

## SEARCH CLASSES AND REGISTRATION GUIDE





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### Introduction and Purpose

The purpose of this document is to introduce the registration functionality within the **Panthertracks for Students** portal.

### Related Policies, Regulations, Guiding Principles and Common Practices

Banner/Panthertracks is the Student Information System of record for Prairie View A&M University. Please keep in mind that the Family Educational Rights and Privacy Act (FERPA) applies to all who have access to the system and student data. Sharing of account passwords is prohibited.

# Impacted Departments, Units, Programs, and Centers

1. Students



### Browse Classes

The Panthertracks for Students dashboard provides demographics and other information about students including curriculum, schedule, and course history.

1. Navigate to Browse Classes.



**2.** Select a **Term** from the drop-down list to view available classes.



**3.** Select a **Subject** from the drop-down list.



PRAIRIE VIEW     A&M UNIVERSITY	
Student • Registration •	Select a Term   Browse Classes
Browse Classes	
Enter Your Search Criteria Term: Spring 2025 Subject Course Number	Accounting African American Studies Ag and Human Resources Agricultural Economics Agricultural Engineering

**4.** View course offerings. Pay close attention to course section start and end dates.

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Student • Registration • Select a Term • Browse Classes														
Browse Classes														
NOTE: Please pay close att Search Results — 3 Classes Term: Spring 2025 Subject: A	NOTE: Please pay close attention to Section Start and End Dates. Hover over "Meeting Day/Times" column to see the Start and End Dates. Sector Beaults - 1 Cases Them: String 2023 - 2 State: A gend Human Resources													igain
Title 0	Subject Description	Course Nu	u Section≎	Hours	CRN 0	Term °	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Linked Sections	☆.
Cooperative Occupational Ex	Ag and Huma	3379	P01	3	22162	Spring		S M T W T F S 05:00 PM - 07:50 PM Type: Clas	Main	12 of 15 seats re	Practicum			
ST/Ag Capstone Project	Ag and Huma	4341	P10	3	22086	Spring	Jones, Wash (Primary)	<u>змтwт</u> гз 05:00 РМ - 07:50 РМ Туре: Clas	Main	17 of 20 seats re	Lecture	Academic Affairs Crse Fee Ag HR Lab Fee		
Special Topics	Ag and Huma	4341	P11	3	22087	Spring		SM WTFS 05:00 PM - 07:50 PM Type: Clas	Main	9 FULL: 0 of 0	Lecture	Academic Affairs Crse Fee Ag HR Lab Fee		
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### Prepare for Registration

**Prepare for Registration** shows students their registration status for the semester. Students can view the date range that registration is open for them. Students can also view if they have any holds that prevent registration.

1. Navigate to Prepare for Registration.

# 🍇	PRAIRIE VIEW A&M UNIVERSITY
Hello M	ir.
Stu	dent Records Demographic Information Student Profile Registration Information - For Spring 2025 ONLY

#### **2.** Select a **Term** from the drop-down list.

PRAIRIE VIEW     A&M UNIVERSITY	
Student • Registration	• Select a Term
Select a Term	
Terms Open for Registration Spring 2025	<b>.</b>
Continue	

**3.** Review your **Registration Status**. View any holds you might have and the time frame you are able to register for the term.

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dent • Registration • Select a Term • Prepare for Registration	
epare for Registration	
egistration Status	
registration Status	Primary Curriculum Level: Undergraduate College: Engineering
Vour Student Status permits registration.	Program: BS in Computer Engineering Campus: Main Campus Catalog Toming 2025
You have holds which prevent registration. Advisor Hold - Registration Reason: Needs advisement From Date: 02/24/2025 To Date: 12/31/2099 Processes Affected: Registration	Admit Term: Spring 2025 Admit Type: Transfer Major: Computer Engineering Department: Electrical & Computer Engr
Vou have holds which do not prevent registration. 6 State Drops Remaining Reason: State Drop Limit From Date: 02/21/2025 To Date: 12/31/2099	
Time tickets allow registration at this time. Please register within these times: 02/13/2025 12:00 AM - 05/01/2025 11:59 PM	



### Register for Classes

**Register for Classes** allows students to register for classes. Functionality may not be accessible while registration is closed.

1. Navigate to Register for Classes.



#### 2. Select a Term from the drop-down list.

PRAIRIE VIEW     A&M UNIVERSITY	
Student • Registration	• Select a Term
Select a Term	
Terms Open for Registration Spring 2025 Continue	¥

3. Note registration status/messages. Clear messages by clicking Ok.

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🗱 💽 Test5, Student <mark>2</mark>
9 You have holds which prevent registration.
Advisor Hold - Registration Reason: Needs advisement From Date: 02/24/2025 To Date: 12/31/2009 Processes Affect Registration
Ok
You can register from 02/13/2025 12:00 AM to     05/01/2025 11:59 PM

**4.** Note 3 search options identified on the tabs below: **Find Classes**, **Enter CRNs**, and **Schedule and Options**. Click on the tab to select your search option preference.

Student • Registration • Select a Term • Register for Classes											
Register for Classes											
Find Classes Enter CRNs Schedule and Options											
Enter Your Search Criteria  Term: Spring 2025 Subject Course Number Part Of Term Search Clear  Advanced Search											

**5.** When searching for classes note the **Part of Term**, the start and end dates and number of weeks the courses are offered.

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PRAIRIE VIEW												
Student • Registration • Select a Term • Register	for Classes											
Register for Classes												
Find Classes Enter CRNs Schedule and Options												
Enter Your Search Criteria 0 Term: Spring 2025												
Subject 🗙 African American Studies												
Course Number 2301												
Part Of Term												
1st 8 Weeks 01/22/2025 - 03/04/2025												
2nd 8 Weeks 03/17/2025 - 05/09/2025	2nd 8 Weeks 03/17/2025 - 05/09/2025											
Full Term 01/22/2025 - 05/14/2025	Full Term 01/22/2025 - 05/14/2025											
January Mini-Mester 12/26/2024 - 01/17/20	25											

**6.** After selecting the **Subject** and **Course Number**, notice the available and closed sections. Closed sections appear in **red**.

<u>Student</u> • <u>Regi</u>	udent • Registration • Select a Term • Register for Classes														
Register for Cla	isses														
Find Classes Enter	CRNs S	chedule and	Options												
NOTE: Please pay close attention to Section Start and End Dates. Hover over "Meeting Day/Times" column to see the Start and End Dates. Search Again Term: Spring 2025 Subject: Springh, Course Number: 1301											ain				
Title \$	Subject De	šcr Course	l Sectiôn	Hours	CRN≎	Term≎	Instructor	Meeting Day/Times	Campus	Status	Schedule Type	Attribute	Linked Sec	Add	¢.
Elementary Spanish I	Spanish	1301	P01	3	21054	Spri	Fernandez, Alfred	S M T W T F S 09:30 AM - 10:50 AM	Mai	<b>FULL</b> : 0	Lecture	Academic Affairs Crse Fee Zero-Textbook Cost		Add	
Elementary Spanish I	Spanish	1301	P02	3	21055	Spri	Quintero, Zully (Pr	S M T W T F S 11:00 AM - 12:20 PM	Mai	FULL: 0 Time Conflict!	Lecture	Academic Affairs Crse Fee Zero-Textbook Cost		Add	
Elementary Spanish I	Spanish	1301	P03	3	21056	Spri	Quintero, Zully (Pr	SMTWTFS 12:30 PM - 01:50 PM	Mai	5 of 25 seat	Lecture	Academic Affairs Crse Fee Zero-Textbook Cost		Add	

**7.** Select the open class you wish to register for and click the **Add** button.

Re	Register for Classes																
Fir	Find Classes Enter CRNs Schedule and Options																
NOTE: Please pay close attention to Section Start and End Dates. Hover over "Meeting Day/Times" column to see the Start and End Dates. Search Results - 13 classes Term: Spring 2025 Subject: Counseling												earch Agai	n				
ŀ	litle	٥	Subject Descr	Course I	Sectiôn	Hours	CRN≎	Term≎	Instructor	Meeting Day/Times	Campus	Status	Schedule Type	Attribute	Linked Se	ĸ Add	₩.
B	esearch and Measu	<u>r</u>	Counseling	5316	Z01	3	20509	Spri	Wines, Lisa (Prim	SMTWTFS - Type: Class Buildin	Inte	10 of 15 sea	Internet	Distance Education Waiver		Add	
P	lay Therapy		Counseling	5319	Z01	3	20511	Spri		SMTWTFS - Type: Class Buildin	Inte	9 of 15 seats	Internet	Distance Education Waiver		Add	
D	rugs and the Indiv		Counseling	5320	Z01	3	20512	Spri	Collins, Donald (P	SMTWTFS - Type: Class Buildin	Inte	2 of 15 seats	Internet	Distance Education Waiver		Add	
	M 🖣 Page 2	of	2 🕨 🕅 🛛 1	0 v Per	Page											Records	: 13

**8.** As you add courses to your schedule, you can view the courses you previously registered for to see a preview of your schedule.



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udent • <u>Registr</u>	ation • S	elect a	Term	<ul> <li>Reg</li> </ul>	ister fo	r Classes												
gister for Class	es																	
ed Classes Epilor CDM	Pahodulo or	od Ontions																
In Classes Enter Critic	s acriedule al	id Options																_
arch Results — 53 Clase rm: Spring 2025 Part Of	attention to Sec ses TermPart Of Term:	2nd 8 Week	and End E s 03/17/202	Dates. Ho 5 - 05/09/2	ver over " 025	Meeting Day	y/Times" column to se	e the Start and End Dates	i.								Search	١Ag
Title ≎	Subject Descript	i Course N	Section?	Hours	CRN ¢	Term ≎	Instructor	Meeting Day/Times		Campus S	tatus S	chedule Ty	pe Attribute			Linked Sections	Add	
rientation to Counseling a	Counseling	5305	Z01	3	20499	Sprin	Collins, Donald (Prim	SMTWTFS - Type:	Class Building: Nor	Internet 1	4 of 15 seats r In	ternet	Distance	Education Waiver			Add	
roup Dynamics	Counseling	5313	Z01	3	20506	Sprin	Tate. Selena (Primary)	SMTWTFS - Type:	Class Building: Nor	Internet 6	of 15 seats re In	ternet	Distance	Education Waiver			Add	
chool Counseling in a Mult	Counseling	5315	Z01	3	20508	Sprin	Wines, Lisa (Primary)	SMTWTFS - Type:	Class Building: Nor	Internet 3	of 15 seats re In	ternet	Distance	Education Waiver			Add	
ssearch and Measuremen	Counseling	5316	Z01	3	20509	Sprin	Wines, Lisa (Primary)	SMTWTFS - Type:	e: Class Building: Non Internet 10 of 15 seats r Internet Distance Education Waiver			Add						
ay Therapy	Counseling	5319	Z01	3	20511	Sprin		SMTWTFS - Type:	Class Building: Nor	Internet 9	of 15 seats re In	ternet	Distance	Education Waiver			Add	
													-				1	-
Chedule III Schedule I	Details								🗊 Summary								I	uitio
Schedule for Spring 2025									Title		Details	Hours	CRN	Schedule Type	Status	Action		
m	Monday	Tu	esday	Wedne	esday	Thursday	Enday	Saturday	Orientation to Co	unseling and	CNSL 5305, Z01	3	20499	Internet	Pending	Add Course	Ŧ	
m									American Gover	iment	POSC 2305, P01	3	20546	Lecture	Registered	None	*	
100	Amarinar Calmá	ns Calmón	with Analytic	American	Calmins	Calculus with An	abrin Constrant Construment		Calculus with An	alytic Geometry	MATH 2413, P03	4	20244	Lecture	Registered	None	*	
	Governmen with Anal Geometry	dic Geometry I		Government	ith Analytic Ge Secretry I	ometry I			Operating System	15	COMP 3306, P02	3	20081	Lecture	Registered	None	*	
m									Programming for	Computer En	ELEG 1301, P01	3	20336	Lecture	Registered	None	v	
m	University Physics	-		<u>University</u>	Physics I		University Physics I		University Physic	হা	PHYS 2325, P02	3	21139	Lecture	Registered	None	¥	
		Operatio	g Systems		~	Operating System	ms											

#### **9.** Click the **Submit** button to change the status from **Pending** to **Registered**.

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Student • Registr	ation - S	elect a ]	[erm	Reg	ister fo	r Classe											
Register for Classe	es																
Find Classes Enter CRNs	s Schedule an	d Options															
NOTE: Please pay close a Search Results — 53 Class Term: Spring 2025 Part Of 1	attention to Sect les TermPart Of Term:	ion Start a 2nd 8 Week	and End D s 03/17/202	Dates. Ho 5 - 05/09/20	<b>ver over "</b> 025	Meeting Da	y/Times" column to se	ee the Start and End Dates.								Search	Again
Title 0	Subject Descripti	CourseNu	Section	Hours	CRN ¢	Term 0	Instructor	Meeting Day/Times		Campus	Status	Schedule Type	Attribute		Linked Sections	Add	*.
Orientation to Counseling a	Counseling	5305	Z01	3	20499	Sprin	Collins, Donald (Prim	SMTWTFS - Type: C	Class Building: Non	Internet	14 of 15 seats r	Internet	Distance Education W	aiver		Add	
Group Dynamics	Counseling	5313	Z01	3	20506	Sprin	Tate, Selena (Primary)	SMTWTFS - Type: C	Class Building: Non	Internet	6 of 15 seats re	Internet	Distance Education W	aiver		Add	
School Counseling in a Mult	Counseling	5315	Z01	3	20508	Sprin	Wines, Lisa (Primary)	SMTWTFS - Type: C	Class Building: Non	Internet	3 of 15 seats re	Internet	Distance Education W	aiver		Add	U
Research and Measuremen	Counseling	5316	Z01	3	20509	Sprin	Wines, Lisa (Primary)	SMTWTFS - Type: C	Class Building: Non	Internet	10 of 15 seats r	Internet	Distance Education W	aiver		Add	
Play Therapy	Counseling	5319	Z01	3	20511	Sprin		SMTWTFS - Type: C	Class Building: Non	Internet	9 of 15 seats re	Internet	Distance Education W	alver		Add	
Sebadula II Sebadula I	Details															Th	ition and F
ass Schedule for Spring 2025	Jetailo								Title		Details	Hours	CRN Scheduk	Type Status	Action		*
Sunday 6am	Monday	Tue	sday	Wedne	esday	Thursday	Friday	Saturday	Drientation to Cou	nseling and	CNSL 5305, 201	3	20499 Internet	Pending	Add Course	*	ר
7am									American Governm	nent	POSC 2305, P01	3	20546 Lecture	Registered	None	*	_
8am	American Calculu		with Analytic	American	Calculus	Calculus with A	witte OAmerican Government	1	. Calculus with Anal	vtic Geometr	네 MATH 2413, P03	4	20244 Lecture	Registered	None	•	
9am	Geometry	is sectored		6	ecmetry I				, Operating System	8	COMP 3306, P02	3	20081 Lecture	Registered	None	*	
10am	University Physics I			University	Physics I		University Physics I		Programming for C	Computer En	ELEG 1301, P01	3	20336 Lecture	Registered	None		
									University Physics	1	PHYS 2325, P02	3	21139 Lecture	Registered	None	*	
Tiam		- Sterain	e creating		Ĩ	Not and a state		-	Total Hours   Registe	ered: 18   Billing	g: 16   CEU: 0   Min: 0   M	ax: 18					
Panels -																	Submit



### Student Schedule

The **Student Schedule** allows students to view their registered classes in a graphical interface.

**1.** Navigate to **Student Schedule**.



2. Note the following tabs: Look Up Schedule, Active Registrations, Schedule, and Schedule Details.

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ARM UNIVERSITY												· • •	is, sidue
Student • Registration •	View Registra	ation Informat	ion										
View Registration Inform	ation												
Look up a Schedule Active Registration	ns												
Class Schedule													a
Term: Spring 2025	*												Ð
Title *	Details	Hours 0	CRN 0	Schedule Type C	Grade Mode 0	Level	Part Of Term	Study Path	Date 0	Status	0	Message	° #.
American Government	POSC 2305, P01	3	20546	Lecture	Standard Letter	Undergraduate	Full Term	None	01/17/2025	Registered		Registered01/17/20	25
Calculus with Analytic Geometry I	MATH 2413, P03	4	20244	Lecture	Standard Letter	Undergraduate	Full Term	None	01/17/2025	Registered		Registered01/17/20	25
Operating Systems	COMP 3306, P02	3	20081	Lecture	Standard Letter	Undergraduate	Full Term	None	01/17/2025	Registered		Registered01/17/20	25
Programming for Computer Engineering I	ELEG 1301, P01	3	20336	Lecture	Standard Letter	Undergraduate	Full Term	None	01/17/2025	Registered		Registered01/17/20	25
University Physics I	PHYS 2325, P02	3	21139	Lecture	Standard Letter	Undergraduate	Full Term	None	01/17/2025	Registered		Registered01/17/20	25
Total Hours   Registered: 16   Billing: 16   CEU:	: 0   Min: 0   Max: 18												
Schedule III Schedule Details					110								
Class schedule for spring 2025 Sunday		Monday		Tuesday	We	dnesday	Thursday		Friday		Satu	rday	
7.0011	_		-										
Sam	1 A	merican Governme Calcul Geometry	us with Analysis L	Calculus with Analytic Geometry	xi American Governm	Geometry 1	Calculus with Analytic Geometry.	American Gove	emment				
9am													
10am	<u>ou</u>	niversity.Physica.I			O University Physics	1		University Phys	Lasi				
11am				Operating Systems			Ocerating Systems						
12pm			_										
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Lakaca and control cardinality ( Centrality Control ( Experience) ( Expe	Colleg 313, PU3 COLLEG 1330, PO2 ELEG 1330, PO2 PHYS 2325, PO2 0   Mox: 0   Max: 15	<ul> <li>Monday</li> <li>Monday</li> <li>matrix/LPassal</li> </ul>	20044 20081 20336 21139 21139	Lecture Lecture Lecture Lecture Tuesday Venetical Index	Sandard Letter Standard Letter Standard Letter Standard Letter Meteoriek Met	Undergraduate Undergraduate Undergraduate Undergraduate detestday detestday	Full term Full Term Full Term Full Term Thursday Thursday Consider the Annels Decement	Nora Nora Nora Nora Stansatubat	Friday	Registered Registered Registered	Satur	Registered 11/120 Registered 11/120 Registered 11/120 Registered 11/120 R	25 25 25 ecords: 5

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### Registration Dashboard

Alternatively, **Prepare for Registration**, **Register for Classes**, **Browse Classes** and **View Registration Information (Student Schedule)** can be viewed through the **Registration Dashboard**. The dashboard is accessible by clicking on the **Registration** link at the top of any registration sub-menu.

PRAIRIE VIEW			
Student • Registration			
PRAIRIE VIEW	¢	2	Test5, Student
Student • Registration			
Registration			
What would you like to do?			^ _
Prepare for Registration       Register for Classes         View registration status, update student term data, and complete pre-registration requirements.       Search and register for your classes. You can also view and manage your schedule.	1		
Browse Classes Looking for classes? In this section you can browse classes you find interesting.			
			•