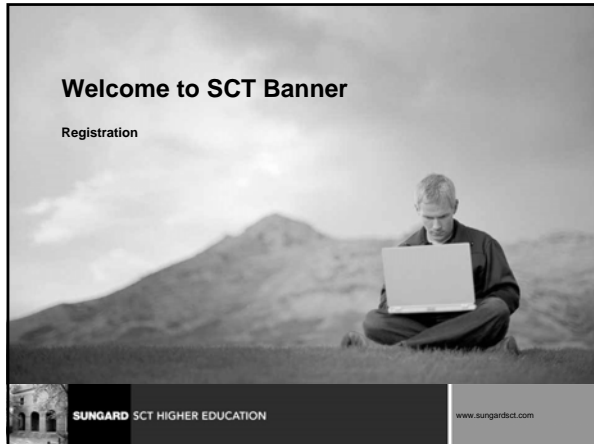


Welcome to SCT Banner


Registration



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Introductions


- Name
- Organization
- Title/function
- Job responsibilities
- SCT Banner experience
- Expectations



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Course Goals

The goal of this course is to provide you with the knowledge and practice to accurately assess fees for registered students



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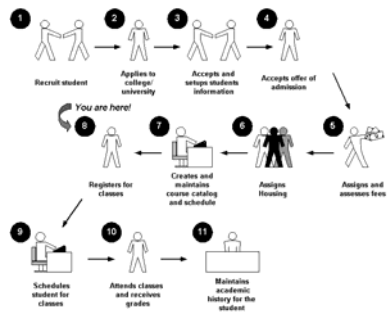
Agenda

- Overview
- Set Up
- Day-to-Day
- Question and Answer

Overview

- The Registration module allows you to register and assess tuition and fees for students for a term
- All registration rule and control forms must be created for the new term prior to registration

Process Introduction



Set Up Objectives

At the end of this section, you will be able to

- review validation forms used in registration
- review rule and control forms that must be set up prior to each registration term



Rule and Control Forms

- Term Control Form (SOATERM)
- Enrollment Status Form (SFAESTS)
- Course Registration Status Form (SFARSTS)
- Registration Fee Process Control Form (SAFARGFE)
- Registration Additional Fees Control Form (SFAAFEE)



Validation Forms

- STVTERM Term Code Validation
- STVESTS Enrollment Status Code Validation
- STVRSTS Course Registration Status Code Validation



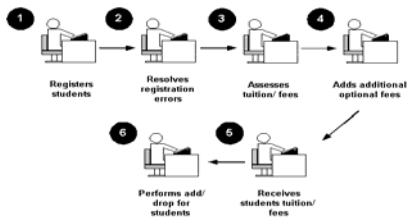
Set Up Review

- What is the purpose of the Term Code Validation Form?
- What is the purpose of the Course Registration Status Form?
- Which form is used to create, update, insert, and delete enrollment status codes?
- Which form is used to establish controls for a specific term?

Day-to-Day Objectives

- At the end of this section, you will be able to
 - utilize the quick entry process
 - register students
 - review tuition/fee assessment for a student
 - perform add/drop
 - identify registration reports and processes

Day-to-Day Process



Day-to-Day

- **Utilizing the Quick Entry Process**

- Quick Entry Form (SAAQUIK)
 - Provides a way to enter and register persons on the system with minimal effort



Day-to-Day

- **Registering a Student for Courses**

- Student Course Registration Form (SFAREGS) can
 - register a student for course sections
 - perform adds, drops, and withdrawals
 - print student schedules or bills



Day-to-Day

- **Adding additional fees for a student**

- Registration Additional Fees Form (SFAEFEE)
 - Optional fees can be added to a student's bill by adding the fee on this form



Day-to-Day

- **Reviewing Student's Classes and Charges**
 - Registration staff can review a student's classes and charges by selecting the Review Student's Classes and Charges Form from the Registration Form using the options menu

Day-to-Day

- **Performing Add/Drop**
 - Student Course Registration Form (SFAREGS)
 - Allows for adding, dropping, and withdrawing of a student from courses

Reports and Processes

- **Registration Fee Assessment Process (SFRFASC)**
- **Purge Fee Assessment Audit Process (SFPFAUD)**
- **Unduplicated Headcount Report (SFRHCNT)**
- **Student Schedule Report (SFRSCHD)**
- **Enrollment Verification Request Purge (SFPENRL)**
- **Registration Purge (SFPREGS)**
- **Waitlist Enrollment Purge (SFPWAIT)**
- **Course Request Load Process (SFPBLCK)**
- **Unsatisfied Links Report (SFRLINK)**

Reports and Processes, Continued

- Clearinghouse Extract Report (SFRNSLC)
- Time Status Calculation Update Process (SFRTMST)
- NSLDS SSCR Process (SFRSSCR)
- Compliance Listener Start Up Process (SFRPINI)
- Compliance Pipe Process (SFRPIPE)
- Withdraw Pending Status Change Report (SFRNOWD)
- Withdrawn Student Report (SFRWDRL)
- Auto Grade Assignment Process (SFPAGR)

Frequently Used Reports and Processes

- Registered, Not Paid Process (SFRNOP)
- Class Roster Report (SFRSLST)
- Enrollment Verification Report (SFRENRL)
- Registration Admin Messages Report (SFRGAM)

Day-to-Day Review

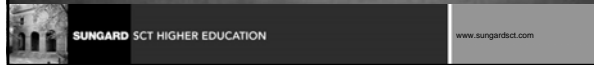
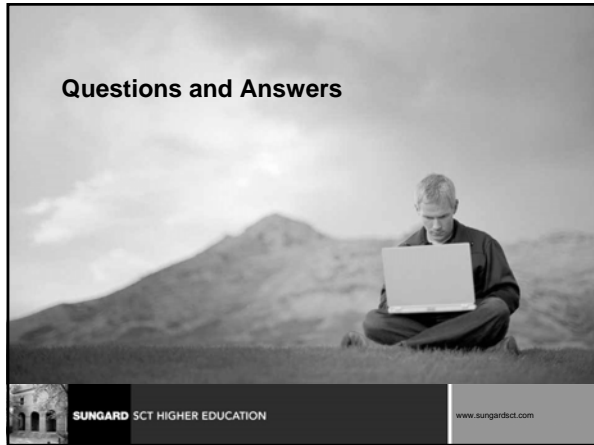
- How do you register students?
- Is the process of registering students completed online or through a form?
- What is the quick entry process?
- What must you do before accessing the Quick Entry Form?
- What are the levels where students can be restricted from registering for a class?

Course Summary/Review

As a result of this course we have provided you with the knowledge and practice to accurately assess fees for registered students



Questions and Answers



Thank you for your participation

