Banner Web Registration Guide
I. **Overview**

This user guide is designed for USEK students to help them become comfortable with Banner Self Service. This manual focuses on On-line registration, Add/Drop courses, View Student detailed schedule, and other processes through Banner.

II. **Access Banner Self-Service**

1. Go to http://www.usek.edu.lb
2. Select ‘BANNER’ from the STUDENT LINKS menu

Or simply go to : http://self.usek.edu.lb
III. Login to Banner Self-Service

You should already have received your password on your personal email.

If not, please visit: http://webapp.usek.edu.lb/it

Then:

**Step 1:** Click on ‘Enter Secure Area’

**Step 2:** Type your Student Banner ID and your PIN (password)

**Step 3:** Click ‘Login’ button
First Time Login:

Login Verification Security Question and Answer

If you forget your PIN, you can reset it yourself without calling for assistance.

Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you remember your answer, limit it to 30 characters, limit spaces, and do not use special characters.

Step 1:
Enter your secret question & answer

Step 2:
Press on ‘Submit’
IV. Registration

Step 1: Select ‘Registration’

- **Personal Information**
  Update addresses, contact information, marital status or name; Change your PIN; Customize your directory profile.

- **Student and Financial Aid**
  Apply for Admission, Register, View your academic records and Financial Aid

- **Registration**
  Check your registration status, class schedule and add or drop classes

Step 2: Select ‘Add or Drop Classes’

- **Registration**
- **Select Term**
  Select the term that you want to register for
- **Registration Status**
  Check your academic and registration status (holds, academic standing...)
- **Add or Drop Classes**
  Register (Add/Drop) for your classes in order to build your schedule
  - **Week at a Glance**
    View your weekly class schedule by day and time
  - **Student Detail Schedule**
    View your class schedule in more details
Step 3: Click ‘Submit’

Registration Term

Select a Term: Fall 2017-2018

Submit

Step 4: Enter your CRNs to Register

Add or Drop Classes

Add Classes Worksheet

CRNs

Submit Changes  Class Search  Reset

Your Added Classes will appear in the same page
Your can also search for available classes using the below steps:

Step 1: Click on ‘Class Search’

Step 2: Use the selection options to search the class schedule and click on ‘Class Search’

Step 3: Select the class you desire to register for

Step 4: Press on ‘Register ‘or ‘Add to Worksheet’
In both methods,

✓ Your Added Classes with their details will appear in the page ‘Add or Drop Classes’
✓ Every time you add/drop a class, your total Credit, Billing and Maximum Hours will be displayed

Add or Drop Classes

To add a class, do one of the following:

- If you know the Course Reference Number (CRN), enter it in the *Add Classes Worksheet* section then click the "Submit Changes" button.
- If you don’t know the CRN, click the "Class Search" button to search for the required class.

To drop a class, use the options available in the Action pull-down list.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj Cnse Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
</table>
| **Web Registered**  
on Jan 21, 2010    | 52041 | ENG 120 A03 Premier | 3.000 |            | Reussir/Echouer Anglais III |

Total Credit Hours: 3.000
Billing Hours: 4.000
Maximum Hours: 9.000
Date: Jan 21, 2010 07:58 pm

Add Classes Worksheet

CRNs

Submit Changes  Class Search  Reset

24016059  Samar S. Mel Hanna
Printemps 2009 – 2010
Jan 21, 2010 07:58 pm
V. **Drop a Class**

**Step 1:** Choose ‘Add or Drop Classes’ from Registration menu

**Step 2:** Click the arrow under the ‘Action’ heading next to the course you wish to drop. Select ‘DROP’.

**Step 3:** Press on ‘Submit Changes’

VI. **View Your Schedule**

**Step 1:** Choose ‘Week at a glance’

**Step 2:** Check your schedule
VII. Exit Your Account

For Security reasons, click on ‘EXIT’ in the right hand corner of your screen and close the browser after you finish.

VIII. Registration Errors

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Meaning</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Conflict with another CRN</td>
<td>Time conflict error occurs when the course displaying the error has a time that conflicts or overlaps with a course for which the student is already registered.</td>
<td>You must choose another CRN of another section for the same course.</td>
</tr>
<tr>
<td>Closed Section</td>
<td>It simply means that the section is full to its maximum seats.</td>
<td>Student must choose another section for the same course.</td>
</tr>
<tr>
<td>Pre-requisite/Test Score Error</td>
<td>You have not met the pre-requisite established for the course.</td>
<td>Register for the Pre-requisite first or visit your advisor for help.</td>
</tr>
<tr>
<td>Co-requisite Restriction</td>
<td>The course requested requires enrollment in another course(e.g. lab or lecture) during the same semester.</td>
<td>Select the indicated required course.</td>
</tr>
<tr>
<td>Duplicate CRN</td>
<td>You have already registered for this course/section</td>
<td>Drop the course from your schedule.</td>
</tr>
<tr>
<td>CRN does not exist</td>
<td>The five digit CRN you entered is not recognized by the system.</td>
<td>Enter the correct CRN number.</td>
</tr>
<tr>
<td>Student Status Prohibits Registration</td>
<td>Student Record is not active.</td>
<td>Contact the Registrar’s Office.</td>
</tr>
<tr>
<td>Maximum Hours Exceeded</td>
<td>Registration exceeds the maximum number of hours permitted</td>
<td>Contact the Registrar’s Office.</td>
</tr>
<tr>
<td>Academic Standing Prohibits registration</td>
<td>Your academic standing does not allow registration.</td>
<td>Contact the Registrar’s Office.</td>
</tr>
<tr>
<td>Level Restriction</td>
<td>Only students of a certain level can register for the course.</td>
<td>Contact the Registrar’s Office.</td>
</tr>
<tr>
<td>Major Restriction</td>
<td>Enrollment in course is limited to specified major</td>
<td>Select another course or gain admission to the major specified.</td>
</tr>
</tbody>
</table>

Request an Override: