##

## 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.* | 12345678910111213 | Type SFAREGS in Search BarYou 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 NameClick 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 sectionEnter 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 SaveResolve 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 lineClick OK to complete transactionTo 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!* |