## 

## BANNER REGISTRATION STEPS

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| **NOTE:** *If your student has a Hold, a Y shows in the Holds box. Click on the search button for Hold information.*  **DROP COURSES**  **NOTE:** *Rate tables must be set for fee assessment to take place.*  **NOTE:** *The student schedule may be generated at any time by pressing Save from the key block. Start Over to skip printing.* | 1  2  3  4  5  6  7  8  9  10  11  12  13 | Type SFAREGS in Search Bar  You first come to the SOADEST screen, click the X in the upper left-hand corner to get passed this screen.  Enter Term and Student ID or Name  Click Go or next block (Alt + PgDn) to confirm student is eligible to register (EL will be in status field)  Next Block (Alt + PgDn) to activate course registration section  Enter CRN and press Enter or Tab (If you do not know the CRN, click the ellipses in the CRN field to do a search)  To insert another CRN, click the Insert button in the upper, right hand corner of the “Course Information” block.  Click Save  Resolve each error/conflict displayed in the Error Dialog box. Use the Approval Recd checkbox or Override box with appropriate authorization.  If needed, drop any course(s)   * Click the CRN of the course * Enter DD over RE in the Status column * Click Save (F10)   To assess fees, click Save when “N-Create Collector Record” or “Y-Immediate Assessment” appears highlighted with a dotted line  Click OK to complete transaction  To print a schedule with sleep/wake: Make sure the “Print Bill” and “Print Sched” boxes are checked. Click Save to generate schedule/bill  **NOTE:** *Use SFAREGQ to see if a student is registered—not SFAREGS!* |