

FREQUENTLY ASKED QUESTIONS

Solutions for Registration Issues Faced by HBKU Students on BANNER

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Registration Team



عضو في مؤسسة قطر
Member of Qatar Foundation

This document provides answers to frequently asked questions about BANNER during registration and add/drop periods for HBKU students.

Question#1: Why can't I find the offered courses under my program's schedule on BANNER?

Answer: Make sure that you search for the correct program and term. If the issue persists, contact the administrative officers in your college to check the offered courses on the scheduling system if they aren't shown on BANNER.

Question#2: What should I do if the capacity for the course I want to add on BANNER is full?

Answer: The capacity of the course is set by the College. If you need the course, please contact the administrator officers in your college to submit a request to increase the capacity of the course on the scheduling system. If the college agrees to an increase, they will contact our office to apply it on the system and you will be able to complete your registration.


Question#3: What should I do if the 'Add' button is not activated on BANNER to add my courses for the current semester?

The screenshot shows the 'Register for Classes' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. Below this, a search bar shows 'Search Results — 29 Classes' for 'Term: Fall 2023' and 'Subject: Law'. A 'Search Again' button is on the right. The main table has columns: Title, Subject Descriptor, Course Num, Section, Hours, CRN, Term, Instructor, Meets, Campus, Status, Attribute, Linked Sections, and Add. The first row is 'Construction & Infrastructure D... Lecture' with CRN 6012, and its 'Add' button is circled in red. Other rows include 'Healthcare Law Lecture', 'Sports Law Lecture', 'Law, Technology & Intellectual...', 'Media and Cultural Law Lecture', 'S.J.D. Colloquium Self Paced', 'Advanced Research Methods I... Lecture', 'Dissertation Hours Self Paced', and another 'Dissertation Hours Self Paced'.

Title	Subject Descriptor	Course Num	Section	Hours	CRN	Term	Instructor	Meets	Campus	Status	Attribute	Linked Sections	Add
Construction & Infrastructure D... Lecture	Law	752	3L	3	6012	Fall 2023	Bell, Hilary Yip, Ka Lok (Primary)	S M	C	Educat...	9 of 11 seats rem...		Add
Healthcare Law Lecture	Law	753	3L	3	6015	Fall 2023	Solaiman, Barry (Primary)	S M	C	Educat...	5 of 8 seats remain.		Add
Sports Law Lecture	Law	760	3L	3	6014	Fall 2023	Cabo, Zachary (Primary)	S M	C	Educat...	11 of 16 seats re...		Add
Law, Technology & Intellectual... Lecture	Law	763	3L	2	6244	Fall 2023	Dimitropoulos, Georjos ...	S M	C	Educat...	6 of 8 seats remain.		Add
Media and Cultural Law Lecture	Law	765	3L	3	6321	Fall 2023	Polymeropoulos, Elenti (...)	S M	C	Educat...	4 of 6 seats remain.		Add
S.J.D. Colloquium Self Paced	Law	800	1	2	6236	Fall 2023	Al-Naama, Aisha (Primary)	S M	C	Educat...	8 of 10 seats rem...		Add
Advanced Research Methods I... Lecture	Law	805	1	3	6235	Fall 2023	Dimitropoulos, Georjos ...	S M	C	Educat...	3 of 3 seats remain.		Add
Dissertation Hours Self Paced	Law	890	2	0 TO 9	6339	Fall 2023	Dimitropoulos, Georjos ...	S M	C	Educat...	9 of 10 seats rem...		Add
Dissertation Hours Self Paced	Law	890	3	0 TO 9	6340	Fall 2023	Banekas, Ilag (Primary)	S M	C	Educat...	8 of 10 seats rem...		Add

Answer: Try to use another browser. If the issue persists, please “clear caches” from the browser’s settings.

Question#4: How can I drop a specific registered course for the current semester if the 'Drop' option is not showing on BANNER?

Title	Details	Hour	CRN	Schedule Typ	Status	Action	
Applied Deep Learn...	DSEG 660, 1	3	6123	Lecture	Errors Preventi...	Remove	▼
Computational Bioin...	ICT 666, 1	3	6129	Lecture	Registered	None	▼
Graduate Research...	ICT 701, 1	0	6127	Lecture	Registered	None	▲
Research Methods...	GPM 601, 1	3	6040	Lecture	Registered	None	

Answer: Try to use another browser. If the issue persists, please “clear caches” from the browser’s settings.