

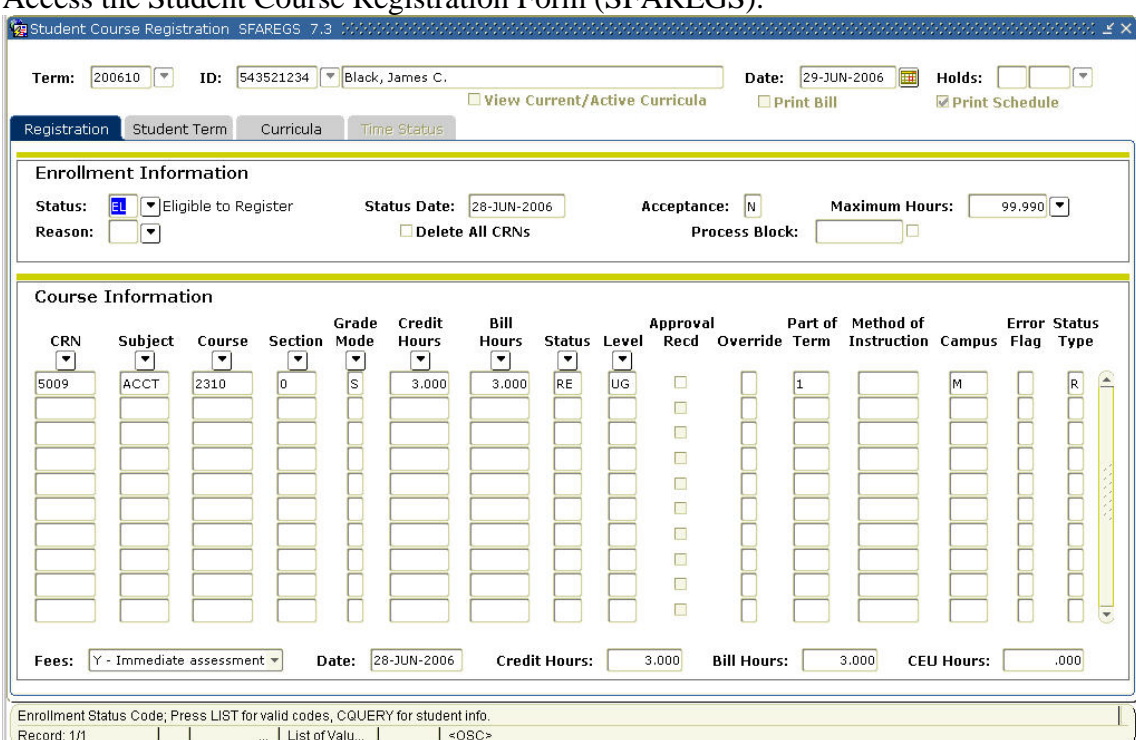


Registration Fee Assessment Using Banner 7

Job Aid: Add a Credit to a Student's Account

Student Course Registration Form (SFAREGS)

The steps below should be completed to add a credit to a student's account. The values used in the fields in these steps are the values that were demonstrated in the simulation.

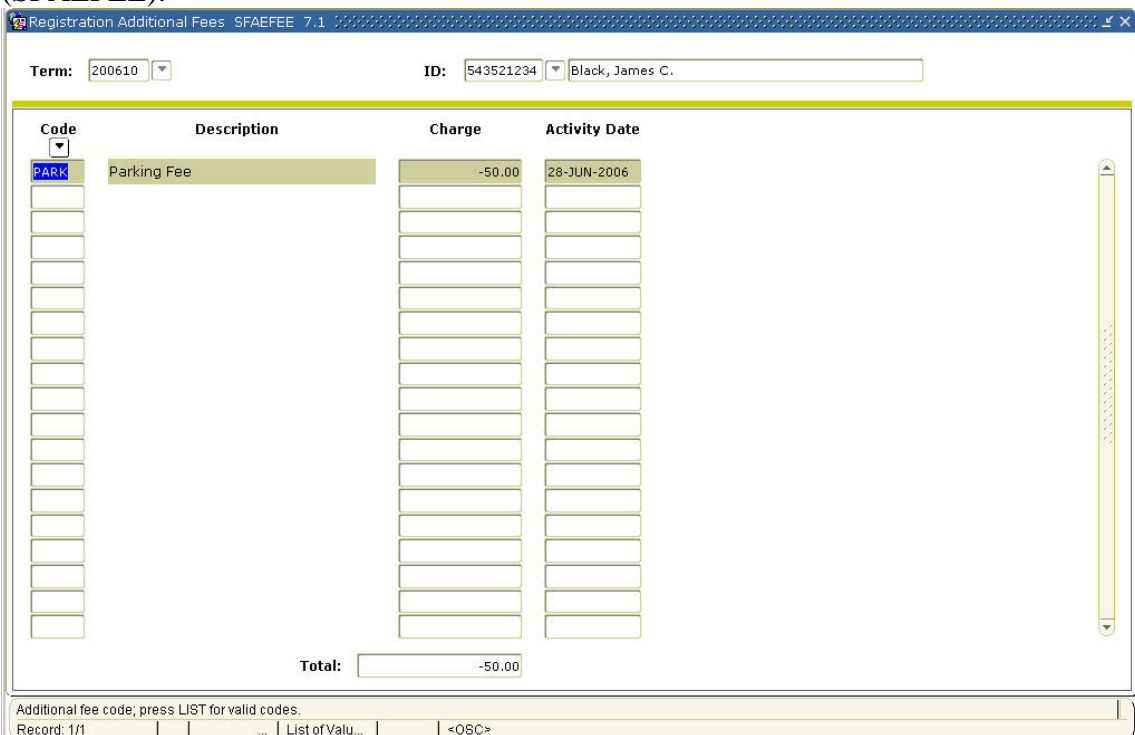
Step	Action
1	<p>Access the Student Course Registration Form (SFAREGS).</p> 
2	Enter 200510 in the Term field.
3	Enter 543521234 in the ID field.
4	Perform a Next Block function.



Registration Fee Assessment Using Banner 7

Job Aid: Add a Credit to a Student's Account (Continued)

Procedure, continued

Step	Action
5	<p>Select <u>Charge Optional Registration Fees</u> from the Options pull-down menu.</p> <p><u>Note:</u> Selecting this option will take you to the Registration Additional Fees Form (SFAEFEE).</p> 
6	Perform a Next Block function.
7	Double-click in the Code field.
8	Select <u>PARK Parking Fee -50</u> .
9	Click the OK button.
10	Click the Save icon.
11	Click the Exit icon.
12	Click the Exit icon.