



Student Online Registration in Banner 9 Guide

Online Registration Options:

You have 3 options to access the online registration:

First Option: Click the direct Online registration link:

<https://banservices.bau.edu.lb/StudentRegistrationSsb/ssb/term/termSelection?mode=registration>

Second Option: visit [iConnect](#) and click on the link online registration as shown in the figure



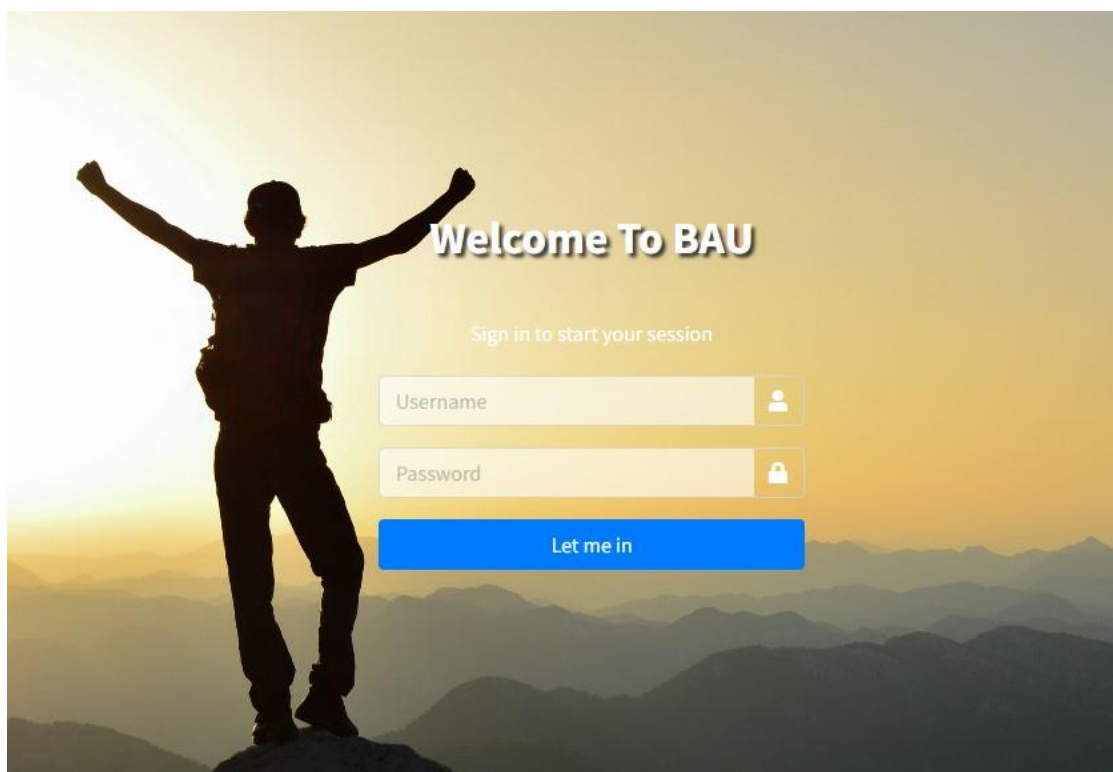
Or click on the profile button in the header of iConnect



Third Option through Profile link:

<https://banservices.bau.edu.lb/StudentSelfService/ssb/studentProfile>

All options will lead you to the login page: Enter your username and password and log in





Select [Register for Classes](#)

The screenshot shows the 'Registration' page with a breadcrumb trail 'Student > Registration'. The page title is 'Registration'. Below the title, a section titled 'What would you like to do?' contains six options, each with an icon and a description. The 'Register for Classes' option is highlighted with a red rectangular box. The other options are: 'Prepare for Registration', 'Plan Ahead', 'View Registration Information', 'Browse Classes', and 'Browse Course Catalog'.

Select the [Term](#)

Choose the relevant term from the dropdown menu and select [Continue](#) which will direct you to the [Register for Classes](#).

The screenshot shows the 'Select a Term' page with a breadcrumb trail 'Student > Registration > Select a Term'. The page title is 'Select a Term'. Below the title, there is a dropdown menu labeled 'Terms Open for Registration' with 'Fall 2018' selected. Below the dropdown menu is a 'Continue' button, which is highlighted with a green arrow pointing to it from the left.

Click on [Enter CRNs](#) tab to enter multiple CRNs, register and have them applied your schedule.

The screenshot shows the 'Register for Classes' page with a breadcrumb trail 'Student > Registration > Select a Term > Register for Classes'. The page title is 'Register for Classes'. Below the title, there are three tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. The 'Enter CRNs' tab is selected. Below the tabs, there is a section titled 'Enter Course Reference Numbers (CRNs) to Register' with the text 'Term: Fall 2024 / 2025'. Below this text, there is a text input field labeled 'CRN' with a value of '12345678'. Below the input field, there is a '+ Add Another CRN' link and an 'Add to Summary' button, which is highlighted with a blue arrow pointing to it from the right.

When you finish adding the CRNS click Add to Summary



RN

[+ Add Another CRN](#) [Add to Summary](#)

[illegible]



If you choose the access Registration using Profile link it will take you to the page below

Student Profile - Test, Betty Victoria OIT (000090456)

Term: Fall 2018 Standing: Good Standing, as of Fall 2018 Overall Hours: 0 Overall GPA: 0.00 Registration Notices: 4 Holds: 0

Bio Information
Email: bettytest@email.com
Phone: Not Provided
Gender: Female
Date of Birth: 10/03
Ethnicity: Not Provided
Race: Caribbean
Citizen: Yes
Citizenship: Citizen
Emergency Contact: Test, OIT
Emergency Phone: 242 3619678

General Information
Level: Undergraduate
Class: Freshman
Status: Active
Student Type: Freshman (0-15 crs)
Residency: Bahamian Resident
Campus: Main
First Term Attended: Fall 2018
Matriculated Term: Not Provided
Last Term Attended: None
Leave of Absence: Not Provided

Graduation Information
Graduation Applications: None

Advisors
Advisors are not assigned for the selected term.

CURRICULUM, HOURS & GPA

Primary	Secondary	Hours & GPA
Degree:	Bachelor of Laws	
Study Path:	Not Provided	
Level:	Undergraduate	
Program:	Bachelor of Laws	
College:	Social Sciences	
Major:	Laws	
Department:	Law	
Concentration:	Not Provided	
Minor:	Not Provided	
Concentration:	Not Provided	
Admit Type:	High School	
Admit Term:	Fall 2018	
Catalog Term:	Fall 2018	

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	Inst
The Oral Tradition in Baham...	ENGL 108 1N	10906	3	**Web Registered**	Mo
Culinary Mathematics	MATH 130 01	11308	3	**Web Registered**	Not

Total Hours: 18 | Registered Hours: 6 | Billing Hours: 6 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 18

Select [Registration and Planning](#) from the menu to the left of the Student Profile page.

Select [Prepare for Registration](#) Note: This will allow you to verify that your account status and student record are in good standing before you register for the new term.

Students + Registration

Registration

What would you like to do?

[Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.

[Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

[View Registration Information](#)
View your past schedules and your ungraded classes.

[Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.

[Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.

[Browse Course Catalog](#)
Look up basic course information like subject, course and description.



Select the [Term](#)

Choose [Select a Term](#) from the dropdown menu and select [Continue](#). NB: Term is Fall 2024/2025

Verify your [Status](#)

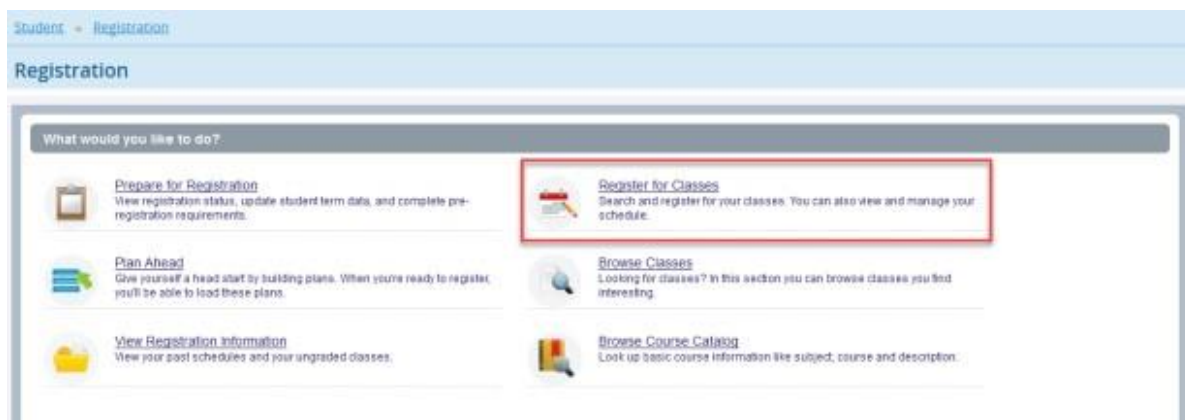
Note: Three green check marks mean your record is clear and you are eligible to register. If you have been flagged with a hold or have a student record issue, you may click on the status to display contact information to assist you in clearing it.

Return to the [Registration](#) screen

Once you have verified your status, select the [Registration](#) tab to continue



Select [Register for Classes](#) and apply same steps as shown above.



To [Search](#), [Add](#) or [Drop](#) Courses:

[Search:](#)

Search for a course by:

a) entering the course subject, course number, or course keywords or

b) using the [Advanced Search](#) option and then select [Search](#).

You will land on the [Find Classes](#) tab once [Register for Classes](#) is selected.



E.g., Once the information has been placed in the [Subject](#) (Computer Information Systems) and [Course Number](#) (206) fields - as shown in the example below - a complete list of all courses matching those search criteria will be populated and displayed below. This will include: credit hours, instructor, meeting times, campus and enrollment

You will now see the list of courses available based on your search criteria.

Register for Classes

Search Results — 3 Classes
Term: Fall 2018 Subject: Computer Information Systems Course Number: 206

Title	Subject Department	Course No.	Section	Hours	CN	Term	Instructor	Meeting Times	Campus	Enrolment	Buttons
Computer Concepts and Applications Lecture	Computer Inf.	206	01	3	11076	Fall	William June (Primary)	12:00 PM - 01:20 PM Building: G	Main	18 of 25 seats in 180 of 100 seats	Add
Computer Concepts and Applications Lecture	Computer Inf.	206	02	3	11077	Fall	Dorel Karley (Primary)	04:00 PM - 05:20 PM Building: G	Main	25 of 25 seats in 180 of 100 seats	Add
Computer Concepts and Applications Lecture	Computer Inf.	206	03	3	11078	Fall		06:00 PM - 08:00 PM Building: T	Main	25 of 25 seats in 180 of 100 seats	Add

Page: 1 of 1 | 19 * Per Page

Records: 3

Course Details Shown: Credit Hours, Term, Instructor, Meeting Times, Campus, Enrolment



Add

Click the [Add](#) button at the end of the row of the course you want to choose. Once you have searched and added all of your courses, select [Submit](#) to register.

Note: You will remain on this page and fill your class schedule in its entirety, based on the total number of contact hours you wish to take during that semester before selecting [Submit](#).

As you select classes, they will appear in both screens on the bottom. The bottom left screen provides a calendar view, while the bottom right screen provides status details on the courses selected. Pay careful attention if there are any error messages originating from the bottom right screen.

A [Save Successful](#) message indicates you are now registered for the course(s) added to your course summary.



Drop

To drop a registered or waitlisted class, click in the [Action](#) column for the course you wish to drop to see the options:

Register for Classes

Search Results -- 9 Classes
Term: Fall 2019 Subject: Computer Information Systems Course Number: 100

Title	Subject Description	Course No	Section	Hours	CRN	Term	Instructor	Waiting Times	Gender	Status	Action
Computer Literacy Lecture	Computer lit.	100	01	3	11314	Fall		10:00 AM - 11:50 AM Building: 8	Male	20 of 20 seats / 100 of 100 seats	Add
Computer Literacy Lecture	Computer lit.	100	02	3	11315	Fall		10:00 AM - 11:50 AM Building: 8	Male	20 of 20 seats / 100 of 100 seats	Add
Computer Literacy Lecture	Computer lit.	100	03	3	11317	Fall		10:00 AM - 11:50 AM Building: T1	Male	25 of 25 seats / 100 of 100 seats	Add

Schedule

Class Schedule for Fall 2019

Summary

Title	Details	Hours	CRN	Schedule T	Status	Action
Computer Literacy	CISB 100.02	3	11315	Lecture	Registered	Web Drop
Financial Accounting I	ACCA 195.01	3	11306	Lecture	Registered	Drop
Computer Literacy	ARTS 100.01	3	11317	Lecture	Registered	Drop

Total Hours: Registered: 7; Waiting: 0; CRN: 0; Max: 0; Max: 0

Submit

Select the [Drop](#) option and click the [Submit](#) button in the lower right corner. Upon successfully dropping the class, the green [Save Successful](#) message will appear in the upper right corner, and the status will change to either [Deleted](#) (for Drop/Delete) in the Summary view.

Conditional Add and Drop Classes

Students who wish to drop a class only on the condition that they are able to successfully register in another class should check the box next to [Conditional Add and Drop](#) (just next to the [Submit](#) button in the lower right of the class Summary box).

1. The class in which the student desires to register must be in the Summary box with a [Pending](#) status and Action of [Web Registered](#).
2. The class the student wants to drop conditionally should have an Action of [Drop/Delete](#).
3. The [Conditional Add and Drop](#) box must be checked.
4. After all three of the above are in place, click the [Submit](#) button.

Summary

Title	Details	Hours	CRN	Schedule T	Status	Action
US-College Readin	ENG 1301...	3	20668	Lecture	Pending	Web Registered
US-College Readin	ENG 1301...	3	20665	Lecture	Registered	Drop

Total Hours: Registered: 2; Billing: 3; CRN: 0; Max: 0; Max: 10

☒ Conditional Add and Drop

Submit