Banner Student 5.x:
Registration
Define session organization

This session was designed to be instructor led and follows traditional classroom activities you may have been previously exposed to. In this course, the instructor will present information about how to use the Registration module of the Student Information System. You will be asked to complete activities/exercises in this manual. Following along in the manual will help you complete this course successfully.

*Please avoid using your computer until the instructor has asked you to do so.*

<table>
<thead>
<tr>
<th>Session Manual Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discussion:</strong></td>
<td>Look, listen, interact, and learn! These pages will focus on concepts, highlight certain topics/items, or even ask for your feedback.</td>
</tr>
<tr>
<td>![Chat icon]</td>
<td><strong>Procedure:</strong> Look, listen. That’s basically it…watch the demonstration and follow along in your manual.</td>
</tr>
<tr>
<td>![Checkmark icon]</td>
<td><strong>On Your Own Activity:</strong> The instructor talked about it, you’ve seen it…now perform the task following the steps provided.</td>
</tr>
<tr>
<td>![Keyboard icon]</td>
<td><strong>Exercise:</strong> Test your knowledge and skills! Complete the exercise per the instructions. If you need help…<strong>just ask!</strong> We want you to succeed.</td>
</tr>
</tbody>
</table>
Define course pre-requisites

The following is a recommended course sequence:
1) Banner Student Overview
Define session agenda

Lesson Introduction & Review of Banner Commands

Lesson 1: Student Status & Scheduling
   Topic 1: View a student’s schedule of classes
   Topic 2: Access tuition and fees charged to a student
   Topic 3: Review term registration history
   Topic 4: Query registered students by class section

Lesson 2: Course Registration Restrictions
   Topic 1: Determine if there are material fees for a class section
   Topic 2: Access defined registration permits/overrides

Lesson 3: Student Registration Restrictions
   Topic 1: Access registration permits
   Topic 2: Determine maximum registered credit hours
   Topic 3: Access course prerequisite/transcript completion
Banner 2000 supports the integrated flow of information throughout Wayne State. It assists the user in resource management. Banner continues this tradition with the Student Information System.

The Student Information System supports the full range of functions necessary for student administration, including: class schedule administration, admissions, academic history, degree audit reporting, registration, academic status, and holds.
Review basic Banner commands

**Direct Access**: From the File menu enables you to go directly to a form using the form’s acronym.

**Block/Next**: Moves the cursor to the next block that has at least one enterable field. If the next area is in another window, that window is opened.
- Key Strokes: Ctrl+PageDown
- Icon Button:
- Menu Command:

**Enter Query**: Clears the fields of a form to enable it to perform a query.
- Key Stroke: F7
- Icon Button:
- Menu Command:
Review basic Banner commands

**Execute Query:** Executes a query based on the information provided.
- Key Stroke: F8
- Icon Button:
- Menu Command:

**Rollback:**
- *Application and inquiry forms:* Clears all information (except key information) and returns you to the first enterable field in the key block.
- *Validation forms:* Returns you to the first enterable field on the form.
- *Query forms:* Returns you to the first enterable field on the calling form.
  - Key Stroke: Shift + F7
  - Icon Button:
Review basic Banner commands

**Exit:** This command provides one of three functions, depending on one’s location within Banner: cancels a query, exits the current form, or exits Banner.

- **Key Stroke:** Ctrl + q
- **Icon Button:**
- **Menu Command:**
Banner displays information in forms. This is very similar to a screen in SIS. Each form in Banner Student has a seven character name. This name is an acronym that tells you about the type of information it contains, the University business process it's related to, and much, much more.

Form name
The information on the forms is organized into blocks. A block is a section of a form or window that contains information related to the current record. If a form or window contains more than one block, each block (except the key block) may be enclosed in a solid line box.

Most blocks have a title. There are three exceptions:
- A key block does not have a title.
- If a form or window has only one block, the block does not have a title.
- If a form has a key block and only one other block, the second block does not have a title.
Review forms

The first block on most forms contains **key** information. (Some forms, especially validation forms and certain list forms, do not have a Key block.) This **Key block** determines what is entered or displayed on the rest of the form. All information on the form refers to the Key block.

The **Key block** has at least one field and typically more. For example, a form that maintains financial information may have Key block fields for both a chart of accounts and a fiscal year. The Key block stays on the form as subsequent blocks appear. Occasionally, another window may appear on top of the Key block if the window is unusually large or if the key block is not pertinent to the window.

When the cursor is in the key block, enterable fields in the key block are enabled. These same fields are disabled when the cursor leaves the key block.
Lesson 1: Student Status and Scheduling
Lesson Overview

This lesson is meant to demonstrate how to best retrieve additional registration information based on a defined student identification number.

Lesson Agenda

Topic 1: View a student’s schedule of classes
Topic 2: Access tuition and fees charged to a student (TSAAREV)
Topic 3: Review term registration history (SFASTCA)
Topic 4: Query registered students by class section (SFASLST)
School or college personnel may need to verify a student’s registration for the purposes of tuition assessment, degree completion, and course sequencing considerations.

The purpose of the Registration Query Form is to maintain current and historical information about a student. This information is initially created when a decision is entered on the Admissions Decision Form (SAADCRV) that indicates that the applicant accepts the institution's offer of admission or when an applicant is admitted via the Quick Entry Form (SAAQUIK).

**What you will learn in this topic:**

- How to determine if a student is registered using the Registration Query Form (SFAREGQ)
**Procedure: View a student’s schedule of classes**

1. Type SFAREGQ into the Direct Access field on the Banner Main Menu. The Registration Query Form will appear.
2. Enter term in which to conduct the search. Double clicking inside the term field will display the Term Code Validation Field window.
3. Scroll inside the window using the scroll bars to find the desired term.
4. Double click on the term highlighted or select the “OK” button to return the term to the calling form or to the SFAREGQ form.
Procedure: View a student’s schedule of classes

5) Enter the student’s Banner ID number or perform a person search by student name.
6) Click on the Next Block or press the Ctrl + PageDown keys. Data will appear in the next block of the form containing the student record for the term specified.
Discussion: View a student’s schedule of classes

Lesson 1: Student Status and Scheduling
Topic 1: View a student’s schedule of classes

- **Course Reference Number (CRN):** Formerly known as the Call Number
- **Subject**
- **Course Number**
- **Section Number**
- **Days & Time**
- **Total Credit Hours**
Using the horizontal scrollbar at the bottom of this form you can also view the following information:

g) Building Location

h) Credit Hour: Credit hour value of the class

i) Campus
Discussion: View a student’s schedule of classes

Using the horizontal scrollbar at the bottom of this form you can also view the following information:

j) Instructor
Procedure: View a student’s schedule of classes

7) Click on the red door icon (exit) to return the Main Menu.
### On Your Own Activity: View a student’s schedule of classes

<table>
<thead>
<tr>
<th>Steps:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) On the Banner main menu enter the name of the form.</td>
<td>Type SFAREGQ into the Direct Access field on the Banner Main Menu and press the Enter key. The Registration Query form will appear.</td>
</tr>
<tr>
<td>2) Enter the specified term to search for the student registration data.</td>
<td>Type the term into the term field or double click inside the field to retrieve the Term Code Validation Field. Select the desired term. For this exercise, enter 200109 for Fall 2001.</td>
</tr>
<tr>
<td>3) Enter the Student’s Banner ID number.</td>
<td>Type in the name of the student or perform a person search. For this activity, enter 003441395.</td>
</tr>
<tr>
<td>4) Move to the next block.</td>
<td>Click on the Next Block button or press the Ctrl+PageDown keys. The registration history for the selected student and term will appear in the next block on the SFAREGQ form.</td>
</tr>
<tr>
<td>5) Observe the registration schedule for the student selected.</td>
<td></td>
</tr>
<tr>
<td>6) Return to Banner’s main menu.</td>
<td>Click on the red door icon (Exit) or press the Ctrl+Q keys. The Main Menu Form will appear.</td>
</tr>
</tbody>
</table>
On Your Own Activity Review: Determine if a student is registered

Review the following information:

- Course Reference Number (CRN): Formerly known as the Call Number
- Subject
- Course Number
- Section Number
- Days & Time
- Total Credit Hours (using the horizontal scrollbar)
- Building Location (using the horizontal scrollbar)
- Credit Hour (using the horizontal scrollbar)
- Campus (using the horizontal scrollbar)
- Instructor (using the horizontal scrollbar)
Topic 2: Accessing tuition and fees charged to a student

Reviewing the tuition and fees charged to a student during their time as a registered student can be accessed using the Account Detail Review Form (TSAAREV).

The Account Detail Review Form (TSAAREV) is used to enter and review charge and payment information about an account. The balance of the account and the current amount due are calculated and displayed on the last line of this form. Any changes to the account information will modify these balances.

What you will learn in this topic:

• How to view a student's tuition and fee charges using the Account Detail Review Form (TSAAREV).

Note that this form is a view only form… and cannot be maintained by S/C/D. It is maintained by Accounts Receivable.
Procedure: Accessing tuition and fees charged to a student

1) Type TSAAREV into the Direct Access field on the Banner Main Menu. The Account Detail Review Form will appear.
2) Enter the Student’s Banner ID number by typing the student’s ID number into the ID field. The student’s name will appear.
3) Click on the Next Block or press the Ctrl + PageDown keys. Data will appear in the next block.
Discussion: Accessing tuition and fees charged to a student

Note the following types of information:

a) **Description**: Detailed description of the fee/payment

b) **Term**: Term to which the transaction was applied

c) **Charge/Payment**

d) **Balance**: Balance at the time of the record/line item

e) **Effective Date**: Posting date of transaction

f) **Balance information**
4) Click on the red door icon (exit) to return the Main Menu.
### On Your Own Activity: Access tuition and fees charged to a student

<table>
<thead>
<tr>
<th>Steps:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) On the Banner main menu enter the name of the form.</td>
<td>Type TSAAREV into the Direct Access field on the Banner Main Menu and press the Enter key. The Account Detail Review form will appear.</td>
</tr>
<tr>
<td>2) Enter the Student’s Banner ID number by typing the student’s ID number into the ID field.</td>
<td>Type in the name of the student or perform a person search. For this activity, enter 003441395.</td>
</tr>
<tr>
<td>3) Click on the Next Block or press the Ctrl + PageDown keys.</td>
<td>Data will appear in the next block.</td>
</tr>
<tr>
<td>4) Observe the tuition and fees charged to the student.</td>
<td></td>
</tr>
<tr>
<td>5) Return to Banner’s main menu.</td>
<td>Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.</td>
</tr>
</tbody>
</table>
On Your Own Activity Review: Access tuition and fees charged to a student

Note the following types of information:

- Description
- Term
- Charge/Payment
- Balance
- Effective Date
- Balance information

<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
<th>Term</th>
<th>Charge</th>
<th>Payment</th>
<th>Balance</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>OMNI</td>
<td>Omnibus Fee</td>
<td>200109</td>
<td>35.10</td>
<td></td>
<td>35.10</td>
<td>20-JUN-2002</td>
</tr>
<tr>
<td>UPRR</td>
<td>Undergrad Usagi</td>
<td>200109</td>
<td>458.70</td>
<td></td>
<td>458.70</td>
<td>20-JUN-2002</td>
</tr>
<tr>
<td>APHF</td>
<td>Photography Cl</td>
<td>200109</td>
<td>15.00</td>
<td></td>
<td>15.00</td>
<td>20-JUN-2002</td>
</tr>
</tbody>
</table>

Lesson 1: Student Status and Scheduling
On Your Own Activity Review: Access tuition and fees charged to a student
Banner will allow you to review registration history of students for a specified school term using the Student Course Registration Audit Form (SFASTCA).

The Student Course Registration Audit Form (SFASTCA) displays the following information:
- Results of course requests saved to the database
- Registration processing through telephone and Web registration
- All registration transactions including fatal errors and overrides

What you will learn in this topic:

- How to view a student’s registration history using the Student Course Registration Audit Form (SFASTCA).
Procedure: Reviewing term registration history

1) Type SFASTCA into the Direct Access field on the Banner Main Menu. The Student Course Registration Audit form will appear.

2) Enter term in which to conduct the search. Double clicking inside the term field will display the Term Code Validation Field window.

3) Scroll inside the window using the scroll bars to find the desired term.

4) Double click on the term highlighted or select the “OK” button to return the term to the calling form or to the SFAREGQ form.
Procedure: Review term registration history

5) Enter the student’s Banner ID number or perform a person search by student name.

6) Click on the Next Block or press the Ctrl + PageDown keys. Data will appear in the next block of the form containing the student record for the term specified.
Lesson 1: Student Status and Scheduling
Topic 3: Reviewing term registration history

Discussion: Review term registration history

a) Course information
b) Message: Message which helps define the error code below. Possible messages can be seen on STVRSTS:
   - Cancelled Course
   - Closed Course
   - Etc.
c) “E”: Error code (if applicable) regarding the registration for that transaction. The following codes will be used:
   - “D”- Course has been dropped from the schedule
   - “O”- An override was used to register the student
   - “F”- Fatal error occurred which did not permit the registration for the course (in which case read the Message field).
d) Credit hours

e) Add Date: When the course was added

Lesson 1: Student Status and Scheduling
Topic 3: Reviewing term registration history
5) Click the red door icon (exit) to return the Main Menu.
### On Your Own Activity: Review term registration history

<table>
<thead>
<tr>
<th>Steps:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) On the Banner main menu enter the name of the form.</td>
<td>Type SFASTCA into the Direct Access field on the Banner Main Menu and press the Enter key. The Student Course Registration Audit Form will appear.</td>
</tr>
<tr>
<td>2) Type the Term into the term field.</td>
<td>Type the desired term or double click inside the field to bring up the Term Code Validation form. For this exercise, select 200109 for Fall 2001.</td>
</tr>
<tr>
<td>3) Enter the Student's Banner ID number by typing the student’s ID number into the ID field.</td>
<td>Type in the name of the student or perform a person search. For this activity, enter 003441395.</td>
</tr>
<tr>
<td>4) Click on the Next Block or press the Ctrl + PageDown keys.</td>
<td>Data will appear in the next block.</td>
</tr>
<tr>
<td>5) Review the registration history for this student-term combination.</td>
<td></td>
</tr>
<tr>
<td>6) Return to Banner's main menu.</td>
<td>Click on the red door icon (Exit) or press the Ctrl+Q keys. The Main Menu Form will appear.</td>
</tr>
</tbody>
</table>
On Your Own Activity Review: Review term registration history

Review the following information:

a) Course information
b) Message & “E”
c) Credit hours
d) Add Date

Lesson 1: Student Status and Scheduling
On Your Own Activity Review: Reviewing term registration history
Banner conveniently allows you to review the number of students registered in a particular class section using the Class Roster Form (SFASLST).

The purpose of the Class Roster Form (SFASLST) is twofold:

- The first intent is to display the section information and the students enrolled in the course.
- The second purpose of the form is to allow for the entry of mid-term and final grades. The first step of the grade process is to produce the grade rosters. During this process, class roster data will be sorted by name and the files updated.

What you will learn in this topic:

- How to view a class roster for a specific class using the Class Roster Form (SFASLST).
Procedure: Querying registered students by class section

1) Type SFASLST into the Direct Access field on the Banner Main Menu. The Class Roster Form will appear.

2) Enter term in which to conduct the search. Double clicking inside the term field will display the Term Code Validation Field window.

3) Scroll inside the window using the scroll bars to find the desired term.

4) Double click on the term highlighted or select the “OK” button to return the term to the calling form or to the SFASLST form.
5) Enter the Course Reference Number or perform a search using the search icon to the right of the field. Performing a search using the search icon opens the Schedule Section Query form (SSASECQ).
6) Enter the abbreviation for a subject in the field labeled "SUBJ".

7) Enter the course number in the Crse field.

8) Execute the query using the F8 key or the Execute Query icon on the toolbar.
Procedure: Querying registered students by class section

9) Click to highlight the record that contains the desired Course Reference Number (CRN).
Discussion: Querying registered students by class section

This will now display the entire class roster.

Lesson 1: Student Status and Scheduling
Topic 4: Querying registered students by class section
Procedure: Querying registered students by class section

10) Click the red door icon (exit) to return the Main Menu.
## On Your Own Activity: Querying registered students by class section

<table>
<thead>
<tr>
<th>Steps:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) On the Banner main menu enter the name of the form.</td>
<td>Type SFASLST into the Direct Access field on the Banner Main Menu and press the Enter key. The Class Roster Form will appear.</td>
</tr>
<tr>
<td>3) Type the Term into the Term field.</td>
<td>Type the desired term or double click inside the field to bring up the Term Code Validation form. For this activity, select 200109 for Fall 2001.</td>
</tr>
<tr>
<td>4) Select a course reference number (CRN) using the Section Query via the search icon next to the Course Reference Number field.</td>
<td>Click on the search icon then select the Section Query option from the window. This will open the Schedule Section Query Form (SSASECQ).</td>
</tr>
<tr>
<td>5) Perform a query for the CRN.</td>
<td>Enter “A H” (for Art History) in the Subj field. Enter “1110” in the Crse field. Note the space between “A” and “H” in the subject code “A H”. Execute the query by clicking the Execute Query icon or press the F8 key.</td>
</tr>
<tr>
<td>6) Select the CRN, Subject, Course Number, Section number you desire.</td>
<td>Double-click the CRN 23319.</td>
</tr>
<tr>
<td>6) Click on the Next Block or press the Ctrl + PageDown keys.</td>
<td>Data will appear in the next block.</td>
</tr>
<tr>
<td>8) Review the student’s registered for this class.</td>
<td></td>
</tr>
<tr>
<td>9) Return to Banner’s main menu.</td>
<td>Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.</td>
</tr>
</tbody>
</table>
On Your Own Activity Review: Querying registered students by class section

Lesson 1: Student Status and Scheduling
On Your Own Activity: Querying registered students by class section
## Lesson Review: Student Status and Schedule

<table>
<thead>
<tr>
<th>Form</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Query Form (SFAREGQ)</td>
<td>Used to view a student's schedule of classes</td>
</tr>
<tr>
<td>SIS Equivalent: None</td>
<td></td>
</tr>
<tr>
<td>Account Detail Review Form (TSAAREV)</td>
<td>Used to view tuition and fees charged to a student as well as account balances.</td>
</tr>
<tr>
<td>SIS Equivalent: None</td>
<td></td>
</tr>
<tr>
<td>Student Course Registration Audit Form (SFASTCA)</td>
<td>Used to review a student’s registration history for a specific term.</td>
</tr>
<tr>
<td>SIS Equivalent: None</td>
<td></td>
</tr>
</tbody>
</table>
Lesson 2: Determining Course Registration Restrictions
Lesson Overview

This lesson is meant to demonstrate how to retrieve additional registration information such as course fees and look at how permits/overrides are defined.

Lesson Agenda

- Topic 1: Determine course material fees for a class section (SSADETL)
- Topic 2: Access defined registration permits/overrides (SFAROVR)
School or college personnel may need to determine the fees associated with a particular course section, or subject.

The purpose of the Schedule Detail Form (SSADETL) is to build and maintain detail schedule information, according to the definitions and restrictions created in the Course Catalog.

What you will learn in this topic:

• How to view course fees for a specific course section using the Schedule Detail Form (SSADETL).
1) Type SSADETL into the Direct Access field on the Banner Main Menu. The Schedule Detail Form will appear.

2) Enter the term in which to conduct the search. Double clicking inside the term field will display an Options List Box.

3) Using the mouse, click on the List of Valid Terms option. The Term Code Validation window will appear.
Procedure: Determine course material fees for a course section

4) Using the scroll bar inside the window, scroll to find the desired term.

5) Double click the desired term to highlight and select, or click “OK” button to return the term to the SSADETL form.
Procedure: Determine course material fees for a course section

6) Enter the Course Reference Number (CRN) or double click inside the field to open the Schedule Section Query form (SSASECQ).
Procedure: Determine course material fees for a course section

7) Enter the Subject abbreviation in the SUBJ field and the Course number in the Crse field.

8) Execute the query using the Execute Query icon on the toolbar or the F8 key.
Procedure: Determine course material fees for a course section

9) Scroll inside the window using the scroll bars to find the desired CRN (if necessary).
10) Double click the CRN field to return the record to the SSADETL form.
Procedure: Determine course material fees for a course section

11) Click on the Next Block icon in the toolbar or press the Ctrl + PageDown keys. Data will appear in the next block of the form.

12) Select the Section Fees option from the Options menu.
Discussion: Determine course material fees for a course section

Note the applicable fee description and amount in the Section Fees block of information.

Lesson 2: Course Registration Restrictions
Topic 1: Determine course material fees for a course section
Procedure: Determine course material fees for a course section

13) Click the red door icon (exit) to return the Main Menu.

Lesson 2: Course Registration Restrictions
Topic 1: Determine course material fees for a course section
### On Your Own Activity: Determine course material fees for a course section

<table>
<thead>
<tr>
<th>Steps:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) On the Banner main menu enter the name of the form.</td>
<td>Type SSADETL into the Direct Access field on the Banner Main Menu and press the Enter key. The Schedule Detail form will appear.</td>
</tr>
<tr>
<td>2) Enter the specified term to search for course material fees.</td>
<td>Type the term into the term field or double click inside the field to retrieve the Options List Box. Click the valid term options list. Select the desired Term Code Validation field.</td>
</tr>
<tr>
<td>3) Select the term necessary to view the fee information.</td>
<td>Double click on the term highlighted or select the “OK” button to return the term to the calling form or to the SSADETL form. For this exercise, enter 200109 for Fall 2001.</td>
</tr>
<tr>
<td>4) Enter the Course Reference Number (CRN) inside the Course Reference Number (CRN) field.</td>
<td>Type 87401.</td>
</tr>
<tr>
<td>5) View the section fees.</td>
<td>Select the Section Fees option from the Options menu.</td>
</tr>
<tr>
<td>6) Return to Banner’s main menu.</td>
<td>Click on the red door icon (Exit) or press the Ctrl+Q keys. The Main Menu Form will appear.</td>
</tr>
</tbody>
</table>
On Your Own Activity Review: Determine course material fees for a course section

Note the applicable fee description and amount in the Section Fees block of information.

Lesson 2: Course Registration Restrictions
On Your Own Activity: Determine course material fees for a course section
The Registration Permit-Override Control Form (SFAROVR) defines the types of permits and overrides that can be performed for a term, and the specific conditions a permit or override governs (i.e. closed class, pre-requisites, co-requisites, etc.).

What you will learn in this topic:

- How to view the definitions of the different types of permits using the Registration Permit-Override Control Form (SFAROVR).
Procedure: Accessing defined registration permits

1) Type SFAROVR into the Direct Access field on the Banner Main Menu. The Registration Permits-Override form appears.

2) Enter the term in which to conduct the search or double click inside the term field. The Term Code Validation window will appear.
3) Double click the desired term to highlight and select, or click “OK” button to return the term to the SFAROVER form.
4) Click on the Next Block icon in the toolbar or press the Ctrl + PageDown keys. Data will appear in the next block of the form.

5) Use the scroll bars to view the different rules/definitions for each Permit code.
Discussion: Accessing defined registration permits

Current Permit Codes:
- Class Restriction
- Closed Class
- Co-requisite requirement met
- College Restriction
- Departmental Permission
- Level Restriction
- Major Restriction
- Pre-requisite met

Note: The titles are indicative of their associated override rules shown by the check marks/boxes.

Lesson 2: Course Registration Restrictions
Topic 2: Accessing defined registration permits
Procedure: Accessing defined registration permits

6) Click on the red door icon (exit) to return the Main Menu.
### Lesson Review: Course Registration Restrictions

<table>
<thead>
<tr>
<th>Form</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule Detail Form (SSADETL)</td>
<td>Used to view course material fees.</td>
</tr>
<tr>
<td><em>SIS Equivalent: None</em></td>
<td></td>
</tr>
<tr>
<td>Registration Permit-Overrides Control Form</td>
<td>Used to view registration permit definitions.</td>
</tr>
<tr>
<td>(SFAROVR)</td>
<td></td>
</tr>
<tr>
<td><em>SIS Equivalent: None</em></td>
<td></td>
</tr>
</tbody>
</table>
Lesson 3: Student Registration Restrictions
Lesson Overview

This lesson is meant to demonstrate how to best retrieve additional registration information based on a defined student identification number specified term of study.

Lesson Agenda

Topic 1: Access registration permits/overrides
Topic 2: Determine maximum registered credit hours
Topic 3: Access course prerequisites completion and transcripts
School or college personnel may need to determine if a permit or override is active in the system that will allow a student to register for a course(s).

The purpose of the Registration Permit-Override Form (SFASRPO) is to assign specific permit-override codes to individual students within a specific term and class.

NOTE: Departments will no longer be able to register students. When a permit is granted, the student should be instructed to register for the class via the web, phone, or Registrar's office.

What you will learn in this topic:

• How to view and place permit/overrides that allow a student to register for a specific class using the Registration Permit-Override Form (SFASRPO).

NOTE: The procedure in this topic is not to be confused with releasing/placing a hold. Use the Hold Information Form (SOAHOLD) to release/place a hold.
Procedure: Accessing registration permits/overrides

1) Type SFASRPO into the Direct Access field on the Banner Main Menu. The Student Registration Permit-Override Form will appear.

2) Enter term in which to conduct the search. Double clicking inside the term field will display the Term Code Validation Field window.

3) Scroll inside the window using the scroll bars to find the desired term.

4) Double click on the term highlighted or select the “OK” button to return the term to the calling form or to the SFARSPO form.
5) Enter the student’s Banner ID number or perform a person search by student name.

6) Click on the Next Block or press the Ctrl + PageDown keys. Data will appear in the Permit block.
Discussion: Accessing registration permits/overrides

You can now review the following:

a) The type of permit that was granted to the student.

b) The CRN for which the permit was granted (may also include other sections of the class or simply the subject/course combination).

c) Who granted the permit (listed by WSU access id) as well as when it was granted (using the horizontal scrollbar).

NOTE:
The data that is being used in the standup training instance of Banner may differ from what is recorded in this book. HOWEVER, all procedures are correct.
Procedure: Accessing registration permits/overrides

To grant a permit/override for the student follow the steps below:

7) Click the Insert Record icon on the toolbar or press the F6 key.
8) Double-click within the Permit field to choose the type of permit that is appropriate.

Lesson 3: Student Registration Restrictions
Topic 1: Accessing registration permits/overrides
9) Enter the CRN for the applicable class the permit/override is for (may also include other sections of the class or simply the subject/course combination).

10) If it is not known, click on the Search icon to perform a search using the Search for Sections (SFQSECM) option.
Procedure: Accessing registration permits/overrides

10) At a minimum enter the Subject code in the Subj field and Course number in the Crse field.

11) Execute the query by clicking the Execute Query toolbar icon or pressing the F8 key.
12) Select the CRN to grant a permit/override by double-clicking on the CRN to return the value to SFASRPO.
Procedure: Accessing registration permits/overrides

13) Apply the permit by clicking on the Save icon or pressing the F10 key.
14) Click on the red door icon (exit) to return the Main Menu.
### On Your Own Activity: Accessing registration permits/overrides

<table>
<thead>
<tr>
<th>Steps:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) On the Banner main menu enter the name of the form.</td>
<td>Type SFASRPO into the Direct Access field on the Banner Main Menu and press the Enter key. The Registration Permit/Override form will appear.</td>
</tr>
<tr>
<td>2) Enter the specified term to search for student registration data.</td>
<td>Type the term into the term field or double click inside the field to retrieve the Term Code Validation Field. Select the term desired. For this exercise, enter 200109 for Fall 2001.</td>
</tr>
<tr>
<td>3) Enter the Student’s Banner ID number.</td>
<td>Type in the name of the student or perform a person search. For this activity, enter 003441395.</td>
</tr>
<tr>
<td>4) Click on the Next Block button or press the Ctrl + PageDown keys.</td>
<td>The registration permit-override history for the selected student and term will appear in the next block of the SFASRPO form.</td>
</tr>
<tr>
<td>5) Observe the permit and override history as well as the registration class schedule for the student selected.</td>
<td>Observe information in the separate blocks of the form.</td>
</tr>
<tr>
<td>7) Return to Banner’s main menu.</td>
<td>Click on the red door icon (Exit) or press the Ctrl+Q keys. The Main Menu Form will appear.</td>
</tr>
</tbody>
</table>
On Your Own Activity Review: Accessing registration permits/overrides

You can now review the following:

A. The type of permit that was granted to the student.
B. The CRN for which the permit was granted
C. Who granted the permit (listed by WSU access id) as well as when it was granted (using the horizontal scrollbar).

Lesson 3: Student Registration Restrictions
On Your Own Activity Review: Accessing registration permits/overrides
REMEMBER: Departments will no longer be able to register students. When a permit is granted, the student should be instructed to register for the class via the web, phone, or Registrar's office.
Banner allows you to view the maximum number of credits in which a specific class of student (i.e. graduate, undergraduate, etc.) can enroll for a specific term, using the Registration Maximum Hours Form (SFAMHRS).

What you will learn in this topic:

• How to view the maximum hours different class of student's can enroll in using the Registration Maximum Hours Form (SFAMHRS).
1) Type SFAMHRS into the Direct Access field on the Banner Main Menu. The Registration Maximum Hours Form (SFAMHRS) will appear.

2) Enter term in which to conduct the search. Double clicking inside the term field will display the Term Code Validation Field window.

3) Scroll inside the window using the scroll bars to find the desired term.

4) Double click on the term highlighted or select the “OK” button to return the term to the calling form or to the SFARSPO form.
Procedure: Determining maximum registered credit hours

5) Click on the Next Block or press the Ctrl + PageDown keys. Data will appear in the block below showing the class level with its corresponding maximum credit hours allowed value.

6) Click on the red door icon (exit) to return the Main Menu.
Assume you need to verify if a student has taken a specific course such as a course that is a pre-requisite. You can use the Course Summary Form (SHACRSE) to view the courses that a student has completed for a specific term (or all terms).

This topic will focus on how to view information about courses a student has taken. In some respects it is similar to viewing a transcript without term and GPA summaries.

**What you will learn in this topic:**

1) How to use the Course Summary Form (SHACRSE) to view the courses a student has completed.

The information on this form is similar to the TOOK screen in the old SIS system.
Procedure: View the courses a student has completed for a specific term or all terms

Navigate to the SHACRSE form.

1) Type SHACRSE into the Direct Access field on the Banner Main Menu and press the Enter key. The Course Summary Form will appear.

2) Enter the Student’s Banner ID number by typing the student’s ID number into the ID field. The student’s name will appear.

3) Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.

NOTE: Forms such as SHATERM or SHASUBJ should be used to view transfer credit.

Lesson 3: Student Registration Restrictions
Topic 3: Accessing course prerequisite completion/transcripts
Procedure: View the courses a student has completed for a specific term or all terms

4) Click on the down scroll bar on the right side of the block to view course information (if applicable).

- The Course Summary Form displays a list of all courses the student has completed for all of the terms they have attended.
- This form may also be used to query for courses taken by the student for a particular term. This information will only include WSU work.

Lesson 3: Student Registration Restrictions
Topic 3: Accessing course prerequisite completion/transcripts
**Discussion: View the courses a student has completed for a specific term or all terms**

Most of the descriptions of the fields are self-explanatory. The following fields have descriptions that are less obvious:

a) **PT**: This field is used to specify the part-of-term in which the section is offered. For a list; double-click in the PT field or view the Part of Term Code Validation Form (STVPTRM).

b) **CRN**: This is the course reference number. It is a unique number assigned to the course at the time the student took it.

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### Lesson 3: Student Registration Restrictions

#### Topic 3: Accessing course prerequisite completion/transcripts

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**Table Example**

<table>
<thead>
<tr>
<th>Sel</th>
<th>Term</th>
<th>PT</th>
<th>Camp</th>
<th>Lvl</th>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Sect</th>
<th>Hours</th>
<th>Grade</th>
<th>Md</th>
<th>Rpt?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZZZ</td>
<td>2001</td>
<td>MAI</td>
<td>UG</td>
<td>58644</td>
<td>CHM</td>
<td>1220</td>
<td>201</td>
<td>4.00</td>
<td>A-</td>
<td>1.00</td>
<td>A</td>
<td>S</td>
</tr>
<tr>
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<td>MAI</td>
<td>UG</td>
<td>49884</td>
<td>CHM</td>
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<td>201</td>
<td>4.00</td>
<td>A</td>
<td>1.00</td>
<td>A</td>
<td>S</td>
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<td>MAI</td>
<td>UG</td>
<td>$5512</td>
<td>POL</td>
<td>1020</td>
<td>***</td>
<td>4.00</td>
<td>A+B</td>
<td>1.00</td>
<td>A</td>
<td>S</td>
</tr>
<tr>
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<td>21146</td>
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<td>3010</td>
<td>201</td>
<td>4.00</td>
<td>A</td>
<td>1.00</td>
<td>A</td>
<td>S</td>
</tr>
<tr>
<td>ZZZ</td>
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<td>UG</td>
<td>32704</td>
<td>BIO</td>
<td>1500</td>
<td>202</td>
<td>4.00</td>
<td>B</td>
<td>1.00</td>
<td>A</td>
<td>S</td>
</tr>
<tr>
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<td>MAI</td>
<td>UG</td>
<td>70205</td>
<td>PHY</td>
<td>2140</td>
<td>203</td>
<td>3.00</td>
<td>B</td>
<td>1.00</td>
<td>A</td>
<td>S</td>
</tr>
<tr>
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<td>MAI</td>
<td>UG</td>
<td>32780</td>
<td>PHY</td>
<td>2141</td>
<td>203</td>
<td>1.00</td>
<td>A</td>
<td>1.00</td>
<td>A</td>
<td>S</td>
</tr>
</tbody>
</table>
Discussion: View the courses a student has completed for a specific term or all terms

c) Md: This is the grade mode that is used.
   - S: Standard letter grades
   - P: Pass/Fail
   - C: Credit by exam

d) Rpt - This is the Repeat Course indicator. It is used to flag a student's course as repeated for inclusion or exclusion in GPA calculation.
   - (I)-included
   - (E)-excluded
   - (A)-excluded from earned hours but averaged into GPA.

Lesson 3: Student Registration Restrictions
Topic 3: Accessing course prerequisite completion/transcripts
Procedure: View the courses a student has completed for a specific term or all terms

Now return to Banner’s main menu.

4) Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.
### On Your Own Activity: View the courses a student has completed for all terms

<table>
<thead>
<tr>
<th>Steps:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) At Banner’s Main Menu, enter the name of the form.</td>
<td>Type SHACRSE into the Direct Access field and press the Enter key. The Course Summary Form will appear.</td>
</tr>
<tr>
<td>2) Enter the Student’s Banner ID number by typing the student’s ID number into the ID field.</td>
<td>Type 000415822. The student’s name will appear.</td>
</tr>
<tr>
<td>3) Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.</td>
<td>Data will appear in the next block.</td>
</tr>
<tr>
<td>4) View the data.</td>
<td>Click on the down scroll bar button on the right side of the block. Additional data will appear.</td>
</tr>
<tr>
<td>5) Return to Banner’s main menu.</td>
<td>Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.</td>
</tr>
</tbody>
</table>
Most of the descriptions of the fields are self-explanatory. The following fields have descriptions that are less obvious:

a) PT: Part of Term code

b) CRN: This is the course reference number.

c) Md: This is the grade mode that is used.

d) Rpt – This is the Repeat Course indicator.
   - (I)-included
   - (E)-excluded
   - (A)-excluded from earned hours but averaged into GPA.

Lesson 3: Student Registration Restrictions
On Your Own Activity Review: Access course prerequisite completion/transcripts
Lesson Review: Student Registration Restrictions

<table>
<thead>
<tr>
<th>Form</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Registration Permit-Override Form (SFASRPO)</td>
<td>Used to view and grant registration permits for a specific student.</td>
</tr>
<tr>
<td><em>SIS Equivalent: None</em></td>
<td></td>
</tr>
<tr>
<td>Registration Maximum Hours Form (SFAMHRS)</td>
<td>Used to determine the maximum credit hours different classes of students (undergraduate, graduate, etc.) can register for.</td>
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