

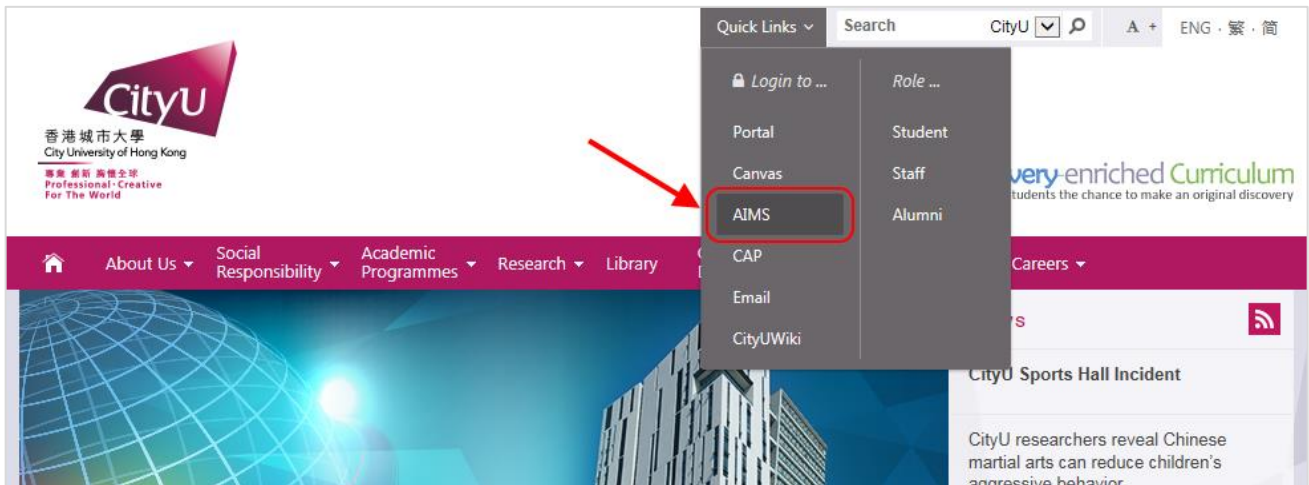
# WEB ADD/DROP DEMONSTRATION (BANNER 8)

## CONTENTS

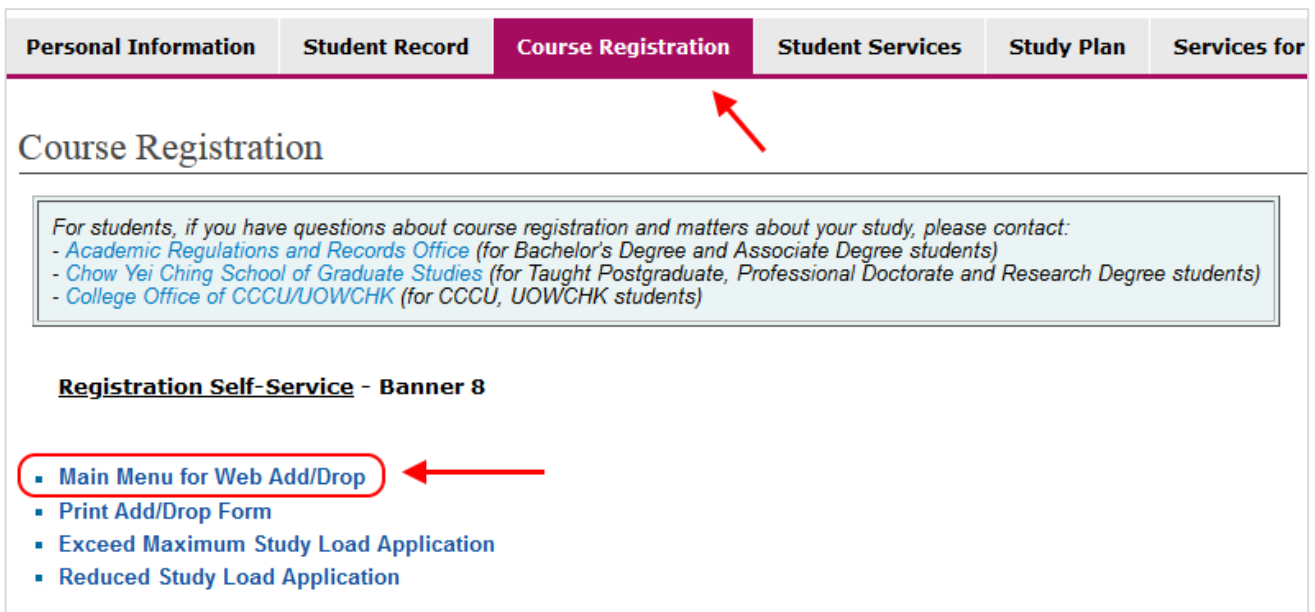
Login to AIMS & Select Course Registration Term .....	2
Check Registration Status & Time Ticket Information .....	3
View Personal Class Schedule.....	4
Add Courses by CRN .....	5
Search for Classes or CRNs .....	6
Advanced Search .....	7
Search Results.....	8
Add Courses through Search Results.....	9
Drop Courses .....	10
Verify Course Registration Record .....	11

## LOGIN TO AIMS & SELECT COURSE REGISTRATION TERM

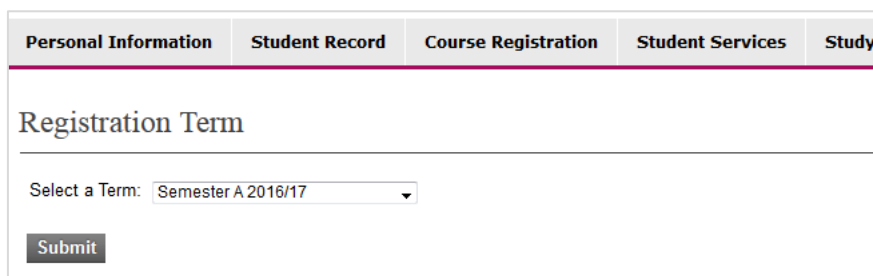
1. Login to AIMS with your EID and password.



2. Go to the **Course Registration** tab under the Registration Self-Service - Banner 8 section, click Main Menu for Web Add/Drop.



3. Click **Select Term** > select the appropriate term and click **Submit**.

A screenshot of the 'Registration Term' selection form. The top navigation bar has tabs for 'Personal Information', 'Student Record', 'Course Registration', 'Student Services', and 'Study'. The 'Course Registration' tab is selected. Below the navigation bar, there is a section titled 'Registration Term'. Underneath, there is a dropdown menu labeled 'Select a Term:' with 'Semester A 2016/17' selected. Below the dropdown menu, there is a 'Submit' button.

CHECK REGISTRATION STATUS & TIME TICKET INFORMATION

- To check your Registration Status and Registration Time Ticket, at the Main Menu for Web Add/Drop for Banner 8, click **Registration Status and Time Ticket**.

The screenshot shows a navigation bar with four tabs: 'Personal Information', 'Student Record', 'Course Registration', and 'Student Services'. The 'Course Registration' tab is highlighted in purple. Below the navigation bar, the page title is 'Main Menu for Web Add/Drop (Banner 8)'. A list of options is displayed, with 'Registration Status and Time Ticket' circled in red and a red arrow pointing to it from the right.

- Select Term
- Add or Drop Classes
- Weekly Schedule
- My Detail Schedule
- Registration Status and Time Ticket**
- Course Registration Records

The screenshot shows the 'Registration Status and Time Ticket' page. It features a navigation bar with six tabs: 'Personal Information', 'Student Record', 'Course Registration', 'Student Services', 'Study Plan', and 'Services for New Student'. The 'Course Registration' tab is selected. The page title is 'Registration Status and Time Ticket'. Below the title, there is a section titled 'You may register during the following times' with a table showing registration times. A red arrow points to the 'End Time' column of this table, labeled 'Time ticket information'. Below the table, there are three green checkmarks indicating registration eligibility. At the bottom, there is a section titled 'Earned Credit' with a table showing credit hours. At the bottom right, there are links for 'View Holds' and 'Add or Drop Classes'.

**You may register during the following times**

From	Begin Time	To	End Time
Jul 18, 2016	09:00 am	Nov 18, 2016	11:30 pm

Time ticket information

- ✓ You have no Holds which prevent registration.
- ✓ Your Academic Standing is Good standing which permits registration.
- ✓ Your Student Status permits registration.

**Earned Credit**

Level	Type	Hours
Postgraduate Degree	Institutional	15.000
Postgraduate Degree	Transfer	21.000

[ [View Holds](#) | [Add or Drop Classes](#) ]

**VIEW PERSONAL CLASS SCHEDULE**

- If your academic unit has pre-registered any courses for you, the courses will appear in your personal class schedule. To view your schedule, at the Main Menu for Web Add/Drop for Banner 8, click **Weekly Schedule** or **My Detail Schedule**.

**Personal Information**   **Student Record**   **Course Registration**   **Student Services**

**Main Menu for Web Add/Drop (Banner 8)**

- [Select Term](#)
- [Add or Drop Classes](#)
- [Weekly Schedule](#)
- [My Detail Schedule](#)
- [Registration Status and Time Ticket](#)
- [Course Registration Records](#)

- Weekly Schedule** will display your class schedule by day and time in a matrix timetable. You may also click **View Detail Schedule** at the bottom of the timetable for full details of your registered courses.

**Personal Information**   **Student Record**   **Course Registration**   **Student Services**   **Study Plan**   **Services for New Stud**

**Student Schedule by Day and Time : Semester A 2016/17**

Schedule for : ██████████ (██████████)  
 AUG 29, 2016 - NOV 26, 2016  
 Total Credit Hours: 3.00

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08:00-08:50							
09:00-09:50							
10:00-10:50							
11:00-11:50							
12:00-12:50							
13:00-13:50							
14:00-14:50							
15:00-15:50							
16:00-16:50							
17:00-17:50							
18:00-18:50							
19:00-19:50			10026				
20:00-20:50			AC5511-S61				
21:00-21:50							
22:00-22:50							

Sections with no scheduled date and time :  
[View Detail Schedule](#)

- **My Detail Schedule** will show the full details of your registered courses.

### Student Detail Schedule

---

Total Credit Hours: 3.000

**Fin and Mgt Accounting - AC 5511 - S61**

<b>Associated Term:</b>	Semester A 2016/17
<b>CRN:</b>	10026
<b>Status:</b>	Registered on Jul 19, 2016
<b>Assigned Instructor:</b>	
<b>Grade Mode:</b>	Letter grade
<b>Credits:</b>	3.000
<b>Level:</b>	Postgraduate Degree
<b>Campus:</b>	Main Campus

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	7:00 pm - 8:50 pm	W	TBA	Aug 29, 2016 - Nov 26, 2016	Seminar	TBA

[Return to Previous](#)

## ADD COURSES BY CRN

- If you already know the CRN(s) of the class(es) you want to add, at the Main Menu for Web Add/Drop for Banner 8, click **Add or Drop Classes**.

Personal Information	Student Record	Course Registration	Student Services
----------------------	----------------	---------------------	------------------

### Main Menu for Web Add/Drop (Banner 8)

- [Select Term](#)
- [Add or Drop Classes](#)
- [Weekly Schedule](#)
- [My Detail Schedule](#)
- [Registration Status and Time Ticket](#)
- [Course Registration Records](#)

- Enter the CRN(s) in the **Add Classes Worksheet** and click **Submit Changes**.

**Add Classes Worksheet**

**CRNs**

16323	16326						
-------	-------	--	--	--	--	--	--

Submit Changes
Class Search
Reset

8. The added course section(s) will be shown at the bottom of **Current Schedule** if the attempt is successful. If the system fails to add a course to your schedule, the course will be listed under **Registration Add Errors** with the corresponding error message.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web registered on	None	16323	AC	6513	S01	Postgraduate Degree	3.000	Letter grade	Corporate Accounting

Total Credit Hours: 3.000  
 Minimum Hours: 0.000  
 Maximum Hours: 999999.999  
 Date: 2016 05:44 pm

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Program Restriction	16326	AC	6541	S01	Postgraduate Degree	3.000	Letter grade	Auditing

**Add Classes Worksheet**

**CRNs**

9. You may continue to add courses by inputting CRN(s) in the **Add Classes Worksheet** and clicking **Submit Changes**. Or, you may leave the form if you have completed adding courses.

## SEARCH FOR CLASSES OR CRNS

- To search for classes or to look up the CRN of a class you want to add, within the Add or Drop Classes form, click the **Class Search** button.
- To perform a quick search, select a **Subject** (press and hold the **Ctrl** key to select multiple items) and click **Course Search**.

**Look Up Classes**

Use the selection options below to search for courses. You can choose 'Subject' and then enter Search button.

**Subject:**

Applied Social Studies  
 Civil & Architectural Engg -CA  
 English Language Centre  
 Gateway Education  
 Social Sciences Division

3. Courses in the selected subject area(s) will be displayed. Click **View Sections** to see all sections of a course.

Look Up Classes		
Semester A 2016/17		
<b>Accountancy</b>		
5511	Fin and Mgt Accounting	<a href="#">View Sections</a> ←
6531	Financial Management	<a href="#">View Sections</a>

## ADVANCED SEARCH

4. For more search options, click **Advanced Search**.

Look Up Classes	
<p>Use the selection options below to search for courses. You can choose 'Subject' and then click the Search button.</p>	
<b>Subject:</b>	<div style="border: 1px solid gray; padding: 2px;"><p>Accountancy</p><p>Applied Social Studies</p><p>Civil &amp; Architectural Engg -CA</p><p>English Language Centre</p><p>Gateway Education</p><p>Social Sciences Division</p></div>
<a href="#">Course Search</a>	<a href="#">Advanced Search</a>

5. Select and enter the appropriate search criteria:

- You must select at least one **Subject** (press and hold the **Ctrl** key to select multiple items).
- You may specify **Session**, **Start Time**, **End Time** or **Days** to narrow your search.
- You may enter a course number to search for a particular course. For example, select “Accountancy” at **Subject** and enter “6531” at **Course Number** if you are interested in the course “AC6531”.
- You may search by **Subject** and **Title**. Courses with course titles containing the entered text in the **Title** field will appear in the search result.

Advanced Search

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 Section Search when your selection is complete.

**Subject:** Accountancy  
Applied Social Studies  
Asian & International Studies  
Civil & Architectural Engg-CA  
Col. of Lib. Arts & Soc. Sci.  
Computer Science  
Economics & Finance  
Electronic Engineering  
Gateway Education  
Information Systems

**Course Number:**

**Title:**

**Credit Range:**  hours to  hours

**Part of Term:**  
Non-date based courses only

**Session:** All  
Day  
Evening

**Start Time:** Hour  Minute  am/pm

**End Time:** Hour  Minute  am/pm

**Days:**  Mon  Tue  Wed  Thur  Fri  Sat  Sun

**Section Search** **Reset**

6. Click **Section Search**.

SEARCH RESULTS

7. The following search results page will be shown when performing **Course Search** or **Advanced Search**. Note that course sections that are already full will not be displayed.

Look Up Classes

Before adding any course, check the [Master Class Schedule](#) to find out the registration restrictions; the prerequisite and precursor requirements; and whether the meeting day and time conflict with your existing schedule. Sections already full will NOT be displayed below. Select the box in front of the CRN and choose Register or Add to Worksheet.

**Sections Found**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location
<input type="checkbox"/>	16323	AC	6513	S01	C	3.000	Corporate Accounting	T	12:00 pm-02:50 pm	60	1	59		06/06-07/23	AC2 2513
								R	12:00 pm-02:50 pm					06/06-07/23	AC2 2200
<input type="checkbox"/>	16324	AC	6513	S61	C	3.000	Corporate Accounting	T	07:00 pm-09:50 pm	60	0	60		06/06-07/23	AC2 2614
								R	07:00 pm-09:50 pm					06/06-07/23	AC2 3614

**Register** **Add to WorkSheet** **New Search**



**ADD COURSES THROUGH SEARCH RESULTS**

8. To add a course section in the search result to your class schedule, click the check box next to the corresponding CRN and click **Register** or **Add to Worksheet**. Doing so will direct you to the **Add or Drop Classes** page automatically.

- If you clicked **Register**, the system will attempt to add the selected course section(s) for you. The added course section(s) will be shown at the bottom of **Current Schedule** if the attempt is successful. If the system fails to add a course to your schedule, the course will be listed under **Registration Add Errors** with the corresponding error message.

Look Up Classes

---

**Sections Found**

**Accountancy**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location
<input checked="" type="checkbox"/>	16323	AC	6513	S01	C	3.000	Corporate Accounting	T	12:00 pm-02:50 pm	60	1	59	Ligttg Y IAGWP (P)	06/06-07/23	AC2 2513
								T	07:00 pm-09:50 pm				Aepjvih O CO (P)	06/06-07/23	AC2 1610
<input checked="" type="checkbox"/>	16326	AC	6541	S01	C	3.000	Auditing	M	12:00 pm-02:50 pm	60	0	60	7hj78 FYG (P)	06/06-07/23	AC2 2200
								W	12:00 pm-02:50 pm				7hj78 FYG (P)	06/06-07/23	AC2 2200
<input type="checkbox"/>	16327	AC	6541	S61	C	3.000	Auditing	M	07:00 pm-09:50 pm	60	0	60	7hj78 FYG (P)	06/06-07/23	AC2 1610
								W	07:00 pm-09:50 pm				7hj78 FYG (P)	06/06-07/23	AC2 3614

**Register** **Add to WorkSheet** **New Search**

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web registered on	None	16323	AC	6513	S01	Postgraduate Degree	3.000	Letter grade	Corporate Accounting

Total Credit Hours: 3.000  
 Minimum Hours: 0.000  
 Maximum Hours: 999999.999  
 Date: 2016 05:44 pm

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Program Restriction	16326	AC	6541	S01	Postgraduate Degree	3.000	Letter grade	Auditing

**Add Classes Worksheet**

**CRNs**

**Submit Changes** **Class Search** **Reset**

- If you clicked **Add to Worksheet**, the system will only insert the CRN(s) onto the **Add Classes Worksheet** without committing the changes to your class schedule. You need to click **Submit Changes** to register for the course section(s).

Look Up Classes

**Sections Found**

**Accountancy**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location
<input checked="" type="checkbox"/>	16323	AC	6513	S01	C	3.000	Corporate Accounting	T	12:00 pm-02:50 pm	60	1	59	Ligttg Y IAGWP (P)	06/06-07/23	AC2 2513
								T	07:00 pm-09:50 pm				Aepjvih O CO (P)	06/06-07/23	AC2 1610
<input checked="" type="checkbox"/>	16326	AC	6541	S01	C	3.000	Auditing	M	12:00 pm-02:50 pm	60	0	60	7hj78 FYG (P)	06/06-07/23	AC2 2200
								W	12:00 pm-02:50 pm				7hj78 FYG (P)	06/06-07/23	AC2 2200
<input type="checkbox"/>	16327	AC	6541	S61	C	3.000	Auditing	M	07:00 pm-09:50 pm	60	0	60	7hj78 FYG (P)	06/06-07/23	AC2 1610
								W	07:00 pm-09:50 pm				7hj78 FYG (P)	06/06-07/23	AC2 3614

Register **Add to WorkSheet** New Search

**Add Classes Worksheet**

**CRNs**

16323 16326

**Submit Changes** Class Search Reset

## DROP COURSES

- To drop a course, go to the **Course Registration** tab and select **Add or Drop Classes**.

Personal Information Student Record **Course Registration** Student Services

Main Menu for Web Add/Drop (Banner 8)

- Select Term
- Add or Drop Classes**
- Weekly Schedule
- My Detail Schedule
- Registration Status and Time Ticket
- Course Registration Records

10. Select **Web drop** from the corresponding **Action** dropdown box of the course section you want to drop and click **Submit Changes**. Note that only web-enabled course sections will have an **Action** dropdown box.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web registered on Jul 19, 2016	<div style="border: 1px solid red; padding: 2px;">                     None                      None  <span style="background-color: #007bff; color: white; padding: 2px;">Web drop</span> </div>	16323	AC	6513	S01	Postgraduate Degree	3.000	Letter grade	Corporate Accounting

Total Credit Hours: 3.000  
 Minimum Hours: 0.000  
 Maximum Hours: 999999.999  
 Date: Jul 19, 2016 06:10 pm

**Add Classes Worksheet**

CRNs

Submit Changes
Class Search
Reset

11. Courses successfully dropped will no longer appear in the **Current Schedule**.

**VERIFY COURSE REGISTRATION RECORD**

12. To verify your course registration record, select **My Detail Schedule** under the **Course Registration** tab

Personal Information	Student Record	Course Registration	Student Services
<h3>Main Menu for Web Add/Drop (Banner 8)</h3> <ul style="list-style-type: none"> <li>▪ <a href="#">Select Term</a></li> <li>▪ <a href="#">Add or Drop Classes</a></li> <li>▪ <a href="#">Weekly Schedule</a></li> <li style="border: 1px solid red; border-radius: 10px; padding: 2px;">▪ <a href="#">My Detail Schedule</a></li> <li>▪ <a href="#">Registration Status and Time Ticket</a></li> <li>▪ <a href="#">Course Registration Records</a></li> </ul>			