Enrollment in Banner
Enrollment in Banner – Set-Up

- SOATERM – Term Control
- SOACTRM – Continuant Terms Rules
- SFAMHRS – Registration Maximum Hours Rules
- SFAPRFE - Pre-bill Fees Process Control
- SFARGFE – Registration Fees Process Control
- SFARFND – Refund Control
Enrollment in Banner – Set-Up

- SFAFMAX – Registration Fees Min/Max Charge Control
- SFAAFFEE – Registration Additional Fees Control
- SFAESTS – Enrollment Status Control
- SFARSTS – Course Registration Status Control
- SFATMST – Full/Part-Time Status Rules
- SFARGTC – Registration Time Control
- SPAAPIN – Assign Alternate PIN to student
Enrollment in Banner

- Two methods of enrollment
  - SFAREGS – Internet Native Banner (INB)
  - Self-Service through portal – student only

- SFAREGS–Student Registration Form
  - Process initial enrollment
  - Drop/add after initial enrollment
  - Review class schedule using the “Review Student’s Classes and Charges” option from the Options menu on SFAREGS
SFAREGS

- **Year** – Academic Year driven
  - 2006/2007 = 2007 Academic Year

- **Term** – 10, 20, 30
  - Fall – 10
  - Spring – 20
  - Summer – 30

- Fall 2006 = 200710
SFAREGS

- Student ID – Banner assigned ID, not Social Security Number
- Hold – if a registration hold exists, “Y” in box
  - Can click on blue hourglass to see what type of hold and who to see to resolve
  - If a hold exists, you can go no further with enrollment
SFAREGS

- Status – if “EL” student is eligible to register
- Any other code or blank, student is not eligible to register and must resolve issue, i.e., not admitted to University or must be readmitted
- Max Hrs – number of hours in which student may register
  - Advisor may override and enter additional hours
SFAREGS

- Process Block – used for FLighTs, some Education blocks – allows advisor to check box and all courses associated with block will fill in automatically - will be used by Joe Huskey & Registrar’s Office only
- Enter CRN directly or can do search by clicking on blue hour glass
- Enter CRN, tab to next field and all course information will fill in
- Click SAVE button twice, then OK on “Fee Assessment Processed” box – registration is complete
Registration Codes

Codes used in Internet Native Banner during early enrollment, like First STEP and priority period

- RE – Registration code via INB – automatically populates when course information is entered
- DD – Drop/Delete – the oops! Drop – use DD when wrong course information is entered; enter DD in course status block, then click red X in tool bar to remove course
Practice searching for courses

- Perform a course search for EN 100 and enroll the student in a section
- Perform a course search for CH 181 and enroll the student
- Perform a course search for an Honors course (remember %H in section field) and enroll the student
Self-Service/Portal Enrollment

- Student must use Alternate PIN to enroll on his/her priority or First STEP date
- Alternate PIN replaces the current advising hold
- Alternate PIN is available only from the student’s advisor and unique to each semester
Self-Service/Portal Enrollment

- Sign in to portal using SE Key
- Choose “Student” Tab
- Choose “Click here to open My Southeast Self-Service” then click link to access the self-service page
- Choose “Student and Financial Aid”
- Click on Registration
Self-Service/Portal Enrollment

- Choose Registration Status – more appropriate for continuing students
  - Check for holds, academic standing, registration permits and overrides Choose “Add or Drop Classes”
- Select Term from drop down box
- Enter Alternate PIN
- Once in the enrollment/registration screen, enter CRN/call numbers or complete course search to choose courses
Self-Service/Portal Enrollment

- “Submit changes” and enrollment is complete unless errors in schedule occur
- If errors, review and correct as necessary
- To complete enrollment process, only need to “Submit Changes” – no other steps to complete the process