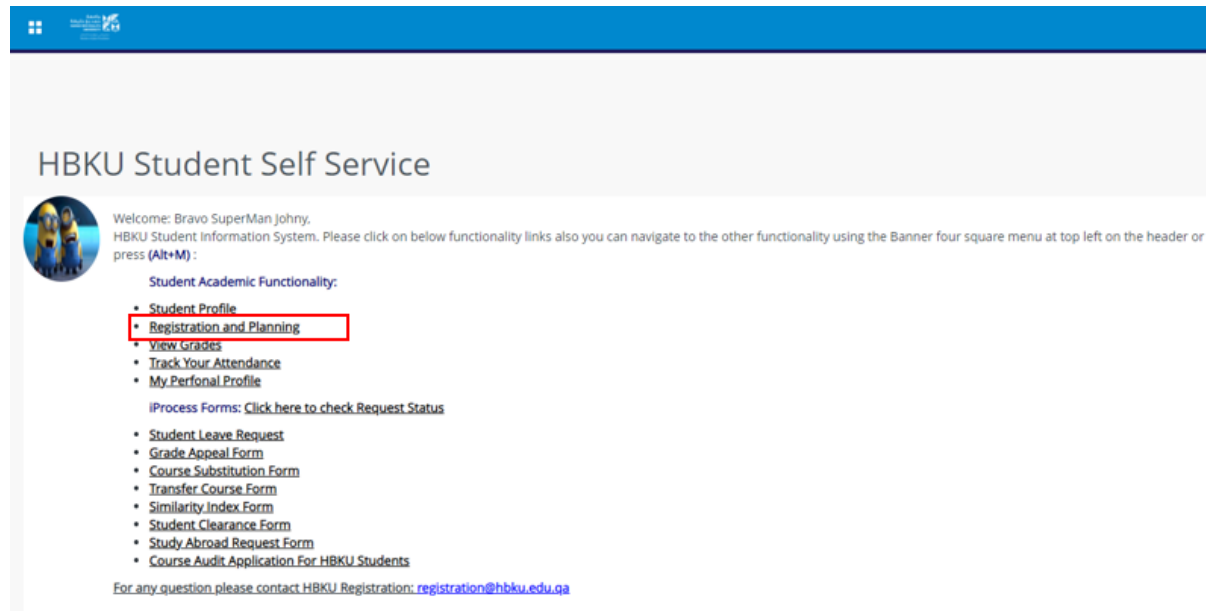


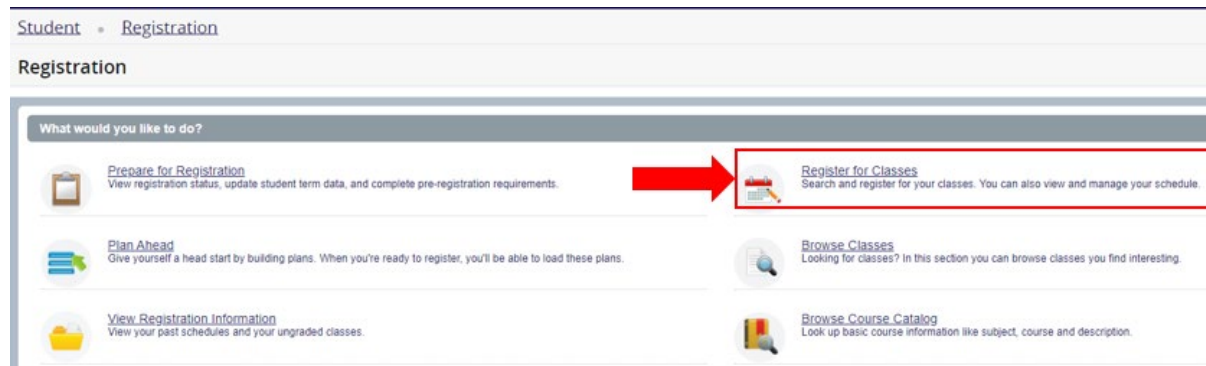
How to Add/Drop Course(s)

Login to Banner and click on **Registration and Planning**



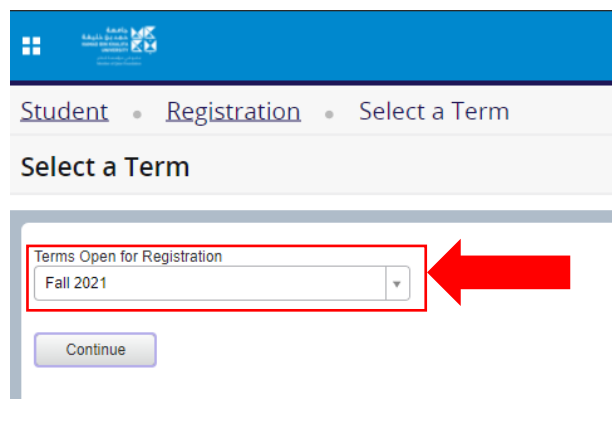
The screenshot shows the HBKU Student Self Service homepage. At the top left is a blue header with the HBKU logo. Below it, the text reads "HBKU Student Self Service". A welcome message says "Welcome: Bravo SuperMan Johnny. HBKU Student Information System. Please click on below functionality links also you can navigate to the other functionality using the Banner four square menu at top left on the header or press (Alt+M):". Under "Student Academic Functionality:", there is a list of links: "Student Profile", "Registration and Planning" (highlighted with a red box), "View Grades", "Track Your Attendance", and "My Personal Profile". Below this is a section for "iProcess Forms" with a link "Click here to check Request Status" and a list of forms: "Student Leave Request", "Grade Appeal Form", "Course Substitution Form", "Transfer Course Form", "Similarity Index Form", "Student Clearance Form", "Study Abroad Request Form", and "Course Audit Application For HBKU Students". At the bottom, it says "For any question please contact HBKU Registration: registration@hbku.edu.qa".

You will reach to **Registration** page, here click on **Registration for Courses**



The screenshot shows the "Registration" page. At the top, it says "Student • Registration". Below that is the "Registration" heading. A section titled "What would you like to do?" contains several options: "Prepare for Registration" (with a calendar icon), "Register for Classes" (with a calendar and pencil icon, highlighted by a red box and a red arrow pointing to it), "Plan Ahead" (with a checklist icon), "Browse Classes" (with a magnifying glass icon), "View Registration Information" (with a folder icon), and "Browse Course Catalog" (with a book icon).

Select a **Term** from **drop down**, current Term **Fall 2021** is select.
Then click **Continue**



The screenshot shows the "Select a Term" page. At the top, it says "Student • Registration • Select a Term". Below that is the "Select a Term" heading. A dropdown menu titled "Terms Open for Registration" is shown with "Fall 2021" selected. A red box highlights the dropdown menu, and a red arrow points to it. Below the dropdown is a "Continue" button.

Click on **Search**, it will display all available courses in the selected Term.

You can also click on **Advanced Search** and fill search criteria to get the list of courses.

Find Classes Enter CRNs Schedule and Options


Enter Your Search Criteria ⓘ

Term: Fall 2021

Subject

Course Number

Keyword

 [Advanced Search](#)

In example we have click on **Search** and displayed all courses.

- On right side, you drag down and see all courses
- It shows 37 page, click on next page and see available courses
- If there is any time conflict with your already registered course will be displayed and you will not be able to register the course.
- Click on **Add** button on the right side of each course and it will be added/registered
- And Click Submit

Find Classes Enter CRNs Schedule and Options

Search Results — 362 Classes

Term: Fall 2021

| Course Name | Applied Islami... | Credits | Sections | Term | Instructor | Days | Time | Type | Class | Level | Seats | Action | |
|--|-------------------|---------|----------|--------|------------|-----------|-----------------------------|-----------------------|---------------------|---------------------------------|-----------|---------------------------------------|------------------------------------|
| Peace, War and Political Ethics Lecture | Applied Islami... | 636 | 1 | 3 | 2327 | Fall 2021 | Al-Khatib, Mustaf (Primary) | S M T W F S | 04:00 PM - 06:50 PM | Class I | Educat... | 10 of 15 seats re... | <input type="button" value="Add"/> |
| Islamic Ethics and Artificial Intel Lecture | Applied Islami... | 641 | 1 | 3 | 2402 | Fall 2021 | Ghaly, Mohamed (Primary) | S M T W F S | 04:00 PM - 06:50 PM | Class I | Educat... | 11 of 15 seats re... Time Conflict | <input type="button" value="Add"/> |
| Thesis Registration Self Paced | Applied Islami... | 695 | 1 | 0 TO 6 | 2065 | Fall 2021 | Jureidin, Saq (Primary) | S M T W F S | | - Type: Class Building: None Rm | Educat... | 4 of 5 seats remain. | <input type="button" value="Add"/> |
| Thesis Registration Self Paced | Applied Islami... | 695 | 2 | 0 TO 6 | 2066 | Fall 2021 | Al-Khatib, Mustaf (Primary) | S M T W F S | | - Type: Class Building: None Rm | Educat... | 4 of 5 seats remain. | <input type="button" value="Add"/> |
| Thesis Registration Self Paced | Applied Islami... | 695 | 3 | 0 TO 6 | 2256 | Fall 2021 | Ghaly, Mohamed (Primary) | S M T W F S | | - Type: Class Building: None Rm | Educat... | 2 of 5 seats remain. | <input type="button" value="Add"/> |
| Arabic Language and Culture I - Lecture | Arabic | 501 | 1 | 0 | 2249 | Fall 2021 | Hammouda, Habatab (Primary) | S M T W F S | 10:00 AM - 11:20 AM | Class E | Educat... | 4 of 15 seats rem... | <input type="button" value="Add"/> |

Page 1 of 37 | 10 Per Page

Records: 62

If you like to Drop a course that you have already registered:

Beside each course under **Action**, select Drop Course from the drop down and click **Submit**.

Search Results -- 362 Classes
Term: Fall 2021

| Course | Section | CRN | Days | Time | Instructor | CRN | Days | Time | Type | Class | Building | Room | Level | Seats | Action |
|---|----------------|-----|------|--------|------------|-----------|------------------------------|-------------------|---------------------|---------------|----------------|------|---------|---------------------------------------|--------|
| Peace, War and Political Ethics Lecture | Applied Islami | 636 | 1 | 3 | 2327 | Fall 2021 | Al-Khatib, Mustafa (Primary) | S W T F S | 04:00 PM - 06:50 PM | Class I | Educat. | | | 10 of 15 seats re... | Add |
| Islamic Ethics and Artificial Intel-Lecture | Applied Islami | 641 | 1 | 3 | 2402 | Fall 2021 | Shah, Mohamed (Primary) | T W T F S | 04:00 PM - 06:50 PM | Class I | Educat. | | | 11 of 15 seats re... Time Conflict | Add |
| Thesis Registration Self Paced | Applied Islami | 695 | 1 | 0 TO 6 | 2085 | Fall 2021 | Jaroudi, Raja (Primary) | S W T F S | | - Type: Class | Building: None | Room | Educat. | 4 of 5 seats remain | Add |
| Thesis Registration Self Paced | Applied Islami | 695 | 2 | 0 TO 6 | 2086 | Fall 2021 | Al-Khatib, Mustafa (Primary) | S W T F S | | - Type: Class | Building: None | Room | Educat. | 4 of 5 seats remain | Add |
| Thesis Registration Self Paced | Applied Islami | 695 | 3 | 0 TO 6 | 2256 | Fall 2021 | Shah, Mohamed (Primary) | S W T F S | | - Type: Class | Building: None | Room | Educat. | 2 of 5 seats remain | Add |
| Arabic Language and Culture L-Lecture | Arabic | 501 | 1 | 0 | 2249 | Fall 2021 | Hammouda, Helal (Primary) | T W T F S | 10:00 AM - 11:20 AM | Class I | Educat. | | | 4 of 15 seats rem... | Add |

Schedule

Class Schedule for Fall 2021

| Time | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|--------|--------|---------|-----------|----------|--------|----------|
| 6am | | | | | | | |
| 7am | | | | | | | |
| 8am | | | | | | | |
| 9am | | | | | | | |
| 10am | | | | | | | |
| 11am | | | | | | | |

Summary

| Title | Details | Hours | CRN | Schedule Type | Status | Action |
|----------------------------------|------------|-------|------|---------------|------------|-----------------------------|
| Statistics for Science and Engin | CSE 602, 1 | 3 | 2151 | Lecture | Registered | None None Drop Course |

Total Hours: Registered: 3 | Billing: 3 | CEU: 3 | Min: 3 | Max: 13

Submit