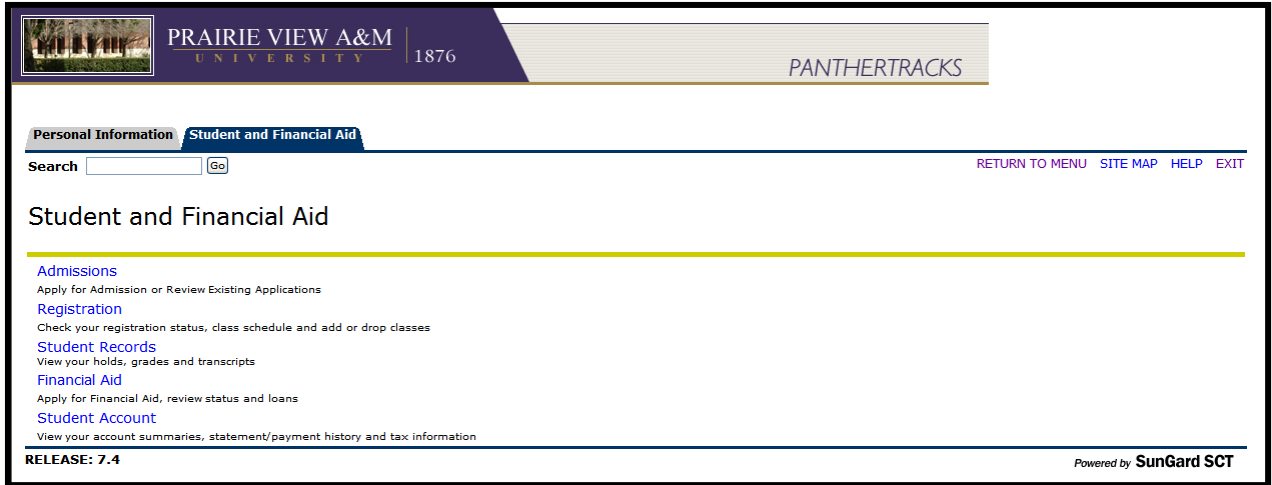


## Accessing the Registration Menu

To access the Registration Menu, perform these steps:

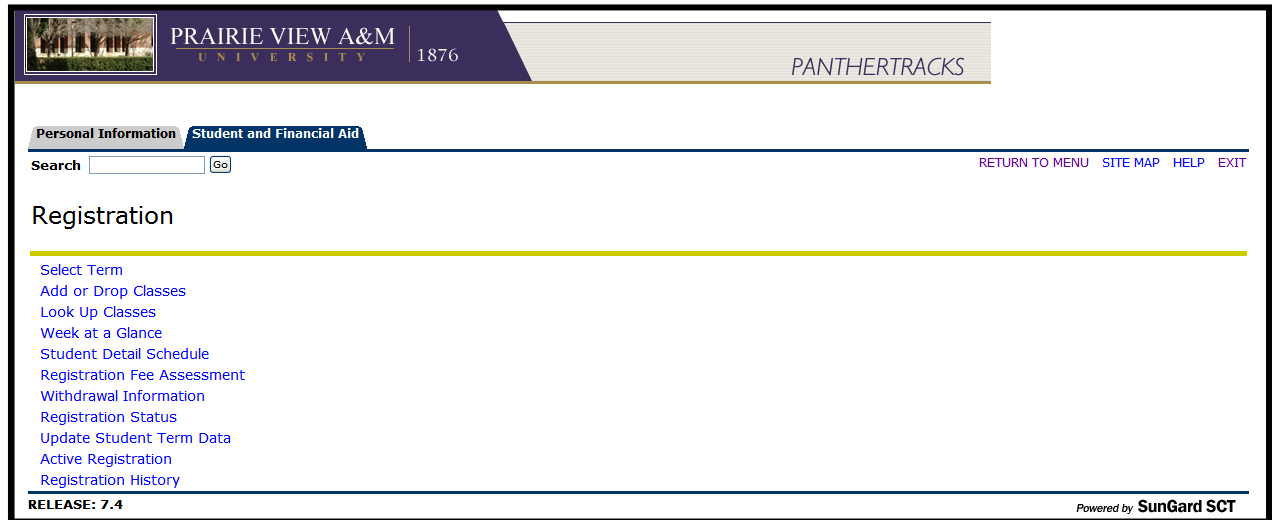
### Instructions

1. On the **Main Menu**, click **Student & Financial Aid Menu**. The **Student & Financial Aid Menu** appears.



The screenshot shows the PantherTracks interface for Prairie View A&M University. The header includes the university logo, name, and year (1876), along with the PantherTracks logo. Below the header, there are two tabs: "Personal Information" and "Student and Financial Aid", with the latter being selected. A search bar with a "Go" button is located on the left, and navigation links "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT" are on the right. The main content area is titled "Student and Financial Aid" and contains a list of links: "Admissions" (Apply for Admission or Review Existing Applications), "Registration" (Check your registration status, class schedule and add or drop classes), "Student Records" (View your holds, grades and transcripts), "Financial Aid" (Apply for Financial Aid, review status and loans), and "Student Account" (View your account summaries, statement/payment history and tax information). The footer includes "RELEASE: 7.4" and "Powered by SunGard SCT".

2. On the **Student & Financial Aid Menu**, click **Registration**. The **Registration Menu** appears.



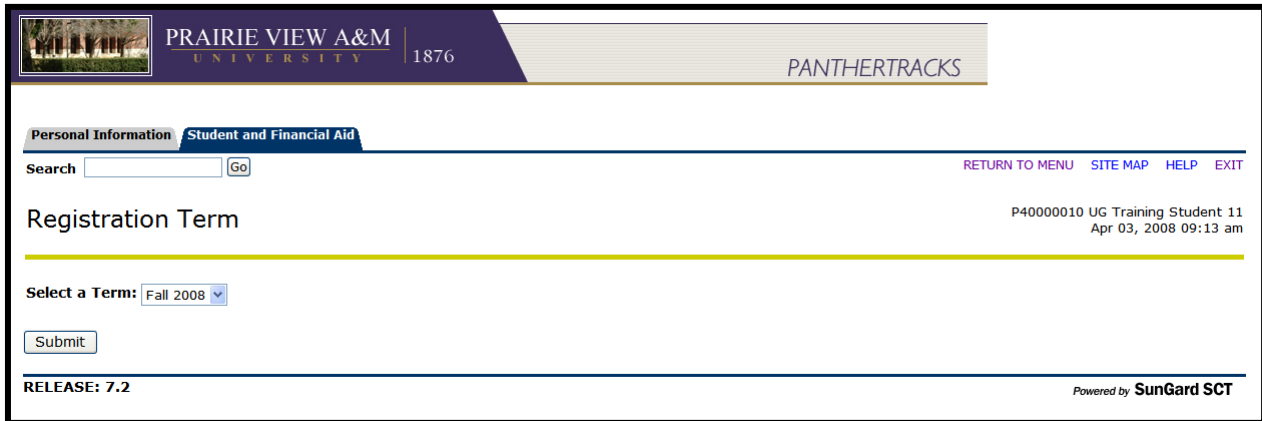
The screenshot shows the PantherTracks interface for Prairie View A&M University, specifically the Registration Menu. The header is identical to the previous screenshot. The "Student and Financial Aid" tab is still selected. The search bar and navigation links remain. The main content area is titled "Registration" and contains a list of links: "Select Term", "Add or Drop Classes", "Look Up Classes", "Week at a Glance", "Student Detail Schedule", "Registration Fee Assessment", "Withdrawal Information", "Registration Status", "Update Student Term Data", "Active Registration", and "Registration History". The footer includes "RELEASE: 7.4" and "Powered by SunGard SCT".

## Checking Registration Status

To check Registration Status, perform these steps:

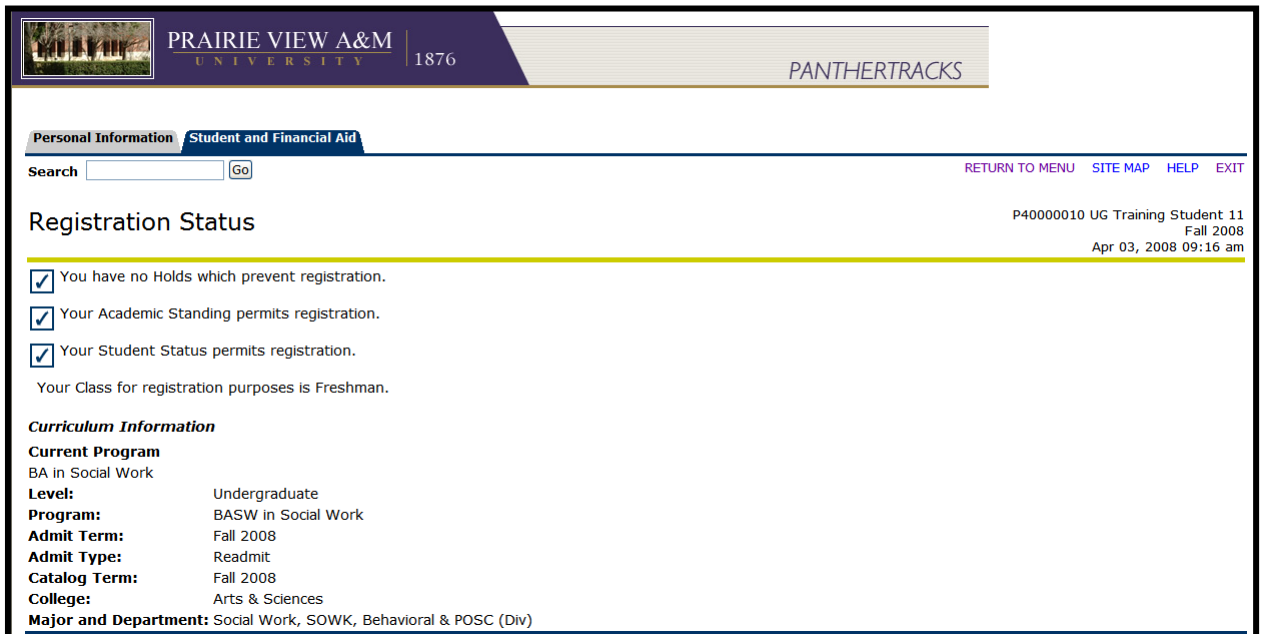
### Instructions

1. On the Registration Menu, click Registration Status. The Registration Term page appears.



The screenshot shows the PANTHERTRACKS interface. At the top left is the Prairie View A&M University logo with the year 1876. The page title is "Registration Term". Below the title is a search bar with a "Go" button and navigation links: "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". A dropdown menu for "Select a Term" is set to "Fall 2008", with a "Submit" button below it. The user information "P40000010 UG Training Student 11" and the date "Apr 03, 2008 09:13 am" are displayed in the top right. At the bottom left, it says "RELEASE: 7.2" and at the bottom right, "Powered by SunGard SCT".

2. In the **Select a Term** drop-down list, select the desired term.
3. Click **Submit**. The **Registration Status** page appears, including any information that may or may not affect your registration.



The screenshot shows the PANTHERTRACKS interface for the "Registration Status" page. The top navigation and user information are the same as in the previous screenshot. The page title is "Registration Status". Below the title, there are three checked checkboxes indicating registration eligibility: "You have no Holds which prevent registration.", "Your Academic Standing permits registration.", and "Your Student Status permits registration." Below these is the text "Your Class for registration purposes is Freshman." Under the heading "Curriculum Information", the "Current Program" is listed as "BA in Social Work". A table of details follows:

|                              |  |
|------------------------------|--|
| <b>Level:</b>                | Undergraduate                              |
| <b>Program:</b>              | BASW in Social Work                        |
| <b>Admit Term:</b>           | Fall 2008                                  |
| <b>Admit Type:</b>           | Readmit                                    |
| <b>Catalog Term:</b>         | Fall 2008                                  |
| <b>College:</b>              | Arts & Sciences                            |
| <b>Major and Department:</b> | Social Work, SOWK, Behavioral & POSC (Div) |

The user information "P40000010 UG Training Student 11" and the date "Apr 03, 2008 09:16 am" are displayed in the top right.



***If you are prevented from registering (adding or dropping) for 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 Dept. Head Approval Required, etc. For a list of common registration errors, see Appendix A: Common Student Self-Service Errors.***

## Accessing the Registration Menu

To access the Registration Menu, perform these steps:

### Instructions

1. On the **Main Menu**, click **Student & Financial Aid Menu**. The **Student & Financial Aid Menu** appears.

The screenshot shows the PantherTracks interface for Prairie View A&M University. The header includes the university logo, name, and year (1876), along with the PantherTracks logo. The navigation bar shows 'Personal Information' and 'Student and Financial Aid' (the active menu). A search bar is present with a 'Go' button. On the right, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Student and Financial Aid' and lists several options: Admissions (Apply for Admission or Review Existing Applications), Registration (Check your registration status, class schedule and add or drop classes), Student Records (View your holds, grades and transcripts), Financial Aid (Apply for Financial Aid, review status and loans), and Student Account (View your account summaries, statement/payment history and tax information). The footer indicates 'RELEASE: 7.4' and 'Powered by SunGard SCT'.

2. On the **Student & Financial Aid Menu**, click **Registration**. The **Registration Menu** appears.

The screenshot shows the PantherTracks interface for Prairie View A&M University, specifically the Registration menu. The header and navigation bar are identical to the previous screenshot. The main content area is titled 'Registration' and lists several options: Select Term, Add or Drop Classes, Look Up Classes, Week at a Glance, Student Detail Schedule, Registration Fee Assessment, Withdrawal Information, Registration Status, Update Student Term Data, Active Registration, and Registration History. The footer indicates 'RELEASE: 7.4' and 'Powered by SunGard SCT'.

## Search for a class

To Search for a Class, perform these steps:

### Instructions

1. On the **Registration Menu**, click **Look Up Classes**. The **Select Term** page appears.
2. In the **Search by Term**, select the desired term.
3. Click **Submit**. The **Look Up Classes** page appears.

The screenshot shows the 'Select Term or Date Range' page in PantherTracks. At the top, there is a navigation bar with the Prairie View A&M University logo and 'PANTHERTRACKS'. Below the navigation bar, there are tabs for 'Personal Information' and 'Student and Financial Aid'. A search bar is present with a 'Go' button. The page title is 'Select Term or Date Range'. On the right side, there is user information: 'P40000010 UG Training Student 11' and 'Apr 03, 2008 09:20 am'. The main content area is titled 'Search by Term:' and features a dropdown menu currently set to 'Fall 2008'. Below the dropdown are 'Submit' and 'Reset' buttons. Two red arrows point to the dropdown menu and the 'Submit' button. At the bottom, there is a footer with 'RELEASE: 7.3.3' and 'Powered by SunGard SCT'.

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


The screenshot shows the 'Look Up Classes' page in PantherTracks. At the top, there is a navigation bar with the Prairie View A&M University logo and 'PANTHERTRACKS'. Below the navigation bar, there are tabs for 'Personal Information' and 'Student and Financial Aid'. A search bar is present with a 'Go' button. The page title is 'Look Up Classes'. On the right side, there is user information: 'P40000010 UG Training Student 11', 'Fall 2008', and 'Apr 03, 2008 09:21 am'. A yellow banner contains the instruction: '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.' The main content area contains several search criteria: 'Subject' (dropdown menu with 'Accounting', 'Ag and Human Resources', and 'Agricultural Economics' options), 'Course Number' (text input), 'Title' (text input), 'Instructional Method' (dropdown menu with 'All', 'Face to Face', and 'Internet' options), 'Credit Range' (two text inputs for 'hours to'), 'Campus' (dropdown menu with 'Prairie View-Main Campus', 'Spring-North West Center', and 'Woodlands-Univ Center' options), 'Course Level' (dropdown menu with 'All', 'Doctorate', and 'Graduate' options), 'Part of Term' (dropdown menu with 'All' and 'Full Term' options), 'Instructor' (text input), 'Start Time' (Hour, Minute, and am/pm dropdowns), 'End Time' (Hour, Minute, and am/pm dropdowns), and 'Days' (checkboxes for Mon, Tue, Wed, Thur, Fri, Sat, Sun). At the bottom, there are 'Class Search' and 'Reset' buttons. A red arrow points to the 'Class Search' button. At the bottom, there is a footer with 'RELEASE: 7.3.3', a navigation menu with '[ Week at a Glance | Student Detail Schedule | View Holds ]', and 'Powered by SunGard SCT'.

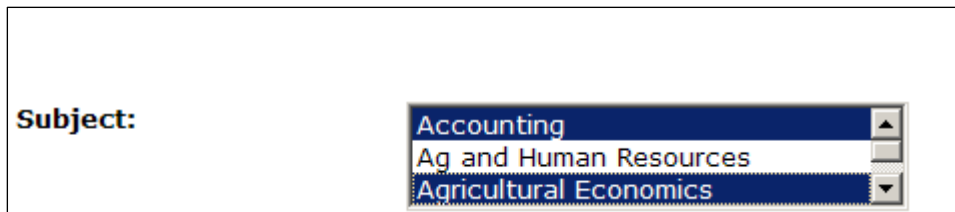


To enhance your search capabilities, consider using the CTRL button on your keyboard to highlight more than one subject area at a time.

**Search examples:**

**Search for two or more subject areas**

1. In the **Subject** block select the first subject area.
2. Using you're the scroll bar, move to the second subject area. Hold down the **CTRL**  button on your keyboard while highlight the second course with the mouse.

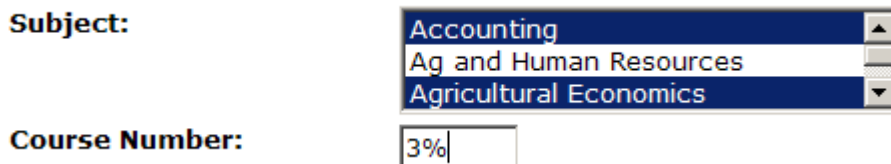


3. If desired select any other search criteria
4. Click **Class Search**

Results from this search example would be all Accounting and Agriculture Economics classes available for the term.

**Search for two or more subject areas by course number**

1. Using the instructions above, go to the Course Number block
2. The wildcard character % can be used to further delineate the search.



5. If desired select any other search criteria
6. Click **Class Search**

Results from this search example would be all of the 3000 level Accounting and Agriculture Economics classes available for the term.



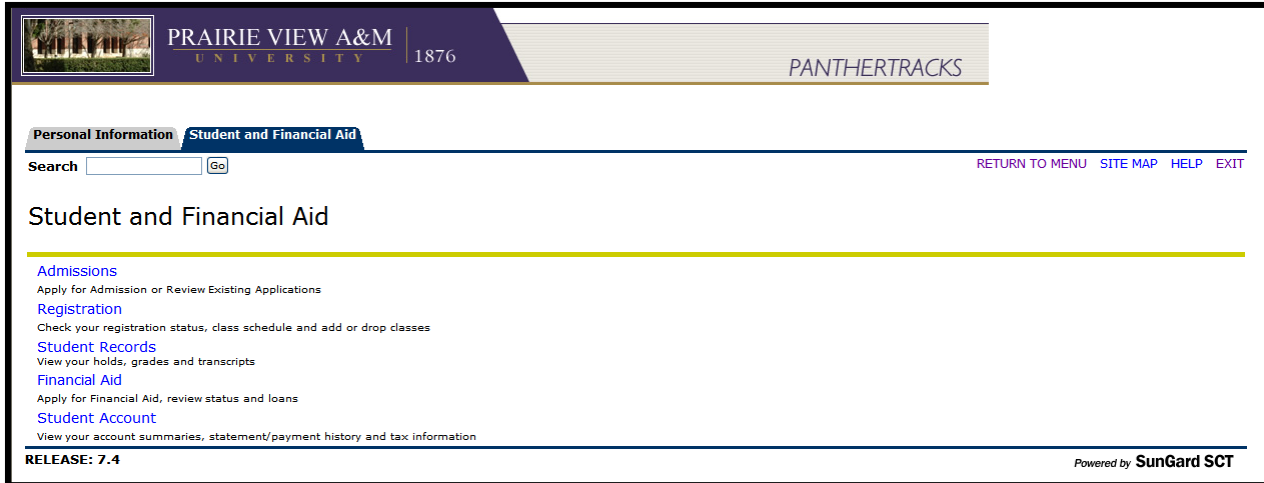
To see all courses offered via Internet at PVAMU, use the CTRL key and scroll bar to highlight all of the subjects and then select Internet in the Instructional Mode block.

## Accessing the Registration Menu

To access the Registration Menu, perform these steps:

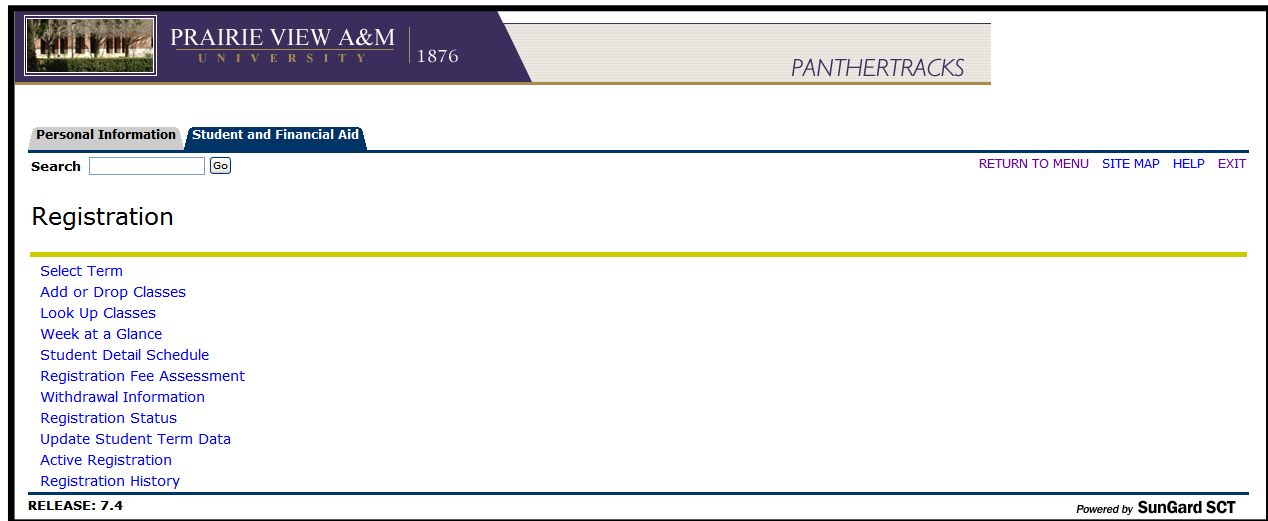
### Instructions

1. On the **Main Menu**, click **Student & Financial Aid Menu**. The **Student & Financial Aid Menu** appears.



The screenshot shows the PantherTracks interface for Prairie View A&M University. The header includes the university logo, name, and year (1876), along with the PantherTracks logo. The navigation bar shows 'Personal Information' and 'Student and Financial Aid' (the active menu). A search bar is present with a 'Go' button. On the right, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Student and Financial Aid' and lists several options: Admissions (Apply for Admission or Review Existing Applications), Registration (Check your registration status, class schedule and add or drop classes), Student Records (View your holds, grades and transcripts), Financial Aid (Apply for Financial Aid, review status and loans), and Student Account (View your account summaries, statement/payment history and tax information). The footer includes 'RELEASE: 7.4' and 'Powered by SunGard SCT'.

2. On the **Student & Financial Aid Menu**, click **Registration**. The **Registration Menu** appears.




The screenshot shows the PantherTracks interface for Prairie View A&M University, specifically the Registration menu. The header and navigation bar are identical to the previous screenshot. The main content area is titled 'Registration' and lists several options: Select Term, Add or Drop Classes, Look Up Classes, Week at a Glance, Student Detail Schedule, Registration Fee Assessment, Withdrawal Information, Registration Status, Update Student Term Data, Active Registration, and Registration History. The footer includes 'RELEASE: 7.4' and 'Powered by SunGard SCT'.

## Alternate Registration PIN

Students requiring advisement before registration will need to obtain their Alternate Registration PIN from their major advisor. The Alternate Registration PIN is required before registration can begin.

Alternate PIN Verification Fall 2008

---

 Please enter your Alternate PIN to access registration. Please contact your advisor or department head to verify if you are eligible to register via Panthertracks. Your advisor or department head can provide you with the number required for web registration.


Alternate PIN:

## Adding a Class

To Add a Class, perform these steps:

### Instructions

1. On the **Registration Menu**, click **Look Up Classes**. The **Select Term** page appears.
2. In the **Search by Term**, select the desired term.
3. Click **Submit**. The **Look Up Classes** page appears.

 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:**  

**Course Number:**

**Title:**

**Instructional Method:**

**Credit Range:**  hours to  hours

**Campus:**

**Course Level:**


**Part of 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](#) ]

RELEASE: 7.3.3 Powered by SunGard SCT



4. On the **Look Up Classes** page, in the provided list boxes and drop-down lists, choose the desired details to narrow your search.
5. Click **Class Search**. The **Look Up Classes** page appears, including all applicable **CRNs (Course Reference Numbers)**.
6. To **Add a Class**, click a checkbox on the left side of the search results list to select a class.

PRAIRIE VIEW A&M UNIVERSITY 1876 PANTHERTRACKS

Personal Information Student and Financial Aid

Search  Go 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 |

Register Add to WorkSheet Class Search

RELEASE: 7.3.3 [ Week at a Glance | Student Detail Schedule | View Fee Assessment ] Powered by SunGard SCT



***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.***

- 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.

**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   | 11136 | SPCH | 1003 | P01 | Undergraduate | 3.000 | Standard | Letter | Fundamentals of Speech Communication                  |
| **Web Registered** on Apr 03, 2008 | None   | 10006 | HDFM | 2533 | P01 | Undergraduate | 3.000 | Standard | Letter | The Contemporary Family in Cross-Cultural Perspective |
| **Web Registered** on Apr 03, 2008 | None   | 10023 | ARTS | 1203 | P05 | Undergraduate | 3.000 | Standard | Letter | Introduction to the Visual Arts                       |
| **Web Registered** on Apr 03, 2008 | None   | 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.**