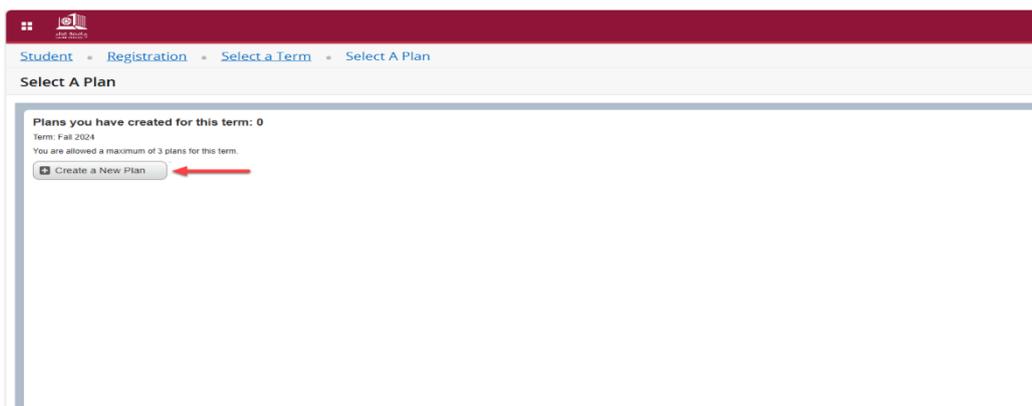
1) Click on “Plan Ahead”



2) Select a term and click on Continue button



3) Click on Create a New Plan button



4) First, Save the plan by clicking on Save Plan button

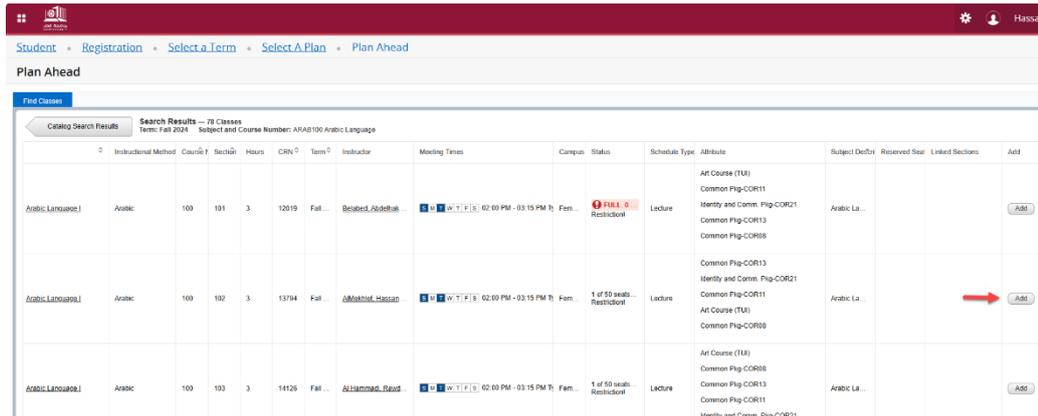
5) Insert name for the new plan and save it

6) Search for the sections by following the steps of Search for Classes

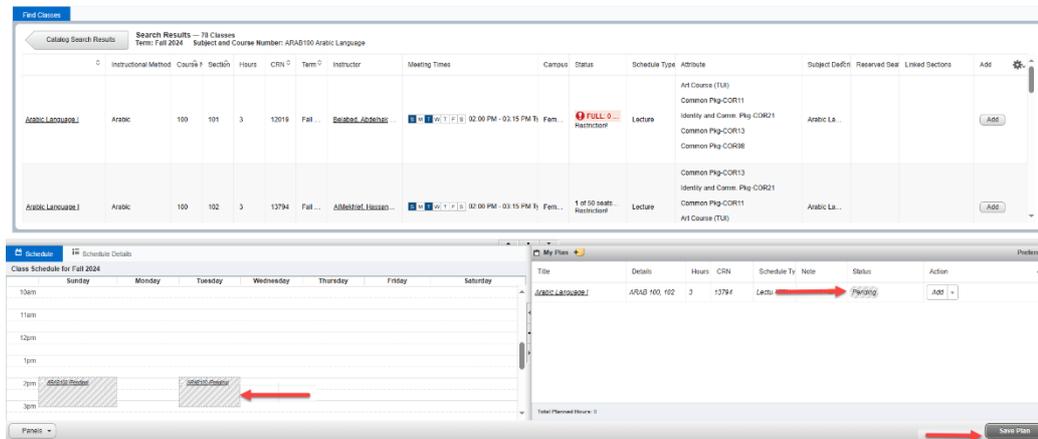
7) Click on View Sections button

Title	Subject Description	Course Number	Hours	Description	Course Sections	Add Course
Arabic Language I	Arabic Language	100	3	The course aims to provide stu...	View Sections	Add Course

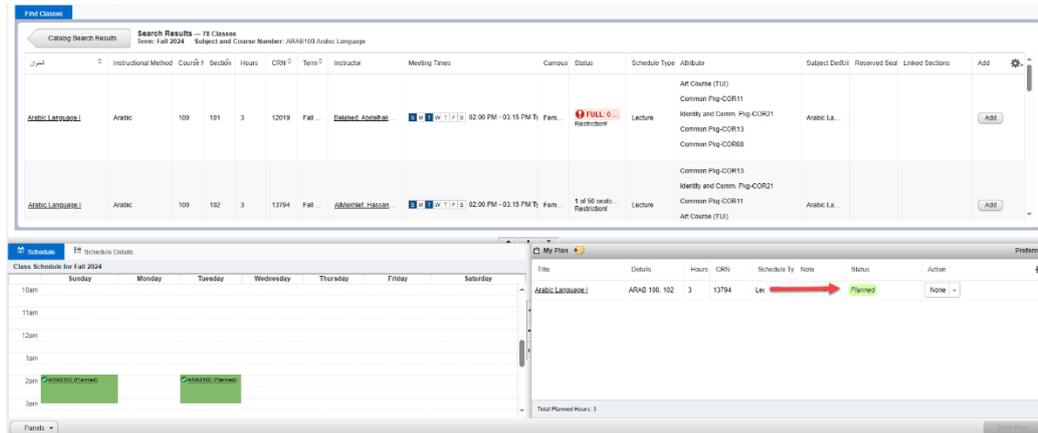
8) Click on Add button



9) After clicking on Add button in the previous step, the planned section will appear with status Pending on the right pane and time of planned sections on the left pan. If the time is suitable, click on Save Plan button.



10) After saving the clicking Save Plan, the planned section status will change to Planned



11) If you want to delete a planned section, select Delete Action and click on Save Plan button. It is important that click on the Save Plan button

whenever you make changes in your plan.

The screenshot shows the 'Find Classes' interface with search results for 'ARAB 100 Arabic Language'. Below it, the 'My Plan' interface shows the selected section with a 'Delete' button highlighted by a red arrow.

12) If you like to add to another section, click on the Catalogue Search Results button

The screenshot shows the 'Find Classes' interface with a red arrow pointing to the 'Catalogue Search Results' button in the header.

13) Click on the Search Again button

The screenshot shows the 'Find Classes' interface with a red arrow pointing to the 'Search Again' button in the header.

14) Click on Select A Plan link in the top of page to go plan main page.

Student » Registration » Select a Term » Select A Plan » Plan Ahead

Plan Ahead

Find Classes

Search Results — 1 Courses
Term: Fall 2024 Subject: Arabic Language Course Number: 100

Title	Subject Description	Course Number	Hours	Description	Course Sections	Add Course
Arabic Language I	Arabic Language	100	3	The course aims to provide students the L...	View Sections	Add Course

Page 1 of 1 | 10 Per Page

Schedule Schedule Details

Class Schedule for Fall 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am							
11am							

My Plan

Title	Details	Hours	CRN	Schedule Ty	Note	Status	Action
Arabic Language I	ARAB 100, 102	3	13734	Lecture		Planned	Delete

15) After displaying the plan main page, you change your saved plan by clicking on Edit button. You can also delete the saved plan by clicking on Delete button.

You are allowed a maximum of 2 plans for this term.

Create a New Plan

Plan: My Registration Plan Created By: You Preferred

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	
Arabic Language I	ARAB 100, 0	3	13712	Lecture	Abu-Abbas, Bassam (Primary)	Standard Letter		⚙️
Total Planned Hours: 3								Records: 1

Plan: Advisor Plan Created By: Ali, M. (Advisor)

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	
Financial Accounting	ACCT 110, 0	4	12782	Lecture		Standard Letter		⚙️
Total Planned Hours: 4								Records: 1

Delete Edit

16) You can also use your advisor plan to add planned section to your plan by clicking on Edit button.

You are allowed a maximum of 2 plans for this term.

Create a New Plan

Plan: My Registration Plan Created By: You Preferred

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	
Arabic Language I	ARAB 100, 0	3	13712	Lecture	Abu-Abbas, Bassam (Primary)	Standard Letter		⚙️
Total Planned Hours: 3								Records: 1

Plan: Advisor Plan Created By: Ali, M. (Advisor)

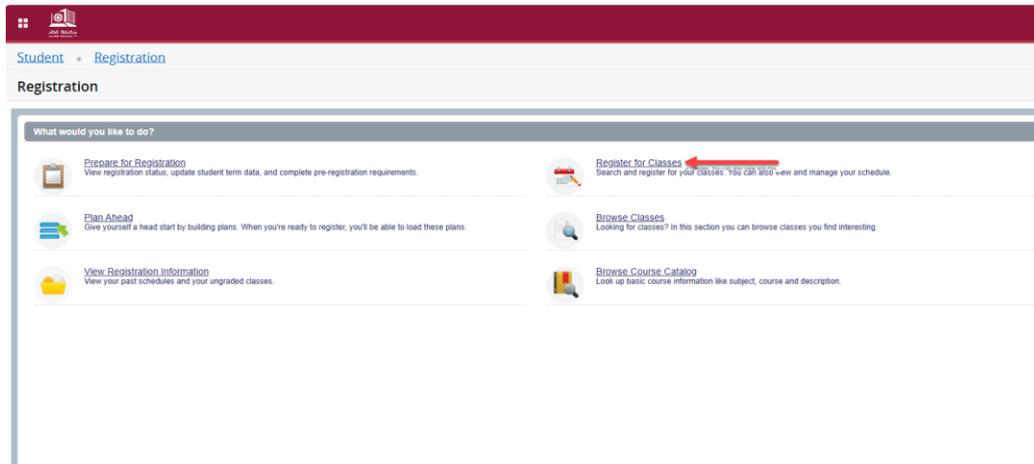
Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	
Financial Accounting	ACCT 110, 0	4	12782	Lecture		Standard Letter		⚙️
Total Planned Hours: 4								Records: 1

Delete Edit

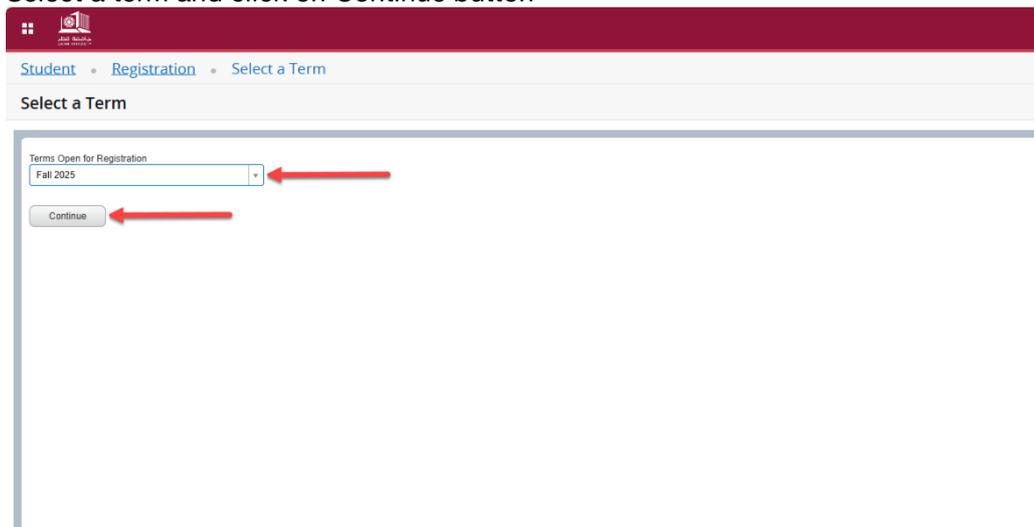
7. Register for Classes

Registering for classes is third step in the registration process. There are four methods for adding course sections in registration, which are: search and add sections from class schedule, add the CRN of each section, select class sections from a registration plan, and search section from course plan, which has been approved by the academic advisor. The following will present each method for adding sections in the registration.

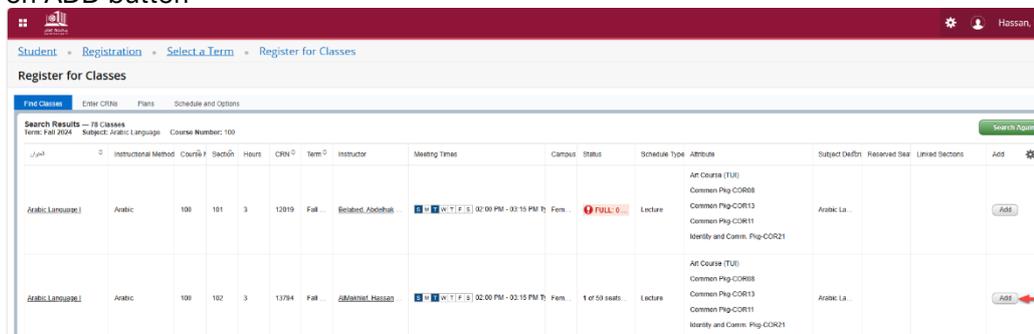
- 1) Select Register for Classes in the Registration page



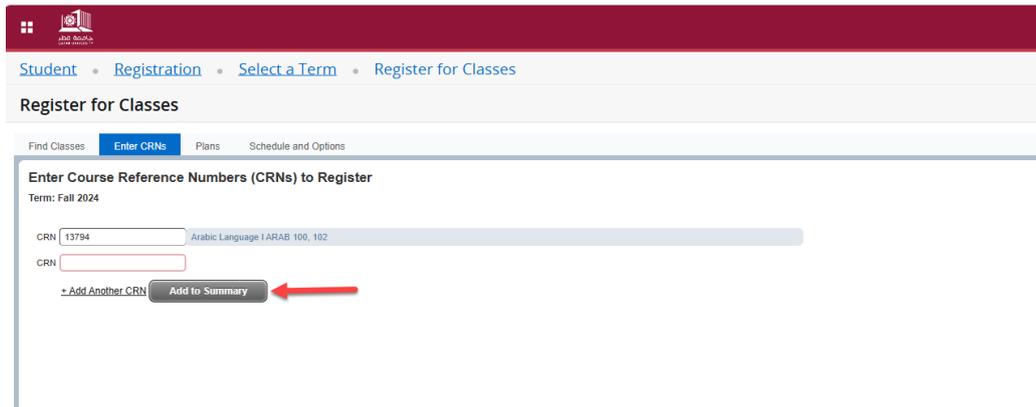
- 2) Select a term and click on Continue button



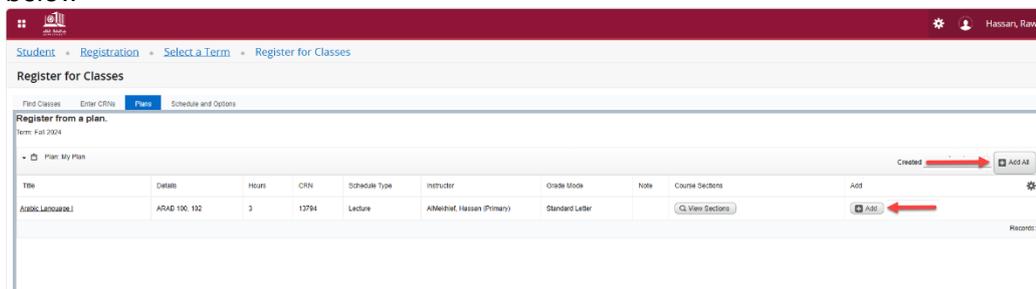
- 3) First method: search and add sections from class schedule and then click on ADD button



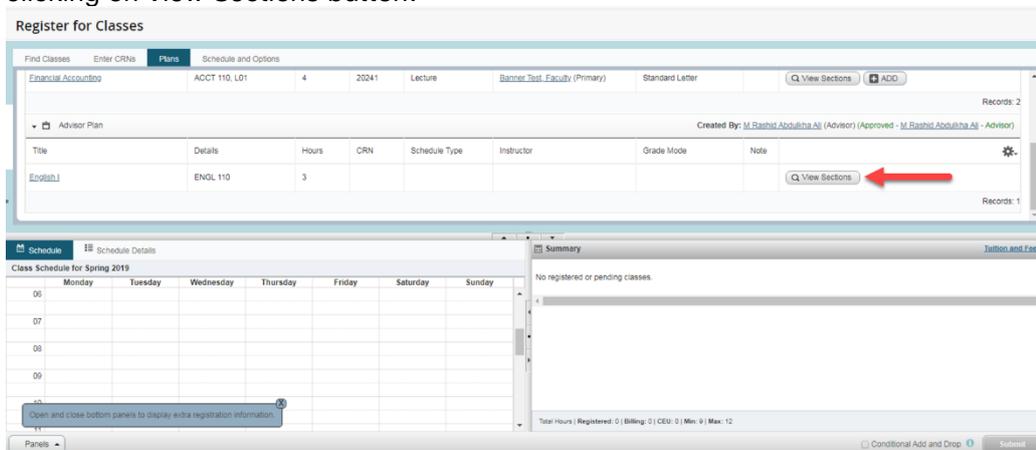
- 4) Second method: adding CRN and clicking Add to Summary button



- 5) Third method: Using registration plan, which has been built by the student in the Plan Ahead, to add sections by clicking Add All button to add all sections in the plan or click on ADD button to add each section as shown below



- 6) Forth method: Searching section from the advisor course plan, which has been created and approved by an academic advisor, to add sections by clicking on View Sections button.



- 7) After adding section using one of four methods, the section will appear in the summary pane of the page on the right and the section status will be pending. On the left pane, the class meeting time will appear. If the section is suitable with your daily schedule, click on Submit button

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 78 Classes
Term: Fall 2024 Subject: Arabic Language Course Number: 100

Instructional Method	Course	Section	Hours	CRN	Items	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Subject Defn	Reasoned Seat	Linked Sections	Add
Arabic Language	Arabic	100 101	3	12919	Fall	Rehabed, Rehabed	W T F S 02:00 PM - 03:15 PM T	Fam...	FULL 0	Lecture	Art Course (TU) Common Pkg-COR08 Common Pkg-COR13 Common Pkg-COR11 Identify and Comm. Pkg-COR21	Arabic La...			Add
Arabic Language	Arabic	100 102	3	13794	Fall	Abdelkhal, Hassan	W T F S 02:00 PM - 03:15 PM T	Fam...	1 of 50 seats...	Lecture	Art Course (TU) Common Pkg-COR08 Common Pkg-COR13 Common Pkg-COR11 Identify and Comm. Pkg-COR21	Arabic La...			Add

Schedule Schedule Details

Class Schedule for Fall 2024

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am							
12pm							
1pm							
2pm			Arabic Language				
3pm							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Arabic Language	ARAB 100 101	3	12919	Lecture	Spring	Web Registered

Total Hours (Registered: 3) | Billing: 3 | CRN: 3 | Min: 12 | Max: 18

Submit

8) After clicking on Submit button, the section status will change to Registered

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 78 Classes
Term: Fall 2024 Subject: Arabic Language Course Number: 100

Instructional Method	Course	Section	Hours	CRN	Items	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Subject Defn	Reasoned Seat	Linked Sections	Add
Arabic Language	Arabic	100 101	3	12919	Fall	Rehabed, Rehabed	W T F S 02:00 PM - 03:15 PM T	Fam...	FULL 0	Lecture	Art Course (TU) Common Pkg-COR08 Common Pkg-COR13 Common Pkg-COR11 Identify and Comm. Pkg-COR21	Arabic La...			Add
Arabic Language	Arabic	100 102	3	13794	Fall	Abdelkhal, Hassan	W T F S 02:00 PM - 03:15 PM T	Fam...	1 of 50 seats...	Lecture	Art Course (TU) Common Pkg-COR08 Common Pkg-COR13 Common Pkg-COR11 Identify and Comm. Pkg-COR21	Arabic La...			Add

Schedule Schedule Details

Class Schedule for Fall 2024

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am							
12pm							
1pm							
2pm			Arabic Language				
3pm							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Arabic Language	ARAB 100 102	3	13794	Lecture	Registered	Web Drop

Total Hours (Registered: 3) | Billing: 3 | CRN: 3 | Min: 12 | Max: 18

Submit

9) If you want to drop the registered section, select **Web Drop** in Action field and click on Submit button

Find Classes Enter CRNs Plans Schedule and Options

Enter Your Search Criteria

Term: Fall 2024

Subject:

Course Number:

Keyword:

College:

Search Clear Advanced Search

Schedule Schedule Details

Class Schedule for Fall 2024

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
7am							
8am							
9am							
10am							
11am							

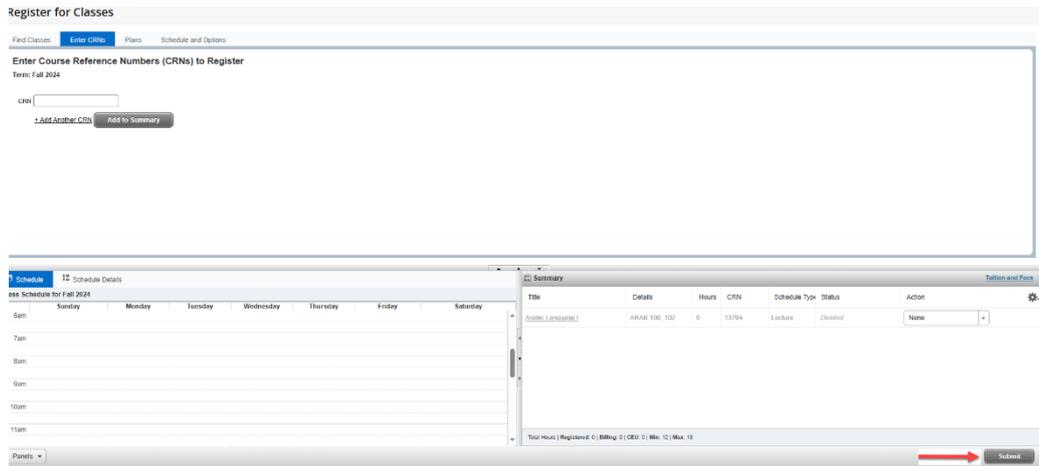
Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Arabic Language	ARAB 100 102	3	13794	Lecture	Registered	Web Drop

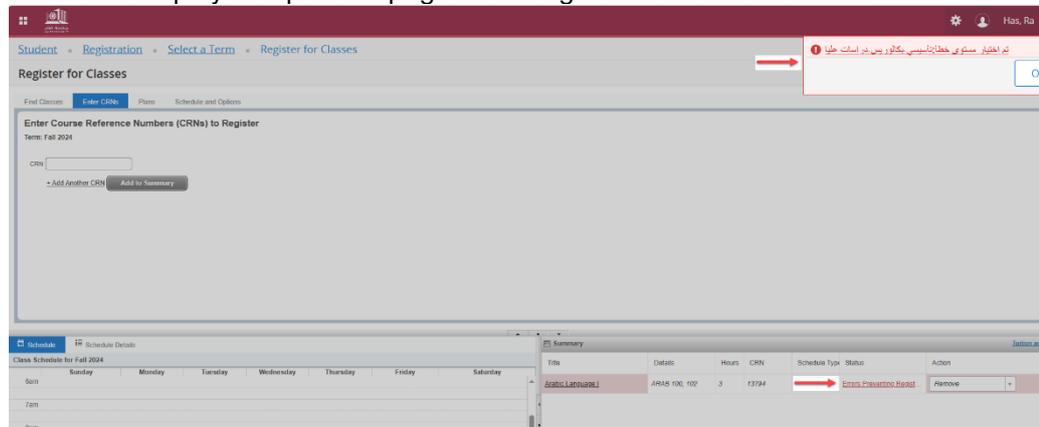
Total Hours (Registered: 3) | Billing: 3 | CRN: 3 | Min: 12 | Max: 18

Submit

10) After clicking on Submit button, the dropped section status will change to Deleted. If you want to remove the section permanently from registration, click on Submit button again



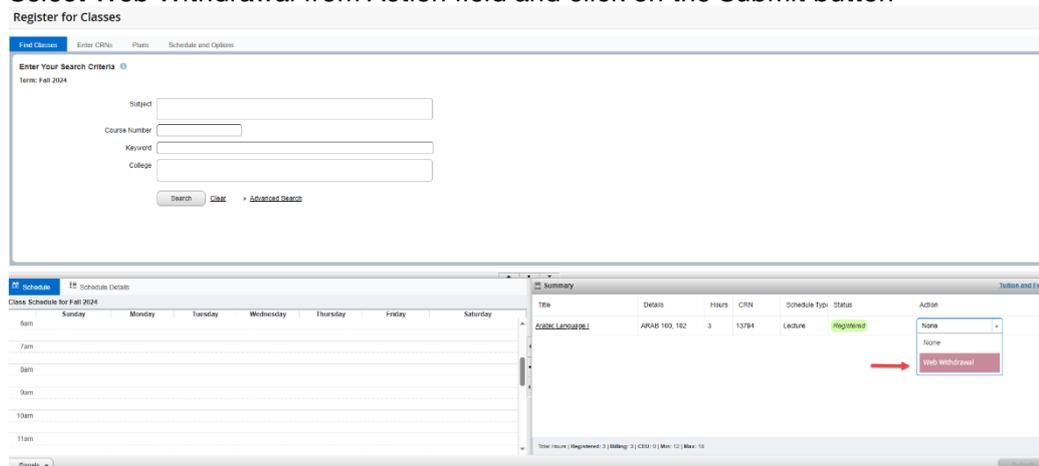
- 11) If a student is unable to register, a message will display in status field indicating that there are errors preventing Registration and the details of errors will display in top of the page on the right side as shown below.



8. Withdraw from Classes

After the Add/Drop period, a student can withdraw from course by following the upcoming steps:

- 1) Select Web Withdrawal from Action field and click on the Submit button



- 2) The section status has changed to Withdrawn

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria

Term: Fall 2024

Subject:

Course Number:

Keyword:

College:

Search Clear + Advanced Search

Schedule | 12 | Schedule Details

Class Schedule for Fall 2024

6am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7am							
8am							
9am							
10am							
11am							

Parade -

Total Hours (Required: 0) | Billing: 0 | CRN: 0 | Min: 12 | Max: 18

Submit

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
ARAG Lab(SUBS)	ARAG 100, 102	0	13794	Lecture	Withdraw	None

Tuition and Fees

3) To review your withdrawal penalty, click on Tuition and Fees link as shown below

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria

Term: Fall 2024

Subject:

Course Number:

Keyword:

College:

Search Clear + Advanced Search

Schedule | 12 | Schedule Details

Class Schedule for Fall 2024

6am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7am							

Total Hours (Required: 0) | Billing: 0 | CRN: 0 | Min: 12 | Max: 18

Submit

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
ARAG Lab(SUBS)	ARAG 100, 102	0	13794	Lecture	Withdraw	None

Tuition and Fees