

BANNER | Student Registration
QUICK NAVIGATION GUIDE



1. Visit www.ub.edu.bs and click on the **Banner** tab at the top of the home page.
2. Scroll down to the left column and select **Self Service (Student)** under the **Banner** heading which will direct you to the account sign in page as shown below.

ellucian.

Sign in to your account

- Please enter your UB assigned user ID and password (*the same credentials used to log into lab computers or to check your UB email*)

3. Select **Registration and Planning** from the menu to the left of the Student Profile page.

UB UNIVERSITY OF THE BAHAMAS

Betty Victoria OIT Test

Student • Student Profile

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@gmail.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	

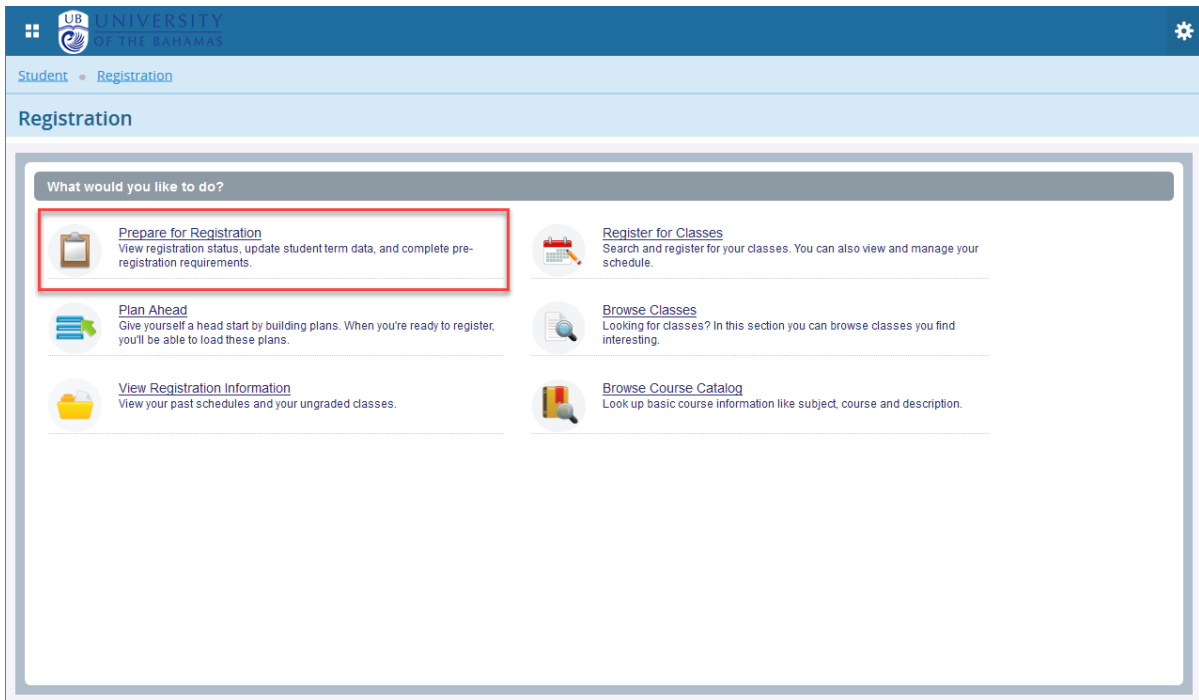
REGISTERED COURSES

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

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

4. 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.

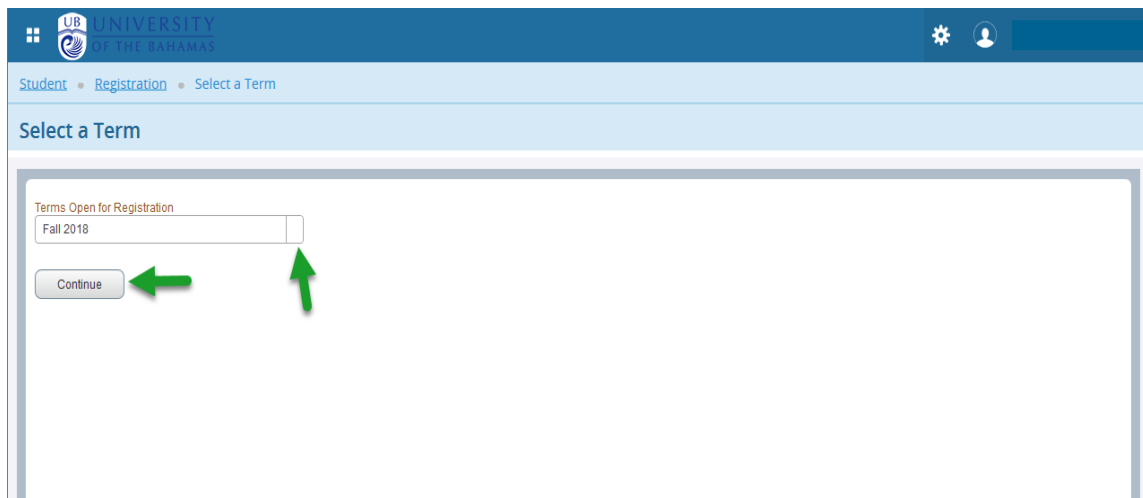


The screenshot shows the 'Registration' page on the University of the Bahamas website. The page title is 'Registration' and the breadcrumb trail is 'Student > Registration'. Below the title, there is a section titled 'What would you like to do?' containing six options:

- Prepare for Registration** (highlighted with a red box): View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**: View your past schedules and your ungraded classes.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

5. Select the **Term**

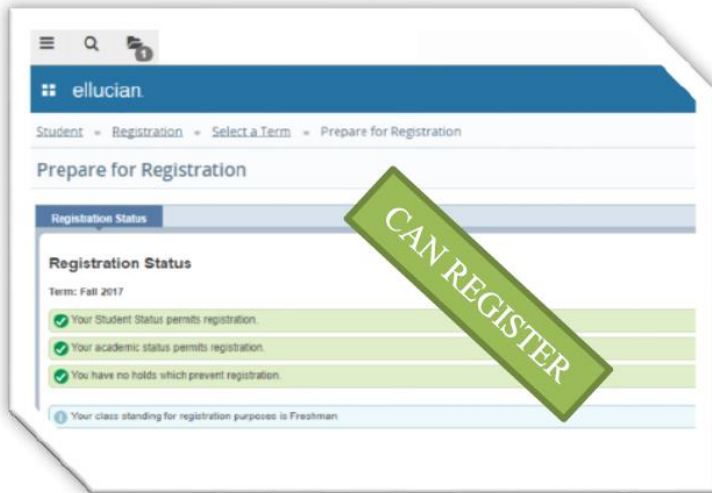
Choose **Select a Term** from the dropdown menu and select **Continue**.



The screenshot shows the 'Select a Term' page on the University of the Bahamas website. The breadcrumb trail is 'Student > Registration > Select a Term'. Below the title, there is a section titled 'Terms Open for Registration' containing a dropdown menu with 'Fall 2018' selected. Below the dropdown menu is a 'Continue' button. Two green arrows point to the 'Continue' button and the dropdown menu.

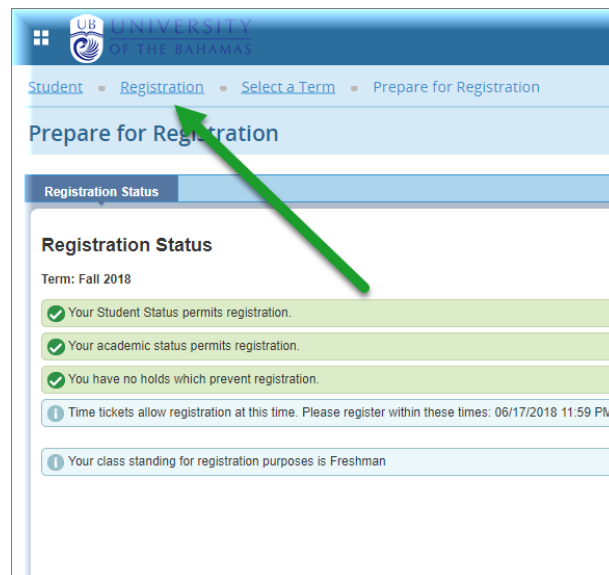
6. Verify your Status

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.



7. Return to the Registration screen

Once you have verified your status, select the **Registration** tab to continue.



8. Select Register for Classes

UB UNIVERSITY OF THE BAHAMAS

Student • 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.

9. Select the Term

Choose the relevant term from the dropdown menu and select **Continue** which will direct you to the **Register for Classes** page where you can begin your search for courses.

UB UNIVERSITY OF THE BAHAMAS

Student • Registration • Select a Term

Select a Term

Terms Open for Registration

Fall 2018

Continue

10. To Search for, Add and 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. You can also use the **Enter CRNs** tab to enter multiple CRNs, register for them and have them applied your schedule at the same time.

Note: New course abbreviations are available on the homepage of the website by selecting the Online Registration 2018 tab below the homepage images.

The screenshot displays the 'Register for Classes' page. The 'Find Classes' tab is selected. The search criteria are set to 'Term: Fall 2018'. The 'Subject' field contains 'Computer Information Systems' and the 'Course Number' field contains '206'. The 'Search' button is highlighted. A callout bubble points to the 'Find Classes' tab with the text 'Check your schedule as you build it out'. Another callout bubble points to the 'Enter CRNs' tab with the text 'Enter CRNs to register with one click'. A third callout bubble points to the 'Advanced Search' link with the text 'Use advanced search'. Below the search form, a class schedule grid is visible for Fall 2018, showing classes like 'Financial Accounting I' and 'Foundation Drawing I'. A 'Submit' button is circled in red at the bottom right.

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 enrolment.

This screenshot shows a close-up of the 'Enter Your Search Criteria' form. The 'Subject' field is filled with 'Computer Information Systems' and the 'Course Number' field is filled with '206'. The 'Search' button is highlighted with a red box. The 'Term' is set to 'Fall 2018'.

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

UB UNIVERSITY OF THE BAHAMAS

Student » Registration » Select a Term » Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

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

Title	Subject Description	Course No	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
Computer Concepts and Appl... Lecture	Computer Inf...	206	01	3	11076	Fall ...	Wilson, June (Primary)	S M T W T F S 12:00 PM - 01:20 PM Building: B E	Main	19 of 19 seats re... 100 of 100 waitl...
Computer Concepts and Appl... Lecture	Computer Inf...	206	02	3	11077	Fall ...	Grant, Eardley (Primary)	S M T W T F S 04:00 PM - 05:20 PM Building: B E	Main	20 of 20 seats re... 100 of 100 waitl...
Computer Concepts and Appl... Lecture	Computer Inf...	206	03	3	11078	Fall ...		S M T W T F S 06:00 PM - 08:50 PM Building: T E	Main	25 of 25 seats re... 100 of 100 waitl...

Page 1 of 1 | 10 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**.*

UB UNIVERSITY OF THE BAHAMAS

Student » Registration » Select a Term » Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

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Add courses here

Class Schedule for Fall 2018

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am						Financial Accounting I	
10am							
11am							
12pm							
1pm							

Summary

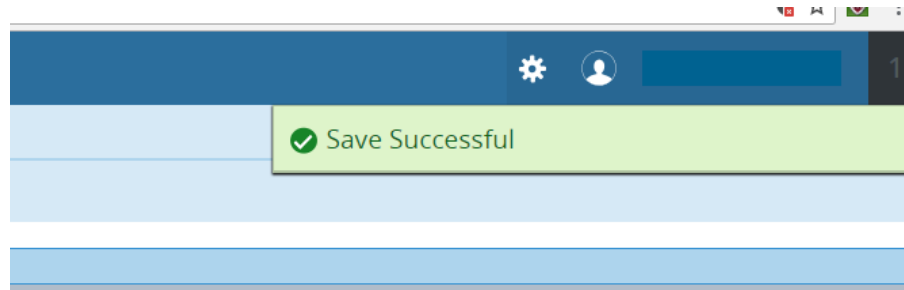
Title	Details	Hours	CRN	Schedule Ty	Status	Action
Financial Accounting I	ACCA 105, 01	3	11009	Lecture	Registered	None
Foundation Drawing I	ARTS 100, 01	3	11187	Lecture	Registered	None

Total Hours | Registered: 6 | Billing: 7 | CEU: 0 | Min: 0 | Max: 18

Notice the class schedule and course summary will automatically toggle on. This can be toggled back to off by

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.



Should you receive an error message upon selecting submit, you should:

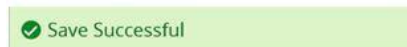
- Contact the 24hr Help Desk at 357-5644 • 357-5647 • 357-5650 • 357-5669 and toll-free line at 300-2322 (The toll-free line is effective 25th June, 2018) OR
- Print error message and take to the Office of the Registrar with a copy of your advisement form.

Drop

To drop a registered or waitlisted class, click in the **Action** column for the course you wish to drop to see the options:

A screenshot of the University of the Bahamas registration system. The top navigation bar includes the university logo and the text "UNIVERSITY OF THE BAHAMAS". Below the navigation bar, there are tabs for "Find Classes", "Enter CRNs", "Plans", and "Schedule and Options". The main content area shows "Search Results - 9 Classes" for the term "Fall 2018" and subject "Computer Information Systems". A table lists three "Computer Literacy" lecture sections. Below the table is a "Class Schedule for Fall 2018" grid showing classes on various days. To the right, a "Summary" table shows details for three registered courses. A red box highlights the "Action" column in the Summary table, which has a dropdown menu with options: "Web Drop", "None", "Web Drop", and "None". A "Submit" button is visible at the bottom right.

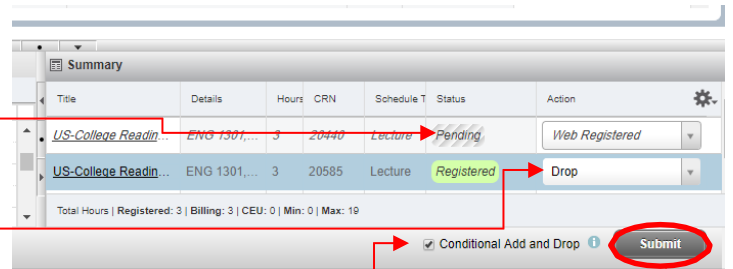
Select the **Drop** option and click the **Submit** button in the lower right corner. Upon successfully dropping the class, the green **Save Successful** message will appear in the upper right corner, and the status will change to either **Deleted** (for Drop/Delete) or **Withdrawn** (for Drop with Automatic W) 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.



Students who are unable to drop a class online due to holds on their account should visit the Office of the Registrar/Records (within applicable class drop/withdraw deadlines).