

## Early Registration Registering Students Using Internet Native Banner

Early Registration is a four and a 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 October and the fall and summer registration is 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.

### 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 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 term.

Term	Part Of Term	CRN	Subject	Course	Level	Course Status	Start Date	Completion Date	Number Of Extensions	Midterm Grade	Final Grade	Grade Detail	Grade Rolled
201170	1	70806	ANTH	2003	UG	RE							
201170	1	70945	SPH	2003	UG	RE							
201170	1	71200	ART	1303	UG	RE							
201170	1	71205	ART	2103	UG	RE							
201120	1	20684	PHIL	2003	UG	RW				C	C		<input checked="" type="checkbox"/>
201120	1	20730	HIST	2013	UG	RW				C	C		<input checked="" type="checkbox"/>

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.

Hint: On SHATERM enter student's "T" number and UG at "Course Levels by Person", then next block.

Current Standing

First Term Attended: 200670  
Last Term Attended: 200920

Academic Standing: 00 Good Standing  
Academic Standing Override:   
Progress Evaluation:   
Progress Evaluation Override:   
Combined Academic Standing Override:   
Combined Academic Standing:

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	92.000	89.000	89.000	88.000	274.000	3.114
Transfer:	6.000	6.000	6.000	.000	.000	.000
Overall:	98.000	95.000	95.000	88.000	274.000	3.114

3. Register student using *Student Course Registration form (SFAREGS)*.

a. Enter Term as follows:

201720 – Spring 2017  
201740 – Summer 2017  
201770 – Fall 2017  
201780 – Winter Intersession 2017

b. Enter the student's T number in the ID field.

If the student's T number is not available, select the drop down arrow in the box after the ID field and select *Person Search (SOAIDEN)*. When using SOAIDEN to select the student, verify the correct student has been selected. Double click on "T" number to select student. Next Block.

Student Course Registration SFAREGS 7.5.1 (PROD)

Term: 200970 ID: T00000137 Evans, Diana J. Date: 01-APR-2009 Holds:

View Current/Active Curricula  Print Bill  Print Schedule



### 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 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](#))

#### 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. 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 "DD" in Status field. May use search function to find an alternate section.

CRN	Subject	Course	Message	empted Hours	Time Status Hours	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus
20508	PSY	2003		3.000	3.000	RE	UG	<input type="checkbox"/>		1	WEB	M
20390	ACCT	2003		3.000	3.000	RE	UG	<input type="checkbox"/>		1		M
20047	HIST	1503		3.000	3.000	RE	UG	<input type="checkbox"/>		1		M
21448	SPH	2003		3.000	3.000	RE	UG	<input type="checkbox"/>		1		M
20406	ACCT	3063		3.000	3.000	RE	UG	<input type="checkbox"/>		1		M
21226	EAM	3243	Closed Section	3.000	3.000	RE	UG	<input type="checkbox"/>	Yes All	1	WEB	M

**Error Flag:** No error      **Status Type:** Registered  
**Fees:** N - Create collector record      **Date:**      **Credit Hours:** 15.000      **Bill Hours:** 15.000      **CEU Hours:** .000

Student schedule has errors. Correct or delete to continue.

CRN	Subject	Course	Message	empted Hours	Time Status Hours	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus
20508	PSY	2003		3.000	3.000	RE	UG	<input type="checkbox"/>		1	WEB	M
20390	ACCT	2003		3.000	3.000	RE	UG	<input type="checkbox"/>		1		M
20047	HIST	1503		3.000	3.000	RE	UG	<input type="checkbox"/>		1		M
21448	SPH	2003		3.000	3.000	RE	UG	<input type="checkbox"/>		1		M
20406	ACCT	3063	Prerequisite and Test Score error	3.000	3.000	RE	UG	<input type="checkbox"/>	Yes All	1		M

**Error Flag:** Fatal error      **Status Type:** In Progress  
**Fees:** N - Create collector record      **Date:**      **Credit Hours:** 12.000      **Bill Hours:** 12.000      **CEU Hours:** .000

\*ERROR\* Invalid key. Must SAVE registration changes or Press CLEAR BLOCK before exiting.

### Course Load Override

In accordance with Tech’s policy for undergraduate students, Banner will not allow enrollment in more than 18 hours during term. Tech’s policy does allow students to exceed these limits with dean’s approval. The course load may be overridden by following the step 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.

Enrollment Information

Status: EL Eligible to Register  
 Reason: [ ]  
 Status Date: 28-OCT-2009

Process Block: [ ]  
 Delete All CRNs

Hours  
 Minimum: .000  
 Maximum: 18.000

Source  
 MHRM  
 MHRM

Acceptance  
 Confirmed  
 None  
 Accepted

### Error message “Person has holds, cannot register”

Select the drop down box to view the type of hold or holds which are preventing the student from registering.

Term: 200920 ID: [ ] Date: 01-APR-2009 Holds: Y [ ]

View Current/Active Curricula  Print Bill  Print Schedule

Enrollment Information

Status: [ ]  
 Reason: [ ]

Maximum Hours: [ ]

one  Accepted

\*ERROR\* Person has holds, cannot register. Press LIST to view.

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

To return to SFAREGS select “X”

Hold Details

Hold Type: BH Student Accounts Hold Reason: Balance Due Release Indicator: MARILYN\_JOHNS

Amount: [ ] From: 24-SEP-2009 To: 31-DEC-2099 Origination Code: [ ]