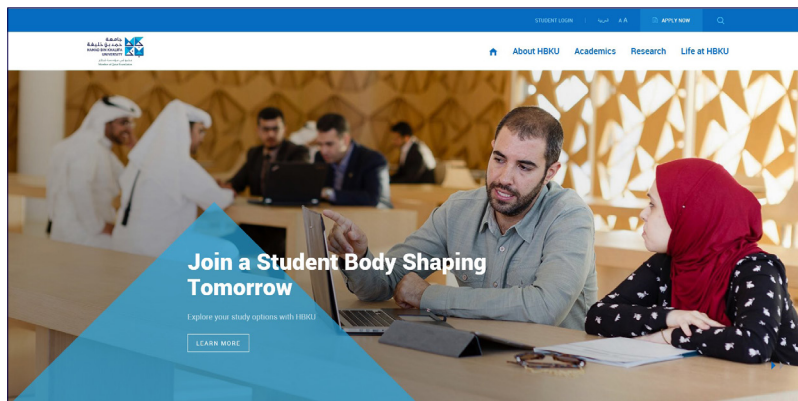


## SELF SERVICE BANNER (SSB) INSTRUCTIONS

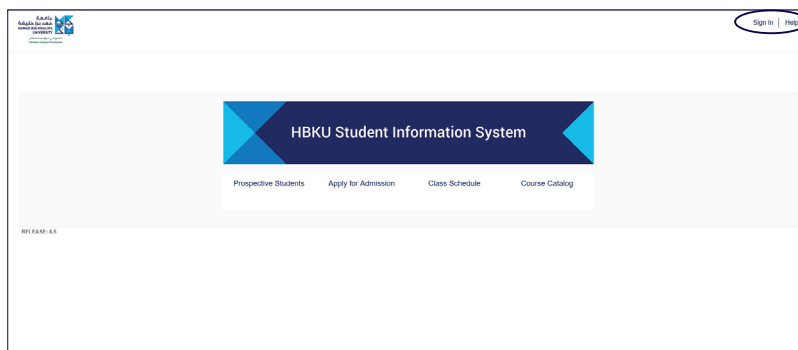
### STUDENT

### LOGIN

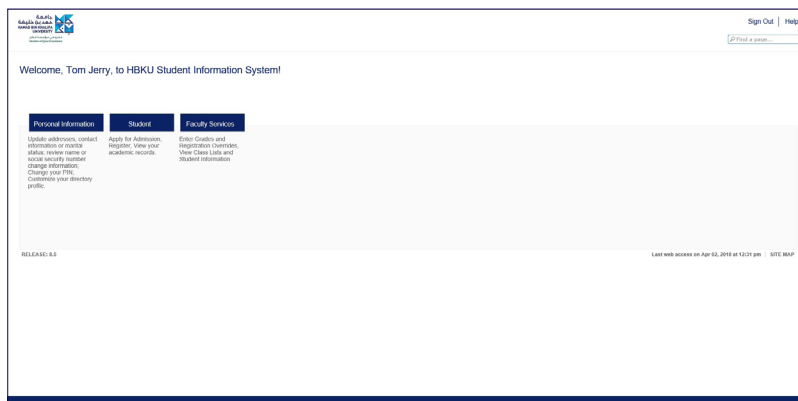
1. Go to <http://www.hbku.edu.qa/> and click on My Banner at the top right corner.



2. You will be directed to a new page. Click on **Sign In** at the top right corner of the page. Use your **Banner ID as User ID** and **PIN** that was provided to you to sign in. You will be asked to change the PIN on your first login.

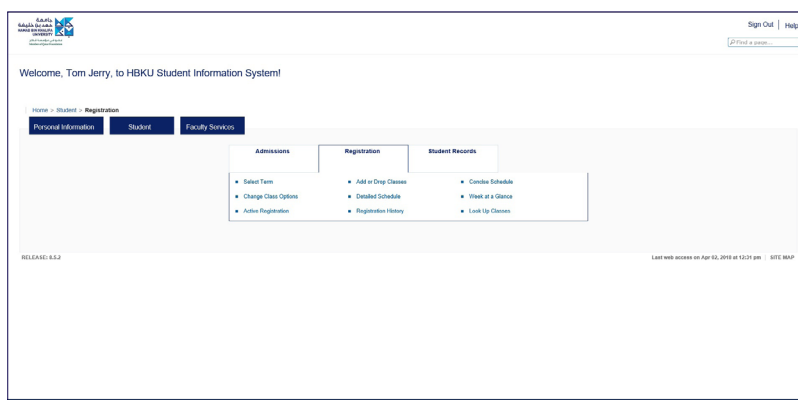


3. Click on Student tab.



### REGISTRATION

1. Click on Registration under the Student page.



# SELF SERVICE BANNER (SSB) INSTRUCTIONS

## STUDENT



2. Select the term and then submit.

Hamad Bin Khalifa University  
Student Self Service Banner

Sign Out | Help

Find a page...

Personal Information | **Student** | Faculty Services

Registration Term

Home > Student > Registration > **Select Term**

210000180 Term: Spring 2018  
Apr 02, 2018 12:48 pm

Select a Term: **Spring 2018**

**Submit**

RELEASE: 8.5.2 SITE MAP

3. Click on Class Search.

Hamad Bin Khalifa University  
Student Self Service Banner

Sign Out | Help

Find a page...

Personal Information | **Student** | Faculty Services

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: **Academic Translation**

**Class Search** **Advanced Search**

View at a Glance | **Student Detail Schedule** | View Fields

RELEASE: 8.5.2 SITE MAP

4. Select the subject according to your major.

Hamad Bin Khalifa University  
Student Self Service Banner

Sign Out | Help

Find a page...

Personal Information | **Student** | Faculty Services

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: **Academic Translation**

**Class Search** **Advanced Search**

View at a Glance | **Student Detail Schedule** | View Fields

RELEASE: 8.5.2 SITE MAP

5. View section from the course you want to register.

Hamad Bin Khalifa University  
Student Self Service Banner

Sign Out | Help

Find a page...

Personal Information | **Student** | Faculty Services

Course Search

Home > **Course Search**

Spring 2018

**Computer Engineering**

110 Principles of Computing **View Sections**

119 Design Engineering II **View Sections**

214 Electrical Circuit Theory **View Sections**

300 Embed. Sys. Design **View Sections**

310 Digit. Integrat. Circ. Design **View Sections**

450 UC Research experience **View Sections**

View at a Glance | **Student Detail Schedule**

RELEASE: 8.5.2 SITE MAP

# SELF SERVICE BANNER (SSB) INSTRUCTIONS

## STUDENT



عضو في مؤسسة قطر  
Member of Qatar Foundation

6. Select the course then click on Register.

Hamad Bin Khalifa University

Sign Out | Help

Find a page...

Personal Information | **Student** | Faculty Services

Course Search

Home > Course Search

210000180 Tom Jany  
Spring 2018  
Apr 02, 2018 12:55 pm

Sections Found

Select	CRN	Subj	Crs	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	Cap	WL	Act	WL	Rem	XL	Cap	XL	Act	XL	Rem	Instructor	Date (MM/DD)	Location	Attr/Bote	
<input type="checkbox"/>	4425	PT	695	1	EC	1.000-9.000	Thesis Registration		04:00 pm-06:50 pm	10	3	7	0	0	0	0	0	0	0	0	0	0	0	0	0	Abdullah Y. Abdulrahman (P)	01/07-05/18	TBA	
<input type="checkbox"/>	4449	PT	695	2	EC	1.000-9.000	Thesis Registration		04:00 pm-06:50 pm	10	4	6	0	0	0	0	0	0	0	0	0	0	0	0	0	Tariqulab S. Khan (P)	01/07-05/18	TBA	
<input type="checkbox"/>	4450	PT	695	3	EC	1.000-9.000	Thesis Registration		04:00 pm-06:50 pm	10	2	8	0	0	0	0	0	0	0	0	0	0	0	0	0	Abdulkassem S. Jada (P)	01/07-05/18	TBA	
<input type="checkbox"/>	4451	PT	695	4	EC	1.000-9.000	Thesis Registration		04:00 pm-06:50 pm	10	1	9	0	0	0	0	0	0	0	0	0	0	0	0	0	Hosner Kari (P)	01/07-05/18	TBA	

Register Add to Watchlist New Search

Week at a Glance Student Detail Schedule

RELEASE: 8.5.2 SITE MAP

7. For Thesis registration, you need to consult with your advisor first, then follow the same steps for Add or Drop classes to add the thesis, and click on Thesis Credit hour.

Hamad Bin Khalifa University

Sign Out | Help

Find a page...

Personal Information | **Student** | Faculty Services

Add or Drop Classes

Home > Add or Drop Classes

210000180 Tom Jany  
Spring 2018  
Apr 02, 2018 12:55 pm

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	Crs	Sec	Level	Cred	Grade Mode	Title
Drop/Delete/Free on Jan 11, 2018		4341	LAW	695	1L	Professional	0.000	Standard Letter	International Transition
Drop/Delete/Free on Jan 11, 2018		4376	LAW	653	2L	Professional	0.000	Standard Letter	Healthcare Law
Drop/Delete/Free on Jan 11, 2018		4346	LAW	655	1L	Professional	0.000	Standard Letter	Business Organizations I
Drop/Delete/Free on Jan 11, 2018		4347	LAW	653	1L	Professional	0.000	Standard Letter	Constitutional Law
Drop/Delete/Free on Jan 14, 2018		4344	LAW	678	2L	Professional	0.000	Standard Letter	Dispute Resolution
Drop/Delete/Free on Jan 14, 2018		4345	LAW	679	2L	Professional	0.000	Standard Letter	Entrepreneurship Law
Drop/Delete/Free on Jan 14, 2018		4343	LAW	675	2L	Professional	0.000	Standard Letter	Professional Ethics
Drop/Delete/Free on Jan 11, 2018		4344	LAW	698	3L	Professional	0.000	Standard Letter	Legal Analysis, Writing, and Research II
Drop/Delete/Free on Jan 11, 2018		4346	LAW	654	1L	Professional	0.000	Standard Letter	International Law
Drop/Delete/Free on Jan 14, 2018		4350	LAW	683	1	Professional	0.000	Pass/Non Pass	Colloquium
Registered on Feb 14, 2018	None	4404	TSD	699	1	Graduate	3.000	Standard Letter	Thesis
Web Registered on Apr 02, 2018	None	4404	PT	695	1	Graduate	1.000	Standard Letter	Thesis Registration

Total Credit Hours: 5.000  
Billing Hours: 5.000  
Minimum Hours: 0.000  
Maximum Hours: 15.000  
Date: Apr 02, 2018 12:55 pm

8. Update your Thesis credit hour and then Submit Changes.

Hamad Bin Khalifa University

Sign Out | Help

Find a page...

Personal Information | **Student** | Faculty Services

Change Class Options

Home > Student > Registration > Change Class Options

210000180 Tom Jany  
Spring 2018  
Apr 02, 2018 12:57 pm

You may change a selected class which has multiple grading options, variable credits, or different levels for which you can register.

Thesis

Course: 4404 TSD 699 1

Credit Hours: 4.000

Grade Mode: Standard Letter

Course Level: Graduate

Thesis Registration

Course: 4404 PT 695 1

Credit Hours (1.000 to 9.000): 3

Grade Mode: Pass/Non Pass

Course Level: Graduate

Save Changes Next

Return to Previous

Add or Drop Classes View Hours

RELEASE: 8.5.2 SITE MAP

9. To drop a course, in the Add or Drop page, choose from the Action column to drop the course and then Submit Changes.

Hamad Bin Khalifa University

Sign Out | Help

Find a page...

Personal Information | **Student** | Faculty Services

Add or Drop Classes

Home > Add or Drop Classes

210000180 Tom Jany  
Spring 2018  
Apr 02, 2018 01:04 pm

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	Crs	Sec	Level	Cred	Grade Mode	Title
Drop/Delete/Free on Jan 11, 2018		4341	LAW	695	1L	Professional	0.000	Standard Letter	International Transition
Drop/Delete/Free on Jan 11, 2018		4376	LAW	653	2L	Professional	0.000	Standard Letter	Healthcare Law
Drop/Delete/Free on Jan 11, 2018		4346	LAW	655	1L	Professional	0.000	Standard Letter	Business Organizations I
Drop/Delete/Free on Jan 11, 2018		4347	LAW	653	1L	Professional	0.000	Standard Letter	Constitutional Law
Drop/Delete/Free on Jan 14, 2018		4344	LAW	678	2L	Professional	0.000	Standard Letter	Dispute Resolution
Drop/Delete/Free on Jan 14, 2018		4345	LAW	679	2L	Professional	0.000	Standard Letter	Entrepreneurship Law
Drop/Delete/Free on Jan 14, 2018		4343	LAW	675	2L	Professional	0.000	Standard Letter	Professional Ethics
Drop/Delete/Free on Jan 11, 2018		4344	LAW	698	3L	Professional	0.000	Standard Letter	Legal Analysis, Writing, and Research II
Drop/Delete/Free on Jan 11, 2018		4346	LAW	654	1L	Professional	0.000	Standard Letter	International Law
Drop/Delete/Free on Jan 14, 2018		4350	LAW	683	1	Professional	0.000	Pass/Non Pass	Colloquium
Registered on Feb 14, 2018	Drop with W Note	4404	TSD	699	1	Graduate	4.000	Standard Letter	Thesis
Web Registered on Apr 02, 2018	Drop with W Note	4404	PT	695	1	Graduate	3.000	Pass/Non Pass	Thesis Registration
Web Registered on Apr 02, 2018	Drop with W Note	4381	CS6C	510	0	Graduate	3.000	Standard Letter	Advanced Algorithms and Data Structures

Total Credit Hours: 10.000  
Billing Hours: 10.000  
Minimum Hours: 0.000  
Maximum Hours: 15.000  
Date: Apr 02, 2018 01:04 pm

Add Classes Worksheet

CRN:

Select Changes Cancel Next

View Hours Change Class Options Registration Fee Assessment

RELEASE: 8.5.2 SITE MAP

## SELF SERVICE BANNER (SSB) INSTRUCTIONS

### STUDENT

#### View Class Schedule

1. Click on Concise Schedule to view your class schedule.  
You can also find more details under Detailed Schedule.

The screenshot shows the 'Student Detail Schedule' page. It includes a navigation bar with 'Personal Information', 'Student', and 'Faculty Services'. The page title is 'Student Detail Schedule'. Below the title, there is a breadcrumb trail: 'Home > Student > Registration > Detailed Schedule'. The page displays the following information:

- Total Credit Hours: 7.000
- Thesis Registration - FTI 605 - 1
  - Associated Term: Spring 2018
  - CIN: 4420
  - Status: Wait Registered on Apr 02, 2018
  - Assigned Instructor: Abdelrahman Y. Abdelrahman
  - Grade Mode: Pass/Non Pass
  - Credits: 3.000
  - Level: Graduate
  - Campus: Education City
- Scheduled Meeting Times
  - Type: Thesis
  - Time: 4:00 pm - 6:50 pm
  - Days: TBA
  - Where: Jan 07, 2018 - May 15, 2018
  - Date Range: Self Paced
  - Schedule Type: Instructor: Abdelrahman Y. Abdelrahman
- Thesis - TSD 699 - 1
  - Associated Term: Spring 2018
  - CIN: 4404
  - Status: Registered on Feb 16, 2018
  - Assigned Instructor: Julie Touré
  - Grade Mode: Standard Letter

The screenshot shows the 'Concise Student Schedule' page. It includes a navigation bar with 'Personal Information', 'Student', and 'Faculty Services'. The page title is 'Concise Student Schedule'. Below the title, there is a breadcrumb trail: 'Home > Student > Registration > Concise Schedule'. The page displays the following information:

- This page lists the classes for which you are registered for the term. All of the detail information about the class is included.
- Student Information:
  - Name: Tami Jerry
  - Classification: Graduate
  - Level: Graduate
  - College: Islamic Studies
  - Major and Department: Comparative Religions, Islamic Studies
- Address: Street 123, Block C, Villa 7, Doha, Qatar
- Table of Classes:

CIN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
2316	TS 699-0	Thesis	Education City	4.000	GA	Aug 25, 2017	Dec 07, 2017	U	4:00 pm - 6:50 pm	TBA	Jerry
				Total Credits:	4.000						
- Student Detail Schedule: RELEASE: 0.4

## STUDENTS RECORDS

#### View Student Information

1. Click on Student Records under the Student page.

The screenshot shows the 'General Student Record' page. It includes a navigation bar with 'Personal Information', 'Student', and 'Faculty Services'. The page title is 'General Student Record'. Below the title, there is a breadcrumb trail: 'Home > Student > Student Records > View Student Information'. The page displays the following information:

- Student Information effective from Spring 2017 to the End of Time
  - Registered for Term: Yes
  - First Term Attended: Spring 2015
  - Last Term Attended: Fall 2017
  - Status: Active
  - Residence: Undetermined
  - Citizenship: Non-Qatari
  - Student Type: Continuing
  - Block: Low-Risk semester courses
  - Academic Standing Status: Probation
  - Academic Standing Term: Fall 2017
  - Primary Advisor: Tami Jerry
  - Primary Advisor Type: Major
  - Leave of Absence: Illness
  - Date: Sep 19, 2015 - Dec 31, 2015
- Curriculum Information
  - Current Program: Master of Arts
  - Level: Graduate
  - Program: MS in Comparative Religions
  - Advised Term: Spring 2019

#### View Student Grade

1. **Select** a term you want to view your grades for and then click **Submit**. You will now see your final grades and GPA for the selected term

The screenshot shows the 'Final Grades' page. It includes a navigation bar with 'Personal Information', 'Student', and 'Faculty Services'. The page title is 'Final Grades'. Below the title, there is a breadcrumb trail: 'Home > Student > Student Records > Final Grades'. The page displays the following information:

- Select a Term: Fall 2017
- Submit
- View Results
- RELEASE: 0.4

## SELF SERVICE BANNER (SSB) INSTRUCTIONS

### STUDENT

2. You will now see your final grades and GPA for the selected term

The screenshot displays the Student Self-Service Banner (SSB) interface. At the top, there are navigation tabs: 'Personal Information', 'Student', and 'Faculty Services'. The 'Student' tab is selected. Below the tabs, the page title is 'Final Grades'. On the right side, there is a 'Sign Out' link and a 'Help' link. Below the navigation tabs, there is a 'Find a page...' search bar. The main content area is titled 'Student Information' and contains the following details:

- Current Program: Master of Arts
- Level: Graduate
- Program: MS in Comparative Religions
- Admitt Term: Spring 2015
- Admitt Type: Standard
- Catalog Term: Spring 2015
- College: Islamic Studies
- Campus: Education City
- Major and Department: Comparative Religions, Islamic Studies
- Academic Standing: Probation

Below the student information, there is a section titled 'Graduate Course work' which contains a table with the following columns: CRN, Subject, Course, Section, Course Title, Campus, Final Grade, Attempted, Earned, GPA Hours, Quality Points, and GPA. The table contains one row of data:

CRN	Subject	Course	Section	Course Title	Campus	Final Grade	Attempted	Earned	GPA Hours	Quality Points	GPA
2236	TS	699	0	Thesis	Education City	JP	4.000	0.000	0.000	0.00	0.00

Below the course work table, there is a section titled 'Graduate Summary' which contains a table with the following columns: Attempted, Earned, GPA Hours, Quality Points, and GPA. The table contains three rows of data:

Attempted	Earned	GPA Hours	Quality Points	GPA
4.000	0.000	0.000	0.00	0.00
13.000	9.000	9.000	25.00	2.76
0.000	0.000	0.000	0.00	0.00