



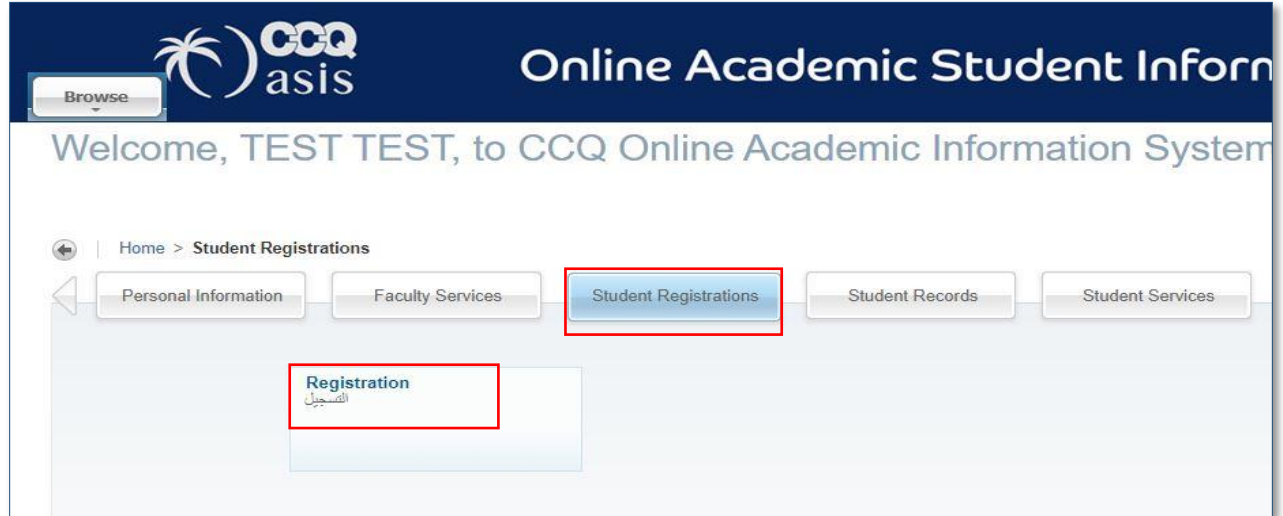
كلية المجتمع وقطر  
COMMUNITY COLLEGE OF QATAR

## الدليل الإرشادي

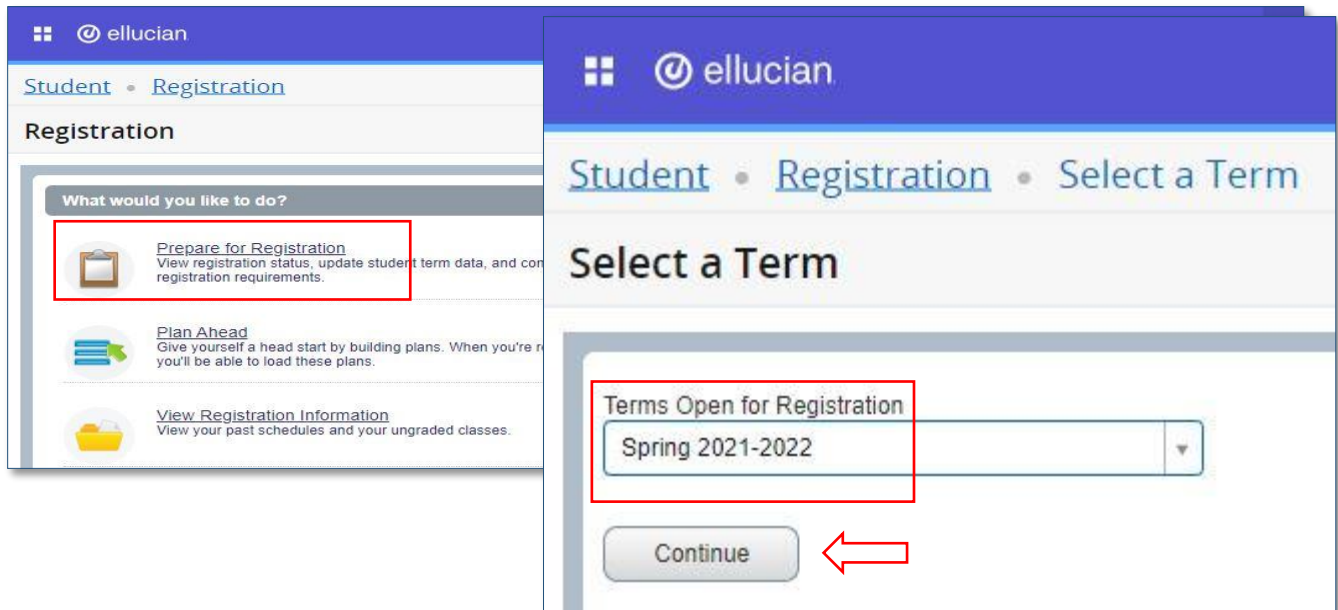
# للتسجيل الإلكتروني للمقررات في نظام الخدمة الذاتية (بانر)

## الاستعداد للتسجيل:

1. الدخول على نظام الخدمة الذاتية (البانر) من خلال الرابط التالي: [رابط البانر](#)
2. الضغط على (Student Registration)، ثم على قائمة (Registration).



3. اضغط على (Prepare for Registration) واختيار الفصل الدراسي المطلوب والضغط على (Continue).



4. الإشعارات أدناه توضح أن الطالب يمكنه تسجيل المقررات، حيث تظهر جميع الإشعارات باللون الأخضر.

The screenshot shows the 'ellucian' logo at the top left. Below it is a navigation breadcrumb: 'Student • Registration • Select a Term • Prepare for Registration'. The main heading is 'Prepare for Registration'. Underneath, there are two tabs: 'Registration Status' (selected) and 'Update Student Term Data'. The 'Registration Status' section displays the following information:

- Term: Spring 2021-2022
- Three green checkmarks indicating successful status checks:
  - Your Student Status permits registration.
  - Your academic status permits registration.
  - You have no holds which prevent registration.
- A blue information bar: Time tickets allow registration at this time. Please register within these times: 11/24/2021 09:00 AM - 04/28/2022 07:00 AM
- A blue information bar: Your class standing for registration purposes is Freshman

5. الصورة أدناه توضح أن الطالب لا يمكنه تسجيل المقررات، لوجود الإشعار باللون الأحمر (وجود حظر على حساب الطالب).

The screenshot shows the 'ellucian' logo at the top left. Below it is a navigation breadcrumb: 'Student • Registration • Select a Term • Prepare for Registration'. The main heading is 'Prepare for Registration'. Underneath, there are two tabs: 'Registration Status' (selected) and 'Update Student Term Data'. The 'Registration Status' section displays the following information:

- Term: Spring 2021-2022
- Two green checkmarks indicating successful status checks:
  - Your Student Status permits registration.
  - Your academic status permits registration.
- A red error message: You have holds which prevent registration. Below this, details are provided:
  - Repeating dropped class
  - Reason: 1800
  - From Date: 01/30/2022
  - To Date: 12/31/2099
  - Originator: Registrar Office
  - Processes Affected: Registration, Enrollment Verification
- A blue information bar: Time tickets allow registration at this time. Please register within these times: 11/24/2021 09:00 AM - 04/28/2022 07:00 AM
- A blue information bar: Your class standing for registration purposes is Freshman

## تسجيل المقررات:

1. اضغط على (Register for Classes) في الصفحة الرئيسية للتسجيل واختر الفصل الدراسي.

The screenshot shows the ellucian website interface. The top navigation bar includes the ellucian logo and a settings icon. Below the navigation bar, the breadcrumb trail reads 'Student • Registration'. The main heading is 'Registration'. A search bar asks 'What would you like to do?'. Below this, there are three options: 'Register for Classes' (highlighted with a red box), 'Browse Classes', and 'Browse Course Catalog'. The 'Register for Classes' option includes a calendar icon and the text: 'Search and register for your classes. You can also view and manage your schedule.' The 'Browse Classes' option includes a magnifying glass icon and the text: 'Looking for classes? In this section you can browse classes you find interesting.' The 'Browse Course Catalog' option includes a book icon and the text: 'Look up basic course information like subject, course and description.' Below the search bar, there is a 'Select a Term' section. It features a dropdown menu labeled 'Terms Open for Registration' with 'Spring 2021-2022' selected. Below the dropdown is a 'Continue' button, which is highlighted with a red box and a red arrow pointing to it.

2. حدد فئة المقرر المطلوب في خانة (Subject)، ثم اضغط على (search).

The screenshot shows the ellucian website interface for the 'Register for Classes' page. The top navigation bar includes the ellucian logo and a settings icon. Below the navigation bar, the breadcrumb trail reads 'Student • Registration • Select a Term • Register for Classes'. The main heading is 'Register for Classes'. Below the heading, there are three tabs: 'Find Classes' (selected), 'Enter CRNs', and 'Schedule and Options'. The 'Find Classes' tab is active, showing a search criteria form. The form is titled 'Enter Your Search Criteria' and includes a dropdown menu for 'Term' set to 'Spring 2021-2022'. Below the term dropdown, there are three input fields: 'Subject' (with 'Arabic' entered and highlighted by a red box), 'Course Number' (with '1301' entered), and 'Keyword'. To the right of the 'Subject' field is a button that says 'You can add another'. Below the input fields are three buttons: 'Search', 'Clear', and 'Advanced Search'.

3. اختر المقرر المناسب من حيث الموعد/الوقت والمدرس والمبنى المخصص لك، ولتسجيل المقرر المطلوب اضغط على (Add)، ستظهر حالة المقرر فالأسفل (Pending).

The screenshot shows the 'Register for Classes' page. The search results table lists three classes. The first class, 'Arabic for Native Speakers 1 Lecture', is marked as 'FULL' and has an 'Add' button highlighted in red. The 'Summary' panel for this class shows a status of 'Pending' and an action of '\*\*Web Registered\*\*'. The class schedule shows the class is scheduled for Monday and Wednesday at 8am.

4. بعد الضغط على (Submit) ستتم عملية تسجيل المقرر (Registered) كما هو موضح أدناه:

- إذا لم تتم عملية التسجيل يرجى النظر إلى الرسالة الموضحة في أعلى الشاشة لمعرفة سبب عدم تسجيل الشعبة.

The screenshot shows the 'Register for Classes' page after a successful registration. A green 'Save Successful' message is displayed at the top. The search results table shows the first class is now marked as 'FULL' with a 'Waitlist se...' button. The 'Summary' panel for this class shows a status of 'Registered' and an action of 'None'. The class schedule shows the class is now scheduled for Monday and Wednesday at 8am. The 'Submit' button is highlighted in red.

## التسجيل على قائمة الانتظار:

1. في حال توفر مقعد على قائمة الانتظار يظهر إشعار كما هو موضح أدناه  
(FULL – Waitlist seats remain).

The screenshot shows the 'Register for Classes' page in the ellucian system. The search results table lists two classes: 'Arabic for Native Speakers 2 Lecture' and 'Introduction to Literature Lecture'. Both classes are marked as 'FULL' with '0 of 0 seats remain' and '1 of 1 waitlist seats remain'. A red box highlights the status information for both classes.

2. اختر المقرر المناسب لك من حيث الموعد/الوقت والمدرس والمبنى المخصص لك، ولتسجيل المقرر المطلوب اضغط على (Add).
3. اضغط على السهم في خانة (Action) واختر (Wait Listed)، ثم اضغط على (Submit).

The screenshot shows the 'Register for Classes' page in the ellucian system. The search results table lists four classes under the subject 'History'. The second class, 'History of Qatar Lecture', is marked as 'FULL' with '0 of 0 seats remain' and '1 of 1 waitlist seats remain'. The 'Add' button for this class is highlighted in a red box. Below the search results, the 'Schedule' panel shows a class schedule for Spring 2021-2022, and the 'Summary' panel shows details for the selected class. The 'Action' dropdown menu is open, and the 'Wait Listed' option is highlighted in a red box. The 'Submit' button is also highlighted in a red box.

4. بعد الضغط على (Submit) ستم عملية تسجيل المقرر على قائمة الانتظار (Waitlisted) كما هو موضح أدناه.

The screenshot shows the 'Register for Classes' page in the elucian system. The user is logged in as TEST11, BANNER123. The page displays search results for 12 classes. The first class, 'History of Qatar Lecture' (CRN 21662), is marked as 'FULL' and 'Waitlist se...'. The 'Summary' table at the bottom right shows the status of the selected class as 'Waitlisted'.

Title	Details	Hours	CRN	Schedule Type	Status	Action
History of Qatar	HIST 1305, 0	0	21662	Lecture	Waitlisted	None
Arabic 1-test 1	ARAB 1301, 0	3	21650	Lecture	Registered	None

5. لمعرفة دورك على قائمة الانتظار يرجى العودة إلى قائمة التسجيل الرئيسية بالضغط على (Registration) في أعلى الصفحة.

The screenshot shows the same 'Register for Classes' page, but the 'Registration' menu item in the top navigation bar is highlighted with a red box. The 'Summary' table at the bottom right shows the status of the selected class as 'Waitlisted'.

Title	Details	Hours	CRN	Schedule Type	Status	Action
History of Qatar	HIST 1305, 0	0	21662	Lecture	Waitlisted	None
Arabic 1-test 1	ARAB 1301, 0	3	21650	Lecture	Registered	None

6. اضغط على (View Registration Information)، ثم اختر الفصل الدراسي المطلوب من أعلى الصفحة وسيظهر جدول بالمقررات المسجلة على قائمة الانتظار.

ellucian

Student • Registration

### Registration

What would you like to do?

- Prepare for Registration**  
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.

7. اضغط على السهم الموجود بجانب المقرر، سيظهر موقعك في قائمة الانتظار (Waitlist Position).

ellucian TEST11, BANNER123

Student • Registration • View Registration Information

### View Registration Information

Look up a Schedule Active Registrations

Class Schedule

Term: Spring 2021-2022

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part of Term	Study Path	Date	Status	Message
Arabic 1-test1	ARAB 1301, 0	3	21559	Lecture	Standard Letter	Undergraduate	Second Start	None	01/30/2022	Registered	**Web Register...
History of Qatar	HIST 1305, 0	0	21562	Lecture	Standard Letter	Undergraduate	Full Term	None	01/30/2022	Waitlisted	Wait Listed 01/30...
MathFoundations For ARTS	MATH 0388, 0	3	21561	Lecture	Transition	Transition	Second Start	None	01/30/2022	Registered	**Web Register...

Records: 3

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

Schedule Schedule Details

Class Schedule for Spring 2021-2022

Message: \*\*Web Registered\*\* | Hours: 3 | Level: Undergraduate | Campus: Lusail (Male) | Schedule Type: Lecture | Instructional Method: Traditional On Campus | Grade Mode: Standard Letter | Waitlist Position: 0 | Notification Expires: None

History of Qatar | History 1305 Section 0 | Class Begin: 01/02/2022 | Class End: 04/28/2022

01/02/2022 - 04/28/2022 | S M T W T F S | 04:00 PM - 05:20 PM Type: Class Location: Lusail (Male) Building: Lusail Male Room: LM-055

No specified Instructor  
CRN: 21562

Message: Wait Listed | Hours: 0 | Level: Undergraduate | Campus: Lusail (Male) | Schedule Type: Lecture | Instructional Method: Traditional On Campus | Grade Mode: Standard Letter | Waitlist Position: 1 | Notification Expires: None

MathFoundations For ARTS | Mathematics 0388 Section 0 | Class Begin: 02/27/2022 | Class End: 04/28/2022

02/27/2022 - 04/28/2022 | S M T W T F S | 02:00 PM - 03:20 PM Type: Class Location: Lusail (Male) Building: Lusail Male Room: LM-123

No specified Instructor  
CRN: 21561



## الانسحاب من المقررات:

1. اضغط على السهم في خانة (Action) واختر (DROP) ثم اضغط على (Submit) لإتمام عملية الانسحاب من المقرر.

The screenshot shows the 'Register for Classes' page. The search results table lists four classes. The summary table shows the status of the classes. The 'Action' dropdown menu is open, showing options: None, DROP, and DROP.

Title	Subject Descript	Course#N	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Action
History of Qatar Lecture	History	1305	0	3	21562	Sprin...		S M T W T F S 04:00 PM - 05:20 PM	Lusai...	FULL Waitlist se...	History Requirements	None
History of Qatar Lecture	History	1305	11	3	21033	Sprin...	ALKHAZREJI, FARO...	S M T W T F S 09:30 AM - 10:50 AM	Lusai...	FULL Waitlist se...	History Requirements	DROP
History of Qatar Lecture	History	1305	13	3	21035	Sprin...	Ajeili, Omar (Primary)	S M T W T F S 05:30 PM - 06:50 PM	Lusai...	FULL Waitlist se...	History Requirements	None
History of Qatar Lecture	History	1305	18	3	21038	Sprin...	Alhemadi, Ghanim (P...	S M T W T F S 05:30 PM - 06:50 PM	Lusai...	Seats remain. Waitlist seats...	History Requirements	DROP

2. ستتغير حالة المقرر إلى (Deleted)، وفي حال لم تتم عملية الحذف بنجاح يرجى النظر إلى الرسالة الموضحة في أعلى الشاشة لمعرفة سبب عدم حذف الشعبة.

The screenshot shows the 'Register for Classes' page. The search results table lists four classes. The summary table shows the status of the classes. The 'Action' dropdown menu is open, showing options: None, Deleted, and Deleted.

Title	Subject Descript	Course#N	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Action
History of Qatar Lecture	History	1305	0	3	21562	Sprin...		S M T W T F S 04:00 PM - 05:20 PM	Lusai...	FULL Waitlist se...	History Requirements	None
History of Qatar Lecture	History	1305	11	3	21033	Sprin...	ALKHAZREJI, FARO...	S M T W T F S 09:30 AM - 10:50 AM	Lusai...	FULL Waitlist se...	History Requirements	Deleted
History of Qatar Lecture	History	1305	13	3	21035	Sprin...	Ajeili, Omar (Primary)	S M T W T F S 05:30 PM - 06:50 PM	Lusai...	FULL Waitlist se...	History Requirements	Deleted
History of Qatar Lecture	History	1305	18	3	21038	Sprin...	Alhemadi, Ghanim (P...	S M T W T F S 05:30 PM - 06:50 PM	Lusai...	Seats remain. Waitlist seats...	History Requirements	Deleted

## الاطلاع على الجدول الدراسي:

1. العودة إلى الصفحة الرئيسية للتسجيل، واضغط على (View Registration Information).

Student - Registration

Registration

What would you like to do?

- Prepare for Registration**  
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.
- View Registration Information**  
View your past schedules and your ungraded classes.
- 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.

2. اختر الفصل الدراسي المطلوب من أعلى الصفحة وسيظهر جدول بالمقررات المسجلة والمقررات على قائمة الانتظار.

Student - Registration - View Registration Information

View Registration Information

Term: Spring 2021-2022

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
Arabic 1-test 1	ARAB 1301, 0	3	21559	Lecture	Standard Letter	Undergraduate	Second Start	None	01/30/2022	Registered	**Web Register...
History of Qatar	HIST 1305, 0	0	21562	Lecture	Standard Letter	Undergraduate	Full Term	None	01/30/2022	Waitlisted	Wait Listed 01/30...
MathFoundations For ARTS	MATH 0388, 0	3	21561	Lecture	Transition	Transition	Second Start	None	01/30/2022	Registered	**Web Register...

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

Records: 3

Active Registrations

Class Schedule for Spring 2021-2022

Message: \*\*Web Registered\*\* | Hours: 3 | Level: Undergraduate | Campus: Lusail (Male) | Schedule Type: Lecture | Instructional Method: Traditional On Campus | Grade Mode: Standard Letter | Waitlist Position: 0 | Notification Expires: None

History of Qatar | History 1305 Section 0 | Class Begin: 01/02/2022 | Class End: 04/28/2022

01/02/2022 - 04/28/2022 | S M T W T F S | 04:00 PM - 05:20 PM Type: Class Location: Lusail (Male) Building: Lusail Male Room: LM-065

No specified instructor  
CRN: 21562  
Message: Wait Listed | Hours: 0 | Level: Undergraduate | Campus: Lusail (Male) | Schedule Type: Lecture | Instructional Method: Traditional On Campus | Grade Mode: Standard Letter | Waitlist Position: 1 | Notification Expires: None

MathFoundations For ARTS | Mathematics 0388 Section 0 | Class Begin: 02/27/2022 | Class End: 04/28/2022

02/27/2022 - 04/28/2022 | S M T W T F S | 02:00 PM - 03:20 PM Type: Class Location: Lusail (Male) Building: Lusail Male Room: LM-123

No specified instructor  
CRN: 21561

3. للاطلاع على الجدول الدراسي للمقررات المسجلة تسجل تام والتي ليست على قائمة الانتظار، اضغط على (Active Registration).

Student - Registration - View Registration Information

View Registration Information

Look up a Schedule

Active Registrations

The following classes are not officially considered complete for transcript purposes.

**Arabic 1-test 1, Arabic 1301, Section 0**

Term: Spring 2021-2022  
CRN: 21559  
Status: \*\*Web Registered\*\* 01/30/2022  
Schedule Type: Lecture  
Hours: 3

Instructional Methods: Traditional On Campus  
Campus: Lusail (Male)  
Start Date: 02/27/2022  
End Date: 04/28/2022  
Level: Undergraduate

Instructor:  
Grade Mode: Standard Letter

**MathFoundations For ARTS, Mathematics 0388, Section 0**

Term: Spring 2021-2022  
CRN: 21561  
Status: \*\*Web Registered\*\* 01/30/2022  
Schedule Type: Lecture  
Hours: 3

Instructional Methods: Traditional On Campus  
Campus: Lusail (Male)  
Start Date: 02/27/2022  
End Date: 04/28/2022  
Level: Transition

Instructor:  
Grade Mode: Transition