Registering Students Using Internet Native Banner

Early Registrations

Tech students are offered the opportunity to register early for upcoming semesters. Early Registration is a two and one-half week period during each fall and spring semester when enrolled students may register for the next semester. Early registration for the spring semester is in November and the fall and summer registration is in April. 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. Since the student’s eligibility to register is based on current enrollment and total earned hours, steps 1 and 2 must be completed during November and April registrations.

*For all other registrations skip to step 3.*

Steps to Register Students

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).* As the name implies, this form displays the student’s enrollment history including the hours a student is currently enrolled. The form may be accessed directly or may be accessed from the *Student Course Registration form (SFAREGS).* After entering the student’s T number on SFAREGS, select option, then *Registration History and Extension (SFARHST).* The student’s transcript in Banner Self Service may also be used to determine if the student is enrolled in the current semester.

![Student Registration History and Extension SFARHST 8.3 (PROD)](image)

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 on the student’s transcript in Banner Self Service. Use **Overall Earned Hours** to determine the first date the student may register. *(See example on next page)*
Hint: On SHATERM enter student’s T number and UG at ‘Course Level Codes by Person’, then next block.

3. Register student using *Student Course Registration form (SFAREGS)*.
   
   a. Enter Term as follows:
      
      201420 Spring Term
      201440 Summer I Term
      201450 Summer II Term
      201470 Fall Term

   b. Enter the student’s T number in the ID field.
      
      If the student’s T number is not available, select the drop down box after the ID field and select *Person Search (SOAIDEN)*, after entering student’s name run the query. Double click on T number to select student. Next Block.

      **Note:** When using SOAIDEN to find the student’s T number, it is **very important** to verify the correct student has been selected.
c. If the student has holds which prevent the student from registering, the message below will appear. *Go to page 5 for more information* on student holds.

![Error message]

d. If the student’s status is ‘EL’ Eligible, Next Block.

![Enrollment Information]

```
Status: [ ]
Reason: [ ]
```

Status Date: [ ]

```
Process Block: [ ]
Delete All CRNs
```

```
Minimum: [ ]
Maximum: [ ]
```

```
Hours Source Acceptance
[ ] Confirmed
[ ] None
[ ] Accepted
```

```
3.000 [ ] 3.000 [ ] 3.000 [ ] 3.000 [ ]
```

```
Eligible
Next Block.
```

e. Enter Courses. You may add a course by entering the CRN or subject, number, and section. ‘Search for Sections’ may also be used. *Go to page 6 for more information on using search.*

![Course Information]

```
[ ] Create collector record
```

```
Credit Hours: [ ]
Bill Hours: [ ]
CEU Hours: [ ]
```

```
Error Flag: [ ]
Status Type: [ ]
```

f. Save twice. If fee assessment box appears, select OK. Select Roll Back to enter new student. *Hint: Can use shortcut F10 to save and shift+F7 to roll back.*

Note: If enrolling a student in a course with dates different from the full-term, a popup screen will appear. Save and the popup will disappear. Continue as usual.
Additional Information

Closed Classes

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

Overriding Closed Classes, Co-requisites and Prerequisites Errors

After it has been determined the Error should be overridden, select the block which is titled Override that corresponds to the class to be overridden and key ‘Y’ or select ‘YES’ in drop down box.

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 all errors will be overridden and errors may unintentionally be overridden.

If override is not approved, use search function to find an alternate section or enter ‘DD’ in Status field and record remove.
Course Load Override

In accordance with Tech’s policy for undergraduate students, Banner will not allow enrollment in more than 18 hours during a fall or a spring semester and no more than 7 hours during a summer term. Tech’s policy does allow students to exceed these limits with dean’s approval. The course load may be overridden by following the steps below.

On the Student Course Registration form (SFAREGS). Select Next Block and tab to Maximum Hours. Key the hours approved by the dean, next block and enroll the student in classes.

Error message “Person has holds, cannot register”

Select ‘OK’, then select the drop down box to view the type of hold or holds which are preventing the student from registering. Refer the student to the appropriate department to have the hold resolved. 

Hint: After selecting ‘OK’ can use shortcut F9 to view holds.

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Making Changes / Dropping Classes

The student has been enrolled in classes and now changes need to be made. Departments may make changes prior to the beginning of the term. After the term begins changes must be processed in the Registrar’s Office.

To drop a class, tab to ‘Status’, enter ‘DD’, select ‘Record’, then select ‘Remove’, save or continue to make changes by dropping another class or adding a class. Hint: Can use shortcut shift+F6 to remove record.

Search for Available Sections

The search function can be used to determine if a particular section is open, what sections are available and other information. To use the search function, select the drop down box at CRN and select ‘Search for Sections’. Hint: Can use shortcut F9 to open search. See next page for more information on search.
Enter subject and course number, then execute query. If wish to view all classes offered under a specific subject, enter subject only. *Hint: Can use shortcut F8 to execute query.*  

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**Section Information**

To view section title, location, days and time of class, seats available, status (active or cancelled), and if the class is cross-listed select the drop down box at CRN and select ‘View Section Information’.