

Banner Student Registration Training Workbook

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Revision History Log

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October 2008	New version that supports 8.1 software.

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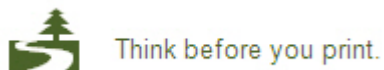


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Introduction



Course goal

The goal of this workbook is to provide you with the knowledge and practice to accurately assess fees for registered students. This workbook is divided into three sections:

- Introduction
- Set Up
- Day-to-Day Operations.

Course Objectives

In this course you will learn to

- review validation forms used in registration
- review rule and control forms that must be set up prior to each registration term
- utilize the quick entry process
- register students
- review tuition/fee assessment for a student
- perform add/drop
- identify registration reports and processes.

Intended audience

Personnel responsible for maintaining student registration information and Registration Administrators

Prerequisites

To complete this section, you should have

- completed the Education Practices computer-based training (CBT) tutorial "Banner 8 Fundamentals," or have equivalent experience navigating in the Banner system
- completed these training workbooks: Catalog, Schedule, Location Management, Faculty Load, General Person, Recruitment, Admissions, General Student, Letter Generation
- administrative rights to create the rules and set the validation codes in Banner.

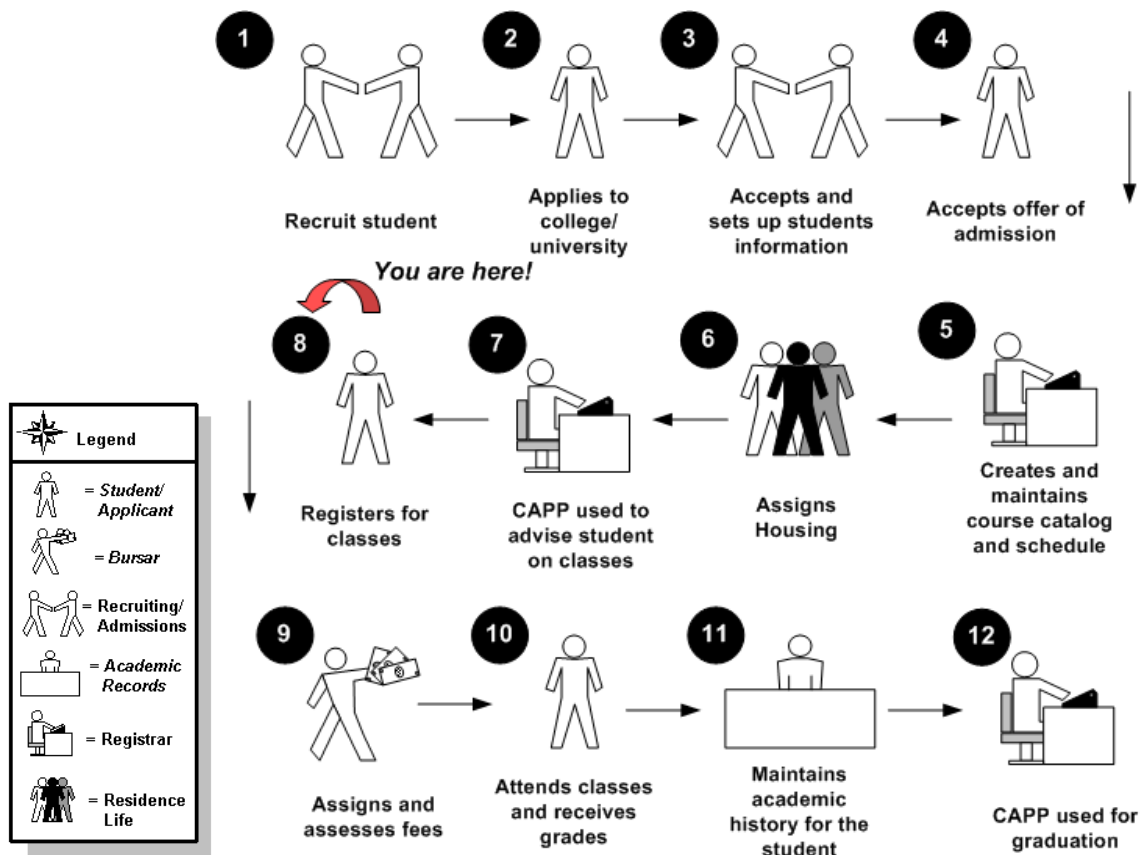
Process Introduction

Introduction

The Registration module registers and assesses tuition and fees for students for a term. All registration rule and control forms must be created for the new term prior to registration.

Flow diagram

This diagram highlights where the registration process occurs within the overall Student process.



About the process

The process includes

- creating all registration rules and controls for the new term
- registering students
- assessing tuition and fees for students
- processing registration reports and student schedules.

Set Up



Section goal

Registration setup is completed prior to any registration activity occurs for a new term. This is the first step required in the Registration module.

Objectives

At the end of this section, you will be able to

- review validation forms used in registration
- review rule and control forms that must be set up prior to each registration term.

Term Code Validation

Purpose

The Term Code Validation Form (STVTERM) is used to create, update, insert, and delete term codes. Forms throughout the Banner Student System use this form to validate term codes. The user can only create and update these codes from this form. Term codes should be numeric and appear in descending order.

Note: This form is supported by STVTRMT and STVACYR validation tables. Values must exist on these tables before STVTERM can be set up.

In setting up STVTERM dates, the date of graduation needs to be included within the date range. The **Financial Aid Year**, **Term**, and **Period** fields refer to MICRO-FAIDS financial aid processing. The **Housing Start** and **End** date fields are used in the Housing module to indicate the dates when the housing, meal plan, and phone assignments are to run.

Banner form

Term	Description	Term Start Date	Term End Date	Term Type	Academic Year	Housing Start Date	Housing End Date
TL2002	test term for curry	23-JAN-2002	24-MAY-2002	2	2002	22-JAN-2002	19-MAY-2002

Financial Aid Process Year: 2006 Term: 1 Period: 1 - 12

System Required Activity Date: 15-DEC-2004

Steps

Follow these steps to view the form.

1. Access the Term Code Validation Form (STVTERM).
2. View the information on the defined terms.
3. Click the **Exit** icon.

Enrollment Status Code Validation

Purpose

The Enrollment Status Code Validation Form (STVESTS) is used to create, update, insert, and delete enrollment status codes. Several other forms in the Student System use this form to validate enrollment status codes. Enrollment status codes will be used to describe a student's overall enrollment status for each term, regardless of the individual course registrations for the term. The proper definition of enrollment status codes and processing rules is critical to the correct functioning of registration processing and the correct results of headcount reporting.

Banner form

Enrollment Status Code Validation STVESTS 8.0 (BAN8)

Code	Description	Withdrawal Code	Withdrawal Indicator	Third Party Withdrawal Indicator	Affect Course	Prevent Registration	Affect Headcount	System Required	Activity Date
AF	Admin WD - Fee Refnd Only		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04-SEP-2007
AL	Academic Leave		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	16-NOV-2004
AW	Administrative Withdraw	TW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25-JUL-2007

Steps

Follow these steps to view the form.

1. Access the Enrollment Status Code Validation Form (STVESTS).
2. View the enrollment status codes.
3. Click the **Exit** icon.

Course Registration Status Code Validation

Purpose

The Course Registration Status Code Validation Form (STVRSTS) is used to maintain codes, descriptions, and basic processing rules for statuses that will describe a person's registration in each section. Other forms use this form to validate course registration statuses.

The user can set the switches to determine what the various status codes allow (i.e., count in enrollment, place on wait list, whether the course is gradable, etc.). The user may also specify an automatic grade that will be placed on the student's registration record when the status is entered. For example, a course registration status of *WF (Withdraw Failing)* can automatically place a *W* on the student registration record.

Banner form

Status Code	Description	Allowed to Enter	Count in Enrollment	Count in Assessment	Count in Attempted	Count in Time Status	Withdrawal Indicator	Waitlist Indicator	Gradable Indicator
AU	Audit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
AW	Admn. Withdrl.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DC	Drop Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DD	Drop/Delete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DW	DROP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EX	OLR Extensions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NS	No Show	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RC	Reinstate Crse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RE	**Registered**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RS	Reinstated Stu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RV	**Voice Registered**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RW	**Web Registered**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TW	Total Withdrawal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
W1	WD Student-W/WF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
W2	WD Course-W/WF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WC	WD Course-W	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WL	Wait Listed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Steps

Follow these steps to view the form.

1. Access the Course Registration Status Code Validation Form (STVRSTS).
2. View the Course Registration status codes.
3. Click the **Exit** icon.

Term Control

Purpose

The Term Control Form (SOATERM) is used to establish controls for a specific term. These controls affect the Catalog, Schedule, Registration, and Fee Assessment modules.

Before entering information on this form, a term must be created on the Term Validation Form (STVTERM). This form must be completed before the catalog and schedule can be built and before registration can take place.

This form has multiple blocks that control the settings for Base Part of Term and Web Registration.

Banner form

The screenshot shows a web browser window titled "Term Control SOATERM 8.0 (BAN8_WIN)". The main content area is a form with several sections:

- Term:** 200410 (dropdown), Fall 2003-2004 (dropdown)
- Schedule**
 - CRN Starting Sequence Number: 50000
- Registration**
 - In Progress
 - Permit
 - Calculate Time Status
 - Include Attempted Hours
 - Hold Password: [text box]
 - Re-Admit: [dropdown]
 - Set Registration Error Checking (button)
- Registration Fee Assessment**
 - On-line Assessment
 - Reverse Non Tuition/Fee Charges
 - Track by CRN
 - Refund by Total
 - Allow Swapping
 - Effective Date: 14-NOV-2004 (calendar icon)
 - Original Charge Cutoff Date: 01-SEP-2003 (calendar icon)
- Gradebook Parameters**
 - Process Gradebook Controls
- Title IV Date Source**
 - Term Date
 - Part-of-Term Dates
- Web Self-Service, Voice Response and Partner Systems**
 - Fee Assessment**
 - On-line Assessment
 - Batch Only
 - Batch Update
 - Not Available
 - Control Settings**
 - Print Bill
 - Synchronize Partner Systems
 - Master Web Term Control
 - Process Web Controls (button)

Steps

Follow these steps to view the form.

1. Access the Term Control Form (SOATERM).
2. Click the down arrow next to the **Term** field and select a valid term from the Term Code Validation Form (STVTERM).
3. Perform a **Next Block** function.
4. Perform a **Next Block** function.
5. Perform a **Next Block** function.
6. View the information.
7. Click the **Exit** icon.

Minimum and Maximum Hours

Purpose

Registration hours processing uses all the curriculum elements to determine the minimum and maximum number of hours for which a student may register. Minimum and maximum hours rules for students are calculated based on the rules met from the Registration Minimum Maximum Hours form (SFAMHRS), as well as rules for academic standing and combined academic standing.

If no rule is met, minimum hours will be set to *0.000* and maximum hours will be set to *999999.999*. If multiple SFAMHRS rules are met by a student, the system will compare all rules and select the highest number of minimum hours and the lowest number of maximum hours.

Where multiple rules are met and the minimum hours on the most restrictive minimum rule are greater than the maximum hours on the most restrictive maximum rule, the student's minimum and maximum hours will be populated with the same value that is equal to the maximum hours. Minimum/maximum hours rules from academic standing and progress evaluation take precedence over minimum/maximum hours rules on SFAMHRS.

Note that minimum and maximum hours may be restricted by:

Curriculum Element	Validation Table
Campus	
College	
Degree	
Program	
Field of Study Type	
Field of Study Code	
Department	
Curricula	
Admission Type	

Curriculum Element	Validation Table
Minimum Hours	
Student type	
Attribute	
Cohort	
Residence	
Sport	
Visa	
Class	

Banner form

Registration Minimum Maximum Hours SFAMHRS 8.0 (UDCSysT)

Term:

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Admission Type	Minimum Hours	Maximum Hours		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Student Type:	<input type="text"/>	Attribute:	<input type="text"/>	Cohort:	<input type="text"/>	Residence:	<input type="text"/>	Sport:	<input type="text"/>	Visa:	<input type="text"/>	Class:	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Student Type:	<input type="text"/>	Attribute:	<input type="text"/>	Cohort:	<input type="text"/>	Residence:	<input type="text"/>	Sport:	<input type="text"/>	Visa:	<input type="text"/>	Class:	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Student Type:	<input type="text"/>	Attribute:	<input type="text"/>	Cohort:	<input type="text"/>	Residence:	<input type="text"/>	Sport:	<input type="text"/>	Visa:	<input type="text"/>	Class:	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Student Type:	<input type="text"/>	Attribute:	<input type="text"/>	Cohort:	<input type="text"/>	Residence:	<input type="text"/>	Sport:	<input type="text"/>	Visa:	<input type="text"/>	Class:	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Student Type:	<input type="text"/>	Attribute:	<input type="text"/>	Cohort:	<input type="text"/>	Residence:	<input type="text"/>	Sport:	<input type="text"/>	Visa:	<input type="text"/>	Class:	<input type="text"/>

User ID: Activity Date:

Steps

Follow these steps to set the minimum and maximum hours rules for registration.

1. Access the Registration Minimum Maximum Hours form (SFAMHRS).
2. Use this table to enter the Rules on the form:

Field	Rule 1	Rule 2	Rule 3
Campus			
College			
Degree			
Program			
Field of Study Type			
Field of Study Code			
Department			
Curricula			
Admission Type			
Minimum Hours			
Student type			
Attribute			
Cohort			
Residence			
Sport			
Visa			
Class			
Campus			
College			

3. Press the **Save** icon to save the Minimum and Maximum rules.
4. Press the **Exit** icon.

Enrollment Status

Purpose

The Enrollment Status Form (SFAESTS) is used to define student enrollment statuses appropriate for a term and within a specific date range for each status. Refund rules can also be established here for each status code.

Prior to entering the data on this form, the status codes must have been entered on the STVESTS validation form. While the validation form spans time, this control form is specific for a term and must be set up prior to registration. This allows the user to modify status information from one term to the next.

Banner form

Enrollment Status Control Form SFAESTS 8.0 (BAN8_WIN)

Term: 200710 Fall 2006

Enrollment Status Dates

Status	Description	Start Date	End Date
EL	Eligible to Register	01-SEP-2006	01-DEC-2007

Enrollment Status Refund Rules

Status	Start Date	End Date	Percentage Tuition Refund	Percentage Fees Refund
EL				

Steps

Follow these steps to view the form.

1. Access the Enrollment Status Form (SFAESTS).
2. Select a term in the **Term** field.
3. Perform a **Next Block** function.
4. View the Enrollment Status codes set up for the selected term.
5. Click the **Exit** icon.

Course Registration Status

Purpose

The Course Registration Status Form (SFARSTS) is used to define course registration statuses appropriate for a part of term within a term and within a specific date range for each status. Refund rules can be established for each registration status code.

Prior to entering the data on this form, status codes must be entered on STVRSTS. While the validation form spans time, this form is specific for a term. This allows users to modify status information from one term to the next.

Note: There is a linkage between the enrollment status (SFAESTS) and the student's course status. When an enrollment status exists that affects a course status, that status, along with its attributes, must be included on this form.

Banner form

Course Registration Status Form SFARSTS 8.0 (BAN8_WIN)

Term: 200710 Fall 2006 Part of Term: 1 Full Term

Course Registration Status Dates

Status	Description	Affected By Student Status	Start Date	End Date	Voice Response Indicator
DD	Drop/Delete	<input type="checkbox"/>	01-SEP-2006	01-JAN-2007	<input type="checkbox"/>
RE	**Registered**	<input type="checkbox"/>	01-SEP-2006	01-JAN-2008	<input type="checkbox"/>
DC	Drop Course	<input type="checkbox"/>	01-SEP-2006	01-JAN-2007	<input type="checkbox"/>
DW	DROP	<input type="checkbox"/>	01-SEP-2006	01-JAN-2007	<input type="checkbox"/>
RW	**Web Registered**	<input type="checkbox"/>	01-SEP-2006	01-JAN-2007	<input type="checkbox"/>
WL	Wait Listed	<input type="checkbox"/>	01-SEP-2006	01-JAN-2007	<input type="checkbox"/>

Course Registration Status Refund Rules

Status	Start Date	End Date	Percentage Tuition Refund	Percentage Fees Refund
DD				

Steps

Follow these steps to use the form.

1. Access the Course Registration Status Form (SFARSTS).
2. Select a term in the **Term** field.

Note: Select 1 for Full Term.
3. Select a part of term in the **Part of Term** field.
4. Perform a **Next Block** function.
5. View the Course Registration Status codes set up for the selected term.
6. Click the **Exit** icon.

Registration Error Messages

Purpose

The error messages presented to users during the registration process reside in a rules table that can be modified. The Registration Error Messages form (SFARMSG) is used to maintain registration error messages by type. Messages can be customized. Those messages that are system required cannot be changed, except to modify the customized (local) message text.

Registration error processing identifies the message type code, which is the kind of processing error, such as CAMP for a Campus Restriction error. It then derives the message text from the Registration Error Messages table (SFRRMSG), inserts or updates the code and text to the relevant registration table and displays the message where appropriate.

Banner Form


The screenshot shows a web application window titled "Registration Error Messages SFARMSG 8.0 (UDCSysT)". The window contains a table with the following columns: Message Code, Sequence Number, Baseline Message, Custom Message, System Required, User ID, and Activity Date. The table lists various error codes and their corresponding messages, with checkboxes for system requirements and user IDs set to SATURN.

Message Code	Sequence Number	Baseline Message	Custom Message	System Required	User ID	Activity Date
ATTS	1	Student Attribute Restriction		<input checked="" type="checkbox"/>	SATURN	15-FEB-2008
CAMP	1	Campus Restriction		<input checked="" type="checkbox"/>	SATURN	15-FEB-2008
CAPP	1	CAPP		<input checked="" type="checkbox"/>	SATURN	15-FEB-2008
CHRT	1	Cohort Restriction		<input checked="" type="checkbox"/>	SATURN	15-FEB-2008
CLAS	1	Class Restriction		<input checked="" type="checkbox"/>	SATURN	15-FEB-2008
CLOS	1	Closed Section %1%		<input checked="" type="checkbox"/>	SATURN	15-FEB-2008
COLL	1	College Restriction		<input checked="" type="checkbox"/>	SATURN	15-FEB-2008
CORQ	1	Corequisite %1% %2% %3% required		<input checked="" type="checkbox"/>	SATURN	15-FEB-2008
CORQ	2	Corequisite %1% %2% (CRN %3%) required		<input checked="" type="checkbox"/>	SATURN	15-FEB-2008
DEGR	1	Degree Restriction		<input checked="" type="checkbox"/>	SATURN	15-FEB-2008
DELT	1	Record deleted on %1%		<input checked="" type="checkbox"/>	SATURN	15-FEB-2008
DEPT	1	Department Restriction		<input checked="" type="checkbox"/>	SATURN	15-FEB-2008
DUPL	1	Duplicate Course with Section %1%		<input checked="" type="checkbox"/>	SATURN	15-FEB-2008
DUPL	2	Duplicate Equivalent with Section %1%		<input checked="" type="checkbox"/>	SATURN	15-FEB-2008
DUPL	3	Duplicate Crosslist with Section %1%		<input checked="" type="checkbox"/>	SATURN	15-FEB-2008

Steps

Use these steps to review and modify selected Registration Error messages.

1. Access the Registration Error Message form (SFARMSG).
2. Note these fields in each error message entry:

Field	Description
Message Code	Code of the registration error message, such as <i>CAPP</i> , <i>DUPL</i> , <i>MAJR</i> , <i>PREQ</i> , <i>RESV</i> , and <i>WAIT</i> .
Sequence Number	Sequence number of the message, within all messages having the same code.
Baseline Message	Error message displayed to the user as delivered with your system. Messages cannot be longer than 200 characters. Some baseline messages are delivered with placeholder characters that are replaced by various calculated values when the message is generated.
Custom Message	<p>Customized message text that is displayed to the user instead of the Baseline Message. Messages cannot be longer than 200 characters. Placeholders contained in the baseline message can be used anywhere in the custom message.</p> <p>Use the Edit button () to open the Editor window and enter text.</p>
System Required	Checkbox specifies whether this value is required by the system. If checked, the record cannot be deleted. Once this box is checked, it cannot be unchecked.
User ID	ID of User who last updated the record. Display only.
Activity Date	Date on which the record was last updated. Display only.

3. Review the error messages that exist today on your system by scrolling through this table.

4. Enter a customized message for the Error Code specified by your instructor. Highlight the code you wish to customize by clicking on it.
5. Press on the **Edit** icon. Fill in the Edit window with the customized text.
6. Press on the **OK** button when finished.
7. Observe that the **Custom Message** field on your selected Message Code line has been filled in with your message.
8. Press on the **Save** icon.
9. Press on the **Exit** icon.

Registration Permit-Override Codes

Purpose

Registration Permit-Override processing allows institutions to optionally establish combinations of allowable automatic overrides for registration processing that can be assigned to individual students. Permit-overrides are available by term on course or section basis. These overrides bypass the error checking that would normally be performed in the Student Course Registration form (SFAREGS), Telephone Registration processing and Student Self-Service Registration, if the corresponding term controls on the Term Control form (SOATERM) were flagged as either Warning, or Fatal, where applicable.

These registration errors can be designated for permit-overrides:

- Prerequisite and Test Score
- Co-requisite
- Links
- Special Approval
- Department
- Duplicates
- Repeat Hours
- Repeat Limit
- Time Conflict
- Student Attribute
- College Restriction
- Campus Restriction
- Class
- Capacity
- Cohort
- Level
- Program
- Degree
- Field of Study Restriction

Banner form

Code	Description	Activity Date
ADVISOR	Advisor Approval	11-DEC-2006
CAPACITY	Overload Enrollment Capacity	30-DEC-1997
CO-REQ	Override Corequisite	25-FEB-1998
DEPART	Departmental Approval	13-NOV-2006
INSTRUCTOR	Instructor Approval	30-DEC-1997
MAJOR	Override Major Restriction	25-FEB-1998
PRE-REQ	Override Pre-requisite	25-FEB-1998

The permit override codes are defined and maintained in the Registration Permit-Override Code Validation table (STVROVR). These are used to assign registration permit-override groups to individual students in the Student Registration Permit-Override Form (SFASRPO) for registration processing. The rules for each registration permit-override group are defined on the Registration Permit-Overrides Control Form (SFAROVR) on a term-by-term basis, and must exist before they can be assigned to students.

Registration Permit-Overrides Control SFAROVR 8.0 (UDCSysT)			
Term: FALL07 ▾ Fall 2007			
Permit Code: <input type="text" value="ADVISOR"/>	<input type="checkbox"/> Pre-requisite	<input type="checkbox"/> Duplicates	<input type="checkbox"/> College
	<input type="checkbox"/> Co-requisite	<input type="checkbox"/> Repeat Hours	<input type="checkbox"/> Campus
	<input type="checkbox"/> Links	<input type="checkbox"/> Repeat Limit	<input type="checkbox"/> Class
	<input type="checkbox"/> Special Approval	<input type="checkbox"/> Time	<input type="checkbox"/> Capacity
	<input type="checkbox"/> Department	<input type="checkbox"/> Student Attribute	<input type="checkbox"/> Cohort
Permit Code: <input type="text"/>	<input type="checkbox"/> Pre-requisite	<input type="checkbox"/> Duplicates	<input type="checkbox"/> College
	<input type="checkbox"/> Co-requisite	<input type="checkbox"/> Repeat Hours	<input type="checkbox"/> Campus
	<input type="checkbox"/> Links	<input type="checkbox"/> Repeat Limit	<input type="checkbox"/> Class
	<input type="checkbox"/> Special Approval	<input type="checkbox"/> Time	<input type="checkbox"/> Capacity
	<input type="checkbox"/> Department	<input type="checkbox"/> Student Attribute	<input type="checkbox"/> Cohort
Permit Code: <input type="text"/>	<input type="checkbox"/> Pre-requisite	<input type="checkbox"/> Duplicates	<input type="checkbox"/> College
	<input type="checkbox"/> Co-requisite	<input type="checkbox"/> Repeat Hours	<input type="checkbox"/> Campus
	<input type="checkbox"/> Links	<input type="checkbox"/> Repeat Limit	<input type="checkbox"/> Class
	<input type="checkbox"/> Special Approval	<input type="checkbox"/> Time	<input type="checkbox"/> Capacity
	<input type="checkbox"/> Department	<input type="checkbox"/> Student Attribute	<input type="checkbox"/> Cohort
Permit Code: <input type="text"/>	<input type="checkbox"/> Pre-requisite	<input type="checkbox"/> Duplicates	<input type="checkbox"/> College
	<input type="checkbox"/> Co-requisite	<input type="checkbox"/> Repeat Hours	<input type="checkbox"/> Campus
	<input type="checkbox"/> Links	<input type="checkbox"/> Repeat Limit	<input type="checkbox"/> Class
	<input type="checkbox"/> Special Approval	<input type="checkbox"/> Time	<input type="checkbox"/> Capacity
	<input type="checkbox"/> Department	<input type="checkbox"/> Student Attribute	<input type="checkbox"/> Cohort

The Registration Permit-Overrides Control form (SFAROVR) is used to establish the registration permit-override codes and their associated allowable registration error overrides on a term-by-term basis. These override codes are then assigned to individual students on a specific term and course or section basis. A permit-override entry for an individual student is only allowed if a Permit-Override code (defined on STVROVR) has rules defined for the term in the Key Information of SFAROVR.

Steps

Use these steps to define Registration Permit-Override Codes.

1. Access the Registration Permit-Override Code validation form (STVROVR).
2. Review the Permit-Override codes listed there.
3. Click on the **Exit** icon.
4. Access the Registration Permit-Overrides Control Form (SFAROVR).
5. Select the term specified by your instructor: _____
6. Press the **Next Block** icon.
7. Select the permit code specified by your instructor: _____ Do this by clicking on the down arrow next to the permit code field and selecting the one specified.
8. Check the selected overrides as indicated by your instructor to the right of the selected permit code. (You may list them here.)
9. Press the **Save** icon.
10. Press the **Exit** icon.

Open Learning Section Default Rules

Purpose

Open Learning Registration provides learners with the ability to register for a class based on start/end dates rather than a term. This open learning approach is optional and works with Banner Student's Registration processing for enrollment and administrative purposes.

Use the Open Learning Section Default Rules Form (SOAORUL) to create section rules for open learning courses. It is mandatory to enter the registration dates; however, the registration status codes, extension, and refund processing are optional. If extension and refunding rules are not defined here, it will be necessary to manually enter this information in SSARULE after the section has been created. Information in this form does not depend on part-of-term data, and does not rely on static processing dates.

The Open Learning Section Default Rules Form (SOAORUL) defaults the registration dates representing the period of time a learner may register in the section, start dates representing the date range the learner may actually start the course, and census 1 and 2 dates will be populated with the corresponding information from SOAORUL. The rules will default to the sections as they are created.

Banner form

Open Learning Section Default Rules SOAORUL 8.0 (BAN8_WIN)

Term: 200810 Fall 2007 of 0708 Aid Year

Registration Date Defaults

College	Department	Campus	Schedule Type	Instructional Method	Start Date	End Date	Census Date 1	Census Date 2	Override
<input type="text"/>	<input type="text"/>	<input type="text"/>	I	NT	01-SEP-2006	31-DEC-2008	01-DEC-2008	15-DEC-2008	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	C	NT	01-SEP-2006	31-DEC-2008	01-DEC-2008	15-DEC-2008	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	L	OPNLN	01-SEP-2006	31-DEC-2008	01-DEC-2008	15-DEC-2008	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Steps

Follow these steps to review the rules on Open Learning Section Default Rules (SOAORUL).

1. Access the Open Learning Section Default Rules Form (SOAORUL).
2. Enter the term in the **Term** field.
3. Perform a **Next Block** function to access the Registration Date Defaults Block.
4. Review the rules for this term, using the table below as a guide to the fields in this block.

Field	Description
College	Course college code for the rule.
Department	Course department code for the rule.
Campus	Section campus code for the rule.
Schedule Type	Section schedule type code for the rule.
Instructional Method	Section instructional method code for the rule. This field is required.
Start Date	Represents the date for the first day that registration will be open to students.
End Date	This represents the date for the last day that registration for the section will be accepted.
Census Date 1	This represents the census one date for the rule. This date is required.
Census Date 2	This represents the census two date for the rule. This date is not required.
Override	Selecting this checkbox allows a user to override the start and end dates defined here when a new section record is created on the Schedule Processing Rules Form (SSARULE).

5. Select **Registration Status Codes** from the **Options** menu to access the Section Default Registration Status and Extension Rules window. This window contains three blocks; the top block is untitled and used for reference, to ensure that rules are being associated with the desired course and/or section characteristics.

6. Review the rules for this term, using the table below as a guide to the fields in this block.

Field	Description
Department	Department code entered in the Registration Date Defaults block.
Campus	Code entered in the Registration Date Defaults block.
College	College code entered in the Registration Date Defaults block.
Schedule Type	Schedule type code entered in the Registration Date Defaults block.
Instructional Method	Instructional method code entered in the Registration Date Defaults block.

7. Review the rules for this term, using the table below as a guide to the fields in the Default Registration Status Code Definition block.

Note: This block is used to define the various status codes that will be available to the registration processes. The only enterable fields in this block are the **Status Code**, **Usage Cutoff From (Percentage)**, and **Usage Cutoff To (Percentage)**. The other fields display the corresponding data from the Course Registration Status Code Validation Form (STVRSTS).

Field	Description
Status Code	Registration status code associated with the identifying criteria.
Description	Description of the registration status code.
Usage Cutoff From (Percentage)	<p>This is the usage cutoff from percentage. This field determines when this status code is available for use.</p> <p>Note: As open learning processing is based on individual student progress in a course, the usage cutoff percentages as a range are used to determine if the status code will be available for use as determined by the elapsed time since the student's start date of the registration.</p>
Usage Cutoff To (Percentage)	This field completes the usage cutoff percent range.
Effect by Student Status	This field specifies if this registration status code can be overwritten with a student enrollment status code.

8. Continue reviewing the rules for this term, using the table below as a guide to the fields in the Default Registration Status Code Definition block.

Field	Description
Allow Entry	This is the setting of the Allowed to Enter checkbox on STVRSTS for the status code.
Count in Enrollment	This is the setting of the Count in Enrollment checkbox on STVRSTS for the status code.
Web Indicator	This is the setting of the Web Indicator checkbox on STVRSTS for the status code.
Withdrawal Indicator	This is the setting of the Withdrawal Indicator checkbox on STVRSTS for the status code.
Extension	This is the setting of the Extension Indicator checkbox on STVRSTS for the status code.
Print on Schedule	This is the setting of the Print on Schedule checkbox on STVRSTS for the status code.
Voice Response	This is the value of the Status Type field on STVRSTS for the status code.
Activity Date	This is the date the record was created or updated.

9. Perform a **Next Block** function to access the Default Extension Processing Rules block. This block is used to define an extension processing rule. You can only access this block if the **Extension** checkbox is checked for the status code.

10. Review the rules for this term, using the table below as a guide to the fields in the Default Extension Processing Rules block.

Field	Description
Status Code	This is the status code to which the extension rule will be applied. This value is defaulted from the previous block and is not enterable or updatable.
Extension Percent	This field is used to calculate the amount of time the student's registration will be extended based on the duration and duration unit assigned to the original registration. Enter a number between 0 and 100.
Detail Code	This is the detail code used to assess extension fees on the student's accounts receivable account.

11. Continue reviewing the rules for this term, using the table below as a guide to the fields in the Default Registration Status Code Definition block.

Field	Description
Amount	This is the extension fee amount that will be assessed to the student based on the fee type specified on this form. If a detail code has been assigned an amount on TSADETC, that amount is defaulted in and can be overridden.
Fee Type	This is the fee type to be used when calculating monies for the extension.
Override Indicator	This field is used by SSARULE to determine if the values defaulted from this block may be changed.
Activity Date	This is the date the record was created or last updated.

12. Click the **Save** icon if you made any changes.

13. Click the **Exit** icon.

Schedule Processing Rules

Purpose

The Schedule Processing Rules Form (SSARULE) is used to define and maintain rules for registration status codes, refunding, and extension processing at the section level, independent of part-of-term or static dates, and can be administered based on the individual learner.

Note: The values may be defaulted from the Open Learning Section Default Rules (SOAORUL) based on College, Department, Campus, Schedule Type and Instructional Method.

Banner form

The screenshot shows the SSARULE 8.0 (BAN8_WIN) application window. At the top, there are input fields for Term (200810), CRN, Subject, and Course. Below this, there are two tabs: "Section Registration Status and Extension Rules" (selected) and "Section Refunding Rules".

The main content area is divided into two sections:

- Section Registration Status Codes:** This section contains three identical rows of form fields. Each row has a "Status Code" dropdown, a "Description" field, and several checkboxes: "Count in Enrollment", "Web", "Withdraw", "Extension", and "Print on Schedule". There are also input fields for "Usage Cutoff From", "Usage Cutoff To", "Usage Cutoff Duration From", and "Usage Cutoff Duration To". Other fields include "Affected by Student Status", "Allow Entry", "Count in Assessment", "Schedule Type", and "Activity Date".
- Section Extension Processing Rules:** This section has a "Status Code" dropdown, an "Extension Percentage" input field with a "%" symbol, a "Detail Code" dropdown, an "Amount" input field, a "Fee Type" dropdown, an "Override" checkbox, and an "Activity Date" input field.

Steps

Follow these steps to use the form.

1. Access the Schedule Processing Rules Form (SSARULE).
2. Enter the term code for the section in the **Term** field.
3. Enter the course registration number for the section in the **CRN** field.
4. Perform a **Next Block** function.

5. Enter or select a status code for the CRN in the **Status Code** field.

Note: The description of the registration status code will display in the **Description** field.

6. Enter a number to determine when the status code will be available for use in the **Usage Cutoff Percentage From** field.

Note: If not defined, the status code will always be available for use.

7. Enter a number to determine when the status code will no longer be available for use in the **Usage Cutoff Percentage To** field.

8. Enter a number to determine when the status code will be available for use in the **Usage Cutoff Duration From** field.

Note: If not defined, the status code will always be available for use.

9. Enter a number to determine when the status code will no longer be available for use in the **Usage Cutoff Duration To** field.

10. Click the **Affected by Student Status** checkbox to link the student's course status to the enrollment status. When an enrollment status exists that affects a course status, that status, along with its attributes, must be included on this form.

11. Use the table below as a guide to the remaining checkboxes. These are non-enterable; the values will default.

Checkbox	Description
Count in Assessment	Indicates that a course with this status will be included in the assessment counts displayed on various forms and reports.
Count in Enrollment	Indicates that a course with this status will be included in the enrollment counts displayed on various forms and reports.
Web	Indicates that this course registration status is available for processing in Banner Web registration.
Withdraw	Indicates that the registration status code is used for a course withdrawal or a dropped course, which affects refunding and student fee assessment.
Extension	Indicates that the registration status code is used for a course with extension processing rules, which affects refunding and student fee assessment.
Print on Schedule	Indicates that a course with that status code will be printed on the student's schedule, schedule/bill, etc.
Type	Shows the course registration status code for baseline, self-service, and telephone applications using <i>R</i> (Registered), <i>D</i> (Dropped), <i>L</i> (Waitlisted), or <i>W</i> (Withdrawn) in the field. Note: The Activity Date field is also for display only and will default.

12. Perform a **Next Block** function to access the Section Extension Processing Rules block.
13. Enter the status code from the Section Registration Status Codes block, to which the extension rule will be applied in the **Status Code** field.
14. Enter a number between 0 and 100 used to calculate the allowable extension period based on the duration and duration unit assigned to the original registration in the **Extension Percentage** field.
15. Enter a code used to assess extension fees on the student's accounts receivable account in the **Detail Code** field.

16. Enter the extension fee amount to be assessed to the learner (based on the fee type specified on this form) in the **Amount** field.
17. Enter the fee type to be used when calculating monies for the extension in the **Fee Type** field.
18. Click the **Override** checkbox to indicate if you can override the rule information in the block at the time the extension is applied to the individual student.

Note: The **Activity Date** field is for display only.

19. Click the **Save** icon.
20. Perform a **Next Block** function to access the Section Refunding Rules block. This block displays refund rule information that is defaulted from the Open Learning Section Default Rules Form (SOAORUL) when the section was created.

Note: If the **Override (Indicator)** checkbox for the originating rule has been checked, you will be able to modify the information in this block. However, if no override is permitted, the data remains as defaulted.

Schedule Processing Rules - SSARULE 8.0 (UDCSysT)

Term: 200910 Fall 2008 CRN: 10482 Subject: AC Course: 002

Section Registration Status and Extension Rules Section Refunding Rules

Section Refunding Rules

Status Code	Percent Complete	Duration Complete	Duration	Tuition Refund	Fee Refund	Extension Refund	Override	Activity Date
RE				0	0	0	<input type="checkbox"/>	14-APR-2008
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

21. Use the table as a guide to the fields in this block.

Field	Description
Status Code	Status code from the Section Registration Status Codes block to which the refunding rules will be applied.
Percent Complete	<p>This value defined in this field will be used to select the appropriate refund percentage. When applied to the individual registration, the student's elapsed time from the start date of the registration will be calculated and compared to this value.</p> <p>Note: Enter a value between 0 and 100 percent.</p> <p>You can only enter a value in this field if the Duration Complete field information has not been entered. Either Duration Complete or Percent Complete should be used to define the allowable interval for refund processing.</p>
Duration Complete	<p>This field is used to define alternative completion ranges. Where the Percent Complete examines the elapsed time between the learner's start date and withdrawal date based on the overall registration time frame, the Duration Complete assesses the number of duration units that have expired since the start date.</p> <p>Enter a value between 0 and the number of duration units defined for the section.</p> <p>Note: You can only enter a value in this field if the Percent Complete field information has not been entered. Either Duration Complete or Percent Complete should be used to define the allowable interval for refund processing.</p>
Duration	This field displays the duration units established for this section on the Schedule Form (SSASECT).
Tuition Refund	Enter a value between 0 and 100 percent for the calculation of the tuition refund. This refund percentage will be used in determining the student's financial indebtedness to your institution.
Fee Refund	Enter a value between 0 and 100 percent for the calculation of the fee refund. This refund percentage will be used in determining the student's financial indebtedness to your institution.

Field	Description
Extension Refund	Enter a value between 0 and 100 percent for the calculation of the extension fee refund. This refund percentage will be used in determining the student's financial indebtedness to your institution.
Override	This checkbox indicates if the defaulted rule information contained in the block may be overridden.
Activity Date	This is the date the record was created or last updated.

22. Click the **Save** icon.

23. Click the **Exit** icon.

Waitlist Rules

Purpose

Waitlisting is an enrollment management tool that assists in maximizing enrollment numbers in individual course sections. Automated waitlist processing assists in managing the movement of students from waitlists to active registration statuses through rule and control forms and job submission processes.

Options for automated waitlist processing included are

- Ability to limit the use of wait lists
 - Limit by term
 - Limit by specific CRN within a term
- Automated notifications to
 - Student
 - Faculty
 - Advisor
 - Registrar
- Set Registration controls separately for Waitlist
- Control Waitlist prioritization manually or with rules
- Control selection of waitlisted courses
- Display or suppress waitlist sequence to student

Setting up Automated Waitlist Controls involves three main areas:

- Set up the Notification emails (Details on creating letters are found in *Banner Student Letter Generation* workbook)
- Determine priorities and selection criteria for automated waitlist processing
- Set Course-specific overrides for those priorities and selection criteria

About Manual Waitlisting in Banner

Prior to adding a student to a waitlist, the waitlist seating information must be specified on the Schedule Form (SSASECT). The waitlist maximum number of seats must be entered or a waitlist cannot be created. A student can be placed on the waitlist by using a waitlist registration status code which is created on the Course Registration Status Code Validation Form (STVRSTS).

Note: Caution should be used when setting the **Count in Enrollment** and **Count in Assessment** flags for the Waitlist status. If checked, they will update the section enrollment counts as well as the waitlist counts and assess the student for any waitlisted sections. It is recommended that these values be set to unchecked.

The time period in which the waitlist status code may be used must be specified on the Course Registration Status Control Form (SFARSTS).

Banner form

The screenshot displays the Banner SSASECT 8.2 form for a course section. The form is titled "Schedule SSASECT 8.2 (s10b80)". At the top, there are fields for Term (200823), CRN (2), Subject (DART), Course (100), and Title (Test subject). Below this, there are tabs for Course Section Information, Section Enrollment Information (selected), Meeting Times and Instructor, and Section Preferences. Under Section Enrollment Information, there are sub-tabs for Enrollment Details (selected) and Reserved Seats. The Enrollment Details section contains the following fields:

Maximum:	<input type="text" value="0"/>	Waitlist Maximum:	<input type="text" value="0"/>	Projected:	<input type="text" value="0"/>
Actual:	<input type="text" value="0"/>	Waitlist Actual:	<input type="text" value="0"/>	Prior:	<input type="text" value="0"/>
Remaining:	<input type="text" value="0"/>	Waitlist Remaining:	<input type="text" value="0"/>	<input type="checkbox"/> Reserved	
Generated Credit Hours:		<input type="text" value=".000"/>			

Below the Enrollment Details section, there are two census boxes:

Census One	Census Two
Enrollment Count: <input type="text" value="0"/>	Enrollment Count: <input type="text" value="0"/>
Freeze Date: <input type="text" value="03-JAN-2008"/>	Freeze Date: <input type="text" value="17-JAN-2008"/>

Steps

Use these steps to manually set up a class for waitlisting.

1. Access the Schedule Form (SSASECT).
2. Enter the term in the **Term** field.
3. Enter a course registration number in the **CRN** field.
4. Click on **Next Block** to access the Course Section Information Window.

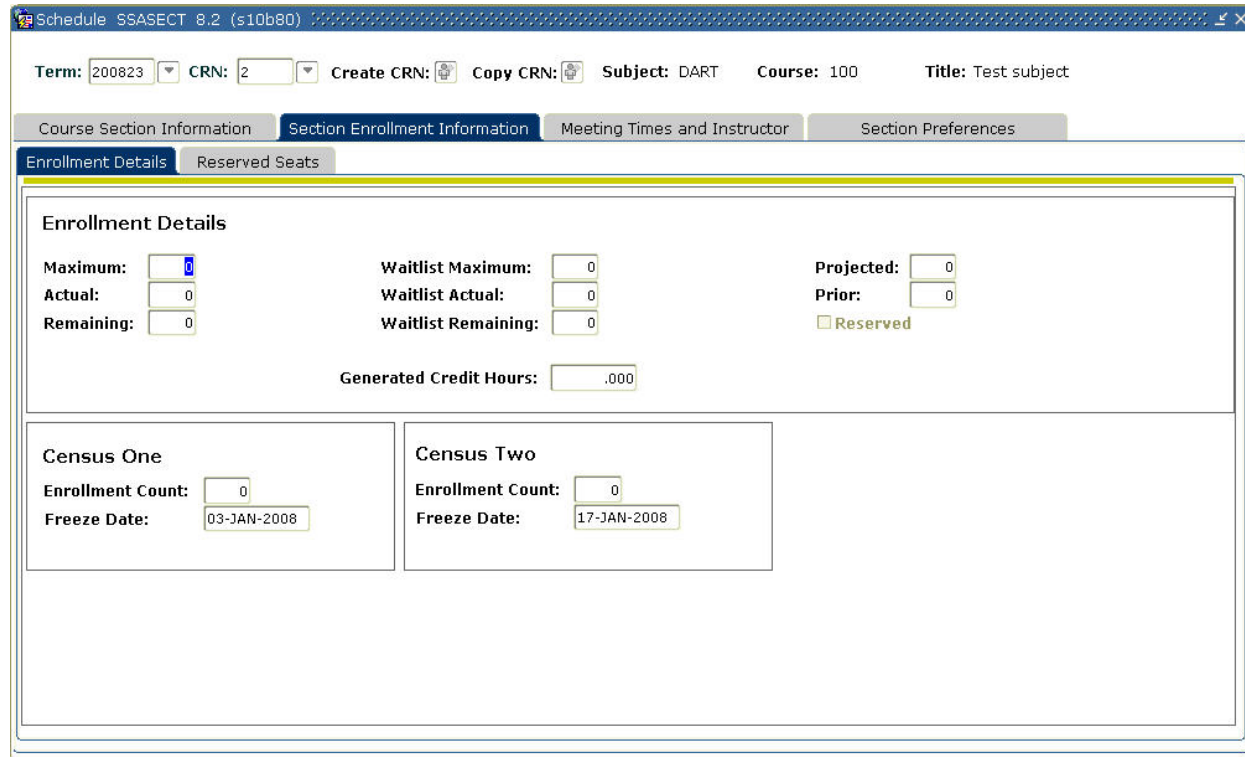
The screenshot shows the 'Course Section Information' window in the SSASECT 8.2 application. The window title is 'Schedule SSASECT 8.2 (s10b80)'. At the top, there are input fields for 'Term: 200823', 'CRN: 2', 'Subject: DART', 'Course: 100', and 'Title: Test subject'. Below this, there are four tabs: 'Course Section Information' (selected), 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. The main area contains several sections of information:

- Subject:** DART (dropdown), Repeats testing
- Course Number:** 100 (dropdown), **Title:** Test subject
- Section:** 0 (dropdown)
- Cross List:** (empty dropdown)
- Campus:** 1 (dropdown), Fee Assessment Test Campus 1
- Status:** A (dropdown), Active
- Schedule Type:** L (dropdown), Lecture
- Instructional Method:** TR (dropdown), Traditional
- Integration Partner:** (empty dropdown)
- Grade Mode:** S (dropdown), Standard Letter
- Session:** D (dropdown), Day
- Special Approval:** (empty dropdown)
- Duration:** (empty dropdown)
- Part of Term:** 1 (dropdown), 17-OCT-2007 (calendar), 31-DEC-2009 (calendar), 17
- Registration Dates:** (empty calendar)
- Start Dates:** (empty calendar)
- Maximum Extensions:** 0
- CEU Indicator:** (checkbox)
- Credit Hours:** 3.000, None (radio), To (radio), Or (radio), 12.000
- Billing Hours:** 3.000, None (radio), To (radio), Or (radio), 12.000
- Contact Hours:** 3.000, None (radio), To (radio), Or (radio), 12.000
- Lecture:** 3.000, None (radio), To (radio), Or (radio), 12.000
- Lab:** None (radio), To (radio), Or (radio)
- Other:** None (radio), To (radio), Or (radio)
- Link Identifier:** (empty dropdown)
- Attendance Method:** (empty dropdown)
- Weekly Contact Hours:** (empty dropdown)
- Daily Contact Hours:** (empty dropdown)
- Print
- Voice Response and Self-Service Available
- Gradable
- CAPP Areas for Prerequisites
- Tuition and Fee Waiver

At the bottom, there are checkboxes for 'Long Title', 'Comments', and 'Syllabus'.

Review the information previously entered for this course.

5. Click on **Next Block** to access the Section Enrollment Information.



Schedule SSASECT 8.2 (s10b80)

Term: 200823 CRN: 2 Create CRN: Copy CRN: Subject: DART Course: 100 Title: Test subject

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

Enrollment Details

Maximum: 0 Waitlist Maximum: 0 Projected: 0
Actual: 0 Waitlist Actual: 0 Prior: 0
Remaining: 0 Waitlist Remaining: 0 Reserved
Generated Credit Hours: .000

Census One
Enrollment Count: 0
Freeze Date: 03-JAN-2008

Census Two
Enrollment Count: 0
Freeze Date: 17-JAN-2008

6. Review the **Waitlist Maximum** field, and set it to 5 if it is not already set that way.
7. Click on the **Save** icon to update the Schedule record.
8. Click on the **Exit** icon.

9. Access the Course Registration Status Code Validation Form (STVRSTS).

Status Code	Description	Allowed to Enter	Count in Enrollment	Count in Assessment	Count in Attempted	Count in Time Status	Withdrawal Indicator	Waitlist Indicator	Gradable Indicator
DN	Drop Non-Payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DW	Web Drop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DX	Drop Extension	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MT	Melissa's Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
NS	No Show	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P1	Drop Course No Penalty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PN	Pending Registration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
R1	First Request	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
R2	2n Request	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RC	Reinstated CRN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RE	**Registered**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RP	REEP Registration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RS	Reinstated Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RW	**Web Registered**	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RX	Reg Extension	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TW	Total Withdrawal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
W1	WD Student-W/WP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
W2	WD Course-W/WF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WC	WD Course-W	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WL	Wait Listed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WS	WD Student-W	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Note that the Wait Listed status is entered, and that the appropriate checkboxes are checked.

11. Click on the **Save** icon if you made any changes to this form.

12. Click on the **Exit** icon.

13.

Access the Course Registration Status Control Form (SFARSTS).

The screenshot shows the 'Course Registration Status Form SFARSTS 8.0 (UDCSysT)' window. At the top, the 'Term' is set to '200810 Autumn 2007' and 'Part of Term' is '1 Full Term'. Below this are two main sections:

Course Registration Status Dates

Status	Description	Affected By Student Status	Start Date	End Date	Voice Response Indicator
MT	Melissa's Test	<input type="checkbox"/>	14-MAR-2007	16-MAR-2007	<input type="checkbox"/>
PN	Pending Registration	<input type="checkbox"/>	20-AUG-2007	14-DEC-2007	<input type="checkbox"/>
RE	**Registered**	<input checked="" type="checkbox"/>	12-JAN-2007	08-JAN-2009	<input type="checkbox"/>
RW	**Web Registered**	<input checked="" type="checkbox"/>	12-JAN-2006	08-JAN-2009	<input type="checkbox"/>
WC	WD Course-W	<input type="checkbox"/>	09-AUG-2007	14-DEC-2007	<input type="checkbox"/>
WL	Wait Listed	<input checked="" type="checkbox"/>	30-APR-2007	14-DEC-2007	<input type="checkbox"/>

Course Registration Status Refund Rules

Status	Start Date	End Date	Percentage Tuition Refund	Percentage Fees Refund
WL				

14. Enter a term in the **Term** field.
15. Enter a part of term in the **Part of Term** field.
16. Click on **Next Block** to view the Course Registration Status Dates set up for this term.
17. Scroll down in the Course Registration Status Dates block to view the dates for Wait Listed status. Note that the Wait Listed status must already exist on the Course Registration Status Code Validation Form (STVRSTS) in order to be able to specify a time period for the status to apply here.
18. Click on the **Save** icon if you made any changes to this form.
19. Click on the **Exit** icon.

About Automatic Waitlisting in Banner

General Waitlisting by term is configured by the Automated Waitlist Term Control form (SOAWLTC). This includes these capabilities:

- Activate the automatic waitlist notification process as needed
- Specify whether waitlist notification is performed online or in a batch process
- Specify the time period in which students must register before the notification expires
- Specify whether students are allowed to see their positions in the waitlist queue
- Define who will be notified (student, instructor, advisor and/or registrar)
- Define letter codes for the various recipients of the notification emails
- Define waitlist priority rules and waitlist reordering
- Specify section options error checking levels for waitlisting
- Specify whether waitlisted coursework should be included when performing student options error checking
- Specify course characteristics which must be met before priority rules are applied
- Define priority rules which give student populations preferential treatment when waitlisted
- Specify student populations by characteristics that are not allowed to use the waitlist function
- Define waitlist priority rules and waitlist reordering.

If a CRN has special requirements for automated waitlist processing, the waitlist set up defined at the institutional level can be changed at the CRN level for that course. The Waitlist Automated Section Control form (SSAWLSC) is used to configure waitlisting by CRN.

- Activate error checking as defined on the Automated Waitlist Term Control Form (SOAWLTC)
- Activate the automatic waitlist notification process as needed
- Specify whether students are allowed to see their positions in the waitlist queue
- Specify the deadline for students to move from waitlist to registered status when seats become available.

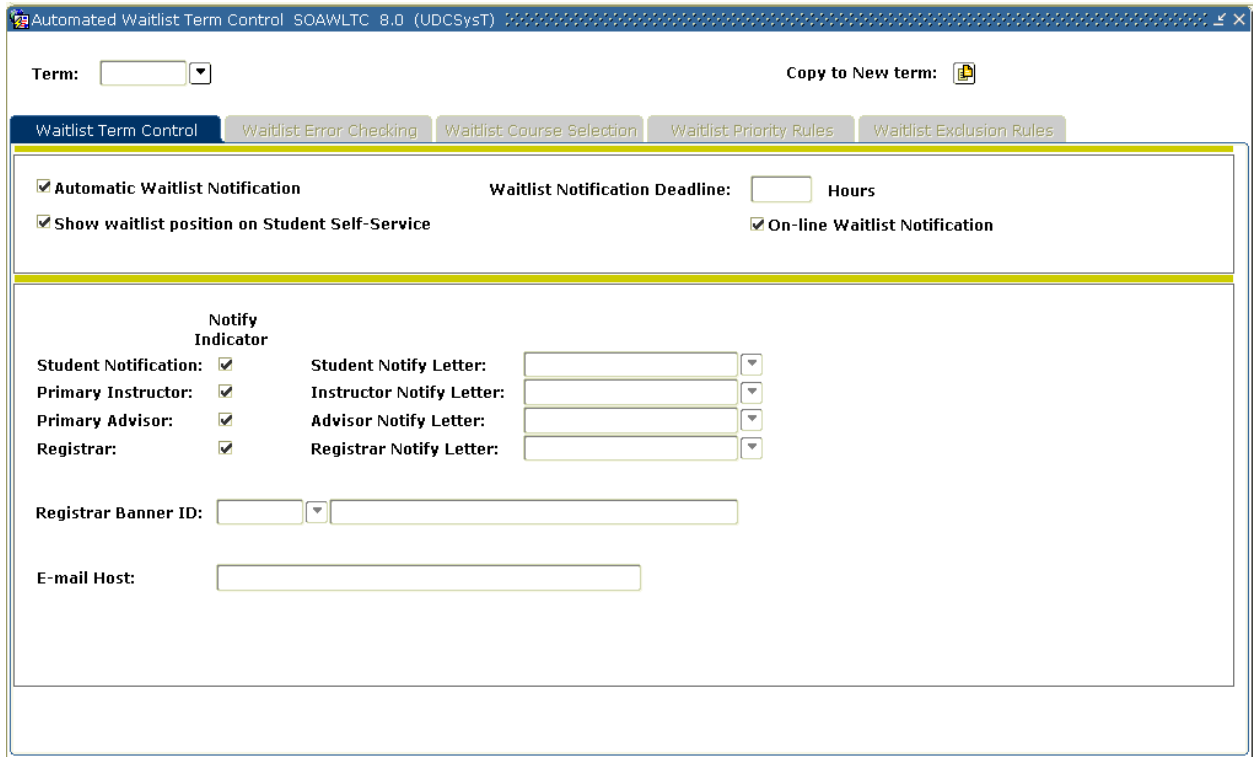
Letters formats can be configured for specific information types depending on the recipients.

- Configure letter codes on the Letter Code Validation form (GTVLETR)
- Associate the letter module code of *F* (Registration) on the HTML Letter Module Validation form (STVELMT) to the letter codes from the Letter Code Validation form (GTVLETR)
- Build letters on the Format HTML Letter Rules (SOAELTR) using the information available from the Registration detail


Refer to the *Banner Student Letter Generation Workbook* for more details on defining and setting up automated emails.

Note: If automated waitlist processing is not defined for a term, previous waitlist rules will be used, and the system assumes that waitlist notification is turned off (inactivated).

Banner form



Automated Waitlist Term Control SOAWLTC 8.0 (UDCSysT)

Term: Copy to New term: 

Waitlist Term Control | Waitlist Error Checking | Waitlist Course Selection | Waitlist Priority Rules | Waitlist Exclusion Rules

Automatic Waitlist Notification Waitlist Notification Deadline: Hours

Show waitlist position on Student Self-Service On-line Waitlist Notification

Notify Indicator

Student Notification: Student Notify Letter:

Primary Instructor: Instructor Notify Letter:

Primary Advisor: Advisor Notify Letter:

Registrar: Registrar Notify Letter:

Registrar Banner ID:

E-mail Host:

Steps

Banner Student controls the queue of students (with waitlist registration statuses) that are registered for the CRN and allows a waitlisted student to enroll in the course as soon as a seat becomes available. An existing set of Waitlist Rules can be copied to a new term using the **Copy to New Term** icon. Use these steps to create and update the Automatic Wait List rules.

1. Access the Automated Waitlist Term Control form (SOAWLTC)

2. Select the checkboxes and fill in parameters according to this table:

Field	Setting
Term	Term for which waitlist rules are to be set up. (List is populated from STVTERM)
Automatic Waitlist Notification	Indicates if automatic waitlisting is active for this term. Default is checked.
Show Waitlist Position on Student Self Service	Indicates if student's waitlist queue position is displayed in Banner Student Self Service. Default is checked.
Waitlist Notification Deadline	Time period in hours by which waitlisted student must register for the course after being notified of an available seat. Default is 24 hours.
On-line Waitlist Notification	Indicates that waitlist notification should occur during registration. Default is checked. (If not checked, only batch processing can be used for notification.)
Student Notification	Indicates that students will be notified of available seats. Default is checked.
Student Notify Letter	Letter code and description of notification letter for the waitlisted student(s). Requires that code exists on SOAELTL with a module code of <i>F</i> (Registration). Required if Student Notification is checked.
Primary Instructor	Indicates that instructor(s) will be notified of available seats. Default is checked.
Instructor Notify Letter	Letter code and description of notification letter for the instructor(s). Requires that code exists on SOAELTL with a module code of <i>F</i> (Registration). Required if Primary Instructor is checked.
Primary Advisor	Indicates that a student's primary advisor will be notified of available seats. Default is checked.

Field	Setting
Advisor Notify Letter	Letter code and description of notification letter for the primary advisor. Requires that code exists on SOAELTL with a module code of <i>F</i> (Registration). Required if Primary Advisor is checked.
Registrar	Indicates that registrar will be notified of available seats. Default is checked.
Registrar Notify Letter	Letter code and description of notification letter for the registrar. Requires that code exists on SOAELTL with a module code of <i>F</i> (Registration). Required if Registrar is checked.
Registrar Banner ID	Identification number for an entity in Banner with an email address that is used as the "from" address for all notification emails. Also is the email address that notifications are sent to when Registrar is checked. Student emails are sent to this address if a student does not have an active email account. Required if Automatic Waitlist Notification is checked.
E-mail Host	Host name for email address to be used for available seat notification. Required when Automatic Waitlist Notification is checked.

3.

Click the **Waitlist Error Checking** tab.

Automated Waitlist Term Control SOAWLTC 8.0 (UDCSysT)

Term: 200810 Autumn 2007 Copy to New term: [icon]

Waitlist Term Control | **Waitlist Error Checking** | Waitlist Course Selection | Waitlist Priority Rules | Waitlist Exclusion Rules

Waitlist Registration Error Checking

Include Waitlisted courses in Student Options error checking

	Yes	No
Duplicates:	<input type="radio"/>	<input checked="" type="radio"/>
Links:	<input checked="" type="radio"/>	<input type="radio"/>
Corequisites:	<input checked="" type="radio"/>	<input type="radio"/>
Prerequisites:	<input checked="" type="radio"/>	<input type="radio"/>
Time:	<input checked="" type="radio"/>	<input type="radio"/>

Section Options

	Fatal	Warning	No Check
Approval:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Capacity:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Field of Study:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
College:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Level:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Campus:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Degree:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Program:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student Attribute:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Cohort:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Note that even if Automatic Waitlist Notification is not selected, Waitlist registration error checking will still take place (as defined in the **Waitlist Error Checking** tab). This window sets the Waitlist Registration Error Checking for the term indicated in the key block.

- If no Waitlist control records have been defined for the term on SOAWLTC, the error checking process will use the settings on Term Control form (SOATERM).

Waitlist Error checking is controlled by Student Options and Section Options. Student Options are set to YES or NO. YES means that waitlisted courses should be included in error checking along with enrolled courses.

For each new section created, error settings for Section Options are determined by the severity settings on SOATERM for the term. The settings for Section Options are defaulted in. See this table for more details:

Field	Description
Student Options Error Checking	
Duplicates	Include duplicate courses in waitlist error checking when set to YES. Default is NO.
Links	Include linked courses in waitlist error checking when set to YES. Default is YES.

Field	Description
Corequisites	Include corequisite courses in waitlist error checking when set to YES. Default is YES.
Prerequisites	Include prerequisite courses in waitlist error checking when set to YES. Default is YES.
Time	Include time conflicts for courses in waitlist error checking when set to NO. Default is YES.
Section Options for Error Checking	
Approval	Sets Approval Warning severity
Capacity	Sets Capacity Warning severity
Field of Study	Sets Field of Study Warning severity
Department	Sets Department Warning severity
College	Sets College Warning severity
Level	Sets Level Warning severity
Class	Sets Class Warning severity
Campus	Sets Campus Warning severity
Degree	Sets Degree Warning severity
Program	Sets Program Warning severity
Student Attribute	Sets Student Attribute Warning severity
Cohort	Sets Cohort Warning severity

5.

Click the **Waitlist Course Selection** tab.

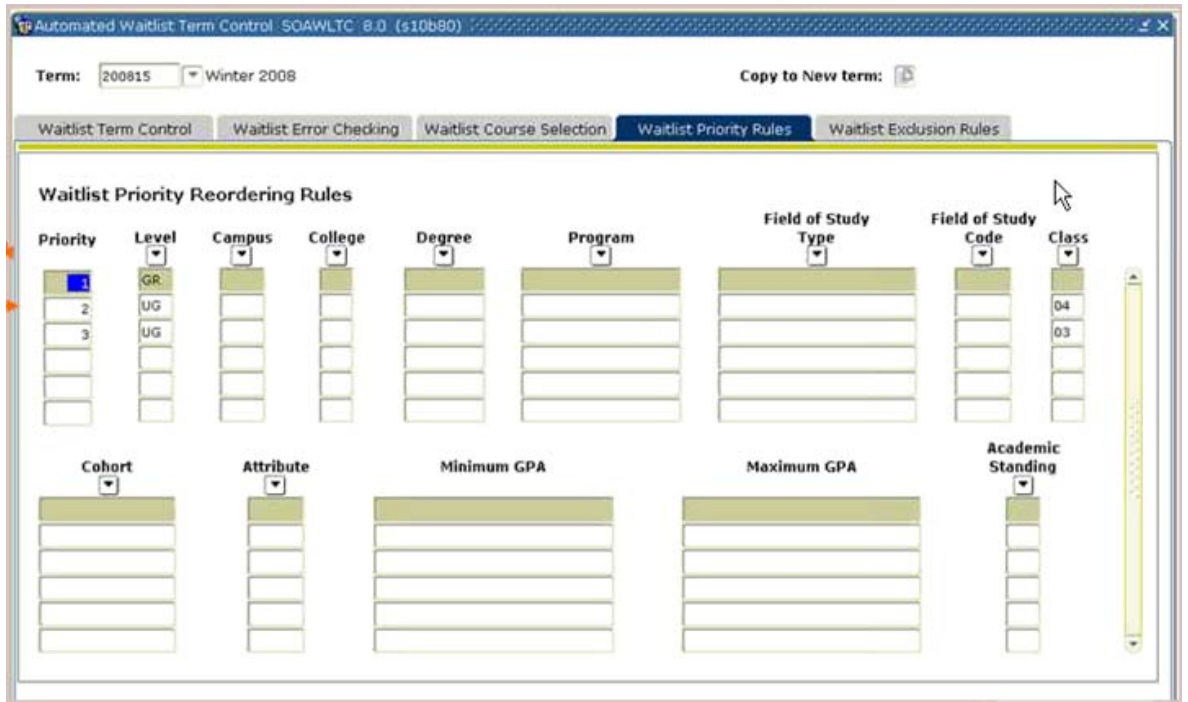
Use this tab to set up course selection criteria for the waitlist priority rules for the term in the key block. The selection of courses is based on college, subject, course, CRN and attributes.

These criteria provide a filter to determine who gets the Waitlist Priority Rules (defined on the next tab) applied to their registrations. A Student on the Waitlist must match one or more selection rules in order for the Priority Rules to apply. Elements in each of these fields must be set up on the indicated validation table.

Field	Description	Validation Table
College	College of course that can be waitlisted	STV COLL
Subject	Subject of the course that can be waitlisted	STV SUBJ
Course	Course number and title of course that can be waitlisted	
CRN	Course Reference Number of the course that can be waitlisted. If a value is entered in this field, no other field on the course record can be entered.	SSASECO
Attributes	Degree attributes of the course that can be waitlisted.	STV ATTR

6.

Click the **Waitlist Priority Rules** tab.



This tab is used to set up the priority rules for the term in the Key Block. The rules are used to provide preferential treatment to students with characteristics matching the values entered on the rule. These rules are applied when a student is waitlisted for a CRN. Students that do not meet the criteria for any of the rules will receive the lowest priority ('first come, first served').

Waitlist priority rules only apply to courses that meet the course selection criteria. If no criteria have been set up, the waitlist priority rules are applied to all CRNs for the term. Values for these fields must be set up in advance on the indicated Validation table if there is one.

Field	Description	Validation Table
Priority	Priority number for the rule. This does not have to be unique. Priority of 1 is the highest priority. Students matching the characteristics of a priority 1 rule are notified first, on a first come, first served basis.	
Level	Level code for the rule	STVLEVL
Campus	Campus code for the rule	STVCAMP
College	College code for the rule	STV_COLL
Degree	Degree code for the rule	STVDEGC

Field	Description	Validation Table
Program	Program code for the rule	SMARPLE
Field of Study Type	Field of study type code for the rule	GTVLFST
Field of Study Code	Major code for the rule	STVMAJR
Class	Class code for the rule	STVCLAS
Cohort	Cohort code for the rule	STVCHRT
Attribute	Student attribute for the rule	STVATTR
Minimum GPA	Minimum level GPA required for the rule	
Maximum GPA	Maximum level GPA required for the rule	
Academic Standing	Academic standing code for the rule	STVASTD

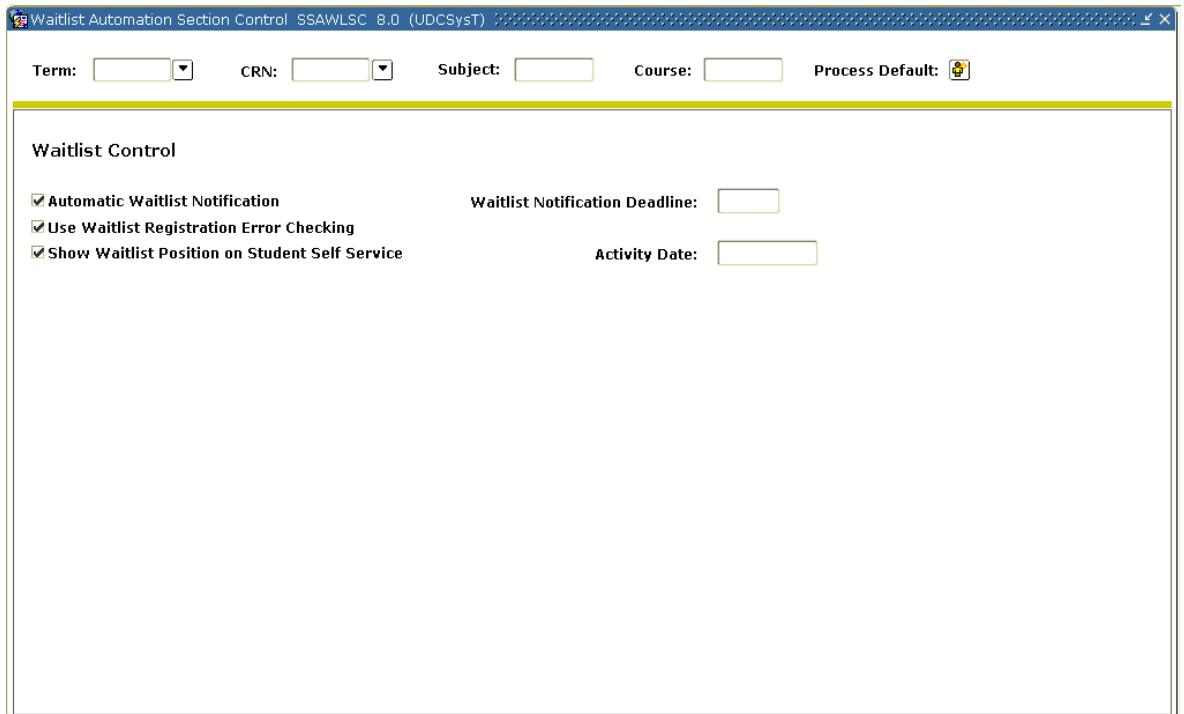
7. Click the **Waitlist Exclusion Rules** tab.


Use this tab to set up the exclusion rules for the term in the Key Block. Students who match the characteristics defined for an exclusion rule are not allowed to be waitlisted for any courses. Exclusion rules are only applied if the **Automatic Waitlist Notification** checkbox is checked.

Field	Description	Validation Table
Priority	Priority number for the rule. This does not have to be unique. Priority of 1 is the highest priority. Students matching the characteristics of a priority 1 rule are notified first, on a first come, first served basis.	
Level	Level code for the rule	STVLEVEL
Campus	Campus code for the rule	STVCAMP
College	College code for the rule	STVCOLL
Degree	Degree code for the rule	STVDEGC
Program	Program code for the rule	SMARPLE
Field of Study Type	Field of study type code for the rule	GTVLFST
Field of Study Code	Major code for the rule	STVMAJR
Class	Class code for the rule	STVCLAS
Cohort	Cohort code for the rule	STVCHRT
Attribute	Student attribute for the rule	STVATTR
Minimum GPA	Minimum level GPA required for the rule	
Maximum GPA	Maximum level GPA required for the rule	
Academic Standing	Academic standing code for the rule	STVASTD

8. Press the **Save** icon to save the rules you have just set up.
9. Press the **Exit** icon.
- 10.

If you have specific CRNs that you wish to set up waitlist controls for, access the Waitlist Automation Section Control form (SSAWLSC). These rules will override the institution-wide rules.



Term: CRN: Subject: Course: Process Default: 

Waitlist Control

Automatic Waitlist Notification Waitlist Notification Deadline:

Use Waitlist Registration Error Checking

Show Waitlist Position on Student Self Service Activity Date:

Use this form to set up waitlist controls by term and CRN for automatic student notification, waitlist registration error checking, display of student waitlist queue position in Banner Student Self Service, and student notification deadline time period.

Note: CRNs that are defined as open learning courses cannot be used with this form.

11. Fill in the desired values in the Key Block.

Field	Description	Obtained From
Term	Term for waitlist controls	List: STVTERM, Count Hits: SSASECQ
CRN	Course Reference Number for the waitlist controls	List: SSASECQ
Subject	Subject of the course	
Course	Number of the course	

Selecting the **Process Default** button copies the waitlist controls for the new record to the CRN (based on SOAWLTC values) and saves the record.

12. Click the **Next Block** icon to move to the Waitlist Control Block on this window.

These are the controls you can set for a term and CRN for automated waitlist processing. Records must exist on the Automated Waitlist Term Control form (SOAWLTC) in order to be able to define section term controls on SSAWLSC. You can thus override the institution-wide settings for any or all of these items.

When the **Automatic Waitlist Notification** checkbox is unchecked, automated waitlist notification processing will not be used for the CRN. When the **Use Waitlist Registration Error Checking** checkbox is unchecked, waitlist registration checking from SOAWLTC will not be used, and no checking will take place for the CRN.

Field	Description
Automatic Waitlist Notification	Indicates that automated waitlist notification will be used for the CRN
Use Waitlist Registration Error Checking	Indicates that waitlist registration error checking from SOAWLTC will be used for the CRN
Show Waitlist Position on Student Self Service	Indicates that the student's position in the waitlist queue will be displayed in self service
Waitlist Notification Deadline	Time period in hours by which the waitlisted student must register for the course after being notified of an available seat.
Activity Date	Date on which the record was last updated. Display only.

13. Click on the **Save** icon to save the rules you have just set up.

14. Click on the **Exit** icon.

Registration Fees Process Control

Purpose

The Registration Fee Assessment Rules Form (SFARGFE) is used to define tuition and fee assessments for a term.

These rules provide the user with the ability to apply rules by Term, Residency, College, Major, etc. Prior to the creation of this form, data must exist on all the necessary supporting validation tables.

These rules may be copied from one term to another.

Banner form

Registration Fee Assessment Rules SFARGFE 8.0 (UDCSysT)

Term: 200910 Fall 2008 Rule Type: STUDENT Entry Type: REGULAR

Copy Rules to New Term Set Copy Indicator Process Copy Indicator Setting

Registration Charges and Fees

Type	Copy Number	Sequence Detail Code	Category Code	Per Credit Charge	Minimum Charge	Maximum Charge	Override	Course Campus	Course Level	Course Attribute	User ID	Activity Date
<input type="radio"/> P <input checked="" type="radio"/> R	1	T101	TUI	5.00	.00	25.00	<input type="checkbox"/>				CMCCORMI	03-JAN-2008
<input type="radio"/> P <input checked="" type="radio"/> R	2	T101	TUI	149.75	.00	99,999.00	<input type="checkbox"/>				SATURN	15-FEB-2008
<input type="radio"/> P <input checked="" type="radio"/> R	3	T101	TUI	450.00	.00	99,999.00	<input type="checkbox"/>				SATURN	15-FEB-2008
<input type="radio"/> P <input checked="" type="radio"/> R	4	T101	TUI	149.75	.00	99,999.00	<input type="checkbox"/>				SATURN	15-FEB-2008
<input type="radio"/> P <input checked="" type="radio"/> R	5	T101	TUI	324.00	.00	10,000.00	<input checked="" type="checkbox"/>				SATURN	15-FEB-2008
<input type="radio"/> P <input checked="" type="radio"/> R	6	EFEE	TUI	171.00	.00	99,999.00	<input type="checkbox"/>				SATURN	15-FEB-2008
<input type="radio"/> P <input checked="" type="radio"/> R	7	EFEE	TUI	177.00	.00	99,999.00	<input type="checkbox"/>				SATURN	15-FEB-2008
<input type="radio"/> P <input checked="" type="radio"/> R	8	T102	TUI	198.00	.00	99,999.00	<input type="checkbox"/>				SATURN	15-FEB-2008

Student Curriculum Registration Criteria Student/Course

Student Curriculum Rules

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Admission Term	Curricula Student Type	Curricula Rate	Curricula

Registration Fee Assessment Rules SFARGFE 8.0 (UDCSysT)

Term: 200910 Fall 2008 Rule Type: STUDENT Entry Type: REGULAR
 Copy Rules to New Term Set Copy Indicator Process Copy Indicator Setting

Registration Charges and Fees

Type	Sequence Copy Number	Detail Code	Category Code	Per Credit Charge	Minimum Charge	Maximum Charge	Override	Course Campus	Course Level	Course Attribute	User ID	Activity Date
<input type="radio"/> P <input checked="" type="radio"/> R	1	T101	TUI	5.00	.00	25.00	<input type="checkbox"/>				CMCCORMI	03-JAN-2008
<input type="radio"/> P <input checked="" type="radio"/> R	2	T101	TUI	149.75	.00	99,999.00	<input type="checkbox"/>				SATURN	15-FEB-2008
<input type="radio"/> P <input checked="" type="radio"/> R	3	T101	TUI	450.00	.00	99,999.00	<input type="checkbox"/>				SATURN	15-FEB-2008
<input type="radio"/> P <input checked="" type="radio"/> R	4	T101	TUI	149.75	.00	99,999.00	<input type="checkbox"/>				SATURN	15-FEB-2008
<input type="radio"/> P <input checked="" type="radio"/> R	5	T101	TUI	324.00	.00	10,000.00	<input checked="" type="checkbox"/>				SATURN	15-FEB-2008
<input type="radio"/> P <input checked="" type="radio"/> R	6	EFEE	TUI	171.00	.00	99,999.00	<input type="checkbox"/>				SATURN	15-FEB-2008
<input type="radio"/> P <input checked="" type="radio"/> R	7	EFEE	TUI	177.00	.00	99,999.00	<input type="checkbox"/>				SATURN	15-FEB-2008
<input type="radio"/> P <input checked="" type="radio"/> R	8	T102	TUI	198.00	.00	99,999.00	<input type="checkbox"/>				SATURN	15-FEB-2008

Student Curriculum Registration Criteria Student/Course

Registration Criteria

Liable Billing Hours From: [] To: [] Total Student Liable Hours From: [] To: []
 Flat Charge Hours Range From: [] To: [] Flat Charge Amount: []
 Course Overload Start Hours: [] Registration Dates From: [] To: []

Registration Fee Assessment Rules SFARGFE 8.0 (UDCSysT)

Term: 200910 Fall 2008 Rule Type: STUDENT Entry Type: REGULAR
 Copy Rules to New Term Set Copy Indicator Process Copy Indicator Setting

Registration Charges and Fees

Type	Sequence Copy Number	Detail Code	Category Code	Per Credit Charge	Minimum Charge	Maximum Charge	Override	Course Campus	Course Level	Course Attribute	User ID	Activity Date
<input type="radio"/> P <input checked="" type="radio"/> R	1	T101	TUI	5.00	.00	25.00	<input type="checkbox"/>				CMCCORMI	03-JAN-2008
<input type="radio"/> P <input checked="" type="radio"/> R	2	T101	TUI	149.75	.00	99,999.00	<input type="checkbox"/>				SATURN	15-FEB-2008
<input type="radio"/> P <input checked="" type="radio"/> R	3	T101	TUI	450.00	.00	99,999.00	<input type="checkbox"/>				SATURN	15-FEB-2008
<input type="radio"/> P <input checked="" type="radio"/> R	4	T101	TUI	149.75	.00	99,999.00	<input type="checkbox"/>				SATURN	15-FEB-2008
<input type="radio"/> P <input checked="" type="radio"/> R	5	T101	TUI	324.00	.00	10,000.00	<input checked="" type="checkbox"/>				SATURN	15-FEB-2008
<input type="radio"/> P <input checked="" type="radio"/> R	6	EFEE	TUI	171.00	.00	99,999.00	<input type="checkbox"/>				SATURN	15-FEB-2008
<input type="radio"/> P <input checked="" type="radio"/> R	7	EFEE	TUI	177.00	.00	99,999.00	<input type="checkbox"/>				SATURN	15-FEB-2008
<input type="radio"/> P <input checked="" type="radio"/> R	8	T102	TUI	198.00	.00	99,999.00	<input type="checkbox"/>				SATURN	15-FEB-2008

Student Curriculum Registration Criteria Student/Course

Student/Course Rules

Student Type: [] Student Attribute: BILL Student Rate: [] Residency: [] Class: [] POT: []
 Assess by Course: [] Grade Mode: [] Instructional Method: [] Schedule Type: []

Steps

Follow these steps to view the form.

1. Access the Registration Fee Assessment Rules Form (SFARGFE).
2. Select a term in the **Term** field.
3. Perform a **Next Block** function.
4. View the Registration Tuition and Fees rules set up for the selected term by student curriculum.
5. Perform a **Next Block** function.
6. View the Registration Tuition and Fees rules set up for the selected term by registration criteria.
7. Perform a **Next Block** function.
8. View the Registration Tuition and Fees rules set up for the selected term by Student/Course.
9. Click the **Exit** icon.

Registration Additional Fees Control

Purpose

The Registration Additional Fees Control Form (SFAAFEE) is used to define all the possible optional fees that can be added for a student for a term using the Additional Fees Block on the SFAREGS form. These codes and amounts will be reflected on the student's registration fee assessment.

Prior to setting up this form, values must exist on TSADETC. Only a charge code can be used on this form.

Banner form

Detail	Description	Amount
CPS2	Computer Science Lab Fee	50.00
ACTF	Activity Fee	75.00

Steps

Follow these steps to view the form.

1. Access the Registration Additional Fees Control Form (SFAAFEE).
2. Select a term in the **Term** field.
3. Perform a **Next Block** function.
4. View the Optional Additional Fees set up for the selected term.
5. Click the **Exit** icon.

Day-to-Day Operations



Section goal

The goal of this section is to explain the regular process and detail the procedures to handle student registration procedures at your institution.

Objectives

In this course you will learn how to

- utilize the quick entry process
- register students
- review tuition/fee assessment for a student
- perform add/drop
- identify registration reports and processes.

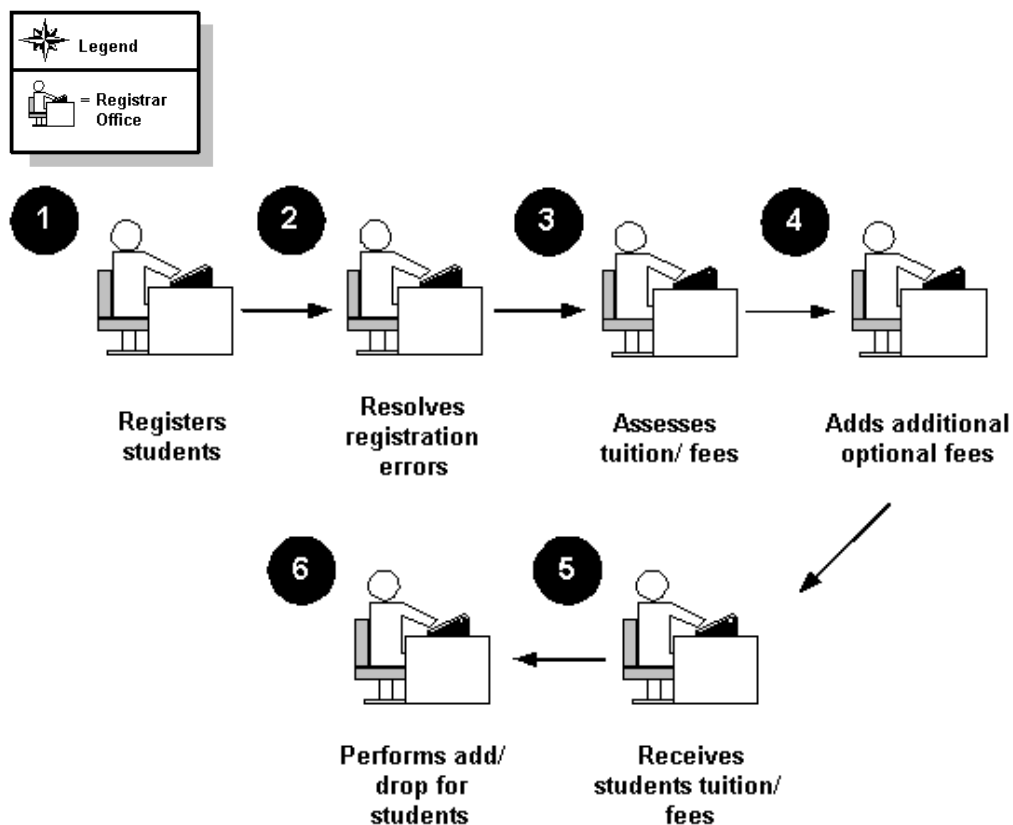
Process Introduction

About the process

This course is intended to teach the participant the steps to register a student in Banner, review of the student's tuition and fee assessment, resolution of registration errors and the addition of an optional fee.

Flow diagram

This is a high-level flow diagram that represents a day-to-day perspective of the Registration process.



What happens

The stages of the process are described in this table.

Registrar	
1	Registers student.
2	Resolves student registration errors.
3	Assesses tuition/fees.
4	Adds additional optional fees for student.

Using the Quick Entry Process

Introduction

The Quick Entry Form (SAAQUIK) provides a way to enter and register persons on the system with minimal effort. This form is combined with the General Person Identification Form (SPAIDEN), which allows a person to be added to the system along with addresses (optional).

Banner form

Quick Entry SAAQUIK 8.0 (BAN8_WIN)

ID: 017688607 Morrison, Rachel A. Term: 200710 Level: UG Generate ID:

Quick Admit Addresses Biographical

Enter Address Enter Biographical

Student Type: N New First Time
Student Status: AS Activexxxxxxxxxxxx
Residence: R In state Resident
Full or Part Time: Full Time Part Time None
Rate:
Education Goal:
Education Level:

Application and Recruit Information

Create Application Record **Application Number:**
Admission Type:
Application Status:
Admission Decision:
 Create Recruit Record
Primary Source:

Curriculum Record 1 of 1

Term: 200710 Fall 2006 **Program:** WEBCURR001 **College:** 00 No College Designated
Catalog Term: 200710 Fall 2006 **Level:** UG Undergraduate **Degree:** 000000 Undeclared
Priority: 1 **Campus:** M Main

Field of Study

Type: MAJOR **Field of Study:** ACCT Accounting **Department:**
Priority: 1 **Status:** INPROGRESS **Attached to Major:**

Steps

On the day before classes are to begin, a person accepts an offer of admission and requests to be scheduled for the term. He needs to be added to the System as quickly as possible in order to be scheduled for classes.

Follow these steps to complete the process.

Warning: Before adding a person to the system, you will use the common matching process to make sure the person does not already exist in the System.

1. Access the Quick Entry Form (SAAQUIK).
2. Click the **Generate ID** button to generate a new ID.

Result: You will be taken to the Common Matching Entry Form (GOAMTCH) if this has been enabled. If so, complete steps 3 through 6. If no, skip to step 8.

3. If appropriate, select a matching source in the **Matching Source** field, if necessary.

Note: The matching source may default in based on your institution's settings.

4. Perform a **Next Block** function.
5. Enter the person's name information in the **Last Name** and **First Name** fields.
6. Click the **Duplicate Check** icon.
7. Click **Yes** to create as new at the prompt.

Note: If the person is already in the system, they will appear on the **Match** tab.

8. Perform a **Rollback** function and enter new name information to create a different person.
9. Click **OK** to any prompts to return to the key block of SAAQUIK.
10. Click the down arrow next to the **Term** field and select the term of registration from the Term Code Validation Form (STVTERM).
11. Click the down arrow next to the **Level** field and select the code for *Undergraduate* level from the Level Code Validation Form (STVLEVEL).
12. Perform a **Next Block** function.
13. Click the **Enter Address** checkbox.

Result: You will be taken to the **Addresses** tab.

14. Enter address information in the window, completing these fields:
Address Type, Street Line 1, City, State or Province, Zip or Postal Code.
15. Click the **Quick Admit** tab.
16. Click the **Enter Biographical** checkbox.
Result: You will be taken to the **Biographical** tab.
17. Enter biographical information, completing these fields:
Gender, Birth Date, SSN/SIN/TIN, Citizenship
18. Complete the **New Ethnicity** field, if your institution requires this information.
19. Click the **Quick Admit** tab.
20. Click the **Create Application Record** checkbox to if you wish to create an application record.
21. Click the **Create Recruit Record** checkbox if you wish to create a recruit record.
22. Enter a student type in the **Student Type** field.
Example: *A* (1st Time Freshman)
23. Enter a status in the **Student Status** field.
24. Enter a residence code in the **Residence** field.
25. Perform a **Next Block** function to access the Curriculum window.
26. Click the down arrow next to the **Program** field.
27. Select a program for the student.
Result: Catalog term, Campus, College, Degree and Primary Major will default from the Curriculum Rules Form for the selected program.
28. Click the **Save** icon.
29. Click the **Exit** icon.

Registering a Student for Courses

Introduction

The Student Course Registration Form (SFAREGS) can

- register a student for course sections
- perform adds, drops, and withdrawals
- print student schedules or bills.

This form also assesses the charge related to the registration and passes them to the Accounts Receivable module.

Banner form

The screenshot shows the SFAREGS 8.1 web application interface. At the top, it displays 'Confidential' and fields for Term (200610), ID (817111111), Student Name (Flath, Hannah), and Date (06-NOV-2008). There are checkboxes for 'View Current/Active Curricula', 'Print Bill', and 'Print Schedule'. Below this are tabs for 'Registration', 'Student Term', 'Curricula', and 'Time Status'. The main form is divided into sections: 'Enrollment Information' with fields for Status (Eligible to Register), Reason, Status Date (08-NOV-2004), Process Block (ELET21), Delete All CRNs, Minimum Hours (.000), Maximum Hours (99.990), Source, and Acceptance (None selected). The 'Course Information' section features a table with columns: CRN, Subject, Course, Section, Grade Mode, Credit Hours, Bill Hours, Attempted Hours, Time Status Hours, Status, Level, Appr Recd, Override, Part of Term, Method of Instruction, and Campus. Below the table are fields for Error Flag, Status Type, Fees (Y - Immediate assessm...), Date (11-MAR-2007), Credit Hours, Bill Hours, and CEU Hours.

Steps

Now that you have created your student record, you may register him/her for classes. You will use the Registration form to enter the courses that you want your student to take. You will use the query capabilities of Banner to locate available courses.

Follow these steps to complete the process.

1. Access the Student Course Registration Form (SFAREGS).

Note: The first time you access SFAREGS during a Banner session, the Student System Distribution Initialization Form (SOADEST) will appear. If you know the printers you will be using to print schedules, invoices, transcripts, etc. enter them at this time and then click the **Exit** icon to continue to SFAREGS. If you are not going to be printing or do not know which printer you will be using, click the **Exit** icon to continue to SFAREGS.

2. Click the down arrow next to the **Term** field and enter the term for your student, if necessary.
3. Enter the student's ID in the **ID** field, if necessary.
4. Click the **View Current/Active Curricula** checkbox if you want only current and active curriculum records to be displayed in the Curriculum and Field of Study blocks.
5. Click the **Print Bill** checkbox.
6. Perform a **Next Block** function.
7. Enter *EL* (Eligible to Register) in the **Status** field.
8. Perform a **Next Block** function.
9. Click the down arrow next to the **CRN** field, and use the list and query functions to select courses to register your student.
10. Click the **Save** icon.

Note: If there are registration error messages for any of your classes, go to the **OVR** field for each record and type an "A" to override all errors. If you do this, click the **Save** icon.

11. Verify that a *Y* (Immediate fee/tuition assessment) appears in the dropdown next to the **Fees** field.
12. Click the **Save** icon.

13. Click the **Exit** icon.

Registration Overrides

Purpose

The Student Registration Permit-Override form (SFASRPO) is used to assign specific permit-override codes to individual students on a term and course or section basis. When a code is assigned to a student for a specific term, the CRN, Subject, Course Number and Section fields are available to specify when assigning the specific permit-override code.

At a minimum, a subject and course number must be designated when assigning a code. If a subject and course number are specified, the permit-override registration error checking will apply to any section of that subject and course number when the student registers. If a specific CRN is entered, the subject, course number and section number will default. If a subject, course number and section number are entered, the CRN will default. Multiple permit-override codes can be assigned to the same subject and course number combination, or the same CRN.

Note: Caution should be exercised when assigning permit-override codes. If a permit-override code is assigned to a subject and course number not associated with a CRN, and a different permit-override code (with a different set of registration overrides allowed) is assigned to a specific CRN that has the same subject and course number, the permit-override checking will “combine” the rules so that permitted overrides for registration error checking will be combined from both rules.

The Permit-Override codes are assigned in the Student Registration Permit-Overrides section of the form. Permit-override types can be assigned only when they have been authorized for the term in the Key Information using the Registration Permit-Overrides Control Form (SFAROVR).

The ID that assigned the override-permit code is stored and displayed on the form, as well as the activity date associated with the most recent change. Student schedule information is also displayed on the form. The information displayed is the same as that in the Student Schedule section of the Registration Section Query Form (SFQSECM).

Banner form

Steps

Use these steps to specify an override for a specific student:

1. Access the Student Registration Permit-Override Form (SFASRPO).

2. Enter the Student ID in the **ID** field.

Note: If you were working with a student ID on a previous form, it will default into this form.

3. Enter a term in the **Term** field.
4. Click the **Next Block** icon to view and enter Permit-Override codes for this student.
5. Select a permit code by clicking on the arrow above the **Permit** field and selecting one.

6. Fill in the data as indicated in this table:

Field	Value
CRN	

Field	Value
Subject	
Course Number	
Section	

7. Click the **Next Block** icon to view the effect this change will have on the student's schedule.
8. Click on the **Save** icon.
9. Click on the **Exit** icon.

Waitlist Processing

Purpose

Banner Student allows for both automated and manual waitlist processing. Processing of waitlists involve three main areas:

- Waitlist Management
 - Reorder waitlist sequencing
 - Clear available seats to force waitlist additions
 - Add seats to invoke waitlist processing
- Purge a Waitlist
- Self-Service with Waitlist (See the *Banner Student Self-Service* workbook)

Waitlist management

Banner Student controls the queue of students (with waitlist registration statuses) that are registered for the CRN and allows a waitlisted student to enroll in the course as soon as a seat becomes available. When a student attempts to register as waitlisted for a CRN, automated waitlist processing occurs, unless automated waitlist processing is not defined for a term.

The process considers the setting of the **Automatic Waitlist Notification** checkbox on SOAWLTC and SSAWLSC to see if automated waitlisting is active. When the indicator is checked on SSAWLSC, it takes precedence over the setting of the indicator on SOAWLTC.

When no record exists on SOAWLTC, automatic waitlist processing is not performed. Error checking performed for courses with waitlisted students is controlled by the settings on SOATERM, including time conflict checking.

When a record does exist on SOAWLTC or SSAWLSC, and the **Automatic Waitlist Notification** checkbox is unchecked, automatic wait list processing is not performed. Error checking performed for courses with waitlisted students in controlled by the settings on SOAWLTC.

Waitlist exclusion rules

When Waitlist Exclusion Rules have been defined on SOAWLTC, the student's characteristics are compared to the characteristics defined in the rules. If all of the student's characteristics match all the characteristics defined for any of the rules, then the student is not allowed to waitlist the course.

Waitlist registration verification checking

Normal registration eligibility checking occurs before a student can be added to a waitlist. When a fatal error is received, the student cannot register as waitlisted for the course. If

SOAWLTC is not used for a term rule, registration error checking is controlled by the settings on SOATERM.

The Student Options and Section Options error checking is performed based on the settings defined on the Waitlist Error Checking window of SOAWLTC. If an entry exists on SSAWLSC for the CRN and the **Use Waitlist Registration Error Checking** checkbox is unchecked, no error checking is performed.

Registration verification checking

When a student is registered as waitlisted, a position on the waitlist is assigned using the waitlist priority rules in first-come, first-served order unless priorities are customized using priority rules or manual adjustments. If the waitlisted student receives an available seat notification, the student can register for the course until the notification deadline has expired. In order to register for the course, the registration status must be changed from "waitlisted" to "registered," either by processing the Student Course Registration form (SFAREGS) or in Banner Student Self-Service.

If the waitlisted student tries to register for the course after notification but prior to the notification deadline, and a registration error occurs (such as time conflict, prerequisite, corequisite, etc, as defined on SOATERM), the student's priority on the waitlist is maintained until the defined deadline. This gives students the opportunity to rearrange their schedules or resolve issues in order to enroll for the waitlisted course.

Reviewing student waitlist status and priority

Students can view their current waitlist positions and notification deadlines on the Student Detail Schedule page in self-service when the settings on SOAWLTC or SSAWLCS (for specific CRNs) allow this. The waitlist position and notification deadline information is now printed on the Class Roster Report (SFRSLST) and is listed for the instructor in self-service. Instructors can also view the student's waitlist position on the Summary Waitlist page and the Detail Waitlist page in self-service. The Waitlist Priority Management forms (SFAWLPR, SFARWLP and SFAXWLP) are used to view student waitlist rosters for those students who have not been notified.

The Waitlist Notification Query Form (SFIWLNT) is used to query on and display students who have already been notified. The information includes the registration date and time, waitlist priority, waitlist status, notification date, and expiration date.

Banner form

Term: Autumn 2007 CRN: Subject: Course:

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Date	Notification Expires

Contents of the Key Block:

Field	Description	Value
Term	Term for the waitlist notification query	STVTERM
CRN	Course reference number for the waitlist notification query	SSASECQ
Subject	Subject of the Course	
Course	Number of the Course	

The Data Block on this form displays registration and waitlist priority information for students based on term and CRN. Fields in this block are display only. Records are displayed in ascending priority order.

Use the **Options** menu to access the Waitlist Priority Management Form (SFAWLPR), the Cross List Waitlist Priority Management Form (SFAXWLP), and the Reserved Seats Waitlist Priority Management Form (SFARWLP).

Field	Description	Value
ID	ID of the notified student	
Name	Name of the notified student	
Sequence	Registration sequence number of the waitlist entry	
Status	Registration status for the course	
Registration Date-Time	Date and time the student's registration status last changed.	
Waitlist Priority	Priority of the waitlist entry in the waitlist queue at the time the notification was sent	
Waitlist Status	Status of notification of available seats in the course	One of: <i>P</i> – Pending <i>R</i> – Registered <i>X</i> – Notification has expired <i>Z</i> – Student removed from waitlist
Waitlist Notified Date	Date the notification of an available seat in the course was sent	
Notification Expires	Time and date by which the student must register for the available seat or lose the place in the waitlist queue	

Reordering waitlist priorities

When a student is registered as waitlisted, the registration process assigns a waitlist priority to the student for the CRN. Waitlists can be reordered based on priority. Processing events can necessitate a change to the order of an existing waitlist. These events could be the need to reposition an individual on a waitlist, adjust the priority rules as defined on SOAWLTC, or add/remove CRNs from a cross-listed group. Waitlist priorities can be recalculated in these ways:

- The Waitlist Priority Management Form (SFAWLPR), Cross-list Waitlist Priority Management Form (SFAXWLP) and Reserved Seating Waitlist Priority Management Form (SFARWLP) allow you to manually manage the waitlist priority of the students for the CRN or apply the waitlist priority rules to automatically reorder the list. Manual changes must be recorded so that the Waitlist Priority Reorder process (SFPWLRO) does not reassign a new priority.
- The Waitlist Priority Reorder Process (SFPWLRO) is used to reorder waitlists in batch for all sections that meet institutional configured selection criteria according to institutionally specified rules. This process can be selected from the Options Menu on the waitlist priority management forms for individual CRNs.

This process applies the priority rules, reorders the waitlist for the CRN, and assigns a new waitlist priority number to each student registered on the waitlist. By default, manually modified waitlist priorities are left intact. But optionally, when run in batch, this process can override the manual assignments.

- Banner Student Self-Service and Banner Faculty and Advisor Self-Service now display the student's current position on the waitlist for all waitlisted sections. You can choose which of these waitlists are displayed.

The Waitlist Priority Reorder Process (SFPWLRO) is used to reorder positions in the waitlist queue based on the rules defined on SOAWLTC. Waitlists are sorted by waitlist priority order and the timestamp for the course registration status code (STVRSTS). Reordering can be performed by term and CRN or by Term and cross list group. Manual overrides can be included in the reordering process. If an entry has a manually assigned waitlist priority that is not overridden, it will not be processed.

Reordering is only applied to sections that fit the selection criteria and is done on a first come, first served basis within each rule. Waitlists for cross-listed courses are consolidated and reordered as a single waitlist for the group. Waitlists for courses with reserved seats and overflow allowances are consolidated and reordered as a single waitlist. Waitlists for courses with reserved seats but without overflow allowances are treated as a single waitlist.

Banner form

Process Submission Controls GIAPCTL 8.0 (UDCSysT)

Process: SFPWLRO Waitlist Priority Reorder Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Term	
02	CRN	
03	Cross List Group	
04	Manual Override	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter the term code for reordering waitlist priorities.

Submission

Save Parameter Set as Name: Description: Hold Submit

Parameter	Req'd?	Description	Values
Term	Y	Enter the term code for which waitlist priorities are to be reordered	Term Code Validation Form (STVTERM)
CRN	N	Enter one or more CRNs for which waitlist priorities are to be reordered. If a value is entered in this parameter, the Cross List Group parameter cannot be used.	
Cross List Group	N	Enter the cross list group (SSAXLST) to be used to process specific cross-listed CRNs. This parameter cannot be used if a value is entered in the CRN parameter.	
Manual Override	Y	Enter Y or N.	Y Include manual overrides N Do not include manual overrides

Waitlist Priority Management Form (SFAWLPR)

The Waitlist Priority Management Form (SFAWLPR) is used to view and manage the priorities of waitlisted students who have not yet been notified of available seats in individual courses. CRNs with reserved seats and CRNs that are part of a cross-listed group are not processed on this form.

ID	Name	Sequence	Status	Registration Date-Time	Waitlist Priority	Waitlist Origin	User	Activity Date

Steps

Follow these steps to view and manage the priorities of waitlisted students who have not yet been notified of available seats.

1. Access the Waitlist Priority Management Form (SFAWLPR).
2. Enter a term in the **Term** field.
3. Enter a course reference number in the **CRN** field.
4. Click the **Next Block** icon to view the list of students who are waitlisted for this CRN.

Note the fields are all Display only except for the Waitlist Priority field, and are

displayed in ascending priority order.

Field	Description
ID	ID of the waitlisted student
Name	Name of the waitlisted student
Sequence	Registration Sequence number of the waitlist entry
Status	Registration status for the course
Registration Date – Time	Date and time the student registered for the course and was added to the waitlist
Waitlist Priority	Priority of the waitlist entry in the waitlist queue – note that Priority is listed in the format <i>n.nnnn</i> to allow for re-ordered priority students to be inserted between two adjacent whole numbered priorities. Students are assigned priorities based on the automated waitlist processing rules previously established.
Waitlist Origin	Origin of the waitlist entry in the waitlist queue. Values may be: <ul style="list-style-type: none"> • S – System • M - Manual
User	ID of the user who last updated the record
Activity Date	Date on which the record was last updated

5. Modify the Waitlist Priority number for several of the waitlisted students. You should make one of the students a priority *n.5* to insert that student between two others on the priority list.
6. Click the **Options** menu to re-arrange the list of students so that they are in Priority order again.



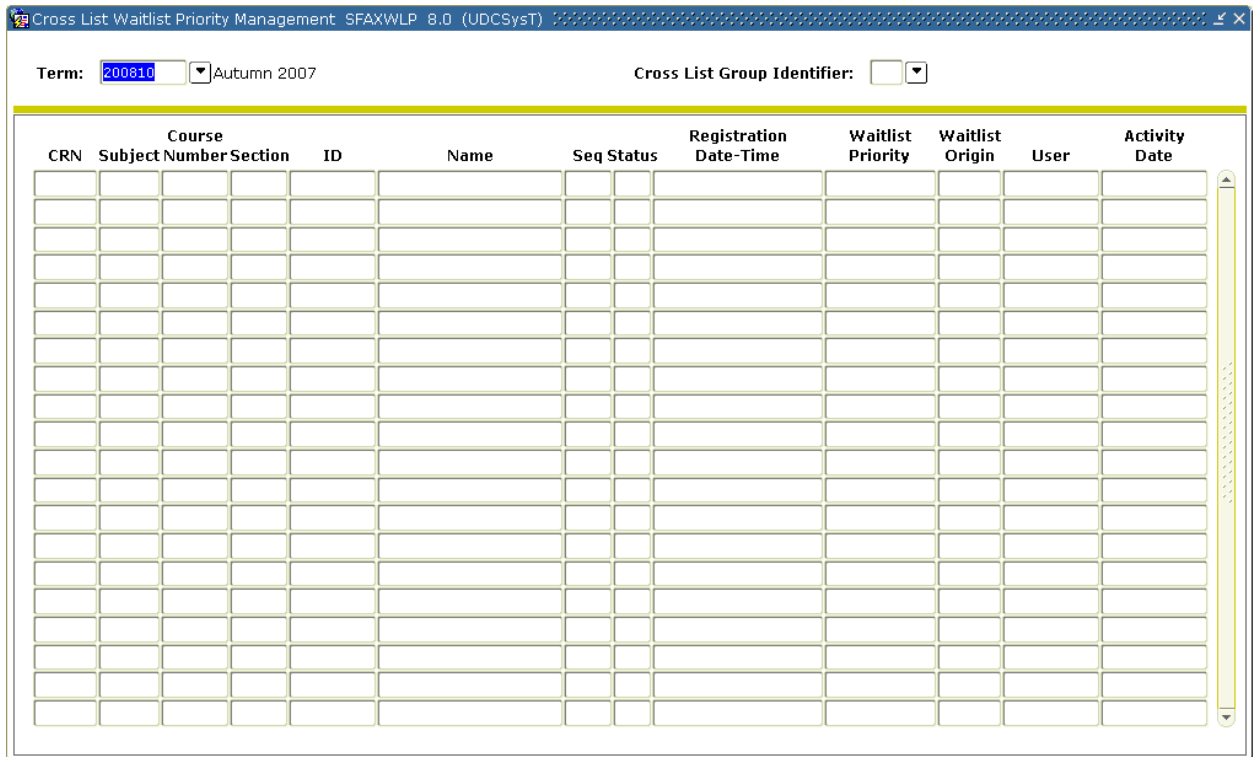
7. Select **Automatic Reorder** to launch the Waitlist Priority Reorder Process (SFPWLRO).

Note that the students are re-ordered in ascending order, and the priority numbers have been reassigned to be adjacent ordinal whole numbers.

8. Click on the **Save** icon.
9. Click on the **Exit** icon.

Cross List Waitlist Priority Management

This form is used to view and manage the priorities of waitlisted students who have not yet been notified of available seats in cross-listed courses.



The screenshot shows a web browser window titled "Cross List Waitlist Priority Management - SFAXWLP 8.0 (UDCSys)". The form includes a "Term" dropdown menu set to "200810" and "Autumn 2007", and a "Cross List Group Identifier" field with a dropdown arrow. Below these is a large table with the following columns: CRN, Course Subject Number Section, ID, Name, Seq Status, Registration Date-Time, Waitlist Priority, Waitlist Origin, User, and Activity Date. The table is currently empty and has a vertical scrollbar on the right side.

Steps

Follow these steps to view and manage the priorities of waitlisted students who have not yet been notified of available seats.

1. Access the Waitlist Priority Management Form (SFAWLPR).
2. Select **Cross List Waitlist Priority Management** from the **Options** menu.
3. Enter a term in the **Term** field.
4. Enter a cross list group identifier in the **Cross List Group Identifier** field.
5. Click the **Next Block** icon to see the list of waitlisted students for the Cross List Group Identifier displayed in the Data Block.

Note: The fields are all Display only except for the **Waitlist Priority** field, and are displayed in ascending priority order.

Field	Description
CRN	Course Reference Number of the course in the cross-listed group
Subject	Subject of the course
Course Number	Number of the course
Section	Section number of the course
ID	ID of the waitlisted student
Name	Name of the waitlisted student
Seq	Registration sequence number of the waitlist entry
Status	Registration status for the CRN
Registration Date-Time	Date and Time the student registered for the course and was added to the waitlist
Waitlist Priority	Priority of the waitlist entry in the waitlist queue – note that Priority is listed in the format <i>n.nnnn</i> to allow for re-ordered priority students to be inserted between two adjacent whole numbered priorities. Students are assigned priorities based on the automated waitlist processing rules previously established.
Waitlist Origin	Origin of the waitlist entry in the waitlist queue. Values may be: <ul style="list-style-type: none"> • <i>S</i> – System • <i>M</i> – Manual
User	ID of the user who last updated the record
Activity Date	Date on which the record was last updated

6. Modify the Waitlist Priority number for several of the waitlisted students. You should make one of the students a priority *n.5* to insert that student between two others on the priority list.
7. Select **Automatic Reorder** from the **Options** menu to launch the Waitlist Priority Reorder Process (SFPWLRO).

Note: The students are re-ordered in ascending order, and the priority numbers have been reassigned to be adjacent ordinal whole numbers.

8. Click on the **Save** icon.

9. Click on the **Exit** icon.

Reserved seats waitlist priority management

Introduction

This form is used to view and manage the priorities of waitlisted students who have not yet been notified of available seats for CRNs with reserved seats. Waitlisted students are displayed based on the reserved seats rules.

Banner form

The screenshot shows a web-based form titled "Reserved Seats Waitlist Priority Management SFARWLP 8.0 (UDCSysT)". At the top, there are search fields for Term (200810), CRN (10857), Subject (COB), and Course (191). Below these are various filter dropdowns: Level, Campus, College, Degree, Program, Field of Study Type, Field of Study Code, Dept, Curricula, Class, Student Attribute, and Cohort. There are also input fields for Admit Term, Matric Term, Grad Term, and an Overflow checkbox. A section labeled "Reserved:" contains input fields for Maximum, Actual, and Remaining. A section labeled "Waitlist:" also contains input fields for Maximum, Actual, and Remaining. The bottom section is titled "Waitlist Control" and contains a table with the following columns: ID, Name, Seq Status, Registration Date-Time, Waitlist Priority, Waitlist Origin, User, and Activity Date. The table is currently empty.

Steps

Follow these steps to view and manage the priorities of waitlisted students who have not yet been notified of available seats.

1. Access the Waitlist Priority Management Form (SFAWLPR).
2. Select **Reserved Seats Waitlist Priority Management** from the **Options** menu.

3. Enter a term in the **Term** field.
4. Enter a course reference number in the **CRN** field.
5. Click the **Next Block** icon to view the Reserved Seats rule for this CRN.

Note: The displayed rule determines which waitlisted students are listed in the Waitlist Control block on this form. The data in this block is Display Only.

Field	Description	Validation Table
Level	Level for this rule	STVLEVL
Campus	Campus for this rule	STVCAMP
College	College for this rule	STVCOLL
Degree	Degree for this rule	STVDEGC
Program	Program for this rule	SMAPRLE
Field of Study Type	Field of study type for the rule	GTVLFST
Field of Study Code	Major for the rule	STVMAJR
Dept	Department for the rule	STVDEPT
Curricula	Curriculum in use for the rule <ul style="list-style-type: none"> • <i>Primary</i> • <i>Secondary</i> • <i>Any</i> 	
Class	Class for the rule	STVCLAS
Student Attribute	Student attribute for the rule	STVATTS
Cohort	Cohort for the rule	STVCHRT
Admit Term	Term the student was admitted	STVTERM
Matric Term	Term the student was matriculated	STVTERM
Grad Term	Term the student plans to graduate	STVTERM
Overflow	Checkbox that indicates overflow seating is in use for the rule	

Field	Description	Validation Table
Reserved Maximum	Maximum number of reserved seats for level, major and class combination	
Reserved Actual	Number of reserved seats for the rule combination that are taken/enrolled	
Reserved Remaining	Available number of reserved seats for the rule combination	
Waitlist Maximum	Maximum number of waitlisted seats reserved for the rule combination	
Waitlist Actual	Number of waitlisted seats for the rule combination that are taken	
Waitlist Remaining	Available number of waitlisted seats for the rule combination	

6. Click on the **Next Block** icon to view the list of waitlisted students in the Waitlist Control Block for this Reserved Seats rule. Students are listed in priority order, with their current priority displayed in the **Waitlist Priority** field. The waitlist priority is assigned across the entire CRN, not by rule. When a seat becomes available, the student with the highest priority is notified.

Field	Description
ID	ID of the waitlisted student
Name	Name of the waitlisted student
Seq	Registration sequence number of the waitlist entry
Status	Registration status for the CRN
Registration Date-Time	Date and time the student registered for the course and was added to the waitlist
Waitlist Priority	Priority of the waitlist entry in the waitlist queue – note that Priority is listed in the format <i>n.nnnn</i> to allow for re-ordered priority students to be inserted between two adjacent whole numbered priorities. Students are assigned priorities based on the automated waitlist processing rules previously established.

Field	Description
Waitlist Origin	Origin of the waitlist entry in the waitlist queue. Values may be: <ul style="list-style-type: none"> • S – System • M – Manual
User	ID of the user who last updated the record
Activity Date	Date on which the record was last updated.

7. Modify the Waitlist Priority number for several of the waitlisted students. You should make one of the students a priority *n.5* to insert that student between two others on the priority list.
8. To re-arrange the list of students so that they are in Priority order again, click on **Options** in the menu.



Select *Automatic Reorder* to launch the Waitlist Priority Reorder Process (SFPWLRO). Note that the students are re-ordered in ascending order, and the priority numbers have been reassigned to be adjacent ordinal whole numbers.

9. Click on the **Save** icon.
10. Click on the **Exit** icon.

Reserved Seats Overflow

An **Overflow** checkbox exists on the Reserved Seats window on the Schedule form (SSASECT). This indicator can be used for each reserved seats rule, allowing a specific rule to overflow reserved seating to unreserved, available seats. This indicator allows students who meet the reserved rule to successfully register when the reserved rule is full and available seats exist in the non-reserved rule. The **(Reserved Seats) Overflow** checkbox is not used to waitlist students in the non-reserved rule. It's sole purpose is to find an available seat for immediate registration.

If the student's reserved rule is full, whether or not it has available seats on the waitlist, if the **(Reserved Seats) Overflow** checkbox is checked, the non-reserved rule will be checked for

seat availability. The non-reserved rule will only be used for overflow seating if available seats exist and there are no students on the non-reserved rule waitlist. Otherwise, registration processing will use the reserved rule and issue capacity messages as usual.

Capacity Verification

When the number of available seats does not exceed the number of students on the waitlist for the course, no other students can enroll in the course. When a seat becomes available and a waitlisted student is notified, this position is reserved for the notified student, and no other students can register for this seat. When a waitlisted student has received notification, the seat remains reserved for the student until the expiration date and time have passed. Prior to the deadline being reached, the student can change the registration status from "waitlisted" to "enrolled" or from "waitlisted" to "dropped" to "enrolled."

For cross-listed CRNs, capacity verification for enrollment considers the actual enrollment for all the CRNs and the waitlists for the CRNs as well. The waitlists are consolidated into a single queue. In order for a student to enroll in a cross-listed CRN, there must be at least one available seat for the CRN and the cross-list group.

For reserved seats, capacity verification for enrollment considers the waitlist capacity for each reserved seat rule. If at least one student is registered as waitlisted for the course for a specific reserved seat rule, no other students can enroll in the course using the same rule. The exception to this is where at least one student is registered as waitlisted for an unreserved seats rule. Only waitlist registration is allowed.

Notifying Students of Available Seats

A seat becomes available for a waitlisted student when one of the following occurs:

- A student drops the course
- The maximum seat capacity for a CRN is modified on SSASECT
- The maximum seat capacity is modified for a cross-listed CRN on SSAXLST

In these events, the automated waitlist process is triggered. The process identifies whether the notification should be online or through the batch process.

- If online, the waitlist notification process is triggered, sending an email to the next student in the waitlist queue that a seat is available and assigning the student a deadline by which registration must occur. If the student does not enroll in the course by the time the waitlist notification expires, the next student in the queue is notified.
- If batch, a record is inserted into a collector table for later processing. The process removes students from the waitlist when notifications have expired, processes all CRNs in the collector table with a “pending” status, and calls the waitlist notification procedure. When the batch process removes registration entries that have expired, no notification email is sent, but a registration audit record is generated for the expiration. The batch process can be run either in sleep/wake mode or manually on a regular basis to assist in promptly identifying expired notifications.

Process Submission Controls GJAPCTL 8.0 (UDCSysT)

Process: SFRBWL Batch Waitlist Notification Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Term	
02	Printer ID	
03	Run in sleep/wake mode (Y/N)	
04	Sleep interval	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter the term code for waitlist notifications.

Submission

Save Parameter Set as Name: Description: Hold Submit

Parameter	Req'd?	Description	Values
Term	Y	Enter the term for which waitlist notifications are to be processed	Term Code Validation Form (STVTERM)
Printer ID	Y	Enter the ID of the printer to be used with sleep/wake processing	Printer Validation Form (GTVPRNT)
Run in sleep/wake mode (Y/N)	N	Enter Y or N Default is N	<ul style="list-style-type: none"> • Y to use sleep/wake processing • N to not use sleep/wake cycling
Sleep Interval	N	Enter the time in seconds that the process should pause before running the job.	Use values from 1 to 999999

Even though some students may remain on the waitlist, a notification does not remain active after it has expired. The student must re-enter the waitlist and receive a new notification before enrolling in the course.

No automatic notifications are sent when the waitlist record is removed by the Waitlist Purge Process (SFPWAIT) or when using the Mass Drop functionality from the Student Course Registration Form (SFAMREG).

Modifying Available Seats

The new Available Seats to Zero (SSRASTZ) process sets available seats to zero, as of a specific date, to force all additional registration records to be processed through the waitlist. The process can be run in Audit mode to check which course would be affected without actually changing the available seat count. It can be run for Term or Part of Term, and can specify CRNs by campus, subject, and course number. The maximum enrollment for a section (SSBSECT) is changed to the same value as the number of students that are registered in the section. If reserved seats exist (SSRRESV), that capacity is also reduced for each rule.

Process: Available Seats to Zero Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
<input type="text" value="01"/>	<input type="text" value="Term"/>	<input type="text"/>
<input type="text" value="02"/>	<input type="text" value="Part of Term"/>	<input type="text"/>
<input type="text" value="03"/>	<input type="text" value="Campus"/>	<input type="text"/>
<input type="text" value="04"/>	<input type="text" value="CRN"/>	<input type="text"/>
<input type="text" value="05"/>	<input type="text" value="Subject"/>	<input type="text"/>
<input type="text" value="06"/>	<input type="text" value="Course Number"/>	<input type="text"/>
<input type="text" value="07"/>	<input type="text" value="Run Mode"/>	<input type="text" value="A"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter the term code to set available seats to zero for CRNs in that term.

Submission

Save Parameter Set as Name: Description: Hold Submit

Parameter	Req'd?	Description	Value
Term	Y	Enter the term for the CRNs for which available seats are to be set to zero.	Term Code Validation Form (STVTERM)
Part of Term	N	Enter the part of term for which specific CRNs are to be processed, or enter % to indicate ALL parts of term	Part of Term Code Validation Form (STVPTRM)
Campus	N	Enter the campus for which specific CRNs are to be processed, or enter % to indicate ALL campuses	Campus Code Validation Form (STVCAMP)

Parameter	Req'd?	Description	Value
CRN	N	Enter one or more CRNs to be processed, or enter % for ALL CRNs	
Subject	N	Enter the subject for which CRNs are to be processed, or enter % for ALL subjects	Subject Code Validation Form (STVSUBJ)
Course	-	Enter the course number for which CRNs are to be processed. If a value has been entered in the Subject parameter, the Course parameter is required	
Run Mode	Y	Select <i>A</i> to produce an Audit Report or <i>U</i> to Update the Database. Default is <i>A</i> .	<i>A</i> Audit Mode <i>U</i> Update Mode

Waitlist Enrollment Purge

At the end of the Drop/Add period, after all enrollment data has been processed for the term, you will want to purge the waitlists that have been maintained through the Registration period. The Waitlist Enrollment Purge process (SFPWAIT) removes waitlist enrollment information for those students who could not be placed in class sections. This process purges term, CRN and PIDM information for available seats and for waitlist notification as well as purging existing waitlists.

The screenshot shows a software window titled "Process Submission Controls - GJAPCTL 8.0 (BANB_WIN)". The window is divided into several sections:

- Process:** A dropdown menu set to "SFPWAIT" and a text field containing "Wait List Enrollment Purge".
- Parameter Set:** A dropdown menu.
- Printer Control:** A section with a "Printer:" dropdown set to "NOPRINT", a "Special Print:" text field, "Lines:" set to "55", and a "Submit Time:" text field.
- Parameter Values:** A table with two columns: "Number" and "Parameters". The "Parameters" column has a dropdown menu. To the right, there is a "Values" column with a dropdown menu and a list of input fields. The first four rows are populated: 01 Purge Term, 02 Part of Term, 03 Status, and 04 Mode. The "Values" column shows "%", "WL", and "A" for the first three rows respectively. Below the table, there is a note: "LENGTH: 6 TYPE: Character O/R: Required M/S: Single Enter the term for which waitlist enrollments are to be purged."
- Submission:** A section with a checkbox "Save Parameter Set as", "Name:" and "Description:" text fields, and radio buttons for "Hold" and "Submit".

Adding Additional Fees for a Student

Banner form

Optional fees can be added to a student's bill by adding the fee on the Registration Additional Fees Form (SFAEFEE).

Note: These fees must be set up prior to the term on the Registration Additional Fee Control Form (SFAAFEE).

Registration Additional Fees SFAEFEE 8.0 (BAN8_WIN)

Term: 200710 ID: 017688607 Morrison, Rachel A.

Code	Description	Charge	Activity Date
<input type="button" value="v"/>			

Steps

Follow these steps to view the form.

1. Access the Registration Additional Fees Form (SFAEFEE).
2. Click the down arrow next to the **Term** field and select a term.
3. Perform a **Next Block** function.
4. Click the down arrow below the **Code** field to select at least one fee for your student.
5. Click the **Save** icon.
6. Click the **Exit** icon.

Reviewing Student's Classes and Charges

Banner options

Registration staff can review a student's classes and charges by selecting the **Review Student's Classes and Charges** option from the Registration Form using the **Options** menu.

- Options** Block Item Record Query Tools Help
- Registration History and Extension [SFARHST]
- Class Search [SSASECQ]
- IDs, Names and Addresses [SPAIDEN]
- Detailed Student Information [SGASTDN]
- Quick Admit [SAAQUIK]
- Student Attributes and Cohorts [SGASADD]
- View Student's Schedule of Classes [SFAREGQ]
- Test Score Information [SOATEST]
- Charge Optional Registration Fees [SFAEFEE]
- Review Account Detail [TSAAREV]
- Review Student's Classes and Charges [SFAREGF]**
- Summary Student Information [SGASTDQ]
- Degrees and Awards [SHADEGR]
- Graduation Application [SHAGAPP]
- View Student Holds [SOAHOLD]
- Person System Identification [GUASYST]
- Admissions Application Detail [SAAADMS]
- Define Time Status Rules [SFATMST]
- View Time Status Information

Steps

Follow these steps to view the form.

1. Access the Registration Form (SFAREGS).
2. Enter a term in the **Term** field, if necessary.
3. Enter your student in the **ID** field, if necessary.
4. Select Review Student's Classes and Charges from the Options menu.

Result: This takes you to the Student/Course Fee Assessment Query Form (SFAREGF).

5. Select Fee Assessment with Min/Max Applied from the Options menu.
6. Click the **Exit** icon.

Performing Add/Drop

Banner form

As mentioned in the previous topic, the Student Course Registration Form (SFAREGS) will allow for adding, dropping, and withdrawing of a student from courses.

Confidential
 Term: 200610 ID: 817111111 Flath, Hannah Date: 06-NOV-2008 Holds:
 View Current/Active Curricula Print Bill Print Schedule

Registration Student Term Curricula Time Status

Enrollment Information

Status: Eligible to Register Process Block: ELET21 Minimum: .000 Source: Acceptance: Confirmed
 Reason: Delete All CRNs Maximum: 99.990 None
 Status Date: 08-NOV-2004 Accepted

Course Information

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Error Flag: Status Type:
 Fees: Y - Immediate assessm... Date: 11-MAR-2007 Credit Hours: Bill Hours: CEU Hours:

Steps

Your student has attended the first day of classes, and has decided that a different section of a course will better fit into his/her schedule.

Follow these steps to complete the process.

1. Access the Student Course Registration Form (SFAREGS).
2. Click the down arrow next to the **Term** field and select the term code for the term for which you are registering this student.
3. Enter the ID of the student whom you want to register in the **ID** field.
4. If holds exist, override the holds by entering the hold override password.

Note: The hold override password is set and displayed on SOATERM.
5. Perform a **Next Block** function twice to access the Course Information block.
6. Navigate to an empty **CRN** field.
7. Click the down arrow next to the **CRN** field to query for available course sections.

Result: This takes you to the Registration Section Query Form (SFQSECM).
8. Select the course section for which you wish to register your student.
9. Navigate to the next **CRN** field.
10. Repeat the course selection process to select a second course section.
11. Return to the Student Course Registration Form (SFAREGS).
12. Click the **Save** icon.
13. Override any conflicts or restrictions.
14. Click the **Save** icon.
15. To change a section, navigate to the **CRN** field of the course section you want to drop/change.
16. Tab to the **Status** field and change the course status from RE to DD (drop/delete).
17. Repeat the course selection process to select a second course section.
18. Return to the Student Course Registration Form (SFAREGS).

19. Click the **Save** icon.

20. Click the **Exit** icon.

Reports and Processes Used in Registration

Introduction

The following reports and processes are used in the Registration module.

Report/Process Description	Banner Name
Registration Fee Assessment Process	SFRFASC
Purge Fee Assessment Audit Process	SFPFAUD
Unduplicated Headcount Report	SFRHCNT
Student Schedule Report	SFRSCHD
Enrollment Verification Request Purge	SFPENRL
Registration Purge	SFPREGS
Waitlist Enrollment Purge	SFPWAIT
Course Request Load Process	SFPBLCK
Unsatisfied Links Report	SFRLINK
Clearinghouse Extract Report	SFRNSLC
Time Status Calculation Update Process	SFRTMST
NSLDS SSCR Process	SFRSSCR
Compliance Listener Start Up Process	SFRPINI
Compliance Pipe Process	SFRPIPE
Withdraw Pending Status Change Report	SFRNOWD
Withdrawn Student Report	SFRWDRL
Auto Grade Assignment Process	SFPAGR

Frequently used reports and processes

The following reports and processes are used frequently in the Registration module. Descriptions and procedures are covered on the pages that follow.

Report/Process Description	Banner Name
Registered, Not Paid Process	SFRRNOP
Class Roster Report	SFRSLST
Enrollment Verification Report	SFRENRL
Registration Admin Messages Report	SFRRGAM

Using the Registered, Not Paid Process

Introduction

The Registered, Not Paid Process (SFRRNOP) permits the reporting or reporting and deletion of student registrations in a term for which financial arrangements/payments have not been made.

The Registered, Not Paid process deletes the registration records for the term (as well as ETRM records) for those students with an *N* or those with an *N* and a *C* in the **Acceptance** field of SFAREGS. To make sure no orphan records are created during the deletion process, the SFRAREG, SHRCMRK, SHRMRKS, and SHRSMRK records will be deleted with the SFRSTCR records.

Note: The process can be run in audit or update mode. Students whose registrations are deleted through SFRRNOP are also dropped from the Class Roster Form (SFASLST).

Result: The report lists all students affected in alpha order along with their addresses. This process also posts adjusting entries to the student's account for any charges associated with the dropped registration and delete time status history records if they exist.

Banner process

The screenshot shows a web-based interface for the 'Process Submission Controls' window. The title bar reads 'Process Submission Controls - GJAPCTL 8.0 (BAN8_WIN)'. The interface is divided into several sections:

- Process:** A dropdown menu is set to 'SFRRNOP' and a text field contains 'Registered, Not Paid Process'.
- Parameter Set:** A dropdown menu is currently empty.
- Printer Control:** Includes a 'Printer:' dropdown set to 'NOPRINT', a 'Special Print:' text field, 'Lines:' set to '55', and a 'Submit Time:' text field.
- Parameter Values:** A table with two columns: 'Number' and 'Parameters'. The 'Parameters' column has a dropdown menu. The 'Values' column has a dropdown menu. The table contains 8 rows of data:

Number	Parameters	Values
01	Processing Term	
02	Update Database	N
03	Type (C or N)	
04	Run Date for Census Processing	
05	Address Selection Date	20-MAR-2008
06	Address Hierarchy	1MA
07	Third Party Exempt Indicator	N
08	Effective Date of Drop	
- Submission:** Includes a checkbox for 'Save Parameter Set as', 'Name:' and 'Description:' text fields, and radio buttons for 'Hold' and 'Submit'.

Steps

Follow these steps to use the process.

1. Access the Registered, Not Paid Process (SFRRNOP).
2. Perform a **Next Block** function.
3. Enter the appropriate printer or type *DATABASE* in the **Printer** field.
4. Perform a **Next Block** function.
5. Enter the parameters as appropriate.

Note: Use the table as a guide to the parameters.

Parameter	Description	Req'd?
Processing Term	Term code representing the term for which the process is being run.	yes
Update Database	<i>Y</i> deletes registrations from SFAREGS for students for the term (based on the Type parameter) as well as back out the registration charges for the term; <i>N</i> prints a report without deleting registrations or backing out charges.	yes
Type (C or N)	<i>N</i> affects only those students with an <i>N</i> in the Acceptance field; <i>C</i> affects both students with an <i>N</i> and with a <i>C</i> in the Acceptance field.	yes
Run Date for Census Processing	Date for which census enrollment information should be affected. If this date is less than or equal to either the census one or census two date for the course being dropped, the census enrollment counts will be reduced. If the date is greater than the census dates, the course will be dropped, but the student will not reduce the census enrollments.	no
Address Selection Date	The address, effective on this date, you want to print on the Registered Not Paid Report.	no

6. Continue entering parameter values.

Parameter	Description	Req'd?
Address Hierarchy	<p>Address type to be printed on the Registered Not Paid report; multiple requests are permitted and must be entered in priority sequence.</p> <p>Example: <i>1MA 2PR</i> will first print the mailing address, and if none is found, will print the permanent address.</p>	yes
Third Party Exempt Indicator	<p>When this indicator is set to <i>Y</i>, and potential third party memos exist for the student for the term, the student will be exempt from the deletion process.</p> <p>When this indicator is set to <i>N</i>, the student is not exempt and will be processed, even if potential payments exist.</p>	yes
Effective Date of Drop	Date of the drop for the effective date that is to be recorded in TBRACCD. If this parameter is left blank, the system date defaults.	no

7. Perform a **Next Block** function.

8. Click the **Save** icon.

9. Click the **Exit** icon.

Using the Class Roster Report

Introduction

The Class Roster Report (SFRSLST) produces a hard copy of the class roster which is used as a class list representing all students in a section who have a course registration status for the section with the **Count in Enrollment** checkbox checked (set to *Y*), the **Gradable Indicator** checkbox checked (set to *Y*), and if you have a default grade on the Course Registration Status Code Validation Form (STVRSTS) with the **Gradable Indicator** checkbox checked (set to *Y*), or the student is waitlisted (has a registration status with the **Waitlist Indicator** checkbox checked on STVRSTS).

When run, the names displayed online on SFASLST will be resequenced alphabetically. Students registering after the Class Roster is run will appear at the bottom of the list until the next time this process is run. The Class Roster is also used as the grade collecting and recording mechanism. Mid-term and final grades can be collected on the Class Roster and then must be entered into Banner through the Class Roster Form (SFASLST) in order to be rolled into academic history.

Date ranges

The start from and to dates are used to isolate all registration records in a range.

- **Traditional Courses:** For traditional courses (which are assigned to a part-of-term), the part-of-term start date associated with the section is used to determine inclusion.
- **Open Learning Courses:** For open learning courses, the start date of the original SFRAREG record for the student is used.

Parts of term

If you need to isolate a portion of a term for processing, enter either a valid term or a wildcard (%) to search all terms. The wildcard feature is only permitted if start from and to dates are also entered. In this instance, only registration records in a particular term matching the date range entered would be selected.

Also, if a specific part-of-term is entered, records meeting the date requirements are selected. A valid term must be entered in order to also have the associated part-of-term.

Banner process

Process Submission Controls: GIAPCTL 8.0 (BAN8_WIN)

Process: SFRSLST Class Roster Parameter Set:

Printer Control

Printer: NOPRINT Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Report Title Override	
02	Term	199101
03	Part-of-term (% = ALL)	1
04	Start Range From Date	%
05	Start Range To Date	N
06	CRN (% = ALL)	C
07	No Grade Report Option	
08	Sort option	C

LENGTH: 30 TYPE: Character O/R: Optional M/S: Single
Enter a title; otherwise will default to "Class Roster".

Submission

Save Parameter Set as Name: Description: Hold Submit

Steps

Follow these steps to use the process.

1. Access Class Roster Report (SFRSLST).
2. Perform a **Next Block** function.
3. Enter the appropriate printer or type *DATABASE* in the **Printer** field.
4. Perform a **Next Block** function.
5. Enter the parameters as appropriate.

Note: Use the table as a guide to the parameters.

Parameter	Description	Req'd?
Report Title Override	The report title defaults to <i>Class Roster</i> , but it can be overridden by another title such as <i>Final Grade Roster</i> , for example. If a specific title is desirable, key the appropriate title, up to 30 characters.	No
Term	Term code representing the term for which rosters are to be produced.	Yes
Part-of-term (% = ALL)	Value representing the part of term for which rosters are to be produced (single entry) or % for all.	Yes
Start Range From Date	Start date for which registration records are to be processed. The term is displayed for the registration record for use with the registration start date information.	No
Start Range To Date	End date for which registration records are to be processed.	No

Parameter	Description	Req'd?
CRN (% = ALL)	CRN number of the section for which a roster is to be produced (single requests only); enter % for all sections for the term.	Yes
No Grade Report Option	If a <i>Y</i> is entered, a class roster will be printed only for the CRNs that have missing grades.	Yes
Sort Option	<i>I</i> prints rosters in instructor name order; <i>C</i> prints rosters in college, division, department order.	Yes
Campus (% = ALL)	Campus for which the class roster is to be printed (% selects all campuses).	Yes
Schedule Type (% = all)	Schedule type code or codes for the sections to be processed (% for all).	Yes

6. Continue entering parameter values.

Parameter	Description	Req'd?
Instructional Method (% = all)	Instructional method or methods for the sections to be processed (% for all). Example: You could select all sections with an instructional method of Web-based.	No
Registration Codes (% for all)	Registration code or codes to be processed (% for all). Example: If the report should include students with a status of <i>RE</i> , as well as waitlisted students, you would use this parameter.	Yes
Degree Status (% = ALL)	Degree status for which the class roster is to be printed. Valid values are <i>P</i> for Pending, <i>A</i> for Awarded, or % for All.	Yes

Parameter	Description	Req'd?
Combine crosslisted sections	Allows you to specify if all cross-listed courses should display on a single roster. <i>Y</i> prints combined rosters of cross-listed sections. <i>N</i> individually prints each section belonging to a cross list.	Yes
Print student addresses	<i>A</i> prints the student's address on the class roster. <i>P</i> prints the student's address and the primary phone number associated with the address on the class roster. <i>N</i> prints neither the student's address nor telephone number on the class roster.	Yes
Address Selection Date	Effective date for the address to be printed on the class roster for address selection. If left blank, the system date will be the default.	No
Address priority and type(s)	Address type to be printed. Example: <i>1MA 2PR</i> will first print the mailing address, and if none is found, will print the permanent address	

7. Continue entering parameter values.

Parameter	Description	Req'd?
Primary instructors only	<i>Y</i> produces a single class roster listing the names of all instructors. <i>N</i> or a null value produces a class roster for each of the instructors who are assigned to teach the class. An <i>N</i> will also print rosters with no instructors assigned. This will produce multiple copies of the class roster. Instructors will print in alphabetical order. Note: If no instructors are associated with a course, and a <i>Y</i> is entered, you will not receive a roster.	No

Print Long Section Title	Y prints the long section title from the syllabus (SSRSYLN); N prints the existing course title from the section (SSBSECT) or from SCBCRSE if the section title is null.	Yes
--------------------------	--	-----

8. Perform a **Next Block** function.
9. Click the **Save** icon.
10. Click the **Exit** icon.

Using the Enrollment Verification Report

Introduction

The Enrollment Verification Report (SFRENRL) produces the enrollment verification requests which were processed on the Enrollment Verification Request Form (SFARQST). A request must exist for persons selected via the population selection parameters, in order to generate enrollment verification. You can use SFARQST to specify the number of copies of the enrollment verification that are to be printed. SFRENRL will print the number of copies that are entered on the form. The registration date range information from SFARQST is also incorporated into the report.

The report shows the student type, graduation year, graduation term, and graduation date within the sections that print the curriculum information. This data can originate from the curriculum record. If the fields on the curriculum record are blank, the values from the general student record will be displayed.

Note: If an academic year is entered in the Enrollment Verification Request Form (SFARQST), the enrollment verification will be produced for all terms with the academic term defined on the general student record term on the General Student Form (SGASTDN), even if the student has no registration and/or academic history for one or more of the terms associated with the academic year. If no academic year is entered in SFARQST, the enrollment verification will be produced only for the term entered in the Key Information.

Banner process

Process Submission Controls GJAPCTL 8.0 (BAN8_WIN)

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Student ID	
02	Enrollment Request Type	
03	Address Type	
04	Select Credit Type to Print	
05	Print Enrollment Request Type	N
06	Printer	
07	Selection Identifier	
08	Application Code	

LENGTH: 9 TYPE: Character O/R: Required M/S: Single
Enter ID; "%" will print all requests which are in the collector.

Submission

Save Parameter Set as Name: Description: Hold Submit

Steps

Follow these steps to use the process.

1. Access the Enrollment Verification Report (SFRENRL).
2. Perform a **Next Block** function.
3. Enter the appropriate printer or type *DATABASE* in the **Printer** field.
4. Perform a **Next Block** function.
5. Enter the parameters as appropriate.

Note: Use the table as a guide to the parameters.

Parameter	Description	Req'd?
Student ID	To request that the verification on a specific student be processed, enter that person's ID number, or enter % to request all IDs which are in the collector file.	Yes
Enrollment Request Type	Enrollment request type for which the verification is to be processed. If all types are to be processed, enter a NULL value.	No
Address Type	Address type for which the verification is to be processed.	Yes
Select Credit Type to Print	Credit hours type, (E)arned or (A)ttempted, to be printed on the report.	Yes
Print Enrollment Request Type	Y prints the enrollment request type on the report. NULL or N prevents the enrollment request type from printing.	No
Printer	Printer destination for schedules.	No
Selection Identifier	Code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	No

6. Continue entering the parameters as appropriate.

Parameter	Description	Req'd?
Application Code	Code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	No
Creator ID	User ID of the person who created the population rules. All or none of the population selection parameters must be entered.	No
Time Status Calc Credit Type	Credit hours type (<i>E</i>)arned or (<i>A</i>)tttempted, to be used for the enrollment history time status calculation.	Yes
Print Birth Date	<i>Y</i> prints the student's birth date; <i>N</i> does not print the birth date. This parameter allows you to keep this information confidential, unless the student gives you permission to distribute it.	Yes
Print Long Section Title	<i>Y</i> prints the long section title from the syllabus (SSRSYLN); <i>N</i> prints the existing course title from the section (SSBSECT) or from SCBCRSE if the section title is null.	Yes
Print Reg Start/End Dates	<i>Y</i> prints the registration start and end dates (the original registration start date and the most current expected completion date) for the student; <i>N</i> does not print the dates.	Yes
Web Self Service Options	<i>Y</i> processes requests using Web Self-Service options; <i>N</i> does not use Web Self-Service options.	No
Web Payment Options	<i>Y</i> processes requests using Web payment options; <i>N</i> does not use Web payment options.	No

7. Continue entering the parameters as appropriate.

Parameter	Description	Req'd?
Use Request Cutoff Term	<p><i>Y</i> requests that a cutoff term be used; <i>N</i> does not request that a cutoff term be used. The default is <i>N</i>.</p>	Yes
Request Cutoff Term	<p>When the Use Request Cutoff Term parameter is set to <i>Y</i>, enter the term to be used as the cutoff term for processing.</p> <p>If the Use Request Cutoff Term parameter is set to <i>Y</i>, and a cutoff term is specified, only learners with registration terms (or terms where academic year is specified) that are less than the specified cutoff term will be printed.</p>	No

8. Perform a **Next Block** function.
9. Click the **Save** icon.
10. Click the **Exit** icon.

Using the Registration Admin Messages Report

Introduction

Use the Registration Admin Messages Report (SFRRGAM) to track registration errors for administrative purposes, check for in-progress prerequisites errors, view any potential schedule conflicts due to changes in class schedule, or find students who took in-progress prerequisites that may have not met the requirements. You can use the error checking settings for registration restrictions on SOATERM when the report is run, or you can define the error checking settings using individual parameters. This report reruns the edit checking based on the settings entered by the user. These errors are not stored anywhere in the database, as this information can change constantly.

Using a single term

If a single term is entered in the Term Code parameter, both date parameters (Start Date From Date and Start Date To Date) will be set to NULL for the running of the report, even if valid dates have been entered in these two parameters. The control report will display NULL for these two fields, even though they contain the user-entered values in Banner job submission (GJAPCTL).

Using a date range

If a date range is used for the report (i.e., the Term Code parameter is set to %), the Use SOATERM Error Check Flags parameter will be set to *N* for this running of the report, even though it may have been set to *Y* on GJAPCTL. The field value will be displayed on the control report as *N*, indicating that the SOATERM error checking values were not used for this specific running of the report. The values that exist on GJAPCTL for all the error checking parameters will be used for this specific running of the report, and they will be displayed on the control report.

Using CAPP prerequisites

Note: If CAPP prerequisites are being used, the report may time out because it is not able to run through the CAPP prerequisite process. The following error will be dissipated:
*"*ERROR* Must specify Date Range when value of Term is ALL."*

The "Active Registration Cannot Process" error means that another user was in the record at the time this report was run, and it will need to be run against that student at a later time.

Banner report

Process Submission Controls GJAPCTL 8.0 (BAN8_WIN)

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	<input type="text" value="Term Code"/>	<input type="text"/>
02	<input type="text" value="Start Range From Date"/>	<input type="text"/>
03	<input type="text" value="Start Range To Date"/>	<input type="text"/>
04	<input type="text" value="Application Code"/>	<input type="text"/>
05	<input type="text" value="Selection ID"/>	<input type="text"/>
06	<input type="text" value="Creator ID"/>	<input type="text"/>
07	<input type="text" value="User ID"/>	<input type="text"/>
08	<input type="text" value="Student ID"/>	<input type="text"/>

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Term code for selecting registration. Enter % when using date range.

Submission

Save Parameter Set as Name: Description: Hold Submit

Steps

Follow these steps to use the process.

1. Access the Registration Admin Messages Report (SFRRGAM).
2. Perform a **Next Block** function.
3. Enter the appropriate printer or type *DATABASE* in the **Printer** field.
4. Perform a **Next Block** function.
5. Enter the parameters as appropriate.

Note: Use the table as a guide to the parameters.

Parameter	Description	Req'd?
Term Code	Registration term for which administrative messages are to be processed. Enter % when using a date range.	No
Start Date From Date	Start date from which registration records should be selected. Note: If a date is entered in this parameter, the value of % must have been entered in the Term Code parameter.	No
Start Date To Date	Start date to which registration records should be selected. Note: If a date is entered in this parameter, the value of % must have been entered in the Term Code parameter.	No

Parameter	Description	Req'd?
Application Code	Code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered. Note: The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	No
Selection Identifier	Code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	No

6. Continue entering the parameters as appropriate.

Parameter	Description	Req'd?
Creator ID	User ID of the person who created the population rules. All or none of the population selection parameters must be entered.	No
User ID	User ID for the population selection. This is the ID of the user who selected the population of people. This may or may not be the same as the Creator ID. All or none of the population selection parameters must be entered.	No
Student ID	ID of the student for which administrative messages are to be reported. Multiple IDs may be entered.	No
CRN	CRNs for which administrative messages are to be reported. Multiple CRNs may be entered.	No

Parameter	Description	Req'd?
Report Option	<i>P</i> report failed in-progress prerequisite messages. <i>A</i> reports all messages. Note: The All Messages (<i>A</i>) option will not report failed, in-progress prerequisites.	Yes
Registration Access Errors	<i>I</i> includes the reporting of students whose courses could not be evaluated because they had an active registration session in progress at the time the report was run. <i>E</i> excludes the reporting of these students.	Yes
Use SOATERM Error Check Flags	Use this parameter when the Report Option parameter is set to <i>A</i> . Enter <i>Y</i> to use the error checking flags for registration restrictions on SOATERM. Enter <i>N</i> to use the parameters which follow for error checking. Note: If dates have been entered in the Start Date From Date and Start Date To Dates parameters, this parameter must be set to <i>N</i> .	No

7. Continue entering the parameters as appropriate.

Parameter	Description	Req'd?
Duplicates	Use this parameter instead of the error checking flag on SOATERM to check for duplicates errors. Note: Enter <i>F</i> to check for fatal errors or <i>N</i> to not check for errors. The default is <i>N</i> . These are the values for the remaining parameters.	No
Links	Use this parameter instead of the error checking flag on SOATERM to check for links errors.	No

Parameter	Description	Req'd?
Corequisites	Use this parameter instead of the error checking flag on SOATERM to check for corequisite errors.	No
Prerequisites	Use this parameter instead of the error checking flag on SOATERM to check for prerequisite errors.	No
Max Hours	Use this parameter instead of the error checking flag on SOATERM to check for maximum hours errors.	No
Time	Use this parameter instead of the error checking flag on SOATERM to check for time errors.	No
Approval	Use this parameter instead of the error checking flag on SOATERM to check for approval errors.	No
Major	Use this parameter instead of the error checking flag on SOATERM to check for major errors.	No
College	Use this parameter instead of the error checking flag on SOATERM to check for college errors.	No
Level	Use this parameter instead of the error checking flag on SOATERM to check for level errors.	No
Class	Use this parameter instead of the error checking flag on SOATERM to check for class errors.	No
Repeat Hours	Use this parameter instead of the error checking flag on SOATERM to check for repeat hours errors.	No
Repeat Limit	Use this parameter instead of the error checking flag on SOATERM to check for repeat limit errors.	

8. Continue entering the parameters as appropriate.

Parameter	Description	Req'd?
Campus	Use this parameter instead of the error checking flag on SOATERM to check for campus errors.	No
Degree	Use this parameter instead of the error checking flag on SOATERM to check for degree errors.	No
Program	Use this parameter instead of the error checking flag on SOATERM to check for program errors.	No

9. Perform a **Next Block** function.

10. Click the **Save** icon.

11. Click the **Exit** icon.

Registration Mass Entry

Purpose

Mass entry functionality for Registration permits you to add a course, drop a course, add and drop a course at the same time, or drop all courses for a selected group of students. You can also perform block processing for the selected group of students. Students can be selected for mass processing based on student and curriculum information or by using population selection.

Mass entry processing is based on user-defined search and update criteria and includes curriculum elements where appropriate. Users can select students based on search criteria and update their registration records based on the update criteria. The selected students can be reviewed and the updates selectively processed. Users can also add students manually to be processed. Updates can be processed immediately or held for later processing in job submission using a batch process. Processing results, regardless on when processed, are viewable for mass entry forms.

Audit information, such as the user ID, date, timestamp, search criteria, update criteria and the students that were processed, is retained for later review. Audit information can also be purged. The mass entry form can be used to query student information only, in which case audit information is not retained.

Mass entry registration can be performed for a specific CRN (course reference number) or block code. The Registration Mass Entry form (SFAMREG) is used for the mass entry of registration information. This form uses a registration term and date, search criteria (student and curriculum data), population selection, update criteria for adding and dropping courses (including block scheduling), registration error checking, online fee assessment, and processing results.

Traditional and open learning courses can be used with this form. You can use Options Menu items to access general student summary information, student account detail information, registration holds, and registration record details. The following scenarios are handled by SFAMREG:

- Moving students from one CRN to another CRN
- Performing a mass add of students into a CRN
- Performing a mass drop of students from a CRN
- Performing initial registration for students based on their block code assignments
- Performing initial registration for students with a particular attribute into a specific course, such as registering all new freshmen for an orientation class
- Removing registration records for students who have not paid for the course

Note: SFAMREG does not allow waitlisting.

Banner Form

Steps

Use the following steps to work with SFAMREG.

1. Access the Registration Mass Entry form (SFAMREG).
2. Fill in the fields in the Key Block

Field	Req'd?	Description	Value
Registration Term	Y	Registration Term	STVTERM
Registration Date	Y	Defaults to the System Date, but can be changed	

3. Click on **Tab key** to navigate to the Search Criteria.
4. Use the Search Criteria window in SFAMREG to search on data by term. You can specify student information as described below for which current registration and enrollment records exist. You can also search by all the curriculum elements. Curriculum information is determined by using the current, active learner records selected by the Search. If no data is entered for the search criteria, the Results window will be blank. You can then

manually add student IDs to the Results window.

5. Fill in the fields in the Search Criteria as directed by your instructor:

Field	Description	Value
Search Term	Term for Search Criteria, not necessarily the registration term – required if any other search criteria is entered.	STVTERM
Currently in CRN	CRN for the search criteria based on the search term. Students enrolled in the CRN with a course registration status of “registered” on STVRSTS are returned by the search if they are eligible to register for the registration term	SSASECQ
Registration Status	Status of the CRN for which the student is currently registered. You can only enter a value here if the previous field is populated	STVRSTS
Grade Mode	Grade mode for the search criteria. This field is enabled when the Currently in CRN field is populated	STVGMOD
Block	Block scheduling code for the search criteria	STVBLCK
Class	Class for the search criteria. The class used is based on the primary curriculum level code and the class associated with the active general student record for the search term.	STVCLAS
Student Attribute	Student attribute for the search criteria. The student attribute used is based on the attribute that is active for the search term.	STVATTS
Cohort	Cohort for the search criteria. The cohort used is based on the cohort that is active for the search term.	STVCHRT
Bypass registration eligibility check	This checkbox is used to turn off registration eligibility checking. You can only access this field when the Currently in CRN field is populated. Default is unchecked (<i>Null</i>).	Valid settings are checked (<i>Y</i> or bypass the check) and unchecked (<i>Null</i> or check for registration eligibility).

Field	Description	Value
Level	Level for the search criteria	STVLEVL
Campus	Campus for the search criteria	STVCAMP
College	College for the search criteria	STVCOLL
Degree	Degree for the search criteria	STVDEGC
Program	Program for the search criteria	SMAPRLE
Field of Study type	Learner field of study type for the search criteria	GTVLFST
Field of Study Code	Field of study code for the search criteria	STVMAJR
Department	Department for the search criteria	STVDEPT
Curricula	Curriculum for the search criteria. This field is required when any curriculum information is entered and defaults to <i>Any</i>	Valid values are <i>Primary, Secondary, Any</i>

6. Click on **Tab key** to move through the fields to the Population Selection section of the window.
7. Population Selection can be used in conjunction with search criteria. The only search criteria required when using population selection is the search term, but other search criteria can be used as well. The search processes an "intersect" and only considers records that meet the basic search requirements of the mass entry form and are included in the population selection. See the workbook *Banner Student Population Selection* for more details. Fill in these fields as directed by your instructor.

Field	Description	Value
Application	Application code that identifies the general area for which the selection identifier is defined. The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	GLIAPPL

Field	Description	Value
Selection ID	Code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT)	GLISLCT
Creator ID	User ID of the person who created the population rules	
User ID	User ID for the population selection. May or may not be the same as the creator ID.	

- Click on the **Next Block** icon to move to the Update window. Note that the Registration Term and Registration Date are displayed, and are the same values that were chosen on the Search window in the Key Block.

Registration Mass Entry SFAMREG 8.1 (s10b80)

Search **Update** Error Checking Results

Registration Term and Date
 Registration Term: 200823 Spring - Dani Registration Date: 06-NOV-2008

Block Processing
 Registration Status: Mass Process Block:

Registration Course Add Values

CRN:	<input type="text"/>	Level:	<input type="text"/>
Subject:	<input type="text"/>	Credit Hours:	<input type="text"/>
Course Number:	<input type="text"/>	Billing Hours:	<input type="text"/>
Section:	<input type="text"/>	Attempted Hours:	<input type="text"/>
Grade Mode:	<input type="text"/>	Time Status Hours:	<input type="text"/>
Start Date:	<input type="text"/>	Part of Term:	<input type="text"/>
End Date:	<input type="text"/>	Instructional Method:	<input type="text"/>
Registration Status:	<input type="text"/>	Campus:	<input type="text"/>

Registration Course Drop Values

CRN:	<input type="text"/>	Registration Status:	<input type="text"/>
Subject:	<input type="text"/>	Drop All CRNs:	<input type="checkbox"/>
Course Number:	<input type="text"/>	Remove Registration Record:	<input type="checkbox"/>
Section:	<input type="text"/>		

- Press the **Tab** key to navigate to the Block Processing section of the Update window. This section is used to mass process the current block code of the selected students. When block code processing is used, the Registration Course Add Values and Registration Course Drop Values sections of the form are disabled. This section is disabled when the course add and drop processing options are used.

Only traditional courses are processed by mass block scheduling. If open learning courses exist in the block, they are skipped, and a message is

generated to that effect. If the student level does not match on any courses in the block, the block is not processed. Blocks are also not processed when fatal registration errors exist. Warning messages are displayed for non-fatal errors when processing is completed.

Follow your instructor's directions about what to fill in here.

Field	Description	Value
Registration Status	Registration Status code for courses being added. The status entered is validated against STVRSTS and must be a course registration status of "registered"	STVRSTS
Mass Process Block	Checkbox used to indicate that the block processing is to be performed.	

10. Press the **Tab** key to navigate to the Registration Course Add Values section of the form. In this section, you enter the CRN to be added. Values for the other fields are defaulted as described below, but you can update some of them.

Note that using this section of the window with the Registration Course Drop Values information allows you to drop students from one CRN and add them into another. Drops are processed before Adds. Errors are displayed if actions are taken that do not comply with registration rules.

Some error processing:

- You cannot drop and add the same CRN at the same time
- When a course is added and that course already exists on the student's schedule with a course registration status code of "dropped" or "withdrawn," and error is displayed, and no processing occurs.
- If the **Drop All CRNs** checkbox is checked in the Registration Course Drop Values section:
 - You cannot enter a CRN to be added in the Registration Course Add Values section. An error is displayed.
 - Even accessing the Registration Course Add Values section causes an error to be displayed.
 - If any of the student's courses have been rolled to history, none of the courses is dropped.

Enter the information on the Registration Course Add Values section as your instructor directs.

Field	Description	Value
CRN	CRN to which students are to be added/registered	SSASECO
Subject	Subject associated with the CRN	
Course Number	Course number associated with the CRN	
Section	Section number associated with the CRN	
Grade Mode	Grade mode associated with the CRN. This value will default in when the grade mode has been defined at the section level. When multiple grade modes are available for the CRN you must enter one.	STVGMOD
Start Date	Start date of the section	
End Date	End date of the section	
Registration Status	Registration status code. This value defaults to <i>Re</i> but can be changed. The status entered is validated against STVRSTS and must be a course registration status of "registered."	STVRSTS
Level	Level for the section. The level does not default in and is not required. This hierarchy is used in processing: <ul style="list-style-type: none"> • If only one level exists for the course it will be used. • If multiple levels exist for the course, the student's level code from the primary curriculum is used. • If the student's level code is not valid for the course (per SCRLEVL), the level code from the Update window is used. • If no level code exists in the Update window, a registration error message is displayed. 	
Credit Hours	Credit hours for the section. If the section uses variable credit hours, and no hours have been defined at the section level, you must enter a value.	

Field	Description	Value
Billing Hours	Billing hours for the section. If the section uses variable billing hours, and no billing hours have been defined at the section level, you must enter a value.	
Attempted Hours	Attempted Hours associated with the CRN. This value is defaulted in based on the Count in Attempted setting on STVRSTS for the course registration status code.	
Time Status Hours	Time status hours associated with the CRN. This value is defaulted in based on the Count in Time Status setting on STVRSTS for the course registration status code.	
Part of Term	Part of term associated with the CRN.	
Instructional Method	Instructional method associated with the CRN.	
Campus	Campus associated with the CRN.	

11. Press the **Tab** key to navigate to the Registration Course Drop Values section to enter the CRN to be dropped. Values for the other fields are defaulted as described below, but you can update some of them. You can also elect to drop all CRNs for the selected group of students by checking the **Drop All CRNs** checkbox. If you have entered a CRN to be dropped, this checkbox is disabled. To use the checkbox you must clear the CRN field.

The **Remove Registration Record** checkbox, if checked, indicates that the registration record should be deleted from the student's schedule after the drop code has been applied. If unchecked, the dropped course will remain on the student's schedule. When the checkbox is checked, *DD* is defaulted into the Registration Status field, and that value cannot be changed. This course registration status must be used when one CRN is deleted or when all registration records are deleted.

Note that using this section of the window with the Registration Course Add Values information allows you to drop students from one CRN and add them into another. Drops are processed before Adds. Errors are displayed if actions are taken that do not comply with registration rules.

Enter the data into the Registration Course Drop Values section of the form as directed by your instructor.

Field	Description	Value
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Field	Description	Value
CRN	CRN from which students are to be dropped/unregistered. When the Drop All CRNs checkbox is checked, the CRN field is disabled.	SSASECO
Subject	Subject associated with the CRN	
Course Number	Course number associated with the CRN	
Section	Section number associated with the CRN	
Registration Status	Registration status code. This value defaults to <i>DD</i> but can be changed. The status entered is validated against STVRSTS and must be a course registration status of "dropped" or "withdrawn."	STVRSTS
Drop All CRNs	Checkbox used to indicate that all CRNs will be dropped. This indicator cannot be used when a specific CRN is being dropped.	
Remove Registration Record	Checkbox used to indicate that the registration record will be removed for the dropped course.	

12. Click on the **Next Block** icon to move to the Error Checking Window. This window allows you to change student and section registration error checking options for the group of students that is being processed. Registration error checking and fee assessment processing rules are defaulted from SOATERM for the registration term but they can be overridden in this window.

Note that the Registration Term and the Registration Date information are displayed on this window as well. This information cannot be changed on this window.

Registration Mass Entry SFAMREG 8.1 (s10b80)

Search Update **Error Checking** Results

Registration Term and Date
 Registration Term: 200823 Spring - Dani Registration Date: 06-NOV-2008

Registration Error Checking

Student Options	Fatal	No Check
Duplicates:	<input checked="" type="radio"/>	<input type="radio"/>
Links:	<input checked="" type="radio"/>	<input type="radio"/>
Corequisites:	<input checked="" type="radio"/>	<input type="radio"/>
Prerequisites:	<input checked="" type="radio"/>	<input type="radio"/>
Minimum Hours:	<input checked="" type="radio"/>	<input type="radio"/>
Maximum Hours:	<input checked="" type="radio"/>	<input type="radio"/>
Time:	<input checked="" type="radio"/>	<input type="radio"/>

Section Options

	Fatal	Warning	No Check
Approval:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Capacity:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Field of Study:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
College:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Level:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Repeat Hours:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Hold:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Repeat Limit:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Campus:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Degree:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Program:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Student Attribute:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Cohort:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Fee Assessment Options

Assess On-Line:

Create Assessment Collector Record:

13. Click the **Tab** key to move between the radio buttons on the Registration Error Checking section of this window. These error checking settings will override any settings on SOATERM for the selected students and the action(s) chosen on the Update window. Make the entries here as directed by your instructor.

14. In the Student Options information:

Field	Description
Duplicates	Radio group used to include duplicate courses in registration error checking when set to <i>Fatal</i> .
Links	Radio group used to include linked courses in registration error checking when set to <i>Fatal</i> .
Corequisites	Radio group used to include corequisite courses in registration error checking when set to <i>Fatal</i> .
Prerequisites	Radio group used to include prerequisite courses in registration error checking when set to <i>Fatal</i> .
Minimum Hours	Radio group used to include minimum hours for courses in registration error checking when set to <i>Fatal</i> .

Field	Description
Maximum Hours	Radio group used to include maximum hours for courses in registration error checking when set to <i>Fatal</i> .
Time	Radio group used to include time conflicts for courses in registration error checking when set to <i>Fatal</i> .

15. In the Fee Assessment Options information: (Only one of these may be set.)

Field	Description
Access On-Line	Select this field to process fee assessment online.
Create Assessment Collector Records	Select this field to store fee assessment records in the collector table for batch processing.

16. In the Section Options information:

Field	Description
Approval	Radio group used to set approval warning severity to <i>Fatal</i> , <i>Warning</i> , or <i>No Check</i> .
Capacity	Radio group used to set capacity warning severity to <i>Fatal</i> , <i>Warning</i> , or <i>No Check</i> .
Field of Study	Radio group used to set field of study warning severity to <i>Fatal</i> , <i>Warning</i> , or <i>No Check</i> .
Department	Radio group used to set department warning severity to <i>Fatal</i> , <i>Warning</i> , or <i>No Check</i> .
College	Radio group used to set college warning severity to <i>Fatal</i> , <i>Warning</i> , or <i>No Check</i> .
Level	Radio group used to set level warning severity to <i>Fatal</i> , <i>Warning</i> , or <i>No Check</i> .
Class	Radio group used to set class warning severity to <i>Fatal</i> , <i>Warning</i> , or <i>No Check</i> .
Repeat Hours	Radio group used to set repeat hours warning severity to <i>Fatal</i> , <i>Warning</i> , or <i>No Check</i> .

Field	Description
Holds	Radio group used to set holds warning severity to <i>Fatal</i> , <i>Warning</i> , or <i>No Check</i> .
Repeat Limit	Radio group used to set repeat limit warning severity to <i>Fatal</i> , <i>Warning</i> , or <i>No Check</i> .
Campus	Radio group used to set campus warning severity to <i>Fatal</i> , <i>Warning</i> , or <i>No Check</i> .
Degree	Radio group used to set degree warning severity to <i>Fatal</i> , <i>Warning</i> , or <i>No Check</i> .
Program	Radio group used to set program warning severity to <i>Fatal</i> , <i>Warning</i> , or <i>No Check</i> .
Student Attribute	Radio group used to set student attribute warning severity to <i>Fatal</i> , <i>Warning</i> , or <i>No Check</i> .
Cohort	Radio group used to set cohort warning severity to <i>Fatal</i> , <i>Warning</i> , or <i>No Check</i> .

17. Click on the **Next Block** icon to move to the Results Window.

Registration Mass Entry SFAMREG 8.1 (s10b80)

Search Update Error Checking Results

Results Registration Term: 200823 Spring - Dani Registration Date: 06-NOV-2008

Select Indicator: Select All Deselect All None

Select	ID	Name	Hold	Deceased	Conf	Manually Added	Yes	No	Partial	None	Message
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when they meet all student eligibility requirements for registration. Requirements are based on term criteria, acceptable student status, enrollment status, academic standing, combined academic standing and re-admit term criteria.

The search results are displayed by ID and name based on the data required by the form, the search criteria and the population selection, if used. All records returned in the Results window can be selected for update or deselected by using the associated check boxes. Individual records may be selected for update. Records can be added or deleted manually.


If the **Bypass Registration Eligibility Check** checkbox is used in the Search criteria, then all students, whether eligible for registration or not, are listed. In that case, students not eligible to register will only be processed if dropped courses are processed and the "dropped" course registration status code has the following indicators unchecked (set to *N*): **Count in Enrollment, Count in Assessment, Waitlist Indicator** and **Extension Indicator**.

The Submission block at the bottom of this window allows you to submit the registration records for immediate processing or hold the job for later processing. You can review the results of this process before committing to it on this window.

This process adds and/or drops courses for each student selected and creates an enrollment record for the term (SFBETRM), if one is needed, if no errors exist after all error checking is performed. If an error is returned for a student, the error is displayed in the message field, and that student cannot register for the section. No interactive registration error overrides can be performed here. You must use the Student Course Registration Form (SFAREGS) to override registration errors.

18. Enter the data on this window as indicated by your instructor.

Field	Description	Value
Registration Term	Registration Term. Display Only	
Registration Date	Registration Date. Display Only	
Select Indicator	<p>Radio Group used to select all, deselect all, or take no action for the IDs returned by the search and listed on the window.</p> <ul style="list-style-type: none"> • When <i>Select All</i> is chosen, the Select checkbox is automatically checked for each record. • When <i>Deselect All</i> is chosen, the Select checkbox is automatically unchecked for each record. • After either <i>Select All</i> or <i>Deselect All</i> is chosen, the radio group defaults to <i>None</i>. 	<ul style="list-style-type: none"> • <i>Select All</i> • <i>Deselect All</i> • <i>None</i>
Select	Checkbox used to indicate that the individual ID has been selected for processing. This field must be checked for updates to occur.	
ID	ID of the student to be processed. Use SOAIDEN or GUIALTI to manually add an ID	<p>SOAIDEN (Person Search)</p> <p>GUIALTI (SSN/SIN Alternate ID Search)</p>
Name	Name of the student to be processed.	
Hold	Checkbox used to indicate whether holds exist that prevent registration. This field is informational only and will not prevent registration from taking place.	
Deceased	Checkbox used to indicate whether the student is deceased. This is informational only and will not prevent registration from taking place.	

Field	Description	Value
Conf	Checkbox used to indicate whether the student's information is confidential. This is informational only and will not prevent registration from taking place.	
Manually Added	Checkbox that indicates whether the ID was added manually on the form. This is informational only and will not prevent registration from taking place.	
(Update) Yes, No, Partial, None	Radio group that indicates whether changes for the record were successfully saved and the parent form was updated, were not successfully saved and the parent form was not updated, were partially saved and the parent form was partially updated, or that no processing of updates occurred for the record.	<ul style="list-style-type: none"> • <i>Yes</i> • <i>No</i> • <i>Partial</i> • <i>None</i>
Message	Displays results related text for the record, such as error messages, for successful, partially successful or unsuccessful updates. Use the Edit  button to open the Edit window and view the full text.	

19. After reviewing the selected students and determining which records need to be updated, click on the **Next Block** icon to move to the Submission block. This block submits the information for immediate mass entry registration processing or holds the updates for later processing through job submission using the Process Mass Entry Report (SORMEBP) batch process. Set the fields for Registration Mass Entry processing here as your instructor directs.

Field	Description	Value
Submit	Checkbox used to indicate that the updates can be submitted for immediate online processing. This is the default unless online updates are restricted on SOACTRL.	
Hold for Job Submission	Checkbox used to indicate that the updates can be held and processed later through job submission using the Process Mass Entry Report (SORMEBP) batch process.	

Field	Description	Value
Batch Process ID	System generated ID used for running the batch process through job submission.	Batch Process ID consists of the User ID of the person selecting Batch Process, date and sequence number.

20. Click on the **Save** icon to commit to the updates selected.

21. Click on the **Exit** icon.

Mass Entry Audit

Overview

Whenever the Mass Entry process executes, an audit file is saved, capturing all of the information on the Search/Update tabs and the Results tab for each Mass Entry executed. These files can be reviewed by opening this Mass Entry Audit form (SOAMAUD). This form is used to query mass entry event information by session.

These files can be searched by Date, User ID and/or Form Name. The list of saved files are displayed on the Sessions Tab. You can then view the selected session's associated search criteria and updated and inserted values in the Search/Update tab. Depending on whether the updates have been processed directly on the mass entry form or by batch processing (SORMEBP), the processing results can be displayed in the Results Tab with any associated result messages and whether the record was manually added.

Banner Form

Date Initiated	User ID Initiated	Date Completed	User ID	Batch Process ID
Form Name:				
Form Name:				
Form Name:				
Form Name:				
Form Name:				
Form Name:				
Form Name:				
Form Name:				

Steps

Follow these steps to review Mass Entry Audit files.

1. Access the Mass Entry Audit form (SOAMAUD).
2. Using the Key Block, enter the Submit Date From, Submit Date to, User ID and/or Form Name to search for Audit Session files. Select one, and move to the Search/Update Tab.

3. Note the following data is contained at the top of the Search/Update Tab:

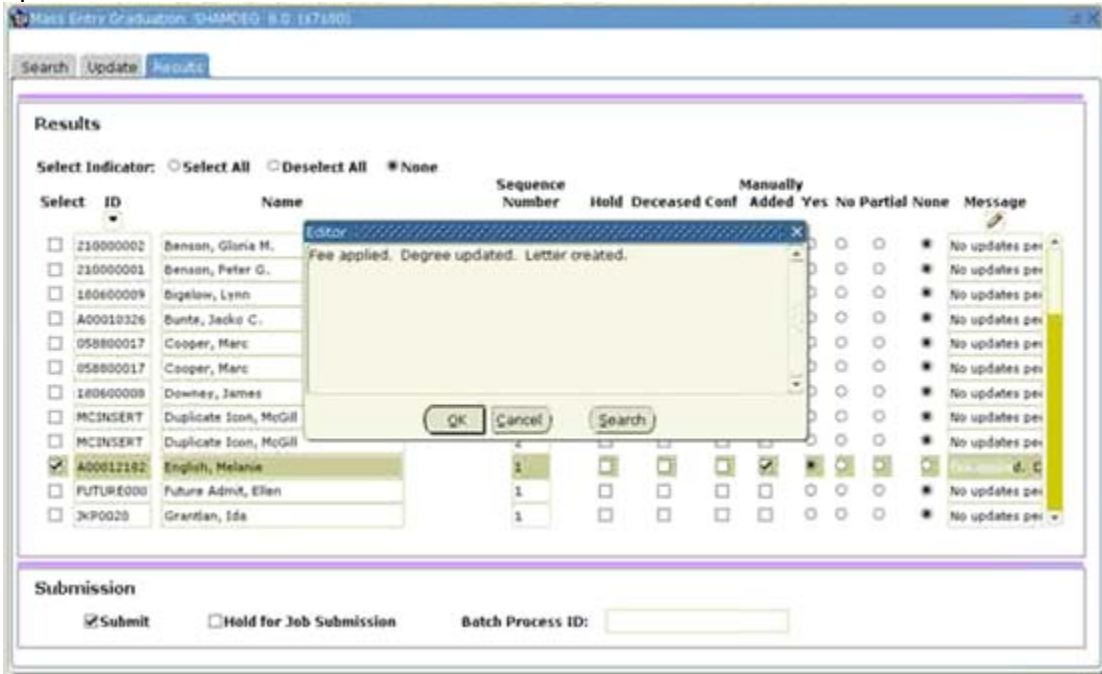
Field	Description
Date Initiated	The date the Mass Entry was initiated
User ID Initiated	User ID of the individual who initiated the Mass Entry.
Date Completed	The date the Mass Entry update was complete; If Batch process has not yet been run this field will be empty.

Field	Description
User ID Completed	User ID of the individual who ran the update; If Batch process has not yet been run this field will be empty.
Batch Process ID	The Batch Process ID assigned by the system to this session, if Batch processing was selected. If the update was processed in real time, this field will be empty.
Form Name	Identifies the form used for Mass Entry
Session Name	The name of the session selected

- The Search Criteria from the original Mass Entry form is reproduced in the Search Criteria block on the Search/Update Tab.
- The Update Criteria from the original Mass Entry form is reproduced in the Update Criteria block on the Search/Update Tab.
- The Mass Entry process updates the mass entry tables with result codes and associated result messages once updates have taken place. Results may be viewed on the Results Tab, and include both records selected for update, and records that satisfied the Search criteria that were not selected for update.

Note: The **Update** radio group in the Results Tab show whether the updates were

successful (*Yes*), partially successful (*Partial*), not successful (*No*) or that no updates were considered (*None*). The **Message** field displays related result messages for the update, such as that shown in the illustration below.



- The audit tables are updated when the mass entry updates are processed in real time on a mass entry form. The tables are also updated when job submission batch processing (SORMEBP) is run for updates that have been held for later processing.
- After reviewing the results of your selected session, click on the **Exit** icon.

Mass Entry Batch Update

Overview

The Process Mass Entry Report (SORMEBP) is used to process mass entry updates in batch that are held for job submission processing in the Results tab of the mass entry form. When a process is held for job submission, all of the data is written to the Mass Entry Audit tables without a date completed or an update result, but with a batch process identifier. The batch process ID can be submitted through job submission using SORMEBP when you are ready to process the updates.

This report processes the mass entry updates based on the mass entry form name, the ID of the user who initiated the updates, the date and time the records were saved for batch update, and the batch process ID. Only records with no completion date are considered for update. Output is listed in alphabetical order and can show summary, detail or totals information.

The report can be run in Audit or Update mode. Audit Mode permits the user to run the batch process as a "trial," and the update results and associated messages are not shown on the report output. When run in Update mode, updates are made to the parent forms of the mass entry forms, and the audit table is updated with the ID of the user who ran the report, the date completed, the results and the setting of the Process Indicator on the Audit form.

Banner Form

The screenshot shows a software interface titled "Process Submission Controls: QMAPCTL_B.D (87480)". The form is divided into several sections:

- Process:** SORMEBP (dropdown), Process Mass Entry (text field)
- Parameter Set:** (dropdown)
- Printer Control:** Printer: DATABASE (dropdown), Special Print: (text field), Lines: 55, Submit Time: (text field)
- Parameter Values:** A table with two columns: "Number" and "Values".

Number	Parameters	Values
01	Form Name	SGAMSTU
02	Add User ID	
03	Add Date From	
04	Add Date To	
05	Batch Process ID	SYSTEM24MSTU000033
06	Report Option	D
07	Run Mode	U
- Submission:** Save Parameter Set as, Name: (text field), Description: (text field), Hold, Submit

Steps

Use the following steps to execute the selected Batch process report.

1. Access the Batch Update Process Report (SORMEBP).
2. Enter the Form Name into the Parameter Value block, and query to locate your Batch Process ID.
3. Select the Batch Process you wish to run.
4. Press **Next Block** to move to the Submission block.
5. To save the parameter set for use again in future queries you can fill in the name and description fields, and click on the check box for Save Parameter Set as.
6. Click on the **Save** icon.
7. Click on the **Exit** icon.
8. To confirm that the Batch process did run, access the Mass Entry Audit form (SOAMAUD), and navigate to the Audit file associated with the Batch ID you just processed. You can then review the Results Tab to note the results of the Batch process.

Mass Entry Purge Audit

Overview

Audit tables may be very large, and you may wish to remove them after the processing is complete and the audit confirms the results. Records can be selected for deletion based on mass entry form, user ID, from and to dates, delete option (update status to be deleted), or batch process ID. The update status can be:

- All completed updates
- Failed updates
- Incomplete updates
- No updates
- Partial updates
- Successful updates.

The process can be run in Audit Mode or Update Mode, and can show summary, detail or totals information.

Banner Form

Number	Parameters	Values
01	Form Name	SHAMDEG
02	User ID	
03	Add Date From	
04	Add Date To	
05	Delete Option	A
06	Run Mode	A
07	Report Option	A
08	Batch Process ID	SYSTEM18MDEG000007

LENGTH: 30 TYPE: Character O/R: Optional M/S: Single
Generated Batch Identifier created if update was held for Job Submission.

Steps

Follow these steps to purge the Audit file you created earlier.

1. Access the Purge Mass Entry Audit form (SOPMAUD).
2. Press on **Next Block** to access the parameter values.
3. The form name is required. In this case, enter SAAMAPP.
4. Enter the Batch ID, if you created one when you executed SAAMAPP. You can also enter other parameters that will further narrow the list of sessions returned to you, such as your User ID or the Add Dates.
5. When the selected file is displayed, you can choose to select individual records for deletion, or you can Select All for deletion. Follow your instructor's directions as to which records to delete.
6. Click on the **Save** icon.
7. Click on the **Exit** icon.

Summary

Let's review

As a result of completing this workbook, you have

- used the Quick Entry Process
- registered a student for courses
- added additional fees for a student
- reviewed student's classes and charges.

Self Check

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

Identify some Course Registration Status Codes that you would use at your institution.

Question 2

What are the levels where students can be restricted from registering for a class?

Question 3

What must you do before accessing the Quick Entry Form?

Question 4

List some of the functions within the Student Course Registration Form.

Question 5

How can you access other forms from the registration form?

Answer Key for Self Check

Question 1

Identify some Course Registration Status Codes that you would use at your institution.

Answer will depend on individual's institution.

Question 2

What are the levels where students can be restricted from registering for a class?

Course, Major, Student, Campus, and Term levels.

Question 3

What must you do before accessing the Quick Entry Form?

You must check to make sure that the person does not already exist in the system.

Question 4

List some of the functions within the Student Course Registration Form.

The Student Course Registration Form will register a student for courses, perform adds, drops, and withdrawals, and print student schedules or bills.

Question 5

How can you access other forms from the registration form?

Through the Options menu.

Appendix



Section goal

The purpose of this section is to provide reference materials related to the workbook.

Forms Job Aid

Form	Full Name	Use this Form to...
SAAQUIK	Quick Entry Form	Enter and register persons on the system with minimal effort. This form, along with SPAIDEN, allows a person to be added to the system.
SFAAFEE	Registration Additional Fees Control Form	Define all the possible optional fees that can be added for a student for a term, using the Additional Fees block on SFAREGS. These values must exist on TSADETC first.
SFAEFEE	Registration Additional Fees Form	Add optional fees to a student's bill. Must be set up prior to the term on SFAAFEE.
SFAESTS	Enrollment Status Form	Define student enrollment statuses appropriate for a term and within a specific date range for each status. Refund rules may be established for each status code. Status codes must first be created on STVESTS.
SFAREGS	Student Course Registration Form	Register a student for course sections, perform adds, drops and withdrawals, and print student schedules or bills.
SFARGFE	Registration Fee Assessment Rules Form	Define tuition and fee assessments for a term.
SFARSTS	Course Registration Status Form	Define course registration statuses appropriate for a part of term within a term and within a specific date range for each status. Refund rules can also be established for each registration status code. Status codes must first be created on STVRSTS. This form is linked to SFAESTS.

Form	Full Name	Use this Form to...
SFPAGR	Auto Grade Assignment Process	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system. Process Submission Control Form (GJAPCTL)
SFPBLCK	Course Request Load Process	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system. Process Submission Control Form (GJAPCTL)
SFPENRL	Enrollment Verification Request Purge	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system. Process Submission Control Form (GJAPCTL)
SFPFAUD	Purge Fee Assessment Audit Process	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system. Process Submission Control Form (GJAPCTL)
SFPREGS	Registration Purge	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system. Process Submission Control Form (GJAPCTL)

Form	Full Name	Use this Form to...
SFPWAIT	Waitlist Enrollment Purge	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system. Process Submission Control Form (GJAPCTL)
SFRENRL	Enrollment Verification Report	Produce the enrollment verification requests which were processed on SFARQST.
SFRFASC	Registration Fee Assessment Process	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system. Process Submission Control Form (GJAPCTL)
SFRHCNT	Unduplicated Headcount Report	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system. Process Submission Control Form (GJAPCTL)
SFRLINK	Unsatisfied Links Report	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system. Process Submission Control Form (GJAPCTL)

Form	Full Name	Use this Form to...
SFRNSLC	Clearinghouse Extract Report	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system. Process Submission Control Form (GJAPCTL)
SFRNOWD	Withdraw Pending Status Change Report	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system. Process Submission Control Form (GJAPCTL)
SFRPINI	Compliance Listener Start Up Process	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system. Process Submission Control Form (GJAPCTL)
SFRPIPE	Compliance Pipe Process	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system. Process Submission Control Form (GJAPCTL)
SFRRGAM	Registration Admin Messages Report	Track registration errors for administrative purposes, check for in-progress prerequisites errors, view any potential schedule conflicts due to changes in class schedule, or find students who took in-progress prerequisites that may have not met the requirements.

Form	Full Name	Use this Form to...
SFRRNOP	Registered, Not Paid Process	Report or Report and Delete student registrations in a term for which financial arrangements/payments have not been made. If student registration is deleted here, records are also deleted from SFRAREG, SHRCMRK, SHRMRKS, and SHRSMRK along with SFRSTCR. Students whose registrations are deleted are also deleted from SFASLST.
SFRSCHD	Student Schedule Report	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system. Process Submission Control Form (GJAPCTL)
SFRSLST	Class Roster Report	Produce a hard copy of the class roster.
SFRSSCR	NSLDS SSCR Process	
SFRTMST	Time Status Calculation Update Process	
SFRWDRL	Withdrawn Student Report	used to submit a Banner job or report for processing. You can specify the print settings and parameter values that control processing. You can run the job or report immediately or hold it for later processing from the operating system. Process Submission Control Form (GJAPCTL)
SOAORUL	Open Learning Section Default Rules Form	Create and maintain section rules for open learning courses.
SOATERM	Term Control Form	Establish controls for a specific term. Depends on a term being created on STVTERM. Must be completed before catalog and schedule can be built, and before registration can take place.

Form	Full Name	Use this Form to...
SSARULE	Schedule Processing Rules	Define and maintain rules for registration status codes, refunding and extension processing at the section level, independent of part-of-term or static dates, and can be administered based on the individual learner.
STVESTS	Enrollment Status Code Validation Form	Create, update, insert and delete enrollment status codes, such as Eligible to Register, Withdrawn, or Reinstated. Describes student's overall enrollment status for a term.
STVRSTS	Course Registration Status Code Validation Form	Maintain codes, descriptions, and basic rules for statuses that will describe a person's registration in each section.
STVTERM	Term Code Validation Form	Create, update, insert and delete term codes, defining the institution term codes. STVTRMT and STVACYR validation tables must exist first.