Confidential Business Information

This learning guide is based upon SunGard Higher Education Banner documentation. This document is for use at Stephen F. Austin State University for the purpose of training; the information contained is considered confidential.

Prepared By: Stephen F. Austin State University
Registrar’s Office

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Session Overview

Introduction

WARNING! Your access to this form will be revoked if you violate any security restrictions. Once this access is revoked, it will not be reinstated.

This capability is being provided to enhance the student registration experience once we have entered the permit only stage of registration. This ability will allow the student to be registered without the extra step of obtaining the permit from the department and then returning the Registrar's Office.

It is department choice whether or not to document the student registration request. The Registrar's Office highly recommends that each academic department create a registration request form that requires a student signature.

Prerequisites

The following are prerequisites for completing this session:

- Navigation Training

Expected Outcomes

At the end of this session, participants will be able to

- Register students to a specific course using SZAREGS.

Learning Guide Icons

In this Banner training manual, watch for these icons to highlight important information.

- Indicates an important trap to avoid.
- Indicates a shortcut or tip.
- Indicates an important warning regarding the form or data entry.
- Indicates hands-on exercise or activity.
Register Students - SZAREGS

With the Student Course Registration Form (SZAREGS), you can register an individual student into a specific course.

**The first time you access SZAREGS during a Banner session, this page will appear. Click the white X to exit this screen and proceed to the Key Page.**

1. Enter the term and student’s ID number in the Key Page and click ‘Go.’

**If the student has holds, you may not register the student. The student must clear all holds before they can be registered into classes.**
2. Next Block down until you have highlighted the first blank record in the Course Information Block.

3. Type in the CRN number of the course the student is to be registered into. Hit tab until you highlight the Status box.
   
   a. If you do not have the CRN number, you can also type in the Subject, Course number, and Section number and then tab until you highlight the Status box.

   b. You may also use the List of Values (LOV) icon to do a search for the CRN number that you are looking for.
Perform a search by selecting the parameters you would like to search by and filling them in appropriately. Then click ‘Go.’ In the example below we searched using the Subject and course number, so I can see all available sections.

Once you have found the section you would like to select, double click on the CRN. It will put that section information in the student’s registration screen and take you back to SZAREGS.
4. Once you have your course information entered, tab over and the code RE will automatically populate in the ‘Status’ box. You must change this code to RA in order to register the student. RA is the only code that will work for Academic Departments.

5. Save twice. You will see green balloons appear in the top right corner that read “Fee Assessment processed” and “Student registered. Press save to submit print jobs, rollback to return to ID.” This lets you know you have successfully registered the student.
Drop Students

On SZAREGS you will also have the ability to drop a student from a specific course.

1. Enter the term and student's ID number and click 'Go.'
2. Next Block down to the Course Information Block, and highlight the course you plan to drop.
3. Tab over to the status box for that course.
4. Departments will use a DA code to drop the student. Change the code in the status box to DA and save twice.

The student has been dropped once you save twice.

Error Messages & Other Problems

There are a number of error messages that you may receive when using SZAREGS.

Holds
After you have entered a student's information and clicked 'Go', you may receive an error message stating that the student has holds. If you receive this message, you will
not be able to register the student. The student will have to have all registration holds cleared before registration can take place.

**Restriction Errors:**

If a student has not met a requirement for a course, Banner will not allow that student to register. When you are registering the student, if you know that they have met the requirement, you can override this error. Select the box under override, then select ‘Yes.’ (DO NOT select ‘ALL.’) Once you have selected ‘Yes,’ save twice. This will override that error and the student will then be registered or you may encounter another error message.

If you do not wish to override the restriction shown, click ‘Tools’ then select ‘Clear Data.’ (located at the top right corner of your window.)

Other restrictions include, but are not limited to:

- Prerequisite or Test Score Error-Please contact this course’s department.
- Co-requisite Error
- Major Restriction
- Special Instructor or Department Permission
Closed Class
Class Restriction
College Restriction
Student Attribute Restriction
Time Conflict

Other Problems

There may be times when you ‘get stuck’ in the Course Information block on SZAREGS. For instance, once you have entered the course information you will not be able to delete or change the Subject, Course or Section information without ‘getting stuck’ in this block. If you come across a situation where you cannot move the cursor due to an error in the bottom left corner, select ‘Tools’ then select ‘Clear Data.’ This should take you back up to the Enrollment Information block. You will then be able to go back down into the Course Information block and start over. If that does not work, you may need to exit your browser tab then log back in to Banner 9.

If you encounter any problems or have any questions, please contact the Registrar’s Office at 1370.

For dropping courses or withdrawing, please refer the student to the Registrar’s Office.