



جامعة الأمير محمد بن فهد  
PRINCE MOHAMMAD BIN FAHD UNIVERSITY

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## BANNER SELF SERVICE ONLINE REGISTRATION GUIDE

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(PMU STUDENTS)

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## Overview

This user guide is designed for PMU students to help them become comfortable with Banner Self Service. This manual focuses on On-line registration, Add/Drop courses, Print/view Student detailed schedule, and other processes through Banner. We will update this user guide periodically with some additional functionalities of Banner Self Service.

## 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.

## What do you need prior to Registration?

Advising is an essential element in the registration process and **you must contact your Advisor before you will be able to register**. You will receive your Alternate PIN (ALT-PIN) after you have completed your advisement. Once you have obtained the ALT-PIN, you may register for your classes.


**IMPORTANT NOTICE:** Should you register for courses other than those suggested by your advisor, neither the college nor your advisor will be held accountable for your enrollment. Changes in your advised schedule may result in unnecessary courses, unnecessary fees for which you will be responsible, and delayed graduation.

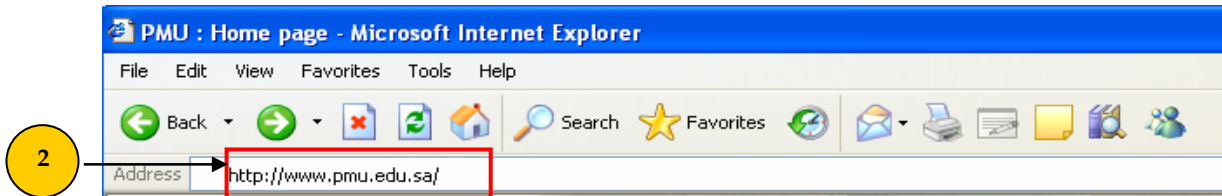


**Remember:** Before you login to BOSS, make sure that you are not on the HOLD list and you have already cleared your account with the Budget and Accounting Department , or else you will get the message: "Your Web Access Has been Disabled" and you will not be able to log into BOSS. For more help, Please feel free to contact the Registrar's Office.

## How to Login to Banner Self Service



- Step 1.** Click on the Internet Explorer  icon to open up your web browser.
- Step 2.** In the Address field, type the PMU Website <http://www.pmu.edu.sa> then press Enter.



**Step 3.** Click the shortcut link. **Banner Self Services or Registration**



**Step 4.** Type your PMU Banner ID.



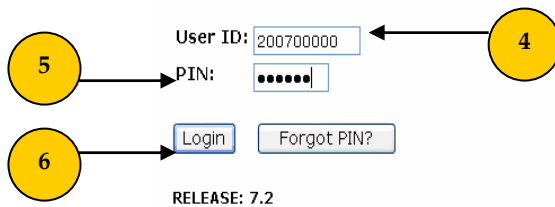
**PMU Banner ID** is a unique nine digits (9) number that identifies you on Banner System. (i.e 200700000) provided by the Registrar's office.

**Step 5.** Type your PIN (6 numbers) provided by the Registrar's office.

**Step 6.** Click  button.

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN), then select Login.

To protect your privacy, when you are finished, please Exit and close your browser.



## Online Registration Quick Guide

 In the following pages you will be able to Register / (Add/ Drop) for your classes following these steps:

1. Click on student Registration.
2. Click on Select Term.
3. Select the desired Term from the dropdown menu and click on Submit button.
4. Click on Search for Classes.
5. Select at least one subject for the specific Campus and then click on Class Search to initiate the search.
6. The matching results will be displayed.
7. Review the results of your search and choose a class by clicking on the check -box next to it's CRN.
8. Click on Register.
9. If you know the CRN's already, click on Add or Drop classes on the registration menu.
10. Enter the CRN's in the Add boxes below and click register.
11. If there are no errors, you will have the list of registered classes with the status: "Web registered on date".
12. Once you have completed your schedule click on Return to menu.
13. The "Registration" menu will appear.
14. Click on Print Student class Schedule.
15. You will be prompted to enter your ID and PIN again to view or print your schedule.
16. If you are satisfied with your schedule then you are done with your registration.

RELEASE: 7.2

This page will displayed only once ( for the first time you login to the system ). You are advised to print this screen for future needs.

Then click  button to proceed to the next screen.




**Banner Student Self Service Main Menu will appear.**

The screenshot shows the Banner Student Self Service Main Menu. At the top, there are two tabs: 'Personal Information' and 'Student and Financial Aid'. Below the tabs is a search bar with a 'Go' button and links for 'ACCESSIBILITY', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Main Menu'. Below this, a welcome message reads: 'Welcome, Abbas M. Abbas Al-Mahdi, to the WWW Information System! Last web access on 20 Aug 2007 at 16:23'. A yellow circle with the number '7' and an arrow points to the 'Student Registration' link, which is highlighted with a red box. Below the link, it says 'RELEASE: 7.2'.

**Step 7.** Click 'Student Registration'

**Step 8.** Choose 'Select Term'

The screenshot shows the Banner Student Self Service Registration page. At the top, there are two tabs: 'Personal Information' and 'Student and Financial Aid'. Below the tabs is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Registration'. Below this, a yellow circle with the number '8' and an arrow points to the 'Select Term' link, which is highlighted with a red box. Below the link, there is a list of options: 'Select the term that you want to register for.', 'Search for Classes', 'Add or Drop Classes', 'Print Student Class Schedule', 'Weekly Class Schedule', 'Student Detailed Schedule', 'Registration Status', and 'Print Books Coupon'. At the bottom left, it says 'RELEASE: 7.4'. At the bottom right, it says 'powered by SUNGARD HIGHER EDUCATION'.

**Step 9.** Select the Term for which you want to register. Use the pull down arrow list .



Personal Information Student and Financial Aid

Search  Go RETURN TO MENU SITE MAP HELP EXIT

Registration Term 200700463 Mohammed A. Abdullah Al Ghamdi  
25 Aug 2007 10:36

Select a Term: Fall Semester 200810  
Fall Semester 200810

Submit

RELEASE: 7.2

10

9

**Step 10.** Click  button. It will go back to the Registration Menu.

## Two Methods to Register:

### Method (1) : Search for Classes and Register

**Step 1.** From the Student Registration Menu, choose 'Search for Classes'

Personal Information Student and Financial Aid

Search  Go RETURN TO MENU SITE MAP HELP EXIT

Registration

Select Term  
Select the term that you want to register for.

Search for offered sections for the selected term.

[Add or Drop Classes](#)  
Add or Drop sections in order to build your schedule.

[Print Student Class Schedule](#)  
To print/view your class schedule.

[Weekly Class Schedule](#)  
View your weekly class schedule by day and time.

[Student Detailed Schedule](#)  
View your class schedule in more details.

[Registration Status](#)  
View your academic and registration status.

[Print Books Coupon](#)  
To print/view Books Coupon.

RELEASE: 7.4

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1

**Step 2.** Select the Term for which you want to register. Use the pull down arrow list .



Personal Information Student and Financial Aid

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Select Term

Search by Term:

None

2

3

RELEASE: 7.2

**Step 3.** Click  button. A new page will appear to enter your search criteria.

Personal Information Student and Financial Aid

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Look Up Classes

200700463 Mohammed A. Abdullah Al Ghamdi  
Fall Semester 200810  
25 Aug 2007 10:38

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

**Subject:**

**Course Number:**

**Title:**

**Credit Range:**  hours to  hours

**Campus:**

**Course Level:**

**Part of Term:**  
Non-date based classes only

**Session:**

**Start Time:** Hour  Minute  am/pm

**End Time:** Hour  Minute  am/pm

**Days:**  Mon  Tue  Wed  Thur  Fri  Sat  Sun

4

- On this form, make your selections by Subject, Campus, etc. to search for classes. You **MUST** select at least ONE subject.



## Helpful Hint



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

**Step 4.** Click  to search the class based on your criteria. The  button will clear your search criteria.

Personal Information Student and Financial Aid

Search

RETURN TO MENU SITE MAP HELP EXIT

200700339 Mohammad F. Dahim Al Dossary  
Fall Semester 200810  
26 Aug 2007 12:38

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Remaining seats in each class

Add  
Classes

### Sections Found

#### Accounting

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input checked="" type="checkbox"/>	10279	ACCT	2311	101	M1	3.000	Fundamentals of Financial Accounting	TU	12:30-14:00	20	3	17	TBA	09/08-01/24	M10	

#### Arabic Language/Islamic Studie

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input checked="" type="checkbox"/>	10222	ALIS	1211	102	M1	2.000	Arabic Language and Islamic Studies	M	13:00-14:50	20	0	20	TBA	09/08-01/24	M10	

#### Communication

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	10242	COMM	1311	101	M1	3.000	Written Communication	S	08:00-09:50	20	2	18	TBA	09/08-01/24	M10	

#### Communication Skills

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	10040	PRPC	0041	202	F1	0.000	Intermediate Comm. Skills	MTWSU	08:00-09:50	15	0	15	TBA	09/08-01/24	F10	

5

[ [Weekly Class Schedule](#) | [Student Detailed Schedule](#) ]

RELEASE: 7.2

- When adding a class, 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)

**Step 5.** Choose  button to complete Registration for the course(s) checked.

- System will ask you to enter the ALT-PIN which will be provided by your advisor.
- Enter your ALT-PIN then click  button.



**Note (1):** If you want to view more in-depth detailed information about the class (i.e. Class restrictions, Pre-requisites,..etc), click the **CRN number**.

**Note (2):** If you choose **Add to Worksheet**, you are not registered until you click **Submit Changes** on the 'Add or Drop Classes' page.

Personal Information Student and Financial Aid

Search  Go RETURN TO MENU SITE MAP HELP EXIT

Add or Drop Classes 200700463 Mohammed A. Abdullah Al Ghamdi  
Fall Semester 200810  
25 Aug 2007 10:42

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on 25 Aug 2007	None	10279	ACCT	2311	101	Undergraduate	3.000	Standard	Letter	Fundamentals of Financial Accounting
**Web Registered** on 25 Aug 2007	None	10274	ECON	1311	102	Undergraduate	3.000	Standard	Letter	Introduction to Macroeconomics

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Maximum Hours: 20.000  
Date: 25 Aug 2007 10:42

Add Classes Worksheet

CRNs

RELEASE: 7.2

Currently  
Added  
Classes

- If no errors appear, the class is added to your schedule (you are registered). See below an example of successful registration of two classes. If you got error message, refer to page for more information about solving these errors that stop your registration.
- You might find different codes in front of the CRN on the Class Search page, as follows:
  - 'C' → Indicates Closed Sections.
  - 'SR' → Indicates that you are not eligible to register due to student restrictions, Time Control is not valid or your Student Status is not active.
  - 'NR' → indicates that the class is not available due to registration level.



## Method (2) Enter CRN to Register

### Step 1. 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  button.

The screenshot shows the Banner Self Service Online Registration Guide interface. At the top, there are two tabs: 'Personal Information' and 'Student and Financial Aid'. Below the tabs is a search bar with a 'Go' button and a search result page titled 'Registration'. The 'Registration' page has a yellow horizontal line above a list of links. The link 'Add or Drop Classes' is highlighted with a red circle, and a yellow callout box with the number '1' and an arrow points to it. Other links in the list include 'Select Term', 'Search for Classes', 'Print Student Class Schedule', 'Weekly Class Schedule', 'Student Detailed Schedule', 'Registration Status', and 'Print Books Coupon'. At the bottom of the page, there is a footer with 'RELEASE: 7.4' on the left and 'powered by SUNGARD HIGHER EDUCATION' on the right.

- ### Step 2. If known, enter the 5 (five) digits CRN in the Add Classes Worksheet section for the classes you would like to register.





## What is Worksheet?

In Banner, worksheet is an electronic place wherein you can place to 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.

## How to Drop a Class?

### Step 1. Choose 'Add or Drop Classes'

The screenshot shows the Banner Self Service Online Registration interface. At the top, there are two tabs: 'Personal Information' and 'Student and Financial Aid'. Below the tabs is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Registration'. A list of links is displayed, with 'Add or Drop Classes' highlighted in a red box and a yellow circle containing the number 1, with an arrow pointing to it. Other links include 'Select Term', 'Search for Classes', 'Print Student Class Schedule', 'Weekly Class Schedule', 'Student Detailed Schedule', 'Registration Status', and 'Print Books Coupon'. At the bottom, it says 'RELEASE: 7.4' and 'powered by SUNGARD HIGHER EDUCATION'.

The next screen will appear displaying your currently registered classes (if any).



Personal Information Student and Financial Aid

Search   RETURN TO MENU SITE MAP HELP EXIT

Add or Drop Classes 200700342 Hassan M. A. AlNasser  
Fall Semester 200810  
25 Aug 2007 11:03

**2** To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
**Web Registered** on 25 Aug 2007	None	10274	ECON	1311	102 Undergraduate	3.000	Standard Letter	Introduction to Macroeconomics
**Web Registered** on 25 Aug 2007	Drop **Web**	10279	ACCT	2311	101 Undergraduate	3.000	Standard Letter	Fundamentals of Financial Accounting

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Maximum Hours: 20.000  
Date: 25 Aug 2007 11:03

Add Classes Worksheet

CRNs

**3**

**Drop Section**

**Add Section**

**Step 2.** Your current schedule will appear, click the arrow under the 'Action' heading next to the course you wish to drop. Select 'DROP \*\*WEB\*\*'.

**Step 3.** Click  button.

Check your schedule to ensure that correct changes were made.

## How to View/Print Your Class Schedule?

On the Registration Menu, choose 'Print Student Class Schedule'.

**Step 1.** Select the Term. Use the pull down arrow list .

**Step 2.** Click submit  button.



Personal Information Student and Financial Aid

Search  Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select Term

---

Search by Term:

None  ← 1

2

RELEASE: 7.2

Your Class Schedule will be displayed, see below:

Student Class Schedule - Microsoft Internet Explorer

Address: http://asleem:2222/web/en/StudentClassSchedule.asp

Kingdom of Saudi Arabia  
Ministry of Higher Education  
Prince Mohammad Bin Fahd University (PMU)


Date: 26/08/2007 03:00

Student Schedule  
Fall 2006/2007

Student ID : 200600005 Student Name : Ibrahim Mohamed Al-Qasir Major : Undeclared College : Preparation Program

CRN	COURSE CODE	COURSE NUMBER	COURSE TITLE	SECTION	CREDIT HOURS	ROOM No.	START TIME	END TIME	DAYS
10084	PRPC	0031	Low-Intermediate Comm. Skills	101	0	S115	1000	1150	SUMT
10084	PRPC	0031	Low-Intermediate Comm. Skills	101	0	S115	1200	1350	W
10250	PRPC	0041	High-Intermediate Comm. Skills	101	0	F141	0900	0950	T
10250	PRPC	0041	High-Intermediate Comm. Skills	101	0	F141	0800	1150	U
10250	PRPC	0041	High-Intermediate Comm. Skills	101	0	F141	1300	1350	S
10250	PRPC	0041	High-Intermediate Comm. Skills	101	0	F141	0800	0950	W
10250	PRPC	0041	High-Intermediate Comm. Skills	101	0	F141	1200	1350	W
10046	PRFL	0011	Theories & Appl. of Learning I	105	0	F141	1400	1550	W
10033	PRPM	0011	Introductory Algebra	151	0	F144	1200	1350	UT
10169	PRFW	0041	High- Intermediate Writing Ski	101	0	S115	1200	1350	W
10169	PRFW	0041	High- Intermediate Writing Ski	101	0	S115	1000	1150	SUMT
10133	PRPW	0031	Low Intermediate Writing Skill	101	0	S115	1200	1350	W
10133	PRPW	0031	Low Intermediate Writing Skill	101	0	S115	1000	1150	SUMT

Days: S(Saturday) U(Sunday) M(Monday) T(Tuesday) W(Wednesday) R(Thursday)

To print your schedule, go to 'File' Menu and then select Print , or click  on your browser.

## Weekly Class Schedule

You can View/Print your Weekly Schedule in a Matrix (Calendar) format by selecting 'Weekly Class Schedule' from the Registration Menu.



## Step 1. Choose 'Weekly Class Schedule'

Personal Information Student and Financial Aid

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Registration

- [Select Term](#)  
Select the term that you want to register for.
- [Search for Classes](#)  
Search for offered sections for the selected term.
- [Add or Drop Classes](#)  
Add or Drop sections in order to build your schedule.
- [Print Student Class Schedule](#)  
To print/view your class schedule.
- [Weekly Class Schedule](#)  
View your weekly class schedule by day and time.
- [Student Detailed Schedule](#)  
View your class schedule in more details.
- [Registration Status](#)  
View your academic and registration status.
- [Print Books Coupon](#)  
To print/view Books Coupon.

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This page will be displayed: (Empty Slots indicate Break Hours).

Personal Information Student and Financial Aid

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Weekly Class Schedule

200700342 Hassan M. A. AlNasser  
25 Aug 2007 15:09

The following is your class schedule by day and time. Classes that do not have scheduled meeting times are listed at the bottom of the page. Click on hyperlinked courses for more detail.

Go to (DD/MM/YYYY):

Previous Week Week of 17 Sep 2007 (3 of 21) [Next Week](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am		<a href="#">ECON 1311-102</a> <a href="#">10274 Class</a> 8:00-9:30 M10					<a href="#">ECON 1311-102</a> <a href="#">10274 Class</a> 8:00-9:30 M10
9am							
10am							
11am							

- If you want to view your schedule for the following week, click on the 'Next Week' link or type the date on the date field and select 'Submit'

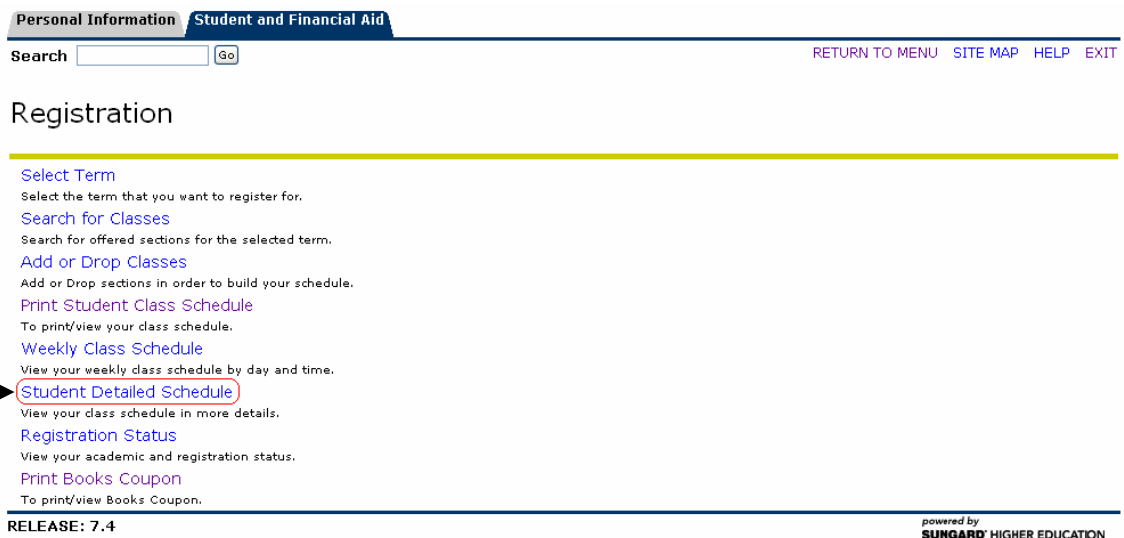


- To print, click  on your Internet Browser.

## Student Detailed Schedule

You can View/Print your detailed schedule by selecting 'Student Detailed Schedule' on the Registration Menu.

### Step 1. Choose 'Student Detailed Schedule'



Personal Information Student and Financial Aid

Search

RETURN TO MENU SITE MAP HELP EXIT

### Registration

- [Select Term](#)  
Select the term that you want to register for.
- [Search for Classes](#)  
Search for offered sections for the selected term.
- [Add or Drop Classes](#)  
Add or Drop sections in order to build your schedule.
- [Print Student Class Schedule](#)  
To print/view your class schedule.
- [Weekly Class Schedule](#)  
View your weekly class schedule by day and time.
- [Student Detailed Schedule](#)**  
View your class schedule in more details.
- [Registration Status](#)  
View your academic and registration status.
- [Print Books Coupon](#)  
To print/view Books Coupon.

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This screen will be displayed:



Personal Information Student and Financial Aid

Search

RETURN TO MENU SITE MAP HELP EXIT

200700342 Hassan M. A. AlNasser  
Fall Semester 200810  
25 Aug 2007 15:11

### Student Detailed Schedule

Total Credit Hours: 6.000

**Fundamentals of Financial Accounting - ACCT 2311 101**

Associated Term: Fall Semester 200810  
CRN: 10279  
Status: \*\*Web Registered\*\* on 25 Aug 2007  
Assigned Instructor:  
Grade Mode: Standard Letter  
Credits: 3.000  
Level: Undergraduate  
Campus: Male Campus

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	12:30 - 14:00	TU	Male Building	08 Sep 2007 - 24 Jan 2008	Lecture	TBA


**Introduction to Macroeconomics - ECON 1311 102**

Associated Term: Fall Semester 200810  
CRN: 10274  
Status: \*\*Web Registered\*\* on 25 Aug 2007  
Assigned Instructor:  
Grade Mode: Standard Letter  
Credits: 3.000  
Level: Undergraduate  
Campus: Male Campus

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 - 9:30	TU	Male Building	08 Sep 2007 - 24 Jan 2008	Lecture	TBA

This page displays the details of all sections in which a student is currently enrolled for the selected term.

- For more in-depth information about each course, click on the Course Title.
- To print, click  from your Internet Browser.

## Registration Status

To view your Registration Status, choose 'Registration Status' from the Registration Menu.



Personal Information Student and Financial Aid

Search  [Go](#) [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Registration Status

200700342 Hassan M. A AlNasser  
Fall Semester 200810  
25 Aug 2007 15:12

- You have no Holds which prevent registration.
- Your Academic Standing permits registration.
- Your Student Status permits registration.

Your Class for registration purposes is Freshman.

#### Curriculum Information

**Current Program**  
Bachelor of Science

**Level:** Undergraduate  
**Program:** BS, Business Administration  
**College:** Business Administration  
**Campus:** Male Campus

[ [Add or Drop Classes](#) ]

RELEASE: 7.2

This page displays information about the items that affect a student's ability to register for the selected term.

## How to Print Books Coupon

To print/view the Books Coupon, choose 'Print Books Coupon' from the Registration Menu.

Personal Information Student and Financial Aid

Search  [Go](#) [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Registration

- [Select Term](#)  
Select the term that you want to register for.
- [Search for Classes](#)  
Search for offered sections for the selected term.
- [Add or Drop Classes](#)  
Add or Drop sections in order to build your schedule.
- [Print Student Class Schedule](#)  
To print/view your class schedule.
- [Weekly Class Schedule](#)  
View your weekly class schedule by day and time.
- [Student Detailed Schedule](#)  
View your class schedule in more details.
- [Registration Status](#)  
View your academic and registration status.
- [Print Books Coupon](#)  
To print/view Books Coupon.

RELEASE: 7.4

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**Step 1.** Select the "Print Books Coupon"



**Step 2.** Select the Term. Use the pull down arrow list .

**Step 3.** Click  button.

To print the Books Coupon, go to 'File' Menu and then select Print, or click  on your browser.



### **For Your Security!!!**

It is very important whenever you are done with the system, that you **"EXIT"** in the right hand corner of your screen in order NOT to release your personal information.

### **Registration Errors Glossary:**

Various messages will appear as you attempt to register for classes. Some of the messages are informative; some are restrictive. If a restrictive message appears, you must meet the conditions of the restriction to register, which may require some type of intervention from an office or department on the campus. These messages and the required action follow:

Error Message	Meaning	Action
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.	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.	Student must choose another section for the same course.



Error Message	Meaning	Action
Pre-requisite/Test Score Error	You have not met the pre-requisite established for the course.	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.	Select the indicated required course.
Duplicate Course	You have already registered for this course/section	Drop the course from your schedule.
CRN does not exist	The five digit CRN you entered is not recognized by the system.	Enter the correct CRN number.
Student Status Prohibits Registration	Student Record is not active.	Contact the Registrar's Office.
Course Status Dates not within Range for Part of Term	The registration activity is no longer available at this time. It is too late to add this course to your schedule.	Contact the Registrar's Office.
Maximum Hours Exceeded	Registration exceeds the maximum number of hours permitted for that student for that term.	Contact the Registrar's Office.
Academic Standing Prohibits registration	Your academic standing does not allow registration.	Contact the Registrar's Office.
You may not drop your last class	Additional steps are required when you are totally withdrawing from the university.	Contact the Registrar's Office.
Level Restriction	Only students of a certain level can register for the course.	Contact the Registrar's Office.
Major Restriction	Enrollment in course is limited to specified major	Select another course or gain admission to the major specified.
Student Status prohibits registration.	Your student record is not active.	Contact the Registrar's Office.
Academic Standing prohibits registration.	Your academic standing does not allow registration.	Contact the Registrar's Office.



## Forgot your Banner PIN?

If you have a problem with your Banner PIN, please contact IT Helpdesk at ext. 9299 or visit IT Technical Support Center at your Campus and complete the form Forgot/Locked PIN (see Page 23).

**IT Help Desk: Tel. No. 849-9299 ext. 9299**

**E-mail Address: [IT-helpdesk@pmu.edu.sa](mailto:IT-helpdesk@pmu.edu.sa)**

### Technical Support Center

Female Campus (Located at Room G032)

Male Campus (Located at Room G037)



### For More Security!!!

If you were idle for 20 minutes doing nothing on the system, Banner will automatically log you out of the system and you will be needed to re-login again.

### Terminologies:

<b>Course Number</b>	The number following the 4 letter code for a course. Example: ALIS1211. The course number is 1211.
<b>Title</b>	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.
<b>Campus</b>	Male/Female Campus criteria.
<b>Instructor</b>	The assigned Instructor for a specific course
<b>Start Time</b>	The start time of the class
<b>End Time</b>	The end time of the class
<b>Days</b>	The day of the class
<b>Pre-requisite</b>	Requirement that must be satisfied in a prior term, consisting of course(s) or test score(s)
<b>Co-requisite</b>	Different subject/courses that must be taken in the same term.







### Class Search Terminologies:

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

### Banner Self Service Symbols:

Below are some symbols that you might find with certain messages on Banner Online self service, indicating what they actually symbolize:

	Error Message
	Caution Message which identifies the Error Message
	Information/Instruction Message
	Information/Instruction Message



## Forgot/Locked PIN Form Request



جامعة الأمير محمد بن فهد  
PRINCE MOHAMMAD BIN FAHD UNIVERSITY



### Forgot/Locked Student Banner PIN Form Request

**Student forgot or locked their PIN must visit the IT Helpdesk in person to get their new PIN.**

Student ID Number:			
Student Name:			
College:			
Signature:		Date:	
Submit this form to ITD/Academic Computing at the Technical Support Center (TSC) on our campus – Bring your Student ID			

ITD/MIS Banner Form 10-10 (10/2008) Ver. 1.1



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