جامعة حمد بن خليفة
HAMAD BIN KHALIFA UNIVERSITY
عضو في مؤسسة قطر
Member of Qatar Foundation

Student's Registration Manual

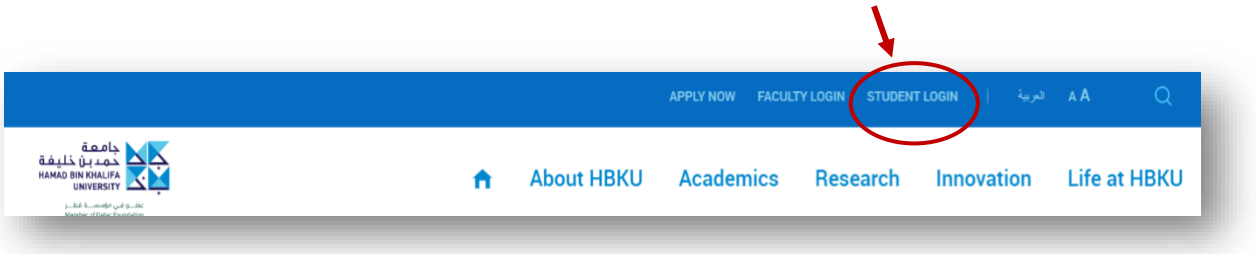
Adding & Dropping Courses on BANNER 9.0

Hamad Bin Khalifa University Student Self Service

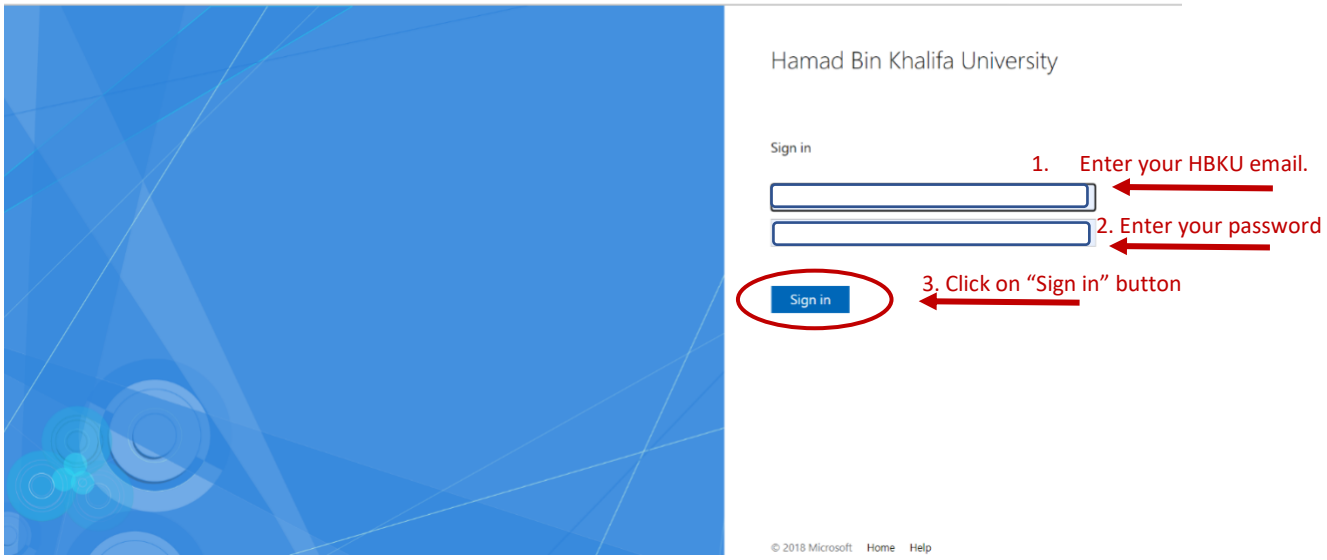
By: Fatema AL-Mannai

HBKU Registration

1- Login to your BANNER account through the following link: https://www.hbku.edu.qa/en

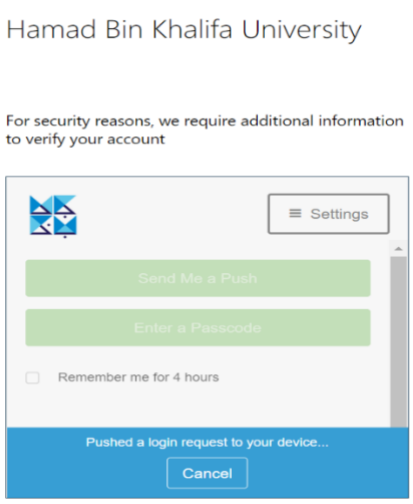


2- The link will direct you to the following screen to enter your BANNER credentials (username and password), then press on "Sign In" button.

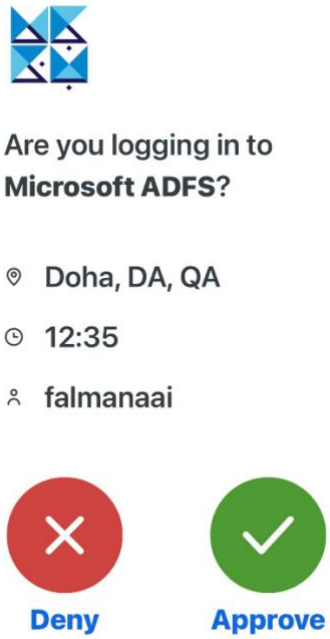


3- You will be directed to the following screen and at the same time, you will receive a notification on your registered mobile phone to approve access.

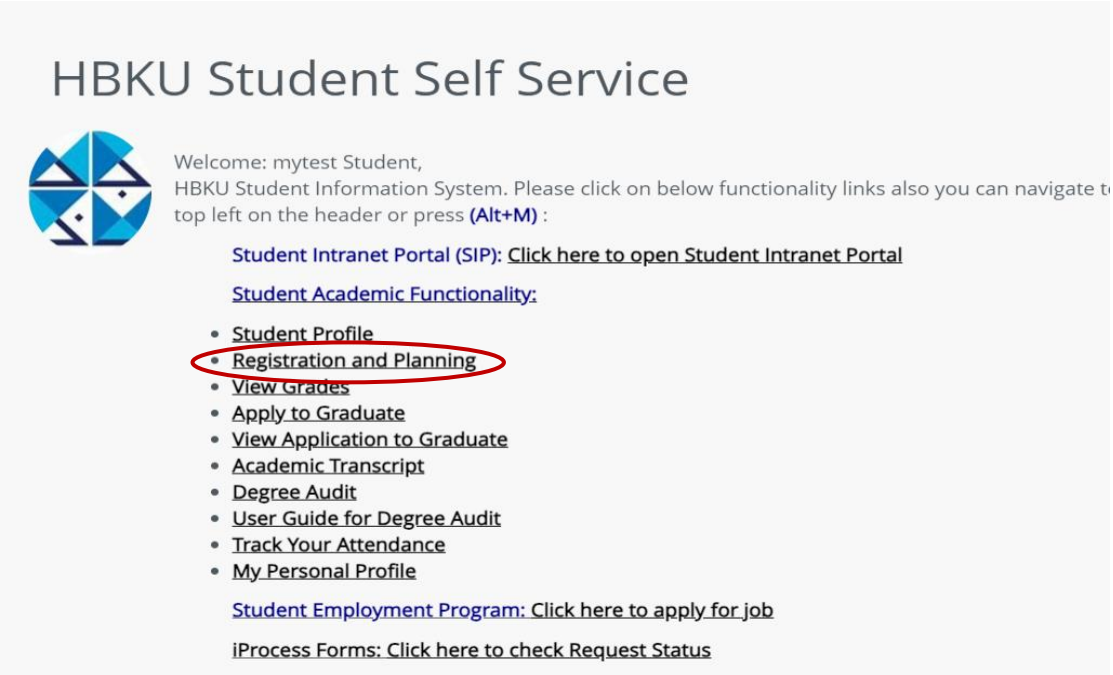




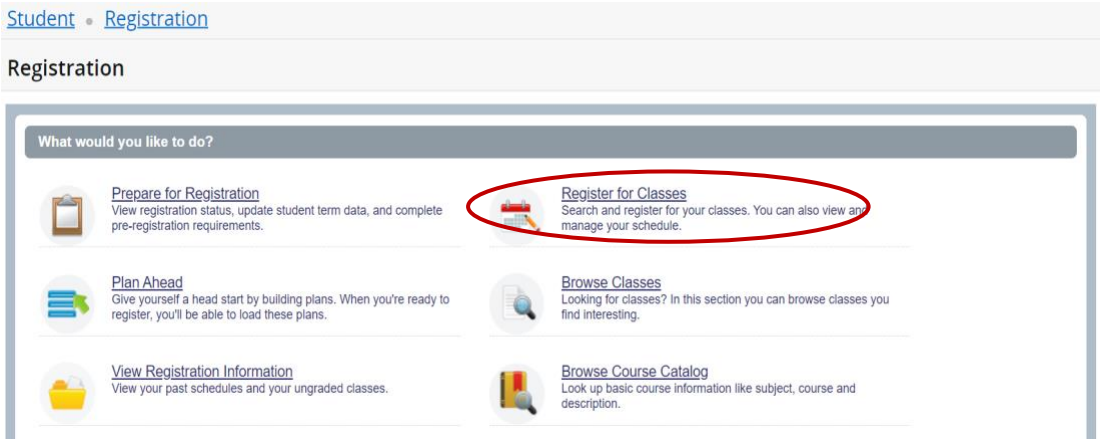
Press on "Approve" to be able to access your BANNER account.



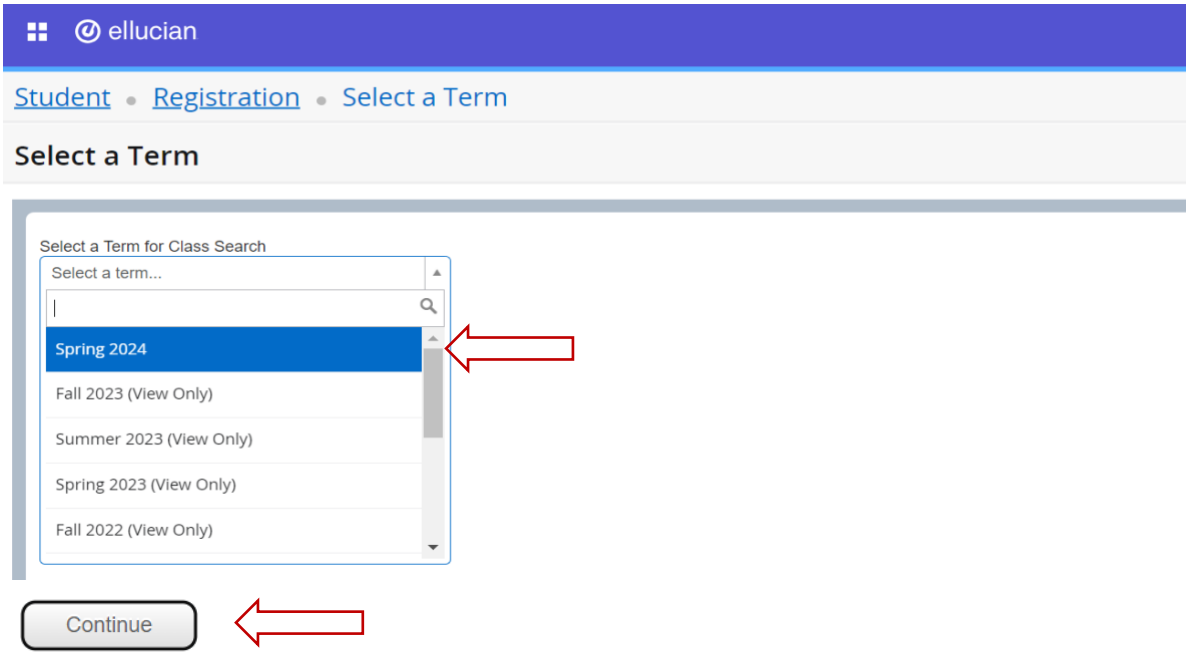
4. Select “Registration and Planning” option from the main menu.



5. Select “Register for Classes” option from the following menu.

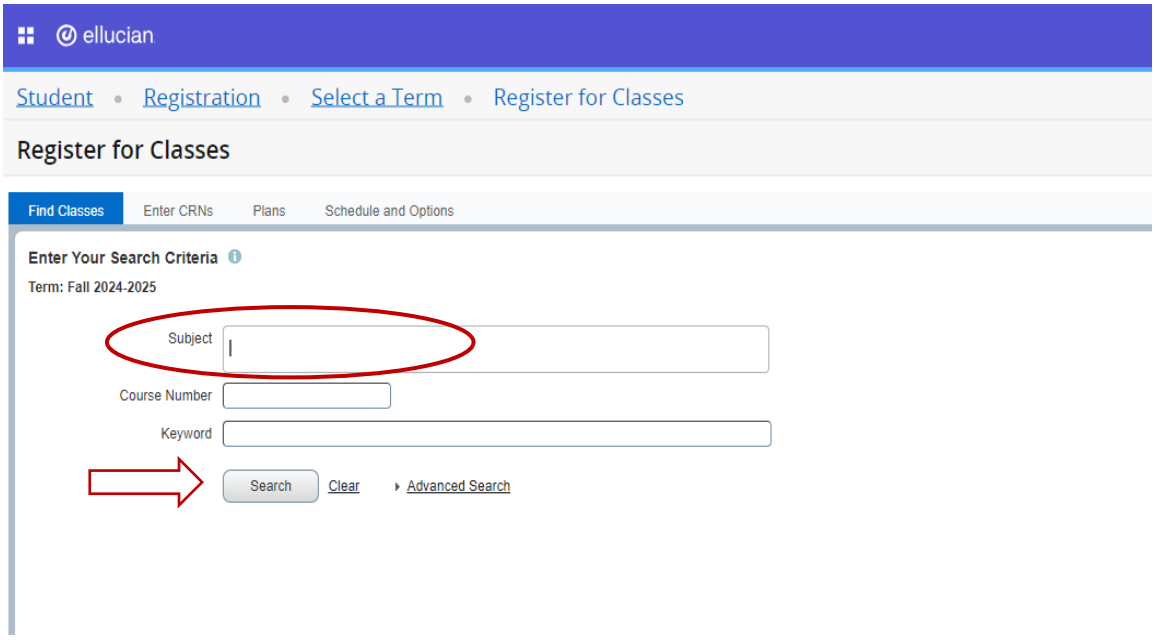


6. Select the "Term" from the following list, then press on "Continue" button.



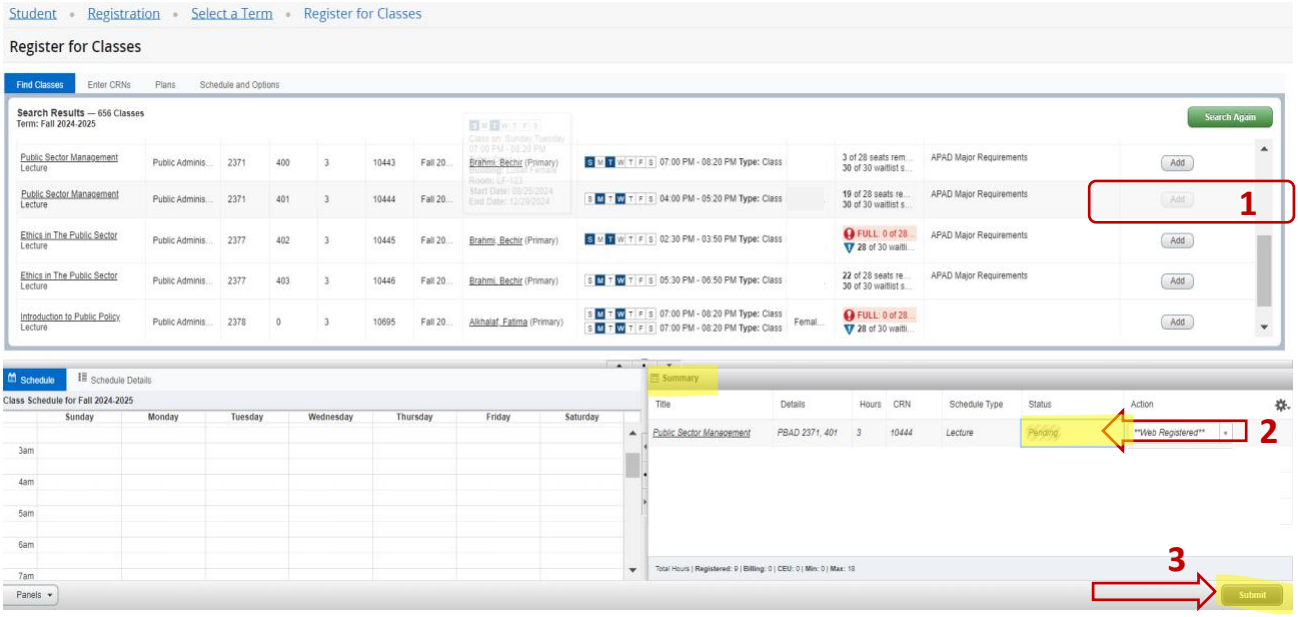
7. Option (1) for Adding a Course:

a) Put the subject in the "Subject" field, then press on "Search" button.

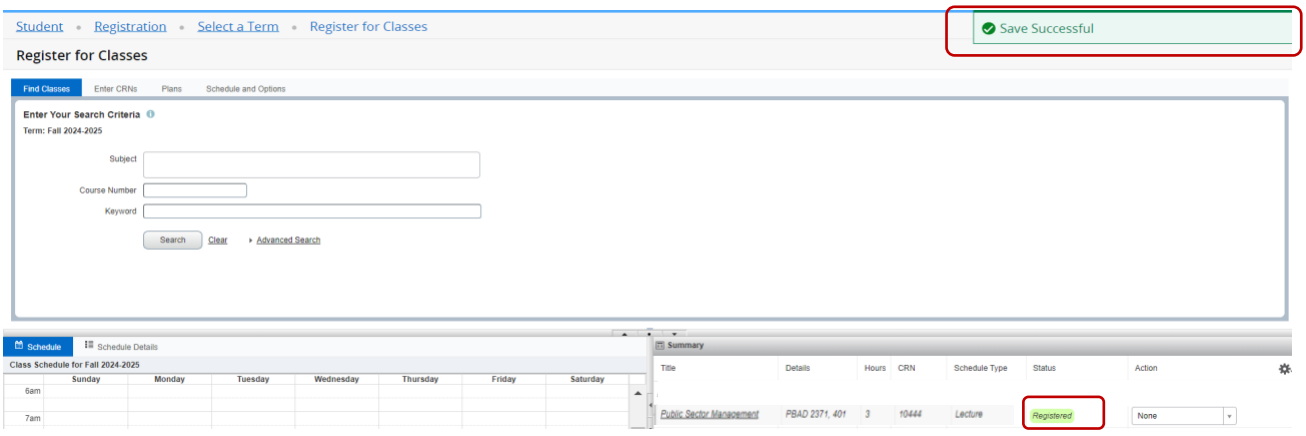


b) - Select the section with the appropriate date, time, and building. Then, press the “add” button on the right side of the screen.

- The section will be added automatically with “pending” status under the “summary” section.
- Press the “submit” button to complete the registration.

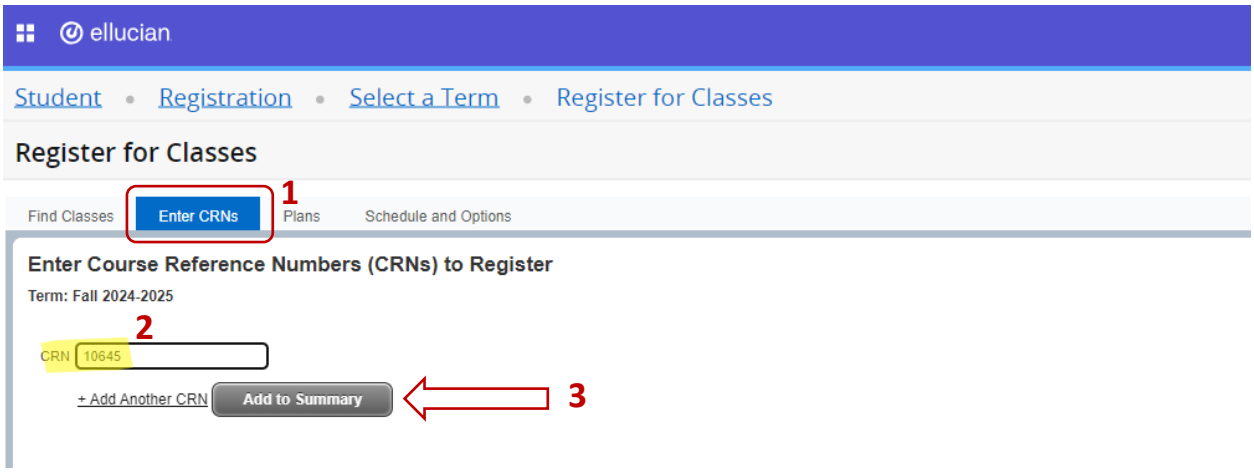


c) After pressing the “submit” button, the registration is completed successfully as shown:

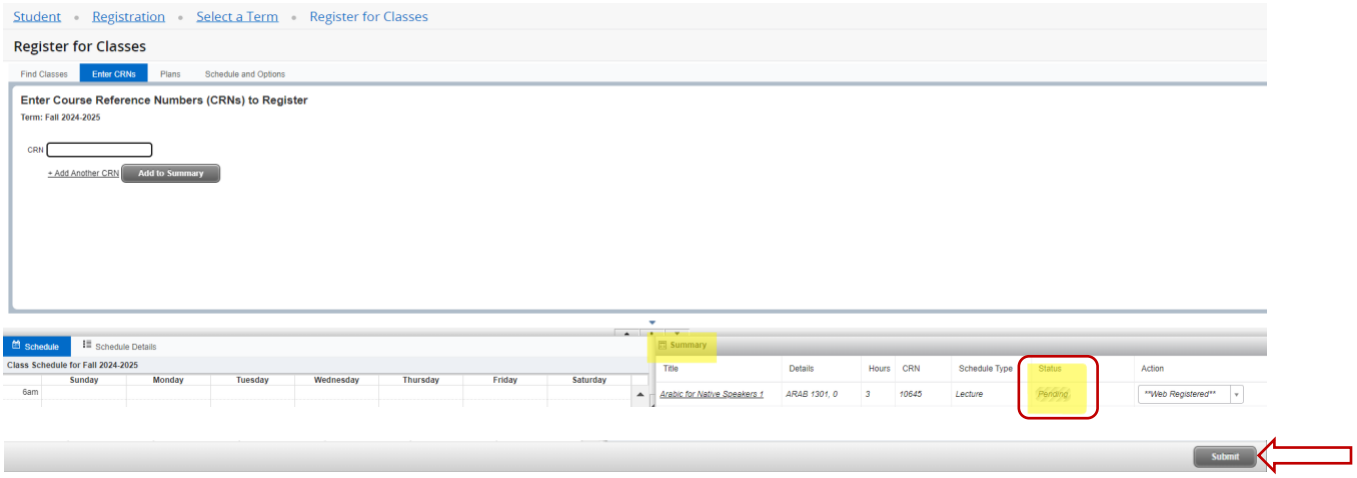


Option (2) for Adding a Course:

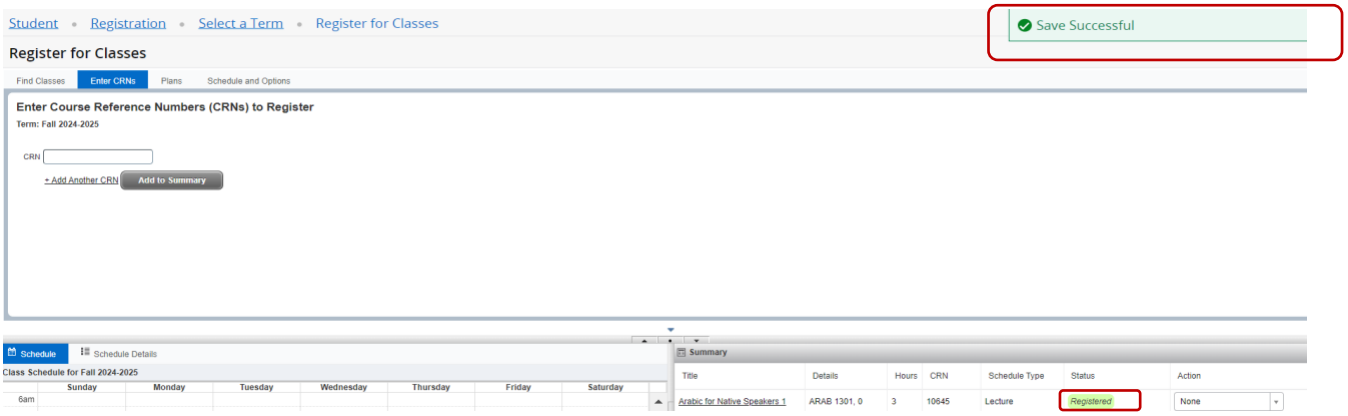
a) If you know the CRN for the section, go to "Enter CRNs" tab, enter the CRN in its field then press the "Add to Summary" button.



b) The section will be added automatically with "pending" status under the "summary" section. Press the "submit" button to complete the registration.

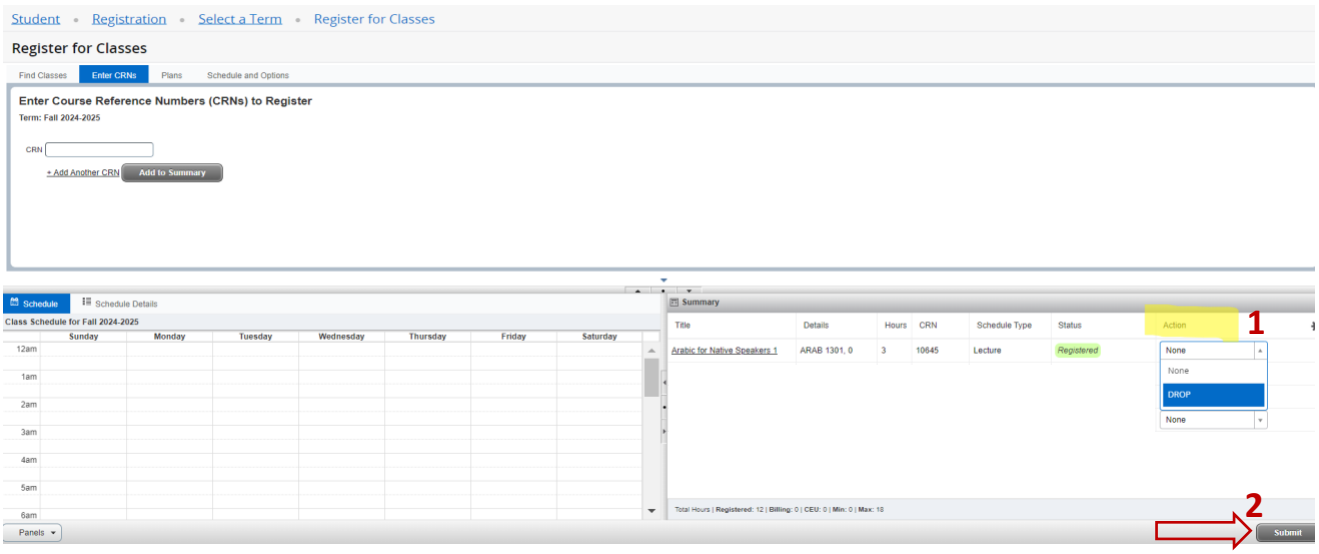


c) After pressing the “submit” button, the registration is completed successfully as shown:



To Drop a Course:

1. Select “Drop” from the “Action” drop-down list. Then press the “Submit” button to complete the drop request.



2. The status for the course is changed to “Deleted” when the drop request is completed successfully.

