



ARKANSAS TECH
UNIVERSITY

Registering Students Using Internet Native Banner Instructional Manual



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Registering Students Using Internet Native Banner

Registration can be completed in Banner Self-Service, or in Internet Native Banner. This guide is for Internet Native Banner users. After reviewing this information, you will be able to register a student, work with registration error messages, and remove a section from the student's registration using the Student Course Registration form (SFAREGS).

Early Registration

Early Registration is when currently enrolled students, based on the number of credit hours earned prior to the start of the current semester, can register for upcoming terms. Early registration for the winter intersession and spring semesters begins in October and registration for the fall and summer semesters begin in March. The dates a student may register during Early Registration is based on the student's earned credit hours. Registration dates and the required hours to register will be posted on the Registrar's Office website prior to each Early Registration.

Determining if a Student is Eligible for Early Registration

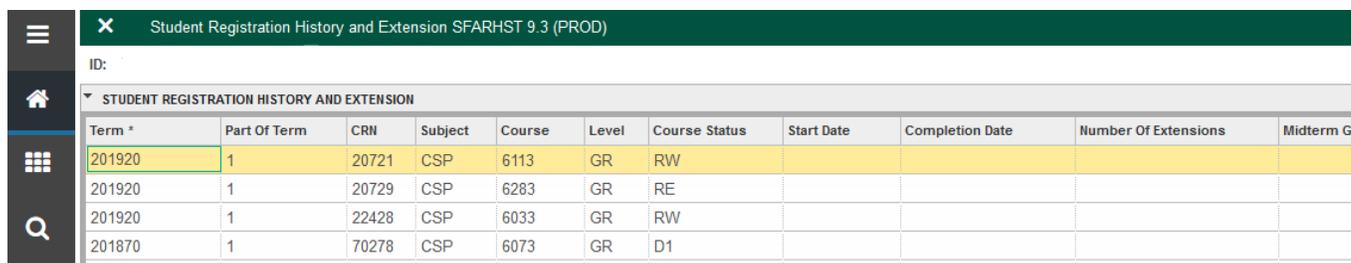
1. Determine if the student is currently enrolled in classes.

A quick way to determine if a student is a current student is to view *Registration History and Extension (SFARHST)* in Banner. As the name implies, this page displays the student's enrollment history including the hours a student is currently enrolled.

Navigate to SFARHST in Internet Native Banner, enter the student's T-number, and click **Go**. If the student's T number is not available, select the three dots in the box after the ID field and select *Person Search (SOAIDEN)*. For instructions on completing a person search see page 7.

If the student is enrolled for the current term, registration history will display with a registration status of RE or RW.

Note: The student's transcript in Banner Self Service may also be used to determine if the student is enrolled in the current term.



Term *	Part Of Term	CRN	Subject	Course	Level	Course Status	Start Date	Completion Date	Number Of Extensions	Midterm G
201920	1	20721	CSP	6113	GR	RW				
201920	1	20729	CSP	6283	GR	RE				
201920	1	22428	CSP	6033	GR	RW				
201870	1	70278	CSP	6073	GR	D1				

2. Determine student's first eligible date to register.

Self Service Banner prevents a student from registering prior to their authorized date. Since Internet Native Banner (INB) does not have this restraint, a student's eligibility to register must be determined by viewing the student's earned credit hours. A student's earned credit hours may be viewed on *Term Sequence Course History SHATERM* or the student's transcript may be viewed in Banner Self Service. Use Overall Earned Hours to determine the first date the student may register.

Navigate to SHATERM in Internet Native Banner, enter student's T-number, enter UG at "Course Levels by Person", and click **Go**.

Term Sequence Course History SHATERM 9.3.10 (PROD)						
ID:		Course Level Codes by Person: UG		Start Term:		Start Over
Current Standing Term GPA and Course Detail Information Student Centric GPA and Course Information						
CURRENT STANDING						
First Term Attended	201770	Progress Evaluation	**	No Progress Evaluation		
Last Term Attended	201820	Progress Evaluation				
Academic Standing	00	Good Standing				
Academic Standing		Combined Academic	**	No Combined Academic Standing		
Academic Standing		Standing Override				
Academic Standing		Combined Academic	**	No Combined Academic Standing		
Academic Standing		Standing Override				
	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution	15.000	15.000	15.000	15.000	33.000	2.200
Transfer	0.000	0.000	0.000	0.000	0.000	0.000
Overall	15.000	15.000	15.000	15.000	33.000	2.200

Registration in Internet Native Banner (SFAREGS)

Navigate to the *Student Course Registration form (SFAREGS)*.

Note: The Student System Distribution Initialization (SOADEST) screen will pop up the first time you access SFAREGS. Just click the X and it will go to SFAREGS.

A. Enter Term

The academic term is numeric in this format – YYYYTT
 YYYY = 4-digit calendar year (example: 2018)
 TT = 2-digit term code represented as follows:

- 20 – Spring**
- 40 – Summer**
- 70 – Fall**
- 80 – Winter Intersession**

As an example, the Spring term for 2018 will be represented as **201820**.

B. Enter the student's T number in the ID field and click **Go**.

If the student's T number is not available, select the three dots in the box after the ID field and select *Person Search (SOAIDEN)*. For instructions on completing a person search see page 7.

C. If the student has holds which prevent the student from registering, the message below will appear. Go to page 9 for more information on students with holds.

Student Course Registration SFAREGS 9.3.10 (PROD)

Term: 201920 ID: [] *ERROR* Person has holds, cannot register. Press LIST to view.

Date: 10/26/2018 Holds: Y []

View Current/Active: Print Bill: *

Curricula

D. If the student's status is eligible, click **Go**.

Student Course Registration SFAREGS 9.3.10 (PROD)

Term: 201920 ID: []

Date: 10/29/2018 Holds: []

View Current/Active: Print Bill: *

Go

That will navigate you in the next section. You will need to click the **“Next Section”** option to get to the **“Course Information”** Section to begin entering courses.

Student Course Registration SFAREGS 9.3.10 (PROD)

Term: 201920 ID: Herring, Ashley C. Date: 10/26/2018 Holds: View Current/Active Curricula: Print Bill: Print Schedule: Start Over

Registration Student Term Curricula Study Path Time Status

ENROLLMENT INFORMATION

Status * EL Status Date [] Minimum * 0.000 Source MHRs

Reason [] Reason [] Maximum * 18.000 Source MHRs

Process Block Delete All CRNs Acceptance Confirmed None Accepted

COURSE INFORMATION

Section Detail View Detailed Results

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override
											<input type="checkbox"/>	

Error Flag [] Status Type []

1 of 1 Per Page Record 1 of 1

ENROLLMENT TOTALS

Fees * N - Create collector record Date []

Credit Hours [] Bill Hours []

CEU Hours []

SAVE

E. Enter Courses. You may enter the CRN or subject (course acronym), number, and section or search by subject by selecting the three dots in the box beside the CRN box. For more information on completing a course search see page 9.

COURSE INFORMATION Insert Delete Copy Filter

Section Detail View Detailed Results

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override
20012	FR	1013	001	S	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>	
20035	PHSC	1051	001	S	1.000	1.000	1.000	1.000	RE	UG	<input type="checkbox"/>	
20036	RS	2003	M01	S	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>	
	...										<input type="checkbox"/>	

Error Flag
 Status Type

1 of 1 Per Page Record 4 of 4

ENROLLMENT TOTALS Insert Delete Copy Filter

Fees * Date
 Credit Hours Bill Hours
 CEU Hours

SAVE

F. Save twice. If fee assessment box appears, save again. Click “Start Over” at the top to go to another student.

Note: If enrolling a student in a course with unusual dates, a popup screen may appear. Select save and popup will disappear. Continue as normal.

Start/End Date Entry SFAREGS 9.3.10 (PROD) X

Enter either the Start Date or End Date for section

21215 --- ELIC 0100

Permitted Start Permitted End Dates
 Dates
 TO TO
 Start Date Duration End Date

SAVE

Overriding, Closed Classes, Co-requisites and Prerequisites Errors

Each department sets enrollment limits for the classes they are offering. Banner will not allow enrollment above the established limit without the closed section being overridden. If override approval is received, follow the steps below to override the closed section. (For information on who approves closed classes refer to Override Approval of Closed Classes, Prerequisites and Co-Requisites on Registration Page of Registrar’s Website.)

After it has been determined the Error should be overridden, click the block which is titled Override that corresponds to the class to be overridden. Select **YES** to override the error. **DO NOT SELECT “ALL”**. By selecting “YES” each registration error for the course will appear and a decision can be made based on the type of error. If ALL is selected errors may accidentally be overridden.

If override is **not** approved, enter “D2” in Status field. You can use the search function to find an alternate section.

Registration Student Term Curricula Study Path Time Status

ENROLLMENT INFORMATION Insert Delete Copy Filter

Status * ... Eligible to Register Status Date 10/22/2018 Minimum * ... Source M/RS
Reason ... Maximum * ... Source M/RS
Process Block Delete All CRNs Acceptance Confirmed None Accepted

COURSE INFORMATION Insert Delete Copy Filter

Section Detail View Detailed Results

Subject *	Course *	Section *	Message	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of
CSP	6113	TC2		S	3.000	3.000	3.000	3.000	RW	GR	<input type="checkbox"/>		1
CSP	6033	TC2		S	3.000	3.000	3.000	3.000	RW	GR	<input type="checkbox"/>		1
CSP	6283	081		S	3.000	3.000	3.000	3.000	RE	GR	<input type="checkbox"/>		1
MUS	1321	001	Closed Section	S	1.000	1.000	1.000	1.000	RE	UG	<input type="checkbox"/>		1

COURSE INFORMATION Insert Delete Copy Filter

Section Detail View Detailed Results

Subject *	Course *	Section *	Message	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of
CSP	6113	TC2		S	3.000	3.000	3.000	3.000	RW	GR	<input type="checkbox"/>		1
CSP	6033	TC2		S	3.000	3.000	3.000	3.000	RW	GR	<input type="checkbox"/>		1
CSP	6283	081		S	3.000	3.000	3.000	3.000	RE	GR	<input type="checkbox"/>		1
EAM	4003	TC1	Prerequisite and Test Score error	S	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>		1

Error Flag Fatal error
Status Type In Progress
Message Prerequisite and Test Score error

Record 4 of 4

Changing Registration or Dropping a Course

You may need to drop a course for a student. The student may not want to take the course, or change to another section. You may even have to drop the course because the student does not meet the pre-requisites, or the class is cancelled.

To drop a course you just navigate to the course you need to drop in the Course Information Section, and change the Status to the appropriate drop code (DD or D2).

COURSE INFORMATION Insert Delete Copy Filter

Section Detail View Detailed Results

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of
20721	CSP	6113	TC2	S	0.000	0.000	0.000	0.000	DD	GR	<input type="checkbox"/>		1
22428	CSP	6033	TC2	S	3.000	3.000	3.000	3.000	RW	GR	<input type="checkbox"/>		1

How do you know which drop codes to use?

DD = a student requested drop or section change before the class begins

D2 = a departmental request drop (the student did not meet pre-requisites or the class was cancelled)

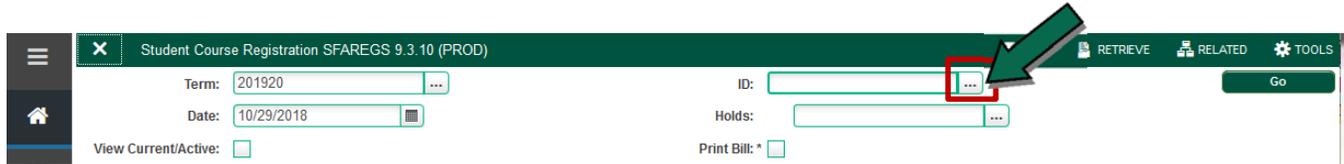
Additional Information

Re-adding a course – If a student has previously dropped a course, and wants to re-enroll in the course you will have to change the status from a drop code (DD or D2) to RE for registered.

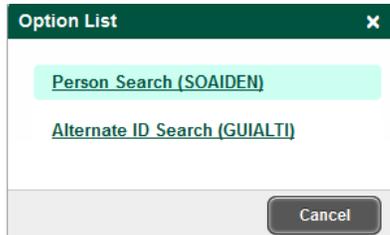
Person Search

In the event that you do not know a student's T-number or full name you will have to perform a person search. A person search can be performed from any page that has an ID field in the Key Block.

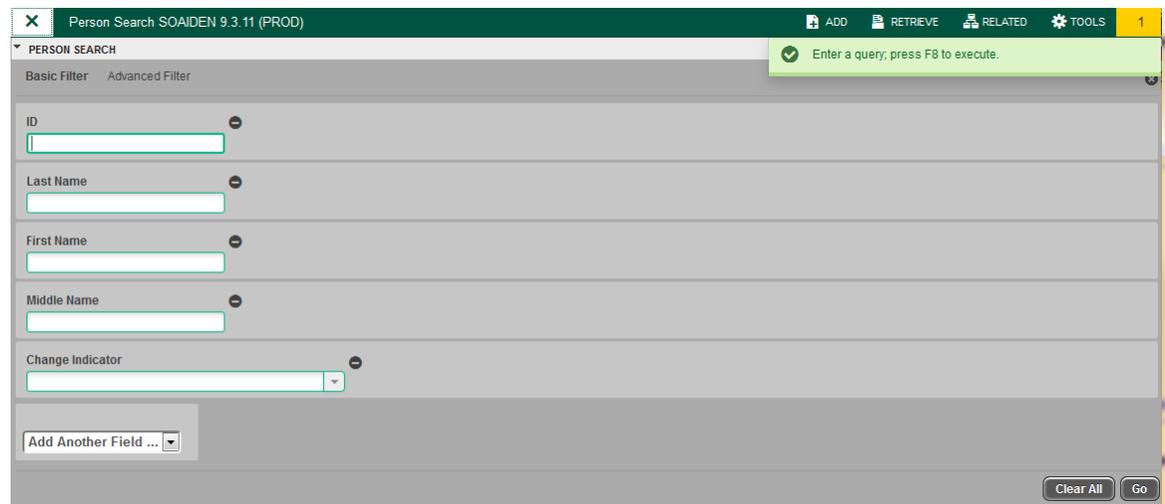
Click the box with the three dots, or the search lookup field:



Click the Person Search in the Option List

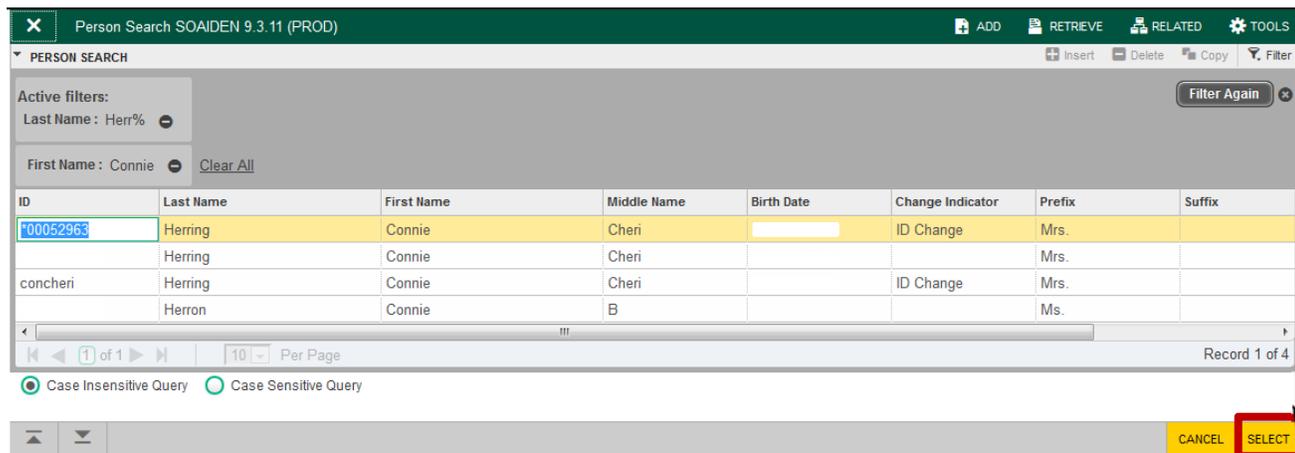


This will open the SOAIDEN Person Search Form



Enter the search criteria in the appropriate field(s). You can use % (percent sign) as a wildcard representing any number of characters if you are uncertain of their entire name or how to spell it. (Example enter Herr% if you do not know how to spell Herring). Click **Go** or press F8 to execute your query.

In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**, then click **OK**.



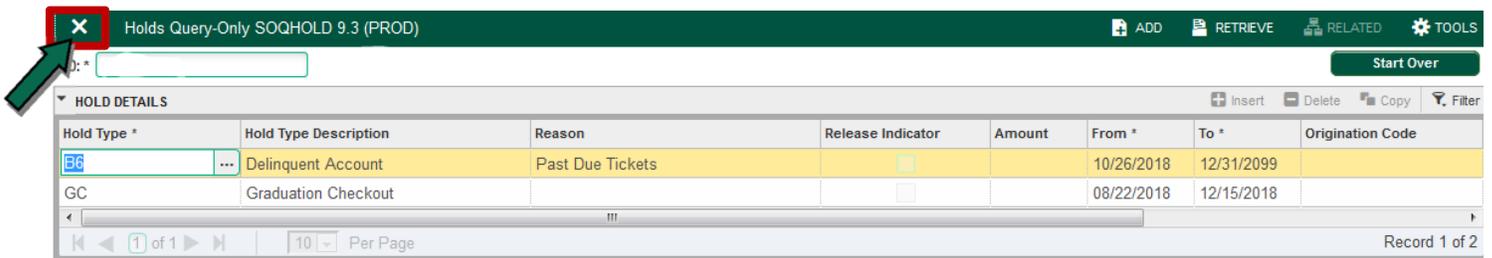
Error message "Person has holds, cannot register"

Select the three dots in the down box beside the holds field to view the type of hold or holds which are preventing the student from registering.



The screenshot shows the top of the SFAREGS Student Course Registration form. The title bar reads "Student Course Registration SFAREGS 9.3.10 (PROD)". There are fields for Term (201920), Date (10/26/2018), ID, Holds (Y), and Print Bill. A red error message banner at the top right says "*ERROR* Person has holds, cannot register. Press LIST to view". A green arrow points to a dropdown menu icon (three dots) next to the Holds field.

Active holds will have a future date in the "To:" field. Refer the student to the appropriate department to have the hold resolved.



The screenshot shows the "Holds Query-Only SOQHOLD 9.3 (PROD)" screen. A green arrow points to the "X" icon in the top left corner. Below the title bar is a search field and a "Start Over" button. The main area is a table titled "HOLD DETAILS" with columns: Hold Type *, Hold Type Description, Reason, Release Indicator, Amount, From *, To *, and Origination Code. The table contains two rows: one for "Delinquent Account" (Past Due Tickets) with a "To *" date of 12/31/2099, and one for "Graduation Checkout" (GC) with a "To *" date of 12/15/2018. A green arrow points to the dropdown menu icon next to the "Hold Type *" field in the first row.

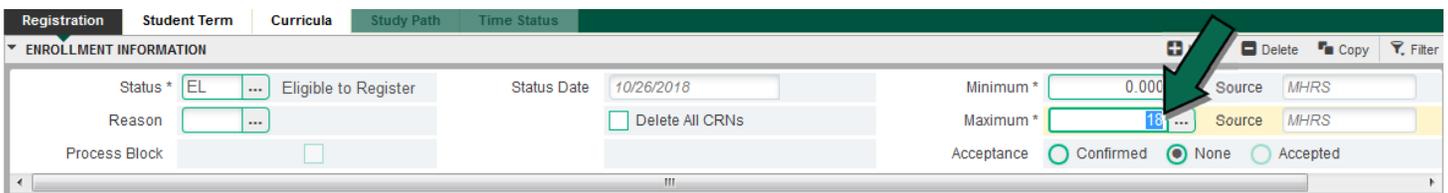
Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Origination Code
B6	Delinquent Account	Past Due Tickets			10/26/2018	12/31/2099	
GC	Graduation Checkout				08/22/2018	12/15/2018	

To return to SFAREGS select "X"

Course Load Override

In accordance with Tech's course overload policy undergraduate students can enroll in 18 semester hours and graduate students can enroll in 12 semester hour. Banner will not allow enrollment in more than 18 or 12 hours respectively during term. Tech's policy does allow students to exceed these limits with college dean's approval. Overloads over 21 hours are subject to review by Academic Affairs. The course load may be overridden by following the step below.

On the *Student Course Registration form (SFAREGS)*. Click **Go** to access the "Enrollment Information section" and tab to Maximum Hours. Key the hours approved by the dean, next section and enroll the student in classes.



The screenshot shows the "ENROLLMENT INFORMATION" section of the SFAREGS form. It includes fields for Status (EL), Status Date (10/26/2018), Reason, Process Block, Minimum (0.000), Maximum (18), and Acceptance (None selected). A green arrow points to the Maximum Hours field.

Course Search

In the event that you do not know a CRN or need to search for an alternative course or section, you can perform a course search by arrowing down to an open CRN field and clicking the box with the three dots.

COURSE INFORMATION												
Section Detail		View Detailed Results										
CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override
20721	CSP	6113	TC2	S	3.000	3.000	3.000	3.000	RW	GR	<input type="checkbox"/>	
22428	CSP	6033	TC2	S	3.000	3.000	3.000	3.000	RW	GR	<input type="checkbox"/>	
20729	CSP	6283	081	S	3.000	3.000	3.000	3.000	RE	GR	<input type="checkbox"/>	
											<input type="checkbox"/>	

Click Search for Sections

Option List ✕

[Search for Sections](#)

[View Section Information](#)

[View Detailed Results](#)

This will open the SFQSECM Registration Section Query Form

✕ Registration Section Query SFQSECM 9.3 (PROD)
ADD RETRIEVE RELATED TOOLS 1

REGISTRATION SECTION QUERY Insert Delete Copy Filter

Basic Filter Advanced Filter

CRN -

Part of Term -

Subject -

Course -

Section -

Enter the search criteria in the appropriate field(s). You can use % (percent sign) as a wildcard representing any number of characters if you are uncertain of their entire name or how to spell it. (Example enter 1% if you are looking for a freshman level course). Click **Go** or press F8 to execute your query.

In the search results, double-click on the CRN field of the course you want to select or click on the ID field and click SELECT, then click OK.

Additional Registration Errors

Mutual Exclusions – there is a mutual exclusion error that can appear in efforts to keep students from taking courses in the wrong sequence and not being eligible for credit. For instance the course catalog says

that you cannot have credit for HIST 1903 after completion of HIST 2013. So if a student has credit for one of those courses and is enrolling in the other you will get this error.

COURSE INFORMATION						
Section Detail		View Detailed Results				
CRN	Subject *	Course *	Section *	Message	Grade Mode *	Credit Hours *
20721	CSP	6113	TC2		S	3.000
22428	CSP	6033	TC2		S	3.000
20729	CSP	6283	081		S	3.000
21161	HIST	2013	001	Mutual Exclusion with HIST 1903	S	3.000

Banner does not understand the correct sequence, or the wrong sequence so this error is trying to remind you to pay attention to the sequence the student is registering in this group of courses.

Level Restrictions – Undergraduate students cannot enroll in graduate level courses without proper paperwork and procedures. These students will be enrolled by the Office of the Registrar and you should never override a level restriction.

COURSE INFORMATION									
Section Detail		View Detailed Results							
CRN	Subject *	Course *	Section *	Message	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	
20729	CSP	6283	081	Level Restriction	S	3.000	3.000	3.000	

Field of Study Restrictions – Field of Study Restrictions can occur in two different circumstances. Either the student does not have the required major to take the course, or the course is a High School Concurrent course with a section number P0_ or ET_. You should never override this restriction.

COURSE INFORMATION									
Section Detail		View Detailed Results							
CRN	Subject *	Course *	Section *	Message	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	
22288	HIST	1513	P01	Field of Study Restriction - Major	S	3.000	3.000	3.000	

Time Conflicts – A Time Conflict occurs if you are trying to enroll a student in two classes that meet at the same time. You will need to reevaluate the schedule and choose another section. Students cannot be in two classes at the same time. You should never override this restriction.

COURSE INFORMATION									
Section Detail		View Detailed Results							
CRN	Subject *	Course *	Section *	Message	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours
20236	AGAS	1014	001	Time conflict with CRN 21872	S	4.000	4.000	4.000	4.000
21872	ACCT	4013	001		S	3.000	3.000	3.000	3.000