

TEMPLE UNIVERSITY®  
Japan Campus

# Banner Registration Guide

# Registration Procedures: Summary

**1) Open Course Schedules to find Course Reference Number (CRN)**

Link: <http://www.tuj.ac.jp/ug/academics/semester-info/schedule/index.html>

**\*\*\* Open Advising Session Report and get PIN#s (If new student or under Academic Warning)**

**2) Open Browser and log into TUportal: <https://tuportal.temple.edu>**

If you are unable to log into TUportal, contact Help Desk in Room #502

If you forgot your user ID or password, contact Computer Services in Room #500

**3) Click “Self-Service Banner” (SSB)**

**4) Click “Student” => “Add or Drop Classes”**

**5) Input CRN into “Add or Drop” page Click “Submit Changes”**

**\*\*\* To look up the number of seat remaining/number waitlisted for courses**

**- Click on “Look Up Classes” under “Student” in SSB**

**- Select Term => Click “Submit” => Enter Student ID# => Click “Submit”**

**- Select Subject and also Set Campus as “Japan” => Click “Class Search”**

# Course Schedule

Link: <http://www.tuj.ac.jp/ug/academics/semester-info/schedule/index.html>

All Departments

**Filter by:** Department  
GenEd  
Day & Time

Department	CRN	Course	Prior	GenEd	Title	Cr	Day&Time	Instructor	Special Info
Accounting	26647	Acct 2101 (801)	0001		Financial Accounting	3	TTh 10:20-11:50	Sigaty, D.	
Accounting	26648	Acct 2102 (801)	0002		Managerial Accounting	3	TTh 13:40-15:10	Sigaty, D.	PR: Acct 2101 (0001).
American Studies	26537	Am St 0862 (801)		GU	First Person America	3	MWF 11:30-12:30	Clark, W.	Notes: This course fulfills the U.S. Society (GU) requirement for students under GenEd and American Culture (AC) for students under Core.
Anthropology	26529	Anthro 2373 (801)	0253		Japanese Culture	3	TTh 10:20-11:50	Mock, J.	CL: As St 2373 (801).
Art	26839	Art 1101 (801)	C079		Introduction to Visual Language: Painting	3	TTh 15:50-18:20	Staff, T.	Notes: An extra media fee of 17,600 yen is required. Extra studio time is mandatory in this class.
Art	26831	Art 1201 (801)	C089		Introduction to Visual Language: 3-D Design	3	TTh 9:20-11:50	Hishiyama, Y.	Notes: An extra media fee of 17,600 yen is required. Extra studio time is mandatory in this class.
Art	26742	Art 1401 (801)	C069		Introduction to Visual Language: Drawing	3	TTh 13:10-15:40	Sakurai, K.	Notes: An extra media fee of 17,600 yen is required. Extra studio time is mandatory in this class.
Art	26840	Art 1401 (802)	C069		Introduction to Visual Language: Drawing	3	WF 8:50-11:20	Staff, T.	Notes: An extra media fee of 17,600 yen is required. Extra studio time is mandatory in this class.

Become familiar with

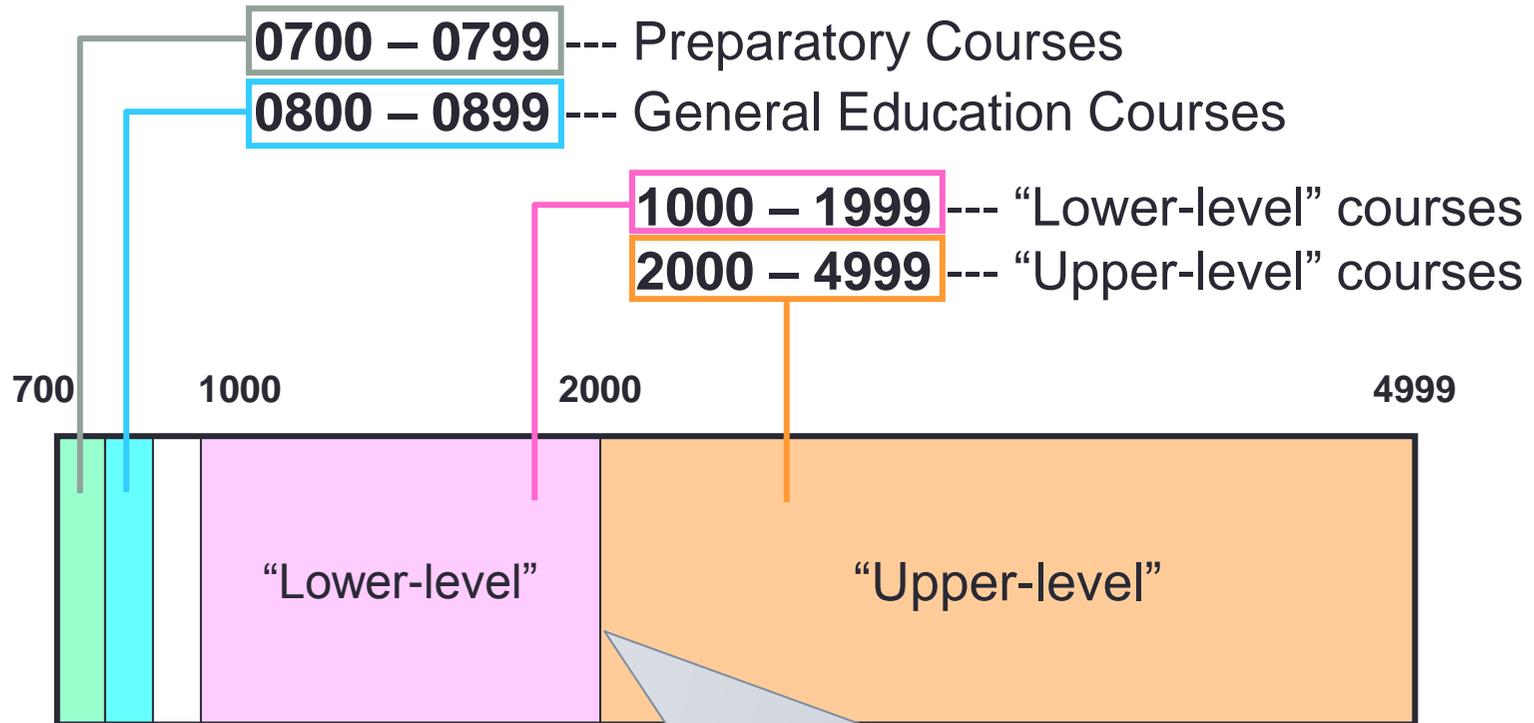
# The TUJ Course System!

## Prerequisites (PRs)

Department ▲	CRN ⇅	Course ⇅	Prior ⇅	GenEd ⇅	Title ⇅	Cr ⇅	Day&Time ⇅	Instructor ⇅	Special Info ⇅
Japanese	26495	Japanese 1001 (804)	Cr La C070		Japanese Elements I	4	MWF 10:00-11:20	Yamaguchi, A.	
Japanese	26462	Japanese 1002 (801)	Cr La C071		Japanese Elements II	4	MWF 15:20-16:40	Tamegai, S.	PR: Japanese 1001 or appropriate placement.

- ❑ **Check PRs for all courses before registering**
  - Under “Special Info” in Course Schedule
- ❑ **If you meet the PRs but an Error message appears, please inquire to the AAC**
- ❑ **General Prerequisite**
  - English 0802/0812: upper-level (2000 - 4999) course PR

# Course Numbering System



English 0802/0812 is prerequisite for any upper-level (2000 - 4999) courses

## Specially numbered courses

xxx0	Special topics
xx96, xx97, xx98	Writing-intensive courses

# Advising Session Report

For PIN #s: For New Student or Students under Academic Warning who have met with an Academic Adviser

The screenshot displays the TUportal website in a Windows Internet Explorer browser window. The browser's address bar shows the URL: [https://tuportal3.temple.edu/tag.6318bbc085cc8ad9.render.userLayoutRootNode.uP?uP\\_root=root&uP\\_sparam=activeTab&activeTab=u1211](https://tuportal3.temple.edu/tag.6318bbc085cc8ad9.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u1211). The browser's title bar reads "TUportal - Windows Internet Explorer".

The website's header includes a navigation menu with "MY PORTAL", "STUDENT TOOLS" (highlighted with a red box), and "MYTAB". Below the header, a "WELCOME" message is visible: "Welcome William Michael Trivelp Good Afternoon". The date "Thursday, January 26, 2012" and "Photo Credit" are also present.

The main content area is divided into several sections:

- SEARCH:** A search bar with a "SELECT" button.
- RECORDS:** A central section containing a list of links: "View Holds", "Student Status", "DARS", "View Final Grades", "View Midterm Progress Ratings", "View Academic History", "Advising Sessions" (highlighted with a blue box), "Enrollment Verification Transcripts", "Apply to Graduate", and "View Application to Graduate". This entire section is enclosed in a red box.
- STUDENT ACCOUNTS:** Links for "TUpay", "Direct Deposit", and "Account Summary by Term".
- REGISTRATION:** Links for "Registration Status", "Student Roster", "Look Up Classes", "Weekly Class Schedule", "Add or Drop Classes", "Active Registration", and "Change of Program (Major)".
- PERSONAL INFORMATION:** Links for "View Addresses and Phones", "Update Emergency Contacts", "Update Addresses and Phones", "Name Change Information", "View E-mail Addresses", "TUAlert", "View Emergency Contacts", and "Update Work Location".

At the bottom of the page, there is an "INTRODUCTION TO BANNER" section with a list of tasks for the Self Service Banner (SSB) system, such as "Register for classes and view your roster" and "Change your address and telephone numbers". Below this, there are two orange buttons: "Watch a video tutorial explaining how the new course registration process will work in SSB" and "View the OWLnet to SSB Transition map".

The browser's status bar at the bottom shows "Internet | Protected Mode: On" and the system clock displays "2:00 PM".

# TUportal

Log in here: <https://tuportal.temple.edu>

Temple University Login - powered by SunGard Higher Education - Windows Internet Explorer

https://tuportal3.temple.edu/cp/home/login/

Google 8 Search

Temple University Login - powered by SunGard Higher Education

**TUportal**  
TEMPLE UNIVERSITY

AccessNet Username:

TUsecure Password:

Login

Photo Credit

LOGIN HELP CHANGE YOUR PASSWORD PORTAL FEEDBACK TEMPLE UNIVERSITY

London, GBR Cloudy 42°F  
Philadelphia, PA Light Rain 47°F | L: 54°F  
Rome, ITA Light Rain Shower 40°F | L: 42°F  
Tokyo, JPN Light Rain 46°F | L: 50°F  
Fair 74°F | L: 57°F  
Partly Cloudy

**SYSTEM STATUS & NOTICES**

**TUMail:**  
Department: Email Migrations Over To The TU Google System  
**CURRENTLY AVAILABLE**  
Last Updated: 4/15/2009 1:01:00 AM

**J&H Doms - Network Outage:**  
**CURRENTLY AVAILABLE**  
Last Updated: 4/15/2009 1:01:00 AM

**DARS:**  
**SCHEDULED MAINTENANCE**  
Last Updated: 4/15/2009 1:01:00 AM

More

**TECHNOLOGY NEWS**

**Make it a Painting!**  
Go beyond the basics to render a photo as a watercolor using one of [Photoshop Roadman's 15 tips](#).

**There's More to Wikipedia**  
Explore behind the scenes at Wikipedia by finding out search trends and the most-edited entries in [Applicant's 5 Wikipedia Tools For The Information Junkie](#).

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How to request an announcement on TUportal

Type your accessnet username  
and password here

# TUportal

The screenshot shows the TUportal website interface. At the top, there is a banner image of a laboratory with the TUportal logo and the text "TUportal TEMPLE UNIVERSITY". Below the banner, there are navigation tabs: "MY PORTAL", "BANNER", and "MYTAB". A "Welcome Good Afternoon!" message is displayed. The main content area is divided into several sections: "SEARCH" with a search bar and "SELECT" button; "PERSONAL ANNOUNCEMENTS"; "COMPUTER SERVICES NEWS"; "TUAPPLICATIONS" with a list of links including "Blackboard", "Self-Service Banner" (highlighted with a "NEW" badge), "Get My TUID", "TUlibrary", and "TUmail"; "Banner - INB"; "E~Print"; "Knowledge Base"; "OWLnet"; and "TUhelp - Computer Services Help"; "TULINKS" with links for "Students", "Faculty", and "Staff". A callout box with the text "Access Self-Service Banner" points to the "Self-Service Banner" link. The date "Friday, March 25, 2011" is visible in the bottom right corner.

Content Layout | Welcome Good Afternoon! | TUportal TEMPLE UNIVERSITY | Logout Help | Friday, March 25, 2011 | Photo Credit Site Map

MY PORTAL BANNER MYTAB

SEARCH PERSONAL ANNOUNCEMENTS COMPUTER SERVICES NEWS

Search... SELECT

TUAPPLICATIONS

Blackboard

Self-Service Banner **NEW**

Get My TUID

TUlibrary

TUmail

Banner - INB

E~Print

Knowledge Base

OWLnet

TUhelp - Computer Services Help

TULINKS

Students

Faculty

Staff

Select the way you want to look up a building:

Building Codes Building Names Directions + Maps

TEMPLE UNIVERSITY ONLINE NEWSROOM

The latest news from Temple University

IDEO: President Hart and state-related university leaders appear before Pa. Senate appropriations Committee

Temple President Ann Weaver Hart and the leaders of Penn State, Pitt and Lincoln made the case for Pennsylvania's continued support for the state-related universities to legislators at a budget hearing on Thursday in Harrisburg.

Temple advocates take action on proposed Pa. funding cuts

Less than one week, more than 7,000 Temple students, parents, employees and alumni have signed TALON's Stand with Temple petition, and nearly 2,500 letters have been sent to state senators and representatives urging them to oppose the governor's proposal to cut the commonwealth appropriation to Temple by more than 50 percent.

ambler Campus: Ambler Campus Student Research Conference (3/25/2011)

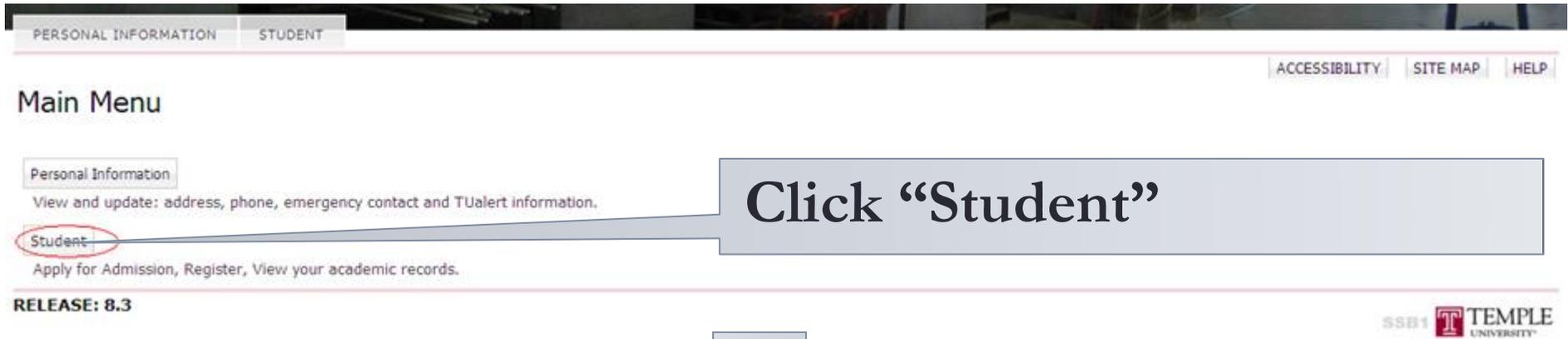
**start Date:** 3/25/2011 **Start Time:** 8:30 AM  
**end Date:** 3/25/2011 **End Time:** 2:00 PM

Ambler - Bright Hall  
Room: lounge

When students complete a research project or present a paper in their classroom, it is typically the culmination of weeks of dedication and hard work. In many cases, that one moment in class may be the last time the student shares all of the work that they

# Add or Drop Classes

To add courses to your Student Roster



PERSONAL INFORMATION | STUDENT

ACCESSIBILITY | SITE MAP | HELP

## Main Menu

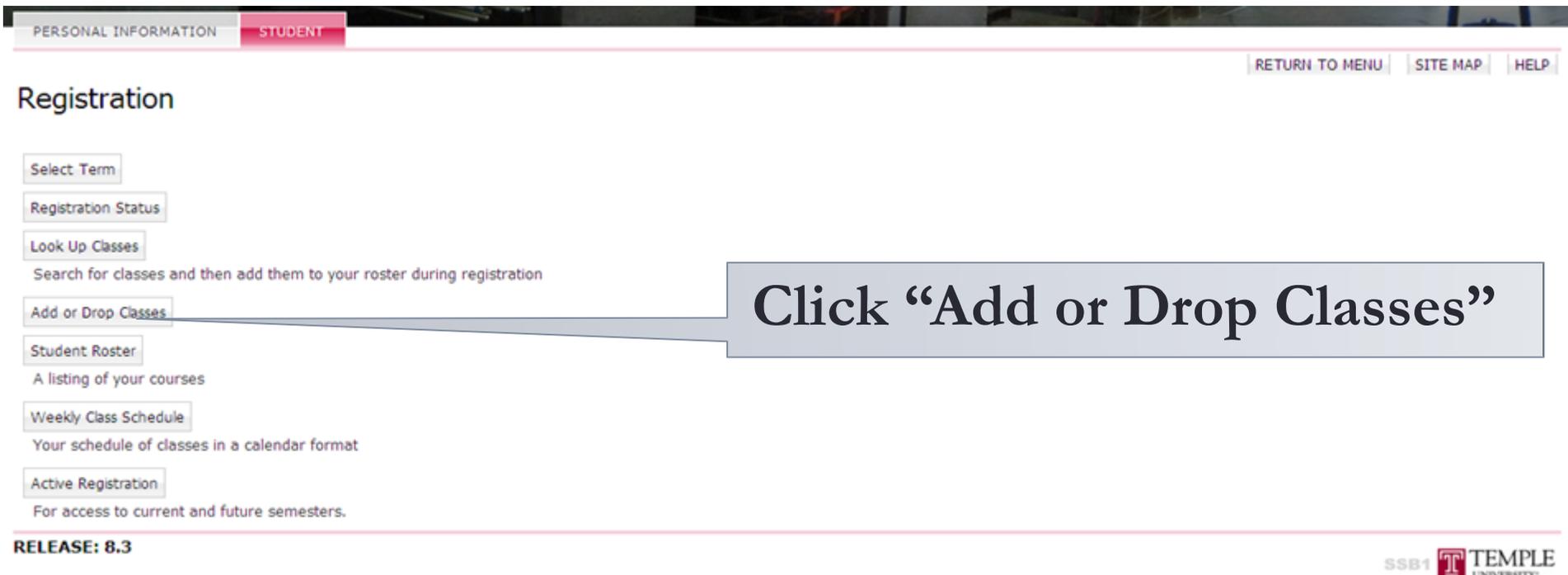
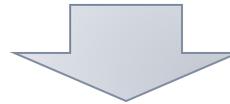
Personal Information  
View and update: address, phone, emergency contact and TAlert information.

**Student**  
Apply for Admission, Register, View your academic records.

RELEASE: 8.3

SSB1 TEMPLE UNIVERSITY

**Click "Student"**



PERSONAL INFORMATION | **STUDENT**

RETURN TO MENU | SITE MAP | HELP

## Registration

Select Term

Registration Status

Look Up Classes  
Search for classes and then add them to your roster during registration

**Add or Drop Classes**

Student Roster  
A listing of your courses

Weekly Class Schedule  
Your schedule of classes in a calendar format

Active Registration  
For access to current and future semesters.

RELEASE: 8.3

SSB1 TEMPLE UNIVERSITY

**Click "Add or Drop Classes"**

# Add or Drop Classes

## Add or Drop Classes

Use this page to add or drop classes for the selected term. Classes for which the student has already taken. To add a class, enter the Course Reference Number (CRN) in the Add Classes table. Class the class may not be dropped. When adds or drops are complete, select Submit Changes.

You may choose Class Search to review the class schedule.

### Add Classes Worksheet

**Copy and Paste CRNs from Course Schedule**

CRNs

Submit Changes

Class Search

Reset

**Click "Submit Changes"**

# Look Up Class

To look up the number of seat remaining/number waitlisted for a courses



PERSONAL INFORMATION | **STUDENT**

ACCESSIBILITY | SITE MAP | HELP

## Main Menu

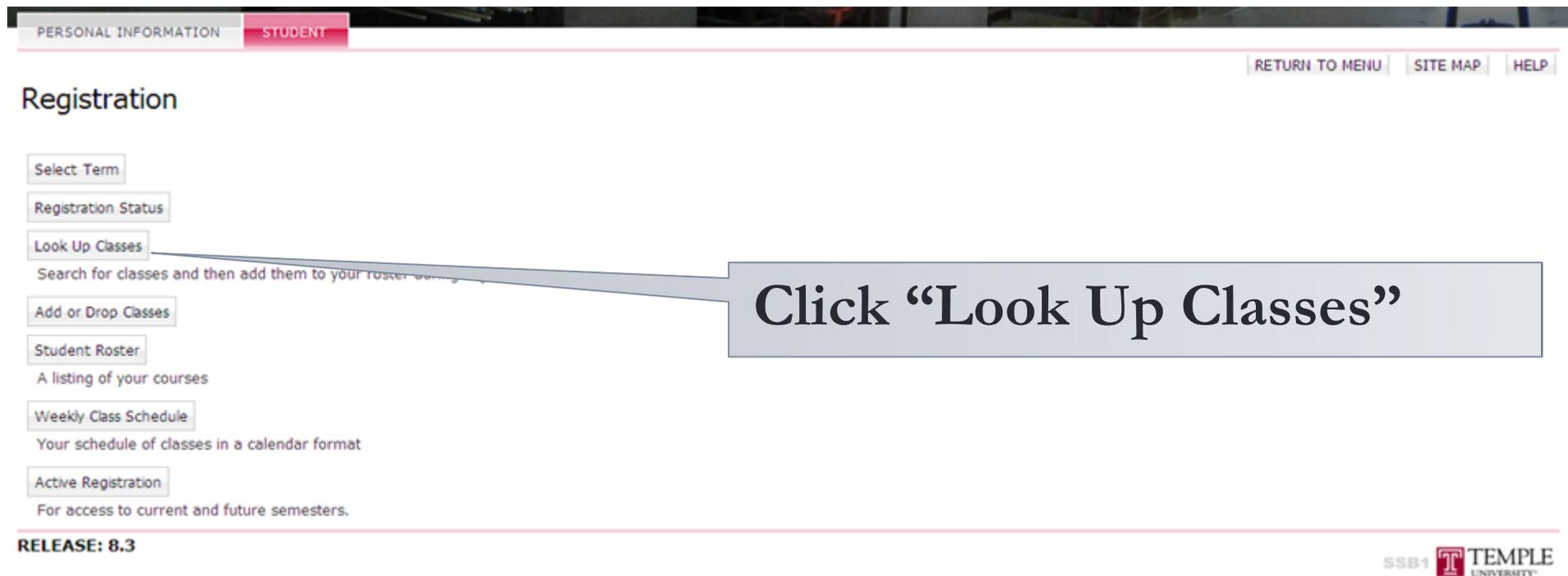
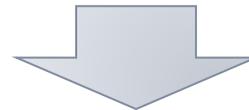
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Apply for Admission, Register, View your academic records.

RELEASE: 8.3

SSB1  TEMPLE UNIVERSITY

**Click "Student"**



PERSONAL INFORMATION | **STUDENT**

RETURN TO MENU | SITE MAP | HELP

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RELEASE: 8.3

SSB1  TEMPLE UNIVERSITY

**Click "Look Up Classes"**

# Look Up Class

## Look Up Classes

Use the selection options to search the class schedule. You may choose any combination of fields to complete.

**Subject: \***

- Human Resource Management
- Intellectual Heritage
- International Business Admn
- Italian
- Japanese**
- Jewish Studies
- Journalism
- Kinesiology
- Landscape Architecture
- Latin American Studies

WARNING! Do not select ALL SUBJECTS unless you also select *General Education/Core Attributes, Campus, Times and/or Days.*

**Course Number:**

**Title:**

**Division:**

- All
- Graduate
- Undergraduate**

**Instructional Method:**

- All**
- Classroom
- Laboratory

**Credit Range:**

 hours to  hours

**Campus:**

- Delaware County Community Coll
- Desmond Conference Center
- Fort Washington
- Harrisburg
- Health Sciences
- Japan**
- Lehigh Carbon Comm College
- Main
- Montgomery Co Community Col
- Neshaminy School District

**Part of Term:**

Non-date based courses only

- All**
- Full Summer
- Law

Choose subject(s)

Choose Undergraduate

Choose: "All"

Choose Campus: "Japan"

And Click "Course Search"

# Look Up Class

CRN #

Course Title

CAP: Maximum Number of Seats

**Sections Found**  
Japanese

SELECT	CRN	CRSE	SEC	CMP	CRED	TITLE	DAYS	TIME	CAP	ACT	REM	WL CAP	WL ACT	WL REM	
C	26461	JPNS	1001	801	JPN	4.000	Japanese Elements I	MWF	10:00 am-11:20 am	18	18	0	100	0	100
<input type="checkbox"/>	26493	JPNS	1001	802	JPN	4.000	Japanese Elements I	MWF	12:40 pm-02:00 pm	18	6	12	100	0	100
<input type="checkbox"/>	26494	JPNS	1001	803	JPN	4.000	Japanese Elements I	MWF	03:20 pm-04:40 pm	18	7	11	100	0	100
<input type="checkbox"/>	26495	JPNS	1001	804	JPN	4.000	Japanese Elements I	MWF	10:00 am-11:20 am	18	5	13	100	0	100
<input type="checkbox"/>	26462	JPNS	1002	801	JPN	4.000	Japanese Elements II	MWF	03:20 pm-04:40 pm	18	11	7	100	0	100
<input type="checkbox"/>	26496	JPNS	1002	802	JPN	4.000	Japanese Elements II	MWF	10:00 am-11:20 am	18	13	5	100	0	100
<input type="checkbox"/>	26497	JPNS	1002	803	JPN	4.000	Japanese Elements II	MWF	12:40 pm-02:00 pm	18	15	3	100	0	100

ACT: Number of Seats Registered

REM: Number of Seats Remaining

WL ACT: Number of Students Waitlisted