



Registration Fee Assessment Using Banner 7

Job Aid: Assess Fees For Registered Students (Continued)

Procedure

Follow these steps to assess fees for a student who has completed the registration process.

| Step | Action |
|------|---|
| 1 | Access the Student Course Registration Form (SFAREGS). |
| 2 | Enter <i>200610</i> in the Term field. |
| 3 | Enter <i>543521234</i> in the ID field. |
| 4 | Select the Print Bill checkbox. <u>Note:</u> Select the Print Bill checkbox and the Print Schedule checkbox if a student bill and a student schedule will be requested. |
| 5 | Select the Print Schedule checkbox. |
| 6 | Perform a Next Block function. |
| 7 | Perform a Next Block function. |
| 8 | Click the Save icon. <u>Note:</u> Once all courses are displayed, save to move to the Fees field. |
| 9 | Click the Save icon. <u>Note:</u> Once in the Fees field, save again to assess charges. |
| 10 | Click the OK button to acknowledge the transaction complete message. |
| 11 | Click the Save icon. <u>Note:</u> Save again to run a schedule bill or use the Rollback function to register another student. |
| 12 | Click the Exit icon. |