



DEANSHIP *of* ENROLLMENT  
& REGISTRATION

Office of the Registrar

# COURSE REGISTRATION

## STUDENT BANNER SELF SERVICE (SSB)

NOVEMBER 2016

BANNER SSB 8.7

# STEPS ON HOW TO REGISTER YOUR COURSES THROUGH BANNER SELF SERVICE



جامعة الأمير محمد بن فهد  
PRINCE MOHAMMAD BIN FAHD UNIVERSITY

# 1. Log into Banner Self Service through the [PMU Website](#).

Home

## User Login

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.

User ID:

PIN:

Login

Forgot PIN?

2. From the Main Menu, click on the Student then choose Registration. Before adding your courses, please check your Registration status.

The screenshot displays the PMU Students Information System interface. At the top, the browser address bar shows the URL: [http://testbanapp-03.pmu.edu.sa:9010/TEST/twbkwbis.P\\_GenMei](http://testbanapp-03.pmu.edu.sa:9010/TEST/twbkwbis.P_GenMei). The page header includes the ellucian UNIVERSITY logo and a 'Sign Out | Help' button. A 'Browse' button is visible on the left. The main content area features a welcome message: 'Welcome, [redacted] to the PMU Students Information System!' with a search bar on the right. Below this, a breadcrumb trail reads 'Home > Student > Student Registration'. A navigation bar contains 'Personal Information' and 'Student' buttons. The 'Student' button is active, revealing a menu with four main categories: 'Registration', 'Student Records', 'Student Account', and 'eForms'. The 'Registration' category is expanded, showing a list of options: 'Select Term', 'Print Student Class Schedule', and 'Registration Status' (which is circled in yellow). Other options in the expanded menu include 'Search for Classes', 'Weekly Class Schedule', 'Print Books Coupon', 'Add or Drop Classes', and 'Student Detailed Schedule'. The page footer includes 'RELEASE: 8.7' on the left and 'Last web access on 18 Aug 2016 at 13:01 | SITE MAP' on the right. The Windows taskbar at the bottom shows the system clock as 2:21 PM on 11/9/2016.

- ✓ You have no Holds which prevent registration.
  - ✓ Your Academic Standing is Good Standing which permits registration.
  - ✓ Your Student Status permits registration.
- Your Class for registration purposes is Junior.

Earned Credit

Level	Type	Hours
Undergraduate	Institutional	60.000
Preparation	Institutional	0.000

Curriculum Information

Current Program

Bachelor of Science  
**Level:** Undergraduate  
**Program:** BS. Business Administration  
**Admit Term:** Fall Semester 2011/2012  
**Admit Type:** Standard  
**Catalog Term:** Fall Semester 2011/2012  
**College:** Business Administration  
**Campus:** Male Campus

### 3. To add or drop your courses, click on “add and drop classes” link under Registration Tab

The screenshot shows a web browser window displaying the PMU Students Information System. The browser's address bar shows the URL: [http://testbanapp-03.pmu.edu.sa:9010/TEST/twbkwbis.P\\_GenMei](http://testbanapp-03.pmu.edu.sa:9010/TEST/twbkwbis.P_GenMei). The page header includes the ellucian UNIVERSITY logo and a 'Sign Out' button. A 'Browse' button is visible in the top left. The main content area features a navigation breadcrumb: Home > Student > Student Registration. Below this, there are two tabs: 'Personal Information' and 'Student'. The 'Student' tab is active, displaying a menu with four main categories: 'Registration', 'Student Records', 'Student Account', and 'eForms'. The 'Registration' category is expanded, showing a list of links: 'Select Term', 'Print Student Class Schedule', 'Registration Status', 'Search for Classes', 'Weekly Class Schedule', 'Print Books Coupon', 'Add or Drop Classes', and 'Student Detailed Schedule'. The 'Add or Drop Classes' link is circled in orange. The page footer includes 'RELEASE: 8.7', 'Last web access on 09 Nov 2016 at 14:49', and 'SITE MAP'. The Windows taskbar at the bottom shows the system tray with the time 11:13 AM and date 11/20/2016.

4. If you know the CRN (course reference number) of your classes, you can enter the 5 digits CRN in the registration boxes or else click on the “class search” to find your classes. For any registration errors, you should get the exact name of the error and adjust your registration accordingly. If you require a restriction override, please follow the procedure in requesting this override.

The screenshot displays the 'Add or Drop Classes' interface. At the top, the browser address bar shows the URL: [http://testbanapp-03.pmu.edu.sa:9010/TEST/bwskreg.P\\_AltPin](http://testbanapp-03.pmu.edu.sa:9010/TEST/bwskreg.P_AltPin). The page header includes 'ellucian UNIVERSITY' and navigation links for 'Sign Out' and 'Help'. A 'Browse' button is visible in the top left. The main content area features a breadcrumb trail: Home > Student > Student Registration > Registration Status > Add or Drop Classes. A search bar with the placeholder 'Find a page...' is located in the top right. The central section is titled 'Add Classes Worksheet' and contains a row of input boxes for CRNs. The first three boxes contain the values '10001', '10010', and '10003'. Below the input boxes are three buttons: 'Submit Changes', 'Class Search', and 'Reset'. The page footer includes 'RELEASE: 8.7' and 'SITE MAP'. The Windows taskbar at the bottom shows the system clock at 11:14 AM on 11/20/2016.

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Sign Out Help

Personal Information Student

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## Add or Drop Classes

Home > Student > Student Registration > Registration Status > Add or Drop Classes

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
**Early Web Registered** on 20 Nov 2016	None	10001	ALIS	1211	101	Undergraduate	2.000	Standard Letter	Arabic Lang./ Islamic Studies1
**Early Web Registered** on 20 Nov 2016	None	10010	CHEM	1411	101	Undergraduate	4.000	Standard Letter	Introductory Chemistry
**Early Web Registered** on 20 Nov 2016	None	10003	LAWB	3221	0	Undergraduate	2.000	Standard Letter	International Law

Total Credit Hours: 8.000  
 Billing Hours: 8.000  
 Minimum Hours: 0.000  
 Maximum Hours: 20.000  
 Date: 20 Nov 2016 11:11

**Add Classes Worksheet**

CRNs

Submit Changes Class Search Reset

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11:15 AM  
11/20/2016

**Note: Please double check the status of your added courses.**

# Look Up Classes

Home > Look Up Classes

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:** Arabic Language/Islamic Studie  
Chemistry  
Law Program  
Mathematics- MATH

Course Search Advanced Search

Week at a Glance Student Detail Schedule View Holds

5. In the same Registration Tab, you can print also your registration class schedule and book coupon.

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Sign Out | Help

Browse

Welcome, [redacted] to the PMU Students Information System! Find a page...

Home > Student > Student Registration

Personal Information | Student

**Registration**  
Build your class schedule, Add/Drop classes and print your schedule.

- Select Terms
- Print Student Class Schedule**
- Registration Status

**Student Records**  
View your holds, grades, transcripts and account summary

- Search for Classes
- Weekly Class Schedule
- Print Books Coupon**

**Student Account**  
View your Account Details

- Add or Drop Classes
- Student Detailed Schedule

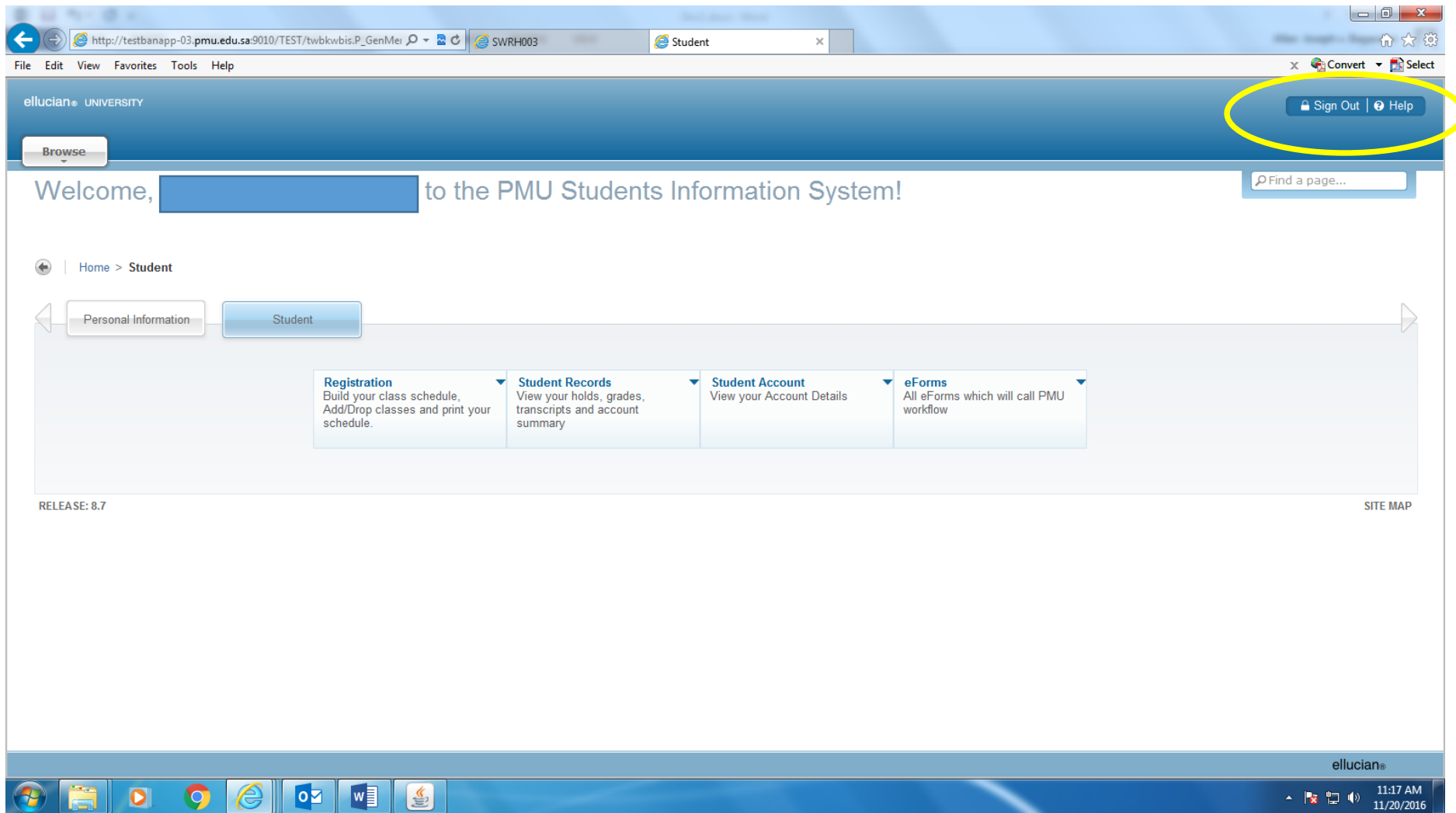
**eForms**  
All eForms which will call PMU workflow

RELEASE: 8.7 SITE MAP

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11:16 AM 11/20/2016

6. For security reason, don't forget to click SIGN OUT when done.



FOR FURTHER CONCERNS, PLEASE EMAIL US AT:

[registrar@pmu.edu.sa](mailto:registrar@pmu.edu.sa)

or contact your registration college representative.

Thank you



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