



# **Student Guide to Registration Banner 9**

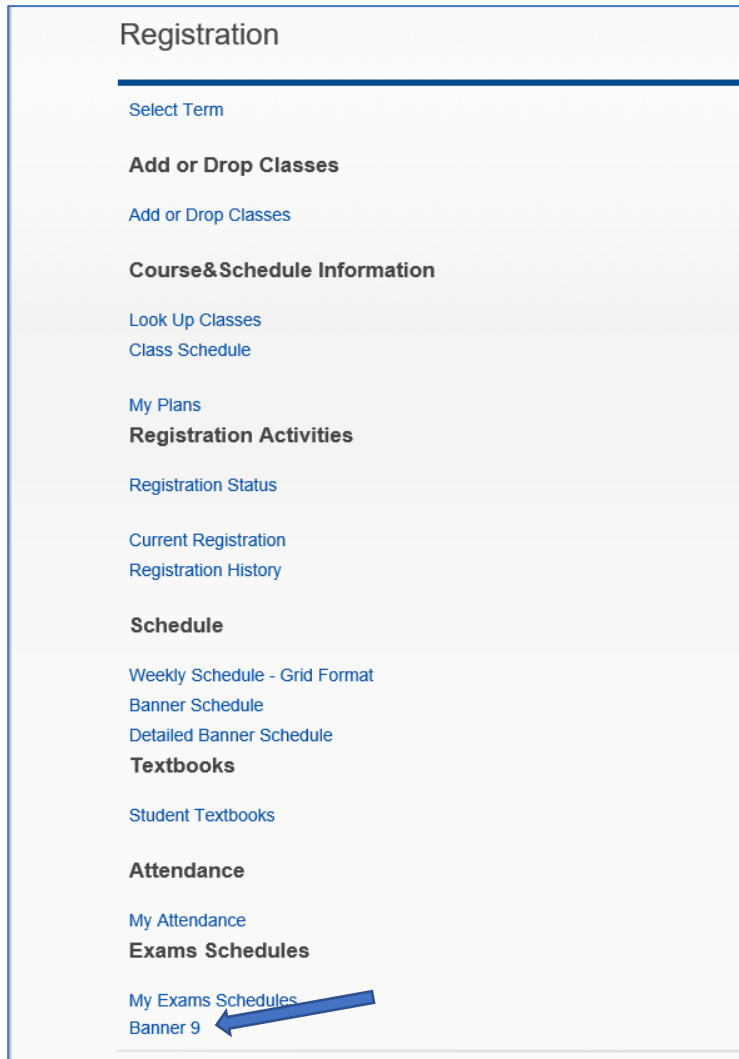
**Prepared By  
Registration Office**

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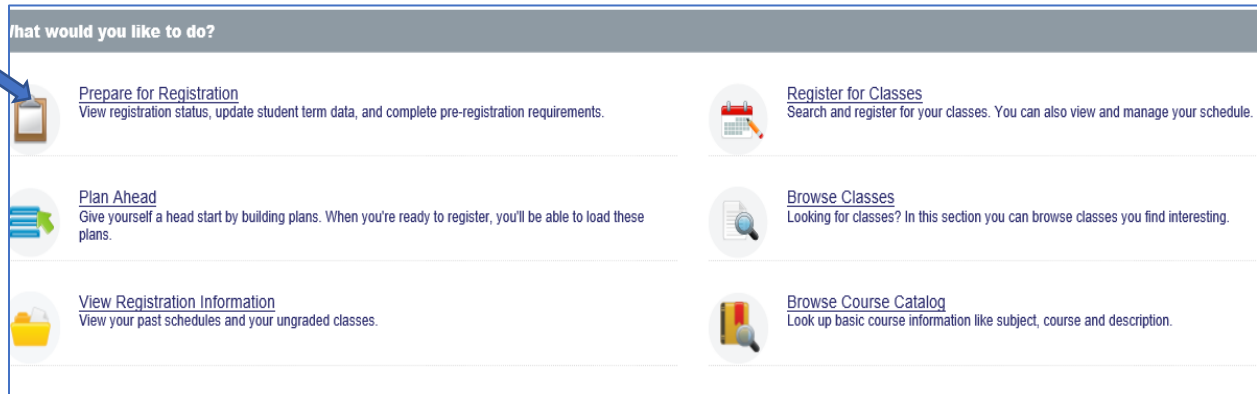
## Access banner 9

You can access Banner 9 by login to Banner from the KU login menu, and then click on Registration and Schedule option. Banner 9 is the last option on the page as illustrated on the image below



The below provides you with step by step information on how to use the Banner 9 functions and what are the benefits of each option.

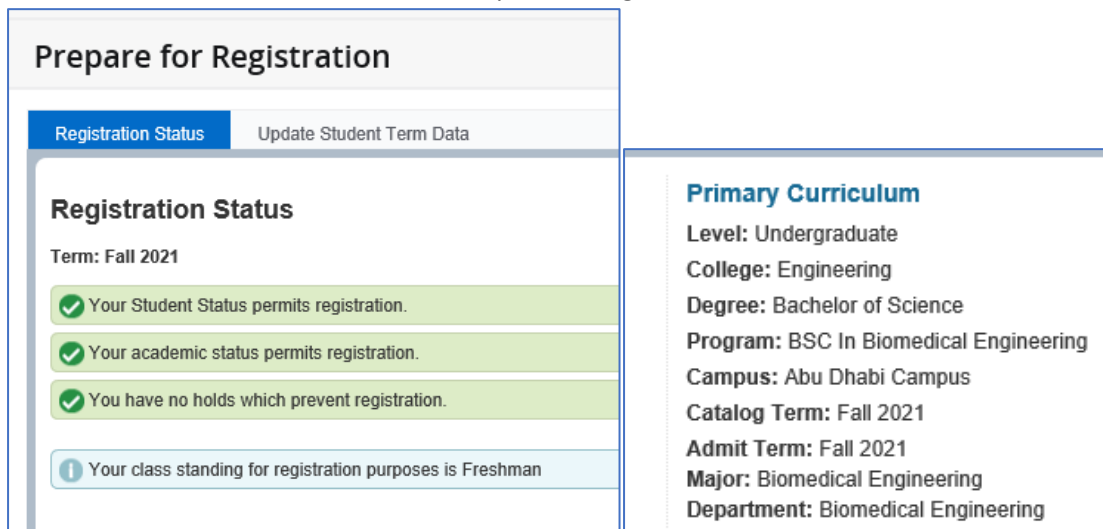
## STEP 1: Prepare for Registration



What would you like to do?

- Prepare for Registration**  
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**  
Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**  
View your past schedules and your ungraded classes.
- Browse Course Catalog**  
Look up basic course information like subject, course and description.

- Click on Prepare for Registration. Select a Term and Continue
- If you are eligible to register, you will see green boxes with checkmarks for the following three items under Registration Status:
  - Your Student Status permits registration.
  - Your academic status (Academic standings such as Good Standing) permits registration.
  - You have no holds which prevent registration.



**Prepare for Registration**

Registration Status    Update Student Term Data

**Registration Status**

Term: Fall 2021

- ✓ Your Student Status permits registration.
- ✓ Your academic status permits registration.
- ✓ You have no holds which prevent registration.
- ! Your class standing for registration purposes is Freshman

**Primary Curriculum**

- Level: Undergraduate
- College: Engineering
- Degree: Bachelor of Science
- Program: BSC In Biomedical Engineering
- Campus: Abu Dhabi Campus
- Catalog Term: Fall 2021
- Admit Term: Fall 2021
- Major: Biomedical Engineering
- Department: Biomedical Engineering

### Holds, Academic Standing, Student Status Issues

If you have holds, an academic standing that prevents registration, or a student status not eligible for registration, the information may appear as follows indicating you are not eligible to register for the term selected:

You will need to contact the relevant office to resolve the hold. And contact registration office if you have a student status that prevents registration.

## STEP 2: Plan Ahead

- Click on Plan Ahead

### Create Course Schedule Plans

- To Create a new plan, click on +Create a New Plan.
- Search courses by subject, course number, or key words and click Search. There is also an Advanced Search available.
- If any of the classes in your search results are listed with the message “NOT OFFERED FOR TERM” you will be unable to add them to your plan as they are not offered in the plan term.

When the results appear, you may **view sections** offered for the term selected or add the course to your plan, if sections are not yet determined or you are not ready to schedule your classes.

Plan Ahead

Find Classes

Search Results — 57 Courses  
Term: Fall 2021 Subject: Biomedical Engineering

Title	Subject Description	Course Number	Hours	Description	
Biomedical Engineering Fundamentals	Biomedical Engineering	101	0 OR 3	Assessment consists of coursewo...	Q View Sections Add Course
Biomedical Engineering Fundamentals	Biomedical Engineering	202	0 OR 4	Assessment consists of coursewo...	Q View Sections Add Course
Physiological Modeling	Biomedical Engineering	203	0 OR 2		Q View Sections Add Course
Biomedical Signals and Instrumentation	Biomedical Engineering	204	0 OR 4		Q View Sections Add Course
Physiological Systems and Modeling I	Biomedical Engineering	211	0 OR 4	Assessment consists of coursewo...	Q View Sections Add Course

If you click on 'View Sections' all sections of the course will appear. Click Add to add this section to your plan. **Please note: This does not register you for this class, but only adds it to your plan.**

Plan Ahead

Find Classes

Catalog Search Results Search Results — 8 Classes  
Term: Fall 2021 Subject and Course Number: BUSS150 Business Studies

Title	Subject Descrip	Course #	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute		
Introduction to Economics Lecture	Business S...	150	01	3	10400	Fall...	Dimitrios Reppas (Pri...	S M T W T F S 09:30 AM - 10:45 AM	Type: cl	Abu...	9 of 36 seats r...	Online	Add
Introduction to Economics Lecture	Business S...	150	02	3	10401	Fall...	Yama Temouri (Prima...	S M T W T F S 02:00 PM - 03:15 PM	Type: cl	Abu...	4 of 36 seats r...	Online	Add
Introduction to Economics Lecture	Business S...	150	03	3	10402	Fall...	Yama Temouri (Prima...	S M T W T F S 12:30 PM - 01:45 PM	Type: cl	Abu...	FULL 0 of 0	Online	Add
Introduction to Economics Lecture	Business S...	150	05	3	10411	Fall...	Albert Wijeweera (Pri...	S M T W T F S 08:00 AM - 09:15 AM	Type: cl	Abu...	5 of 36 seats r...	Online	Add
Introduction to Economics Lecture	Business S...	150	06	3	10535	Fall...	Albert Wijeweera (Pri...	S M T W T F S 10:00 AM - 10:50 AM	Type: cl	Abu...	11 of 36 seats...	Online	Add

The class will be added to the Schedule Panel grid with a status of "Pending". Once your plan has been saved it will update to a status of "Planned".

If you are not ready to select a section, but wish to add a particular course to your plan, select the Add Course button. **When you attempt to register from the plan later, you will need to view the available sections and pick one at that time.**

Plan Ahead

Find Classes

Search Results — 57 Courses  
Term: Fall 2021 Subject: Biomedical Engineering

Title	Subject Description	Course Number	Hours	Description	
Biomedical Engineering Fundamentals	Biomedical Engineering	101	0 OR 3	Assessment consists of coursewo...	Q View Sections Add Course
Biomedical Engineering Fundamentals	Biomedical Engineering	202	0 OR 4	Assessment consists of coursewo...	Q View Sections Add Course
Physiological Modeling	Biomedical Engineering	203	0 OR 2		Q View Sections Add Course
Biomedical Signals and Instrumentation	Biomedical Engineering	204	0 OR 4		Q View Sections Add Course
Physiological Systems and Modeling I	Biomedical Engineering	211	0 OR 4	Assessment consists of coursewo...	Q View Sections Add Course

The course will then be added to your plan and appear in a new bottom panel.

Classes  
Term and Course Number: BUS150 Business Studies

Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
3		10400	Fall...	Dimitrios Reppas (Pri...	S M T W T F S 09:30 AM - 10:45 AM	Type: cl Abu...	9 of 36 seats r...	Online	Add
3		10401	Fall...	Yama Temouri (Prima...	S M T W T F S 02:00 PM - 03:15 PM	Type: cl Abu...	4 of 36 seats r...	Online	Add
3		10402	Fall...	Yama Temouri (Prima...	S M T W T F S 12:30 PM - 01:45 PM	Type: cl Abu...	FULL: 0 of...	Online	Add
3		10411	Fall...	Albert Wijeweera (Pri...	S M T W T F S 08:00 AM - 09:15 AM	Type: cl Abu...	5 of 36 seats r...	Online	Add
3		10535	Fall...	Albert Wijeweera (Pri...	S M T W T F S 10:00 AM - 10:50 AM	Type: cl Abu...	11 of 36 seats...	Online	Add

Fall 2021 Untitled Plan

Day	Title	Details	Hour	CRN	Schedule 1	Note	Status	Action
Wednesday	Introduction to Economics	BUS150, 01	3	10400	Lecture	+	Pending	Add
	Success & Academic D...	SEAS 100, 01	1	10920	Lecture	---	Registered	

Continue adding courses by selecting the green 'Search Again' button and adding courses to your plan.

**SAVE YOUR PLAN: Don't forget to save your plan by clicking the 'Save Plan' button at the bottom of the screen. You will receive a popup to name your Plan. Example: Spring 2022, Plan 1.**

**You can create up to two Registration Plans per semester.**

**NOTE: Errors such as time conflicts, pre-requisites, and closed classes are not checked during planning. These will be checked upon registration. Please review this information for each course as you add it to your plan to ensure your eligibility for registration and prevent errors during the registration process.**

### View Course Schedule Plans

Once you have created your plans, you can view them at any time. From the Registration screen, click Plan Ahead and select a term and continue. Your plans will then appear. To edit, simply click on the edit button and begin searching for courses.

Select A Plan

Plans you have created for this term: 1  
Term: Spring Semester 2021  
You are allowed a maximum of 5 plans for this term.

Create a New Plan

Plan: Spring 2021 | Created by: You | Preferred

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	
Principles of Accounting I	ACCT 2101	3						

Total Planned Hours: 3

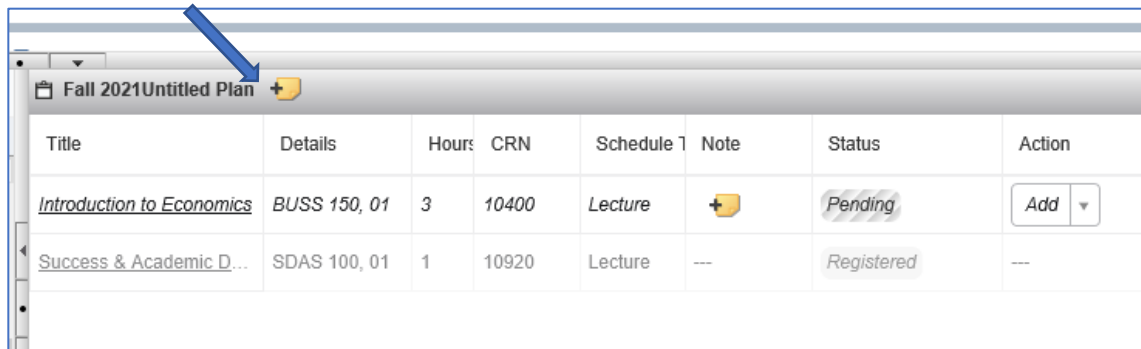
Records: 1

Delete Edit

To view details for each course, you can select the course title to view course description, prerequisites, etc.

Class Details	<b>Catalog Prerequisites</b>						
Bookstore Links	And/Or	Test	Score	Subject	Course Number	Level	Grade
Course Description	(			Mathematics	206	Undergraduate	D-
Syllabus	Or			Mathematics	261	PI- Undergraduate	D
Attributes	Or			Mathematics	211	Undergraduate	D-
Restrictions	And			Biomedical Engineering	202	Undergraduate	D-
Instructor/Meeting Times	)						
Enrollment/Waitlist							
Corequisites							
Prerequisites							
Mutual Exclusion							
Cross Listed Courses							
Linked Sections							
Fees							
Catalog							

You can add Plan Level comments to your plan. Comments are limited to 80 characters. After selecting the Edit button, click on the “note” icon next to the plan name in the lower right-hand panel. Enter your comments and Save.




Title	Details	Hours	CRN	Schedule T	Note	Status	Action
<u>Introduction to Economics</u>	BUSS 150, 01	3	10400	Lecture	+	Pending	Add ▾
<u>Success &amp; Academic D...</u>	SDAS 100, 01	1	10920	Lecture	---	Registered	---

You will get a message that the note was save and the “note” icon will now have a green checkmark on it instead of the +. Click the icon to see your notes.



You can also add course level notes by selecting the “Note” icon on each course. Example: Taking this class in the spring because it is a pre-requisite to my summer class.



Title	Details	Hours	CRN	Schedule 1	Note	Status	Action
<u>Introduction to Economics</u>	BUSS 150, 01	3	10400	Lecture		Pending	Add ▾
<u>Success &amp; Academic D...</u>	SDAS 100, 01	1	10920	Lecture	---	Registered	---

### Mark a Plan as Preferred

You can register from any of the plans you have created. The benefit to having a preferred plan is that it will be the first plan displayed in the list at the time of registration. If you only have one plan, it will be your preferred plan by default.


To update your preferred plan or mark a plan as preferred, you must have at least two plans. On the “Select A Plan” tab, select the “Make Preferred” link above the desired plan.

**Plans you have created for this term: 2**

Term: Fall 2021

You have reached the maximum number of plans for this term.

[+ Create a New Plan](#)

Plan: 1  | Created by: You | Preferred

Title	Details
<u>Introduction to Economics</u>	BUSS 150, 01
<b>Total Planned Hours: 3</b>	

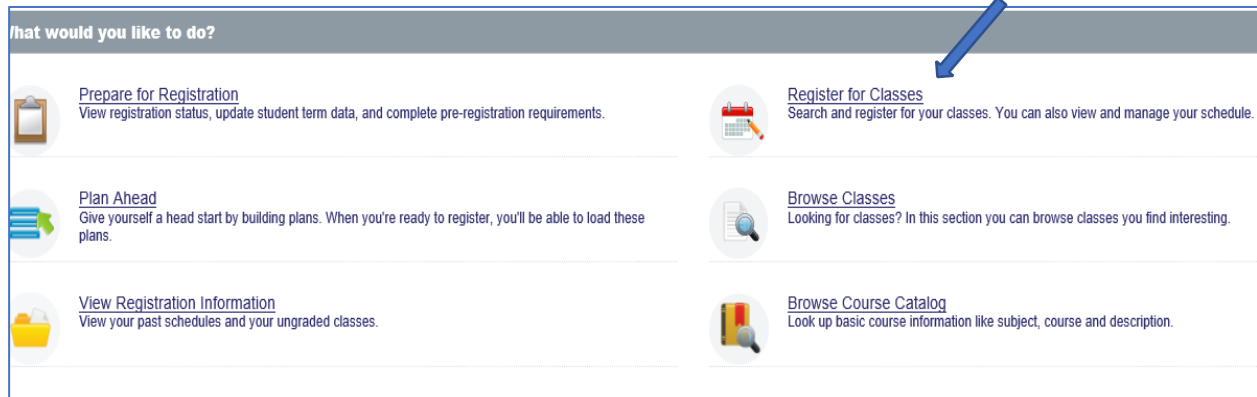
Plan: Fall 2021 | Created by: You | [Make Preferred](#)

Title	Details
<u>Arabic Language</u>	HUMA 101, 01
<b>Total Planned Hours: 3</b>	

You will receive the message, “Plan made preferred”. This plan will appear first on your list.

## STEP 3: Register for Classes

- Click on Register for Classes. Select a Term and Continue

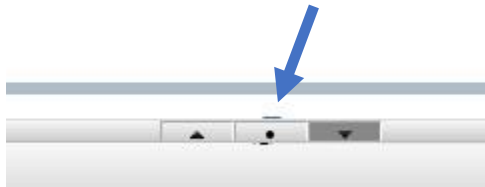


What would you like to do?

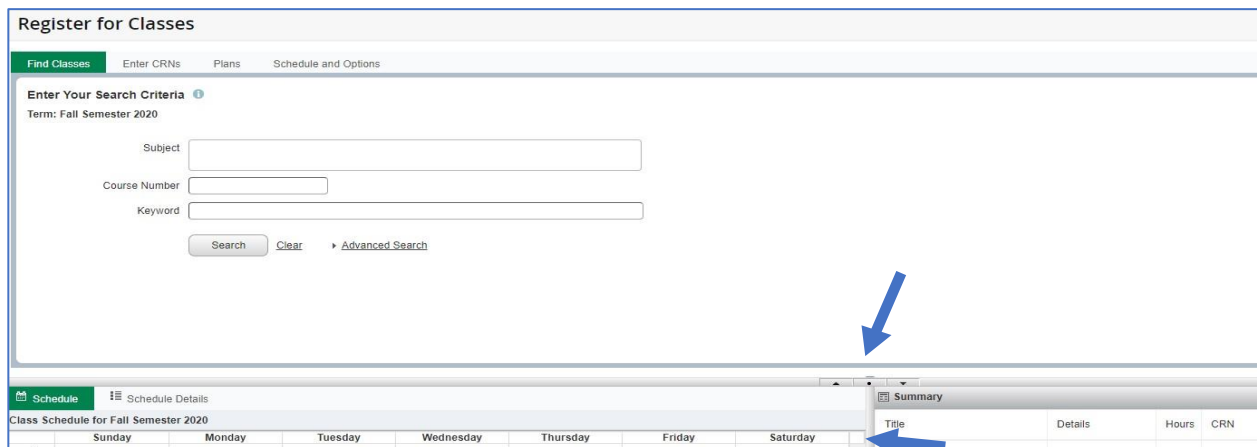
- Prepare for Registration**  
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**  
Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**  
View your past schedules and your ungraded classes.
- Browse Course Catalog**  
Look up basic course information like subject, course and description.

The registration screen has three sections: Search, Class Schedule in Calendar View, and Class Schedule Summary. You can enlarge sections, by clicking on the small arrows between each section.

If you only see one section such as the Search Criteria box, click on the middle dot between the arrows at the bottom of the page to bring up the other two sections. You may also click on the Panels button in the lower left.



You may need to use the arrows to enlarge each section as you use it or use the scroll bars to view all information.



Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria

Term: Fall Semester 2020

Subject

Course Number

Keyword

[Advanced Search](#)

Schedule | Schedule Details

Class Schedule for Fall Semester 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Summary	Title	Details	Hours	CRN
...												

## Adding Classes

Build your schedule by choosing courses using one of the three methods in the top panel, adding them to your summary panel and clicking submit. Options include the following: Search courses under **Find Classes Tab**, **Enter CRNs**, or **from your preferred plan under the Schedule and Options Tab**.

**Courses are offered at both campuses Main and SAN campuses. Please be careful when selecting the course and make sure that the course fit with your schedule allowing a commute time (if it offered at another campus of your other registered courses).**

## Dropping Classes

During the add/drop period, you may want to drop courses. To drop a course, select the 'Register for Classes' link, and Select your Term. In the summary box in the lower right, you will see your schedule. Simply choose the action you wish to take. \*\*\*If the drop/add period has ended, the DROP via WEB option will not be available.

The screenshot displays the 'Register for Classes' web application. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Find Classes' tab is active, showing search criteria for 'Term: Spring Semester 2021'. Below the search fields, there is a 'Schedule' section with a grid for 'Class Schedule for Spring Semester 2021' showing days from Sunday to Saturday. To the right, a 'Summary' table lists a class: 'Capstone Seminar Student Off' with details like 'HESA 0170, 01', '3' hours, '12875' CRN, 'Lecture' type, and 'Registered' status. A 'DROP via WEB' button is visible in the 'Action' column, indicated by a blue arrow.

**Refer to Appendix to view information on possible registration errors and suggested action.**

## Print, Email, & Download Schedule to Calendar

Under the registration Link, Click on the Schedule and Options Tab to print or email your schedule.

The screenshot shows a navigation menu titled 'What would you like to do?'. It contains six options, each with an icon and a description:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- View Registration Information**: View your past schedules and your ungraded classes.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule. (This option is highlighted with a blue arrow.)
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

Select the Term you want to view. Then click on the Schedule and Options Tab.

Register for Classes

Find Classes   Enter CRNs   Plans   **Schedule and Options**

**Summary**  
Term: Fall 2021

Title	Details	H
<a href="#">Success &amp; Academic Development</a>	SDAS 100, 01	1

Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 12 | Max: 19

Date	Status	Message	
11/04/2021	Registered	**Registered**11/...	⚙️

Records: 1

Next, use the options to the right of your screen to print or email your schedule. The first icon will allow you to email your schedule or download it to your calendar. The second icon will allow you to print your schedule.

## STEP 4: View Registration Information

View Current Term Schedule & Prior Term Schedules.

The screenshot shows a navigation menu titled "What would you like to do?". It contains six items arranged in two columns:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements. (Icon: clipboard)
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule. (Icon: calendar)
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans. (Icon: checklist)
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting. (Icon: magnifying glass over a document)
- View Registration Information**: View your past schedules and your ungraded classes. (Icon: folder) *An arrow points to this link.*
- Browse Course Catalog**: Look up basic course information like subject, course and description. (Icon: book)

There are two tabs under the View Registration Information link: Look up a Schedule and Active Registrations. The Look up a schedule tab allows you to view prior term and current term schedules. The Active Registrations tab shows all courses that you have not yet received a final grade in.

## Browse Classes

Browse Classes: provides you with the available courses for registration by term.

The screenshot shows the same navigation menu as above, but with an arrow pointing to the "Browse Classes" link.

Begin by entering the subject of a course of interest in the Subject. There is also an Advanced Search option available. This will allow you to search by campus, instructional method, or days of the week.

**Campus Options:** Main Campus and SAN Campus. Please be careful when selecting the course and make sure that the course fit with your schedule allowing commute time (if its offered at another campus from your other registered courses)

## Browse Classes

**Enter Your Search Criteria**  
Term: Fall 2021

Subject

Course Number

Keyword

[Clear](#)
[▶ Advanced Search](#)

Once you click 'Search' you will see your results for the semester you selected. Results will include the basic course information, instructor, seat availability, and attributes such as whether this course fulfills a core area for your degree.

Browse Classes												
Search Results — 5 Classes												
Term: Fall 2021 Subject: Humanities Course Number: 101												
Title	Subject Description	Course #	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
<a href="#">Arabic Language Lecture</a>	Humanities	101	01	3	10430	Fall...	<a href="#">Elrashid Yousif Abbas ...</a>	S M T W T F S   08:00 AM - 09:15 AM Type: cla...	Abu...	<span style="color: red;">🚫 FULL: 0 of...</span>	Humanities Course Online	
<a href="#">Arabic Language Lecture</a>	Humanities	101	02	3	10971	Fall...	<a href="#">Hakim Aihar (Primary)</a>	S M T W T F S   11:00 AM - 12:15 PM Type: cla...	Abu...	<span style="color: red;">🚫 FULL: 0 of...</span>	Humanities Course Online	
<a href="#">Arabic Language Lecture</a>	Humanities	101	03	3	11146	Fall...	<a href="#">Hakim Aihar (Primary)</a>	S M T W T F S   09:00 AM - 09:50 AM Type: cla...	Abu...	<span style="color: red;">🚫 FULL: 0 of...</span>	Humanities Course Online	
<a href="#">Arabic Language Lecture</a>	Humanities	101	04	3	11306	Fall...	<a href="#">Elrashid Yousif Abbas ...</a>	S M T W T F S   09:00 AM - 09:50 AM Type: cla...	Abu...	<span style="color: red;">🚫 FULL: 0 of...</span>	Humanities Course Online	
<a href="#">Arabic Language Lecture</a>	Humanities	101	51	3	10532	Fall...	<a href="#">Elrashid Yousif Abbas ...</a>	S M T W T F S   01:00 PM - 01:50 PM Type: cla...	Abu...	<span style="color: red;">🚫 FULL: 0 of...</span>	Humanities Course Online	

Page 1 of 1 | 10 Per Page


**Click on the Title** of a course to view more information such as pre-requisites, course fees, course description, etc.


**Click on the Instructor Name** to see the instructor and instructor's email address (active link)


## Browse Course Catalog


Browse Course Catalog: provides you with course information such as subject, number, description, credit hours, and sections available by term.


**What would you like to do?**


 [Prepare for Registration](#)  
View registration status, update student term data, and complete pre-registration requirements.

 [Register for Classes](#)  
Search and register for your classes. You can also view and manage your schedule.

 [Plan Ahead](#)  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

 [Browse Classes](#)  
Looking for classes? In this section you can browse classes you find interesting.

 [View Registration Information](#)  
View your past schedules and your ungraded classes.

 [Browse Course Catalog](#)  
Look up basic course information like subject, course and description.

Begin by entering the subject of a course of interest in the Subject box or a keyword such as 'civilization' in the Keyword box. There is also an Advanced Search option available. This will allow you to search by title, undergraduate or graduate level, college, or department.

### Browse Courses

**Enter Your Search Criteria**

Term: Fall 2021

Subject  You can add another

Course Number

Keyword

Your results will display the title of courses fitting your search criteria, the course description, and other basic course information. Click on the title of each course to view the full course description and other course details. To view sections for a specific term, click on 'View Sections.'

### Browse Courses

**Search Results — 18 Courses**  
Term: Fall 2021 Subject: Business Studies

Title	Subject Description	Course Number	Hours
<a href="#">Introduction to Economics</a>	Business Studies	150	3
<a href="#">Fundamentals of Accounting and Finance</a>	Business Studies	201	3
<a href="#">Business Communication</a>	Business Studies	202	3
<a href="#">Environmental Economics</a>	Business Studies	203	3

## Appendix:

Add Error	What does it mean?	What Shall I Do?
CLASS RESTRICTION	Section restricted to specific student classifications (freshmen, senior, etc.)	<p>You will need to have the required minimum credits to register for this course. You will not be able to add the course for this term.</p> <p>If not taking the course will impact your academic progression. You can apply for exception o policy to override "Class Restriction". You will be notified at a later time if the exception is approved and accordingly will be added in your schedule.</p> <p>To apply for Exception Request. Access the KU Portal, E-Services, Registrar Menu.</p>
CLOSED SECTION	Section enrolled at capacity	As registration is still open, class Enrollment will continue to change. Please monitor the schedule and register when a seat is available.
CLOSED - WAIT LIST AVAILABLE	Section enrolled at capacity, but space is available on the wait list	Select "Wait Listed" from the Action drop down menu and Submit Changes.
CLOSED - WAIT LIST FULL	Section enrolled at capacity and there is no more room on the wait list	<p>As registration is still open, class Enrollment will continue to change. Please monitor the schedule and register when a seat is available.</p> <p>Continue checking for space on the wait list to open.</p>
CORQ_**** ### REQ	Section has a co-requisite (listed as **** ###) that must be added at the same time	Add both (CRN's) to the "Add Classes" worksheet and submit.
LEVEL RESTRICTION	Section restricted to students at a specific level (Undergraduate, Postgraduate, etc.)	You will not be able to add a course that does not match your degree level. For further information please contact the Registration Office.
MAJOR RESTRICTION	Section restricted to students in a specific major (English, Management, etc.)	You will not be able to add a course that is offered by another department and its not



Add Error	What does it mean?	What Shall I Do?
		<p>specified as a required course in your degree plan.</p> <p>To request adding the course as an elective, you can apply through "Add Course" request.</p> <p>To apply for Add Course Request. Access the KU Portal, E-Services, Registrar Menu.</p>
PREQ and TEST SCORE ERROR	Section has a pre-requisite course or minimum test score that is not indicated in your records.	<p>View course prerequisite via Banner Registration screen.</p> <p>To request taking the course and waive the prerequisite, you will need to apply for prerequisite waiver.</p> <p>To apply for Prerequisite Waiver Request. Access the KU Portal, E-Services, Registrar Menu.</p>
TIME CONFLICT WITH #####	Section conflicts with another section (listed as #####) already on your schedule.	Choose another section or drop the conflicting section and resubmit the add.
MAXIMUM HOURS EXCEEDED	Attempted Enrollment takes you beyond your allowed maximum hours (usually 19 for Fall/Spring and 6 for Summer).	<p>You will not be able to exceed your allowed maximum hours.</p> <p>If you are expected to graduate and you need one extra credit for registration. You can apply for exception to policy to request exceeding maximum allowed hours.</p> <p>To apply for Exception to Exceed Allowed Hours. Access the KU Portal, E-Services, Registrar Menu.</p>
Academic Standing prohibits registration	A suspension is still active on your account.	Contact Registration Office for assistance.
Enrollment Status prohibits registration.	You previously dropped all your courses for the term and have been withdrawn.	Contact Registration Office for assistance.
You may not add or drop classes due to holds on your record	A Department needs you to contact them.	Contact the Department listed as the Originator for assistance.

