



BANNER REGISTRATION STEPS

3/3/06

How to complete a Registration:

	Step	Action
<p>NOTE: <i>If your student has a Hold, a Y shows in the Holds box. Click on the search button for Hold information.</i></p> <p>NOTE: <i>If you don't know CRN, depress F9 on that field. Or click on the search button to "Search for Sections." Use F8 inside the query form to display sections.</i></p> <p>NOTE: <i>Rate tables must be set for fee assessment to take place.</i></p> <p>NOTE: <i>The student schedule may be generated at any time by performing a Save (F10) from the key block. Rollback (F7) to skip printing.</i></p>	1	Type SFAREGS in Go To field
	2	Enter Term and Student ID or Name
	3	Next Block (Ctrl + PgDn) to confirm student is eligible to register (EL will be in status field)
	4	Next Block (Ctrl + PgDn) to activate course registration section
	5	Enter CRN and depress Enter or Tab
	6	Highlight the next CRN block; repeat Step 5 for each course
	7	Click the Save icon (F10)
	8	Resolve each error/conflict displayed in the Error Dialog box. Use the Approval Recd checkbox or Override box with appropriate authorization. If needed, drop any course(s) <ul style="list-style-type: none"> ▪ Click the CRN of the course ▪ Enter DD over RE in the Status column ▪ Click Save (F10)
	9	To assess fees, click Save (F10) when "N-Create Collector Record" or "Y-Immediate Assessment" appears highlighted with a dotted line
	10	Click OK to complete transaction
	11	To print a schedule with sleep/wake: Make sure the "Print Bill" and "Print Sched" boxes are checked. Click Save (F10) to generate schedule/bill
	12	NOTE: <i>Use SFAREGQ or SFAREGF to see if a student is registered—not SFAREGS!</i>
	13	Return to Step 2, or click the Exit icon NOTE: <i>Do not use the "X" at the upper right of the screen at any time in Banner to exit!</i>