

Accessing the Student Information for Registration

To access the Registration Menu, perform these steps:

Instructions

1. On the **Main Menu**, click **Faculty and Advisors**. The **Faculty and Advisors Menu** appears.

The screenshot shows the 'Main Menu' page. At the top, there are tabs for 'Personal Information' and 'Faculty Services'. Below the tabs is a search bar with a 'Go' button. On the right side, there are links for 'ACCESSIBILITY', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Main Menu' and contains a welcome message: 'Welcome to Prairie View A&M University!'. Below this, there are two main sections: 'Personal Information' with a description 'Update addresses, contact information or marital status; review name or social security number change information; Change your PIN.' and 'Faculty and Advisors' with a description 'View class lists, enter office hours, enter grades, advisee listing, register students and view advisee information.' There is also a link for 'WebCT.com, The e-Learning Hub' and a note 'Find online help, research tools, discussions, and more!'. At the bottom left, it says 'RELEASE: 7.4' and at the bottom right, 'Powered by SunGard SCT'.

2. On the **Faculty and Advisors Menu**, click **Student Information Menu**. The **Student Information Menu** appears.

The screenshot shows the 'Faculty and Advisors' page. It has the same top navigation as the previous page. The main content area is titled 'Faculty and Advisors' and contains a section for 'Student Information Menu' with a description 'View student addresses, telephone numbers, email address, schedule, academic transcript, registration history, test scores and holds. Register advisees.' Below this, there is a list of links: 'Term Selection', 'CRN Selection', 'Faculty Detail Schedule', 'Week at a Glance', 'Detail Class List', and 'Summary Class List'. At the bottom left, it says 'RELEASE: 7.4' and at the bottom right, 'Powered by SunGard SCT'.

3. On the **Student Information Menu**, click on **Term Selection** (this is required for any new log in session in Banner Panthertracks.)

The screenshot shows the 'Student Information' page. It has the same top navigation. The main content area is titled 'Student Information' and contains a list of links: 'Term Selection', 'ID Selection', 'Student Information', 'Student Address and Phones', 'Student E-mail Address', 'Student Schedule', 'Registration Overrides', 'Add or Drop Classes', 'Academic Transcript', 'Electronic Gradebook for a Student', 'Degree Evaluation', 'Active Registrations', 'Registration History', 'Advisee Listing', 'View Test Scores', and 'View Holds'. At the bottom left, it says 'RELEASE: 7.4' and at the bottom right, 'Powered by SunGard SCT'.

4. Select the Term and click **Submit**. Select the **Student Information Menu** again.

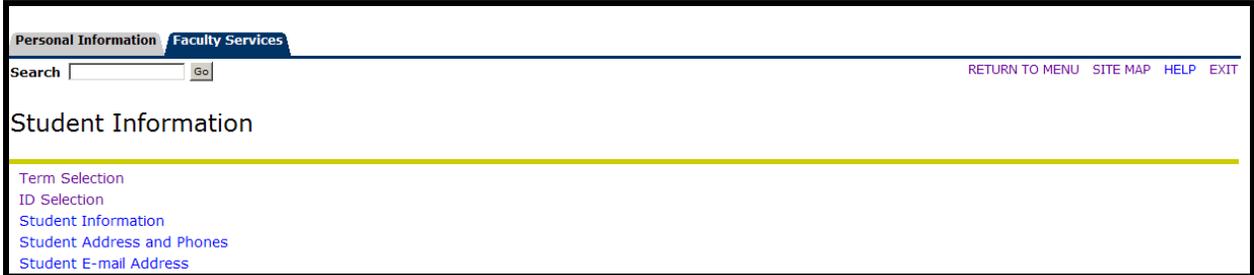
Select Term

Select a Term:

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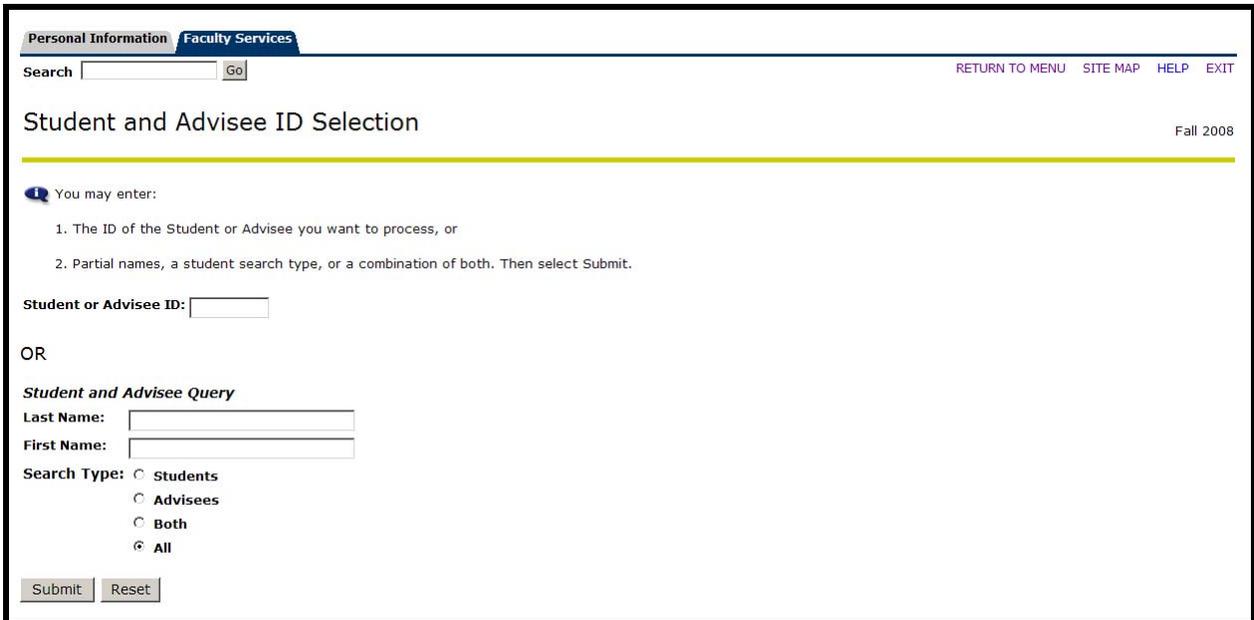
Finding a student

5. At the **Student Information Menu**, select **ID Selection**.



The screenshot shows a web interface with a navigation bar containing "Personal Information" and "Faculty Services". Below the navigation bar is a search bar with a "Go" button and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main heading is "Student Information". A list of menu items is displayed: "Term Selection", "ID Selection", "Student Information", "Student Address and Phones", and "Student E-mail Address".

6. At the **Student and Advisee ID Selection**, enter the Student ID number or search for an Advisee Last or First Name and click the **Submit** button.



The screenshot shows a web interface for "Student and Advisee ID Selection". It features a navigation bar with "Personal Information" and "Faculty Services", a search bar with a "Go" button, and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The page title is "Student and Advisee ID Selection" with "Fall 2008" on the right. A help icon and text state: "You may enter: 1. The ID of the Student or Advisee you want to process, or 2. Partial names, a student search type, or a combination of both. Then select Submit." Below this is a text input field labeled "Student or Advisee ID:". An "OR" separator follows. Under the heading "Student and Advisee Query", there are two text input fields for "Last Name:" and "First Name:". Below these are radio buttons for "Search Type": "Students", "Advisees", "Both", and "All" (which is selected). At the bottom are "Submit" and "Reset" buttons.

7. The **Student Verification** page will display. Click the **Submit** button if this is the student record you seek or select **ID Selection** to search for another student record.

Personal Information Faculty Services

Search Go RETURN TO MENU SITE MAP HELP EXIT

Student Verification

Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

Student Name is the name of the student or advisee that you selected.

Submit

[ID Selection]

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8. The **Student Information** page will display. Select **Add or Drop Classes** button if you will be registering the student for their class schedule.

Personal Information Faculty Services

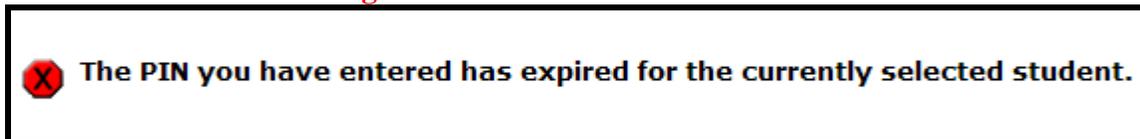
Search Go RETURN TO MENU SITE MAP HELP EXIT

Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Registration Overrides
- Add or Drop Classes

- The **Faculty Student PIN** page will display. Turn the keyboard to the student and ask them to input their Student PIN (this is their PIN they use to access their records via Panthertracks.)

Note the student must first log-in to the Banner Panthertracks system for the first time prior to registration or the following message will appear and require the student to log-in for the first time and change their PIN.



- The **Add or Drop Classes** page will display.

Adding a Class

To Add a Class, perform these steps:

Instructions

- If you know the Course Reference Number (CRN) you can input them and click **Submit Changes...**

2. To search for classes, click on **Class Search**. The **Look Up Classes** page will appear.

PRAIRIE VIEW A&M UNIVERSITY 1876 **PANTHERTRACKS**

Personal Information **Student and Financial Aid**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Look Up Classes

P40000010 UG Training Student 11
Fall 2008
Apr 03, 2008 09:21 am

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 Class Search when your selection is complete.

Subject: Accounting | Ag and Human Resources | Agricultural Economics

Course Number:

Title:

Instructional Method: All | Face to Face | Internet

Credit Range: hours to hours

Campus: Prairie View-Main Campus | Spring-North West Center | Woodlands-Univ Center

Course Level: All | Doctorate | Graduate

Part of Term: All | Full Term
Non-date based classes only

Instructor:

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

[[Week at a Glance](#) | [Student Detail Schedule](#) | [View Holds](#)]

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3. On the **Look Up Classes** page, in the provided list boxes and drop-down lists, choose the desired details to narrow your search.

- Click **Class Search**. The **Look Up Classes** page appears, including all applicable **CRNs (Course Reference Numbers)**.

Personal Information Student and Financial Aid

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Look Up Classes P40000010 UG Training Student 11
Fall 2008
Apr 03, 2008 09:28 am

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found
Food Science

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	11189	FDSC	3583	P01	PV	3.000	Food Quality Assurance and Sanitation	T	02:00 pm-03:50 pm	20	0	20	TBA	08/25-12/10	0512 212	Food Science Lab Fee
<input type="checkbox"/>	11191	FDSC	3583	P81	PV	0.000	Food Quality Assurance and Sanitation	R	02:00 pm-03:50 pm	20	0	20	TBA	08/25-12/10	0512 212	Food Science Lab Fee

[[Week at a Glance](#) | [Student Detail Schedule](#) | [View Fee Assessment](#)]

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- To **Add a Class**, click a checkbox on the left side of the search results list to select a class.

*Classes that are closed (i.e., a class that has met its registration cap) will have a “C” in the Select checkbox.
If the Select area does not contain a Checkbox or ‘C’ then the class has already been registered for the term or has been added to the Worksheet.*

6. Click **Register**. The **Add or Drop Classes** page appears, displaying the current courses registered for and the date(s) the classes were added or dropped.



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UNIVERSITY

1876

PANTHERTRACKS

Personal Information **Student and Financial Aid**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Add or Drop Classes

P40000010 UG Training Student 11
Fall 2008
Apr 03, 2008 09:33 am

 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Apr 03, 2008	None <input type="button" value="v"/>	11136	SPCH	1003	P01	Undergraduate	3.000	Standard	Letter	Fundamentals of Speech Communication
Web Registered on Apr 03, 2008	None <input type="button" value="v"/>	10006	HDFM	2533	P01	Undergraduate	3.000	Standard	Letter	The Contemporary Family in Cross-Cultural Perspective
Web Registered on Apr 03, 2008	None <input type="button" value="v"/>	10023	ARTS	1203	P05	Undergraduate	3.000	Standard	Letter	Introduction to the Visual Arts
Web Registered on Apr 03, 2008	None <input type="button" value="v"/>	10035	ARTS	2283	P03	Undergraduate	3.000	Standard	Letter	Afro-American Art

Total Credit Hours: 12.000
Billing Hours: 12.000
Maximum Hours: 18.000
Date: Apr 03, 2008 09:33 am

Add Classes Worksheet

CRNs



If you are prevented from adding a class, you must clear registration problems before you can successfully register. Registration problems may include: Campus Restriction, Class Restriction, Level Restriction, Major Restriction, and Instructor Approval Required, etc. For a list of common errors, see Appendix A: Common Student Self-Service Errors in Banner Panthertracks Student Manual.



After a registration error is fixed, the class which produced the error must be added again for it to be included in the current list of registered classes.