



**AUM**

**American University Of The Middle East**

Banner

**9**

**REGISTRATION  
GUIDE**

# OUTLINE

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## I. Introduction

This document is a step by step guide to help you complete your online registration using Banner 9 system.

Before you start your online registration, kindly make sure you have your advising sheet and registration pin available with you.

**Note:** Kindly use PCs to register and not mobile.

## II. Student Registration Page

A. Kindly visit AUM website <https://www.aum.edu.kw> and click on "Banner", then on "Student Registration" to be redirected to the registration page.

B. On the Student Registration page, you can access the following services:

**"Prepare for Registration"**: to view your registration status for the selected term

**"Register for Classes"**: from this link you can start the registration; we will come back to this after explaining the remaining options.

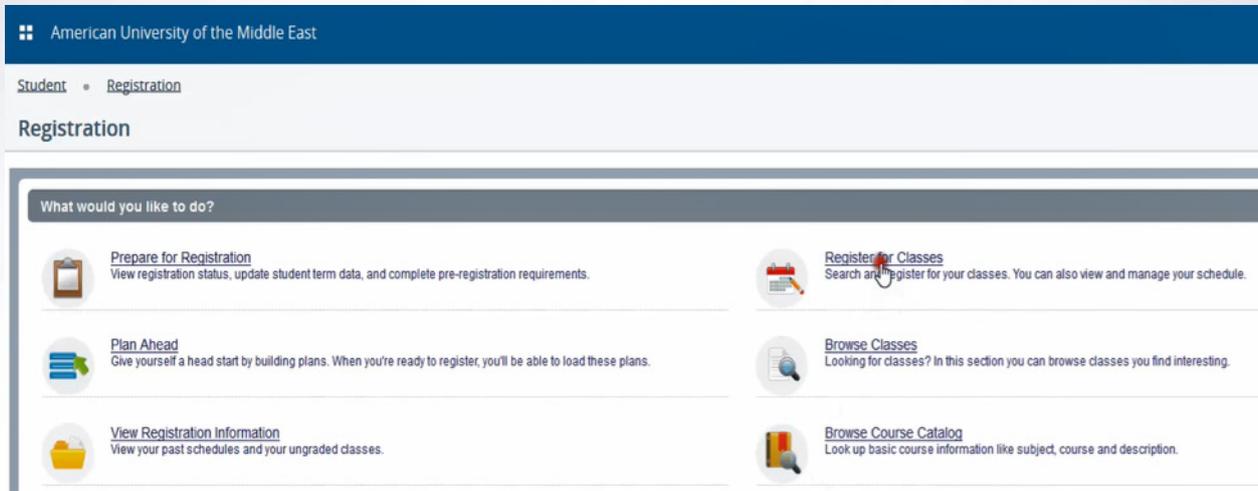
**"Plan Ahead"**: this option will display your advised courses; you can see the advised courses from the registration screen as well.

**"Browse Classes"**: this a public search area so there is no need to log in. You can use it to search for the available sections before the registration is officially open.

**"View Registration Information"**: this option allows you to view your current schedule.

**"Browse Course Catalog"**: this is also a public search area to view the courses and section details.

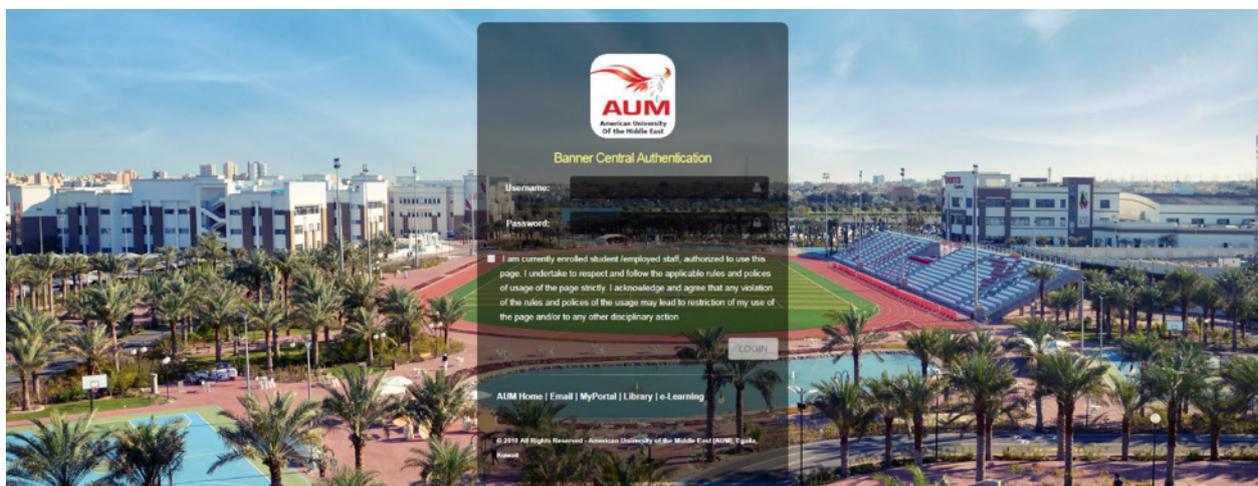
C. To access online registration, click on “Register for Classes”, as shown in the screenshot below.



D. After clicking on “Register for Classes”, the system will redirect you to the login screen shown below. Use your windows or email username and password.

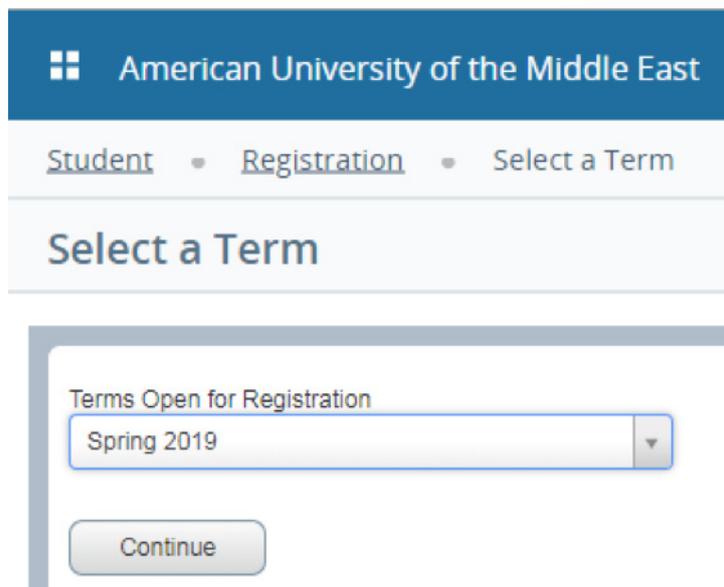
### Important Note!

- You have to login to Banner 9 with your AUM Email UserID (Student ID without Zeros) and Password which is also the same UserID and Password used to login to AUM Computers.
- Banner is NO longer using the old BannerID (0001234) and PIN.



### III. Term Selection

Once you are successfully logged in to the registration system, select the term you want to register for and then click "Continue". If there is no term available to select, this means that the registration is not open yet.



The screenshot displays the user interface for selecting a registration term. At the top, a blue header bar contains the university's logo and name, "American University of the Middle East". Below this, a breadcrumb trail shows the navigation path: "Student" > "Registration" > "Select a Term". The main heading of the page is "Select a Term". A section titled "Terms Open for Registration" features a dropdown menu with "Spring 2019" selected. A "Continue" button is positioned below the dropdown menu.

## IV. Searching Courses

Once you reach the registration page, please read the notification message carefully and then click on “Agree and Continue”

The registration screen is divided into 3 parts: part 1 is for “course search”, part 2 is for “Summary” to show your registered sections and status, and part 3 is for calendar schedule view.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Analytic Geometry and Calculus	MA 165, M3	4	10071	Lecture	Registered	None
English for Academic Studies	ENGL 100, M3	3	10111	Lecture	Registered	None
General Chemistry I	CHM 115, M3	0	10542	Lecture/Lab	Waitlisted	None

The “course search” includes four tabs:

**“Find classes”**: to search for classes and add them to your registration.

**“Enter CRNs”**: If you know the CRN you can search for it and add it to your registered courses. You can also add multiple CRNs at the same time.

**“Plans”**: To view your advised courses for the selected term, from this tab you can search for the advised courses sections and register yourself in one of them.

**“Schedule and Options”**: to view your registered courses and to print or email your schedule.

In “Find Classes”, you can find the sections of the particular course you want to register in.

For example, if you want to register in MA 165:

Type “MA” in the subject box and “165” in the course number box, and then click on “Search” to view the available sections.

American University of the Middle East

Student • Registration • Select a Term • Register for Classes

## Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

**Enter Your Search Criteria** ⓘ

Term: Spring 2019

Subject:

Course Number:

Keyword:

[Advanced Search](#)

After clicking on **“Search”**, the page you will be redirected to is for the search results, which shows details like:

- Course title: click on course title to view more details
- Subject
- Course number
- Section: F is for female, M is for male and U is for mixed
- Credit hours
- Term
- Meeting times: hold the mouse to see more details
- Campus
- Status: displays the number of seats available. You can also select the closed sections to add yourself to the waiting list.

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

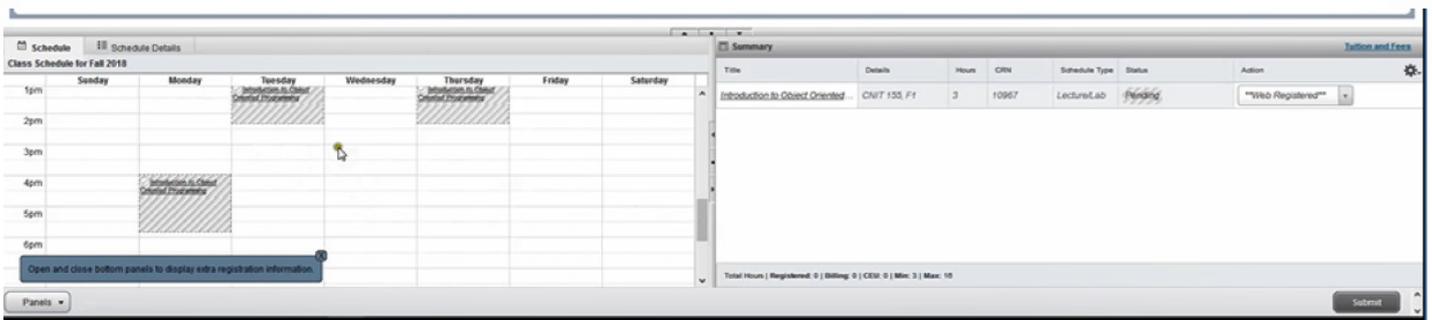
**Search Results — 36 Classes**

Term: Spring 2019 Subject: MA-Mathematics Course Number: 165

Title	Subject Description	Course Num	Section	C. Hours	CRN	C. Term	Meeting Times	Campus	Status	Instructor	
<a href="#">Analytic Geometry and Calculus I Lecture</a>	MA-Mathematics	165	F1	4	10742	Spring 2...	<input type="button" value="M"/> <input type="button" value="T"/> <input type="button" value="W"/> <input type="button" value="T"/> <input type="button" value="F"/> <input type="button" value="S"/> 08:00 AM - 09:20 AM Building: ENGT 2nd Buidin 04:00 PM - 05:50 PM Building: BUSA 2nd Buidin	AUM	30 of 30 seats remain.	Carolan Tuncay (Primary) Amal Paul	<input type="button" value="Add"/>
<a href="#">Analytic Geometry and Calculus I Lecture</a>	MA-Mathematics	165	F10	4	11197	Spring 2...	<input type="button" value="S"/> <input type="button" value="M"/> <input type="button" value="T"/> <input type="button" value="W"/> <input type="button" value="T"/> <input type="button" value="F"/> <input type="button" value="S"/> 01:00 PM - 02:50 PM Building: BUSA 2nd Buidin 03:00 PM - 04:20 PM Building: ENGT 2nd Buidin	AUM	30 of 30 seats remain. <b>Time Conflic</b>	Gavric Dubravka Saboury Masoud (Primary)	<input type="button" value="Add"/>
<a href="#">Analytic Geometry and Calculus I Lecture</a>	MA-Mathematics	165	F11	4	10979	Spring 2...	<input type="button" value="S"/> <input type="button" value="M"/> <input type="button" value="T"/> <input type="button" value="W"/> <input type="button" value="T"/> <input type="button" value="F"/> <input type="button" value="S"/> 01:00 PM - 02:50 PM Building: BUSA 2nd Buidin 04:00 PM - 05:20 PM Building: ENGT 1st Building	AUM	30 of 30 seats remain.	Gavric Dubravka Maizrouh Emad (Primary)	<input type="button" value="Add"/>
<a href="#">Analytic Geometry and Calculus I Lecture</a>	MA-Mathematics	165	F12	4	10980	Spring 2...	<input type="button" value="S"/> <input type="button" value="M"/> <input type="button" value="T"/> <input type="button" value="W"/> <input type="button" value="T"/> <input type="button" value="F"/> <input type="button" value="S"/> 01:00 PM - 02:20 PM Building: BUSA 1st Building 04:00 PM - 05:50 PM Building: BUSA 2nd Buidin	AUM	30 of 30 seats remain.	Gavric Dubravka Carolan Tuncay (Primary)	<input type="button" value="Add"/>
<a href="#">Analytic Geometry and Calculus I</a>	MA-Mathematics	165					<input type="button" value="S"/> <input type="button" value="M"/> <input type="button" value="T"/> <input type="button" value="W"/> <input type="button" value="T"/> <input type="button" value="F"/> <input type="button" value="S"/> 09:00 AM - 10:50 AM Building: BUSA 2nd Buidin	AUM	30 of 30 seats remain.	Gavric Dubravka	<input type="button" value="Add"/>

## V. Adding Courses

- A. After selecting the section you want to register in, click on **“Add”** to add it to your summary registration list and calendar view.
- B. You can click **“Submit”** or continue searching for other courses until you complete all selections and then click on **“Submit”**
- C. The **“Summary”** part will display your selected sections and their status. Pending means waiting for your submission, **“Registered”** means you are enrolled in this section, **“Waitlisted”** indicates that you are waiting for a seat to become available, **“Web drop”** means you have dropped the section.
- D. The **“Schedule”** section will display your schedule as a calendar view, if any section is appearing in gray color means you did not submit your section yet.



Click on **“Search Again”** to search for other courses, you can use the **“Advanced Search”** to search for sections by instructor, specific days, timing and others.

To add another section, click on **“Search Again”**. For example if you want to register ENGL 100, type ENGL as subject and 100 as course number, and then click **“Search”**, from the results click **“Add”** next to the section you want to register.

Continue searching for sections until you complete your registration.

## Register for Classes

### Enter Your Search Criteria i

Term: Spring 2019

Subject

Course Number

Keyword

[Clear](#) [Advanced Search](#)

You can also use the CRN search to lookup for a specific section, or use the "Plans" tab to search for the advised courses sections.

Click on "View Sections" next to each course, select your preferred section by clicking on "Add", then submit, and then on "Return to Plan" to return to your advised courses.

Find Classes | Enter CRNs | **Plans** | Schedule and Options

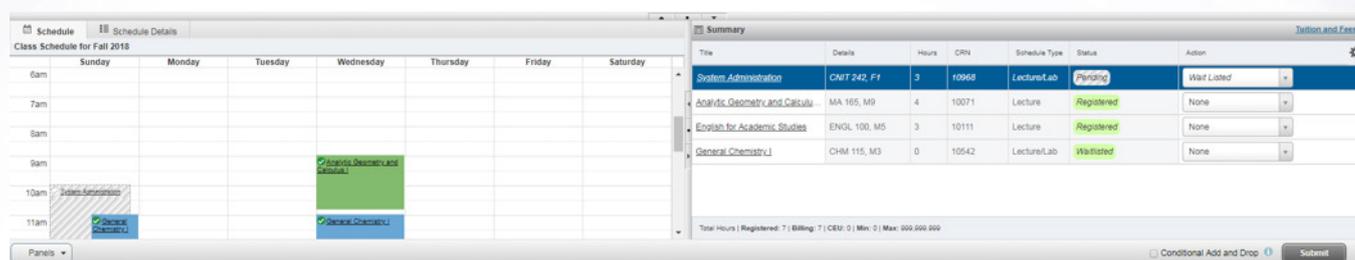
**Register from a plan.**  
Term: Spring 2019

Advising Plan Cred

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	
General Chemistry I	CHM 115	4						<input type="button" value="View Sections"/>
Analytic Geometry and Calculus II	MA 166	4						<input type="button" value="View Sections"/>
First Year Composition	ENGL 106	4						<input type="button" value="View Sections"/>
Transforming Ideas to Innovation II	ENGR 132	2						<input type="button" value="View Sections"/>

## VI. Waitlisted

If the section you would like to register in is closed, you can use the “Waitlisted” feature to reserve your seat in case another student drops the section or the number of seats were increased by the university. The system will notify you by email in case a seat becomes available so you can register in that section. After receiving the system email, you will have 12 hours to register for the “waitlisted” section, in case you failed to register within 12 hours, you will lose the seat and the next priority will be given to the next student on the waiting list.



The screenshot displays a registration system interface. On the left, a 'Class Schedule for Fall 2018' is shown as a grid with days of the week (Sunday to Saturday) and time slots (6am to 11am). Several classes are listed in colored boxes: 'System Administration' (blue) at 10am on Sunday, 'General Chemistry I' (blue) at 11am on Sunday, 'General Chemistry I' (green) at 9am on Wednesday, and 'General Chemistry I' (blue) at 11am on Wednesday. On the right, a 'Summary' table lists the selected courses with their details, hours, CRN, schedule type, status, and action options.

Title	Details	Hours	CRN	Schedule Type	Status	Action
System Administration	CMT 242, F1	3	10968	Lecture/Lab	Priority	Wait Listed
Abstract Geometry and Calculu	MA 165, M9	4	10071	Lecture	Registered	None
English for Academic Studies	ENGL 100, M5	3	10111	Lecture	Registered	None
General Chemistry I	CHM 115, M3	0	10542	Lecture/Lab	Waitlisted	None

Total Hours | Registered: 7 | Billing: 7 | CRN: 0 | Min: 0 | Max: 999,999,999

## VII. Common Registration Issues and Solutions

If you select a section that is not related to your major, class level, gender, or a closed section, or you did not complete the prerequisite of the course, or the section you want to select has a timing conflict with one of your selected courses, you will get a registration error message displayed on the top right corner.

Registration errors are often caused by restrictions and requirements placed on courses. When a student has not met the requirements placed on a course, the Self-Service system gives one or more of the below errors and restrictions upon registration.

### Registration Holds

Holds appear on your record when the Registrar office prevents registration. Holds requires from you some action before you can register and you should contact your advisor for more details.

### Errors encountered during registration:

- **Registration hours cannot be less than the minimum required hours.**  
You are trying to drop a course which causes the total credit hours to become less than the required minimum hours. To solve this, first add a new course to your registration list, then, from the “Summary Action” select the course you want to drop and click “Submit”
- **Student Attribute Restriction**  
Reserved for students in a particular cohort. Ex, Male or Female.

- **Prerequisite and Test Score error**

This «add» error indicates that you do not have the required course prerequisite. You must complete certain course(s) or number of credit hours before you can register for the section. Some courses require that you have upper-class standing (junior or senior) or you should be at least a sophomore. Class restrictions are listed in the catalog under course prerequisites.

- **Link Error**

Linked courses are two separate courses that must be taken concurrently. When registering for linked courses, the CRNs must be submitted at the same time.

- **College Restriction**

This indicates that the course is restricted to a particular college, and the Self-Service system does not recognize you as being declared within that college.

- **Major Restriction**

Some courses are restricted to members of certain majors or minors. Students who wish to take a course that is not part of their declared major should meet with their advisor for authorization.

- **Class Restriction**

This refers to your classification as sophomore, junior or senior. Some courses are restricted by classification.

- **Department Permission Requirement or Instructor Permission Requirement**

Certain courses require departmental or instructor approval before they may be taken. You must contact the appropriate department or professor to obtain approval to register for these courses.

- **Closed Section**

This error is given when all allotted seats in a section are taken. Contact your advisor if you should registered for that section.

- **Co-requisite «course name» Required**

Co-requisite courses are two (sometimes three) separate courses that must be taken concurrently. When registering for co-requisite courses, the CRNs must be submitted at the same time.

Example: CHEM 121L is a co-requisite for CHEM 121. You cannot register for CHEM 121 without simultaneously registering for CHEM 121L.

- **Maximum Hours Exceeded**

The “maximum hours exceeded” error indicates that a student is attempting to register for more than the maximum credits allowed for the term. You can see the maximum hours allowed for you on the Summary tab:

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 3 | Max: 16

- **Time Conflict with CRN XXXXX**

The time conflict error occurs when two courses that the student is trying to register for overlap by at least five minutes.

- **Repeat Count Exceeds**

This indicates that you have registered for the class at least twice before and you should meet with your academic advisor to obtain permission to register for this class one more time.

**WATCH THE TUTORIAL ON YOUTUBE**

<https://www.youtube.com/watch?v=Nw9w0FLjBxg&feature=youtu.be>