

New Mexico State University

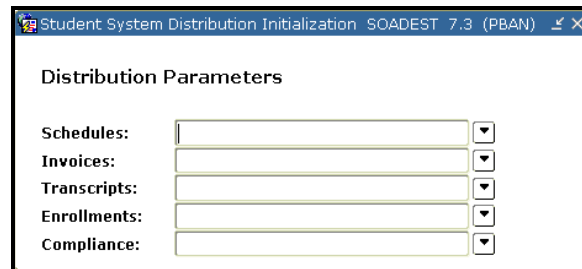
Registering Students in Banner

You must complete several steps to successfully register courses into a student's schedule. This section provides the procedure for completing the registration process:

- Entering CRN codes for all courses
- Completing the course saving process for all courses entered in the **SFAREGS** form
- Reviewing and correcting any course registration errors that may appear during the course saving process

Instructions

1. To access the **SFAREGS** form, use **Direct Access** from the **Go To** field on the **Main Menu**.
2. Enter **SFAREGS** in the **Direct Access** field.
3. Press **ENTER**.
The **SOADEST** form will appear as soon as the **SFAREGS** form loads.



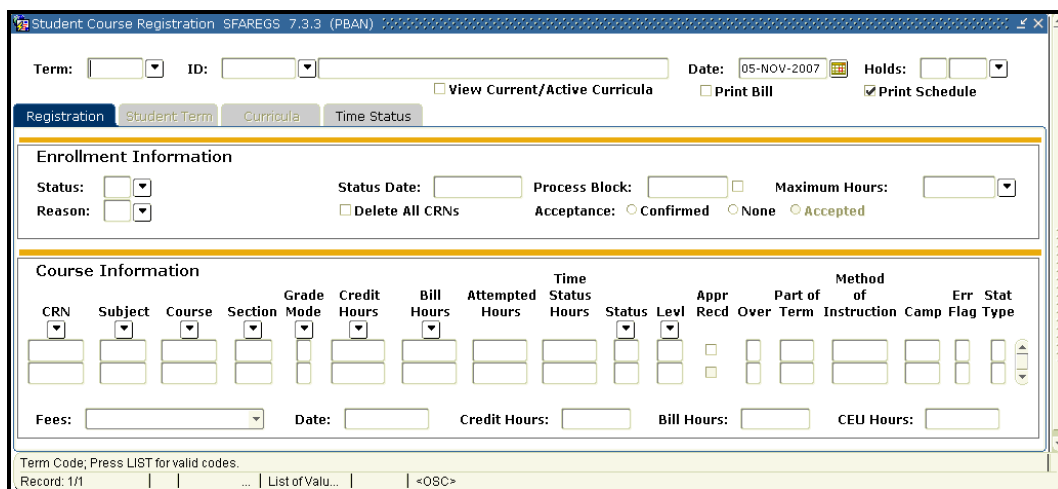
The screenshot shows a window titled "Student System Distribution Initialization SOADEST 7.3 (PBAN)". The main content area is titled "Distribution Parameters" and contains five rows of input fields, each with a dropdown arrow on the right:

- Schedules: []
- Invoices: []
- Transcripts: []
- Enrollments: []
- Compliance: []



The SOADEST form only appears once per logged in session.

4. Click the **Exit** button .
The **SFAREGS** form appears.



The screenshot shows a window titled "Student Course Registration SFAREGS 7.3.3 (PBAN)". The form is divided into several sections:



- Registration Information:** Term, ID, Date (05-NOV-2007), Holds, View Current/Active Curricula, Print Bill, Print Schedule.
- Enrollment Information:** Status, Reason, Status Date, Process Block, Maximum Hours, Delete All CRNs, Acceptance (Confirmed, None, Accepted).
- Course Information Table:** A table with columns: CRN, Subject, Course, Section, Grade Mode, Credit Hours, Bill Hours, Attempted Hours, Time Status Hours, Status, Level, Appr Recd, Part of Term, Method of Instruction, Camp, Err Flag, Stat Type.
- Summary Fields:** Fees, Date, Credit Hours, Bill Hours, CEU Hours.

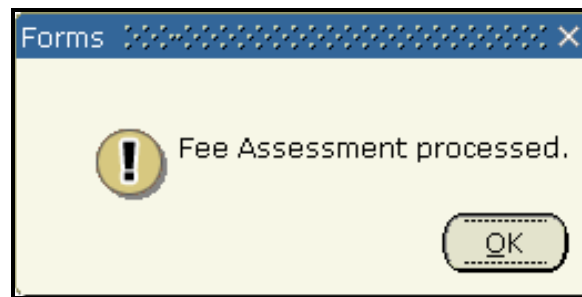
At the bottom, there is a footer: "Term Code; Press LIST for valid codes. Record: 1/1 | ... | List of Valu... | <OSC>"



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14. The **Message** field may open and list the range of hours available for the course. If the **Message** field does not open, use the **Tab** key to move across the fields located in the **Course Information** block that are related to the CRN in question. When the cursor reaches the **OVR** field, the **Message** field should appear and provide the available credit hour range.
15. If a student is registering for a variable credit course, enter the number of credit hours the student selected in both the **Credit Hours** and the **Billable Hours** fields.
16. Once all the messages are clear, you must save. Click the **Save**  button. The cursor should automatically move to the **Fees** field. A “Y” should appear in the field to indicate that fees have been immediately assessed.
17. Click the **Save**  button again. A message stating “**Fee Assessment processed.**” should appear.



18. Select **OK**.

For the complete Registration handbook, visit <http://onestop.nmsu.edu>.

