WEB ADD/DROP DEMONSTRATION (BANNER 8)

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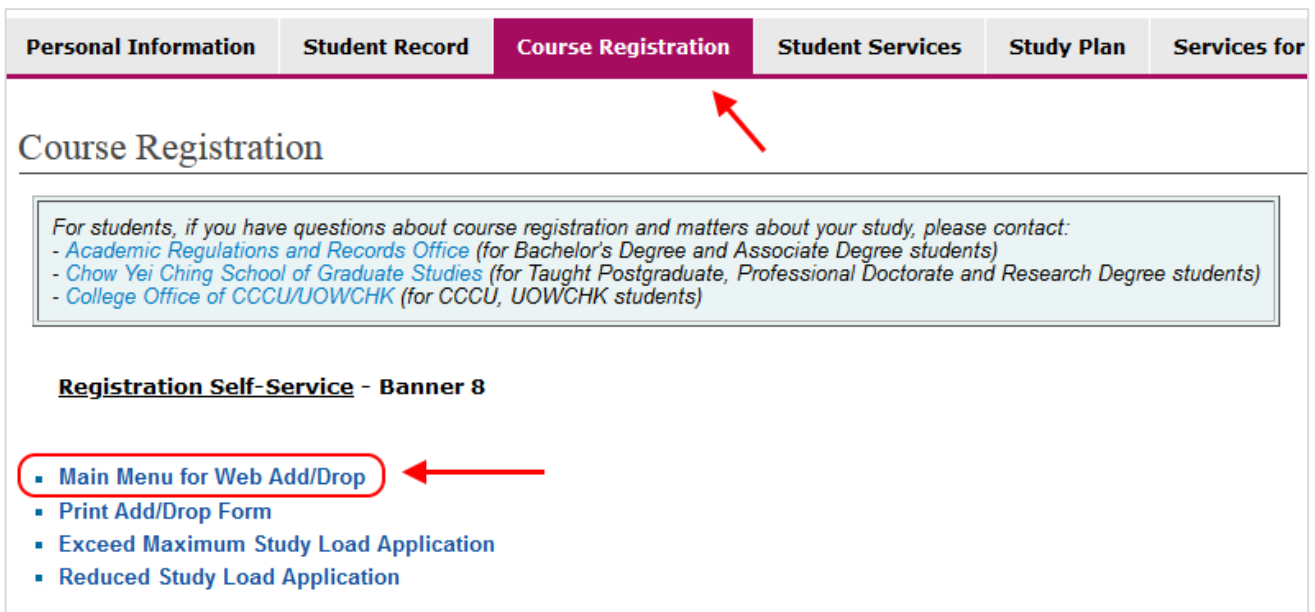
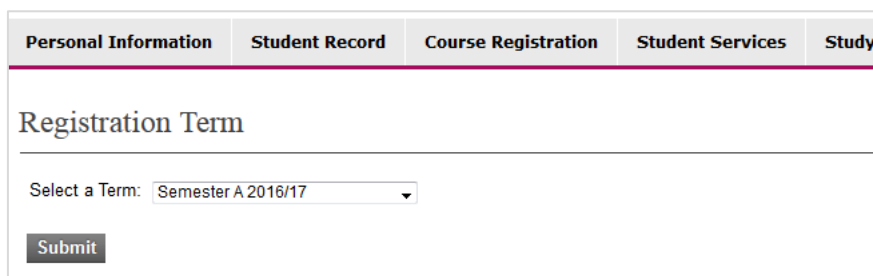## LOGIN TO AIMS & SELECT COURSE REGISTRATION TERM

1. Login to AIMS with your EID and password.
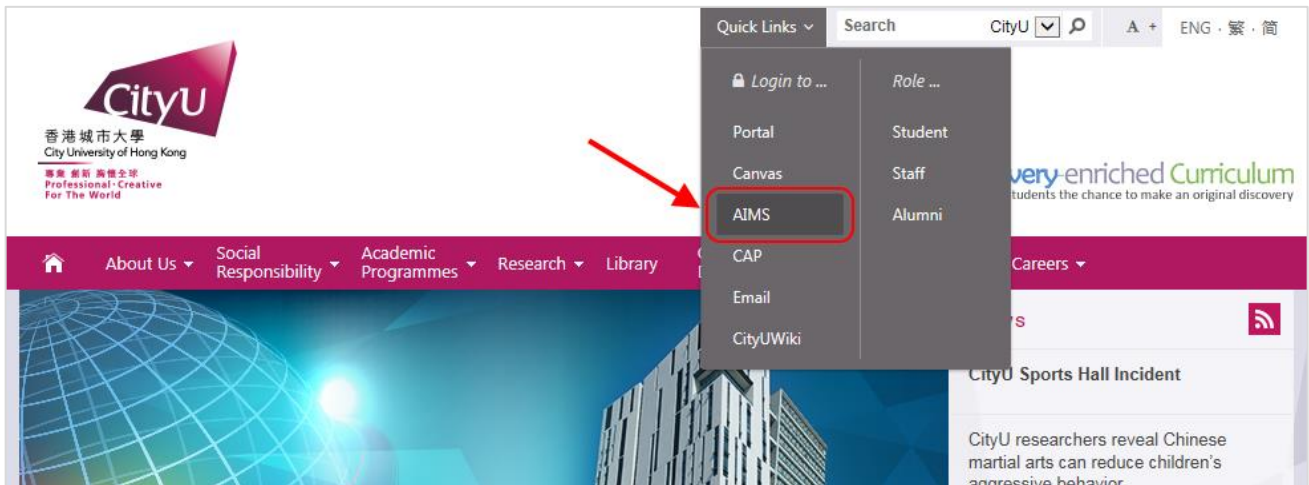
2. Go to the **Course Registration** tab under the <u>Registration Self-Service - Banner 8</u> section, click Main Menu for Web Add/Drop.

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

CHECK REGISTRATION STATUS & TIME TICKET INFORMATION

4. 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**.

VIEW PERSONAL CLASS SCHEDULE

5. 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 AC5511-S61				
20:00-20:50							
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

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

6. 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
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7. 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.

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

1. 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.
2. To perform a quick search, select a **Subject** (press and hold the **Ctrl** key to select multiple items) and click **Course Search**.

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

ADVANCED SEARCH

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

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.

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.

8

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
☑	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
☑	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
☐	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

Course section successfully added

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

Course section not added due to registration error

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).

DROP COURSES

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

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	None ▾ None Web drop	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

Main Menu for Web Add/Drop (Banner 8)

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