



## Job Aid: Assess Fees For Registered Students

The Student Course Registration Form (SFAREGS) can be used for

- viewing the registration once a student is finished registering, either in person, via the web, or via voice response
- providing an automated mechanism for registering students into sections created by the Class Schedule module
- reviewing courses the student registered for via the institution's web or voice response
- assessing the charges related to the registration and passing them to the Accounts Receivable module
- allowing student maintenance
- performing the functions necessary for add/drop activity
- printing a student's schedule/bill.

**Student Course Registration SFAREGS 7.3**

Term:  200610 ID:  543521234 Black, James C. Date:  29-JUN-2006 Holds:

☐ View Current/Active Curricula ☐ Print Bill ☒ Print Schedule

Registration Student Term Curricula Time Status

### Enrollment Information

Status:  Eligible to Register Status Date:  28-JUN-2006 Acceptance:  N Maximum Hours:  99.990  
Reason:   Delete All CRNs Process Block:

### Course Information

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Status	Level	Approval Recd	Override	Part of Term	Method of Instruction	Campus	Error Flag	Status Type
<input type="text"/> 5009	<input type="text"/> ACCT	<input type="text"/> 2310	<input type="text"/> 0	<input type="text"/> S	<input type="text"/> 3.000	<input type="text"/> 3.000	<input type="text"/> RE	<input type="text"/> UG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> 1	<input type="text"/>	<input type="text"/> M	<input type="checkbox"/>	<input type="text"/> R
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Fees:  Y - Immediate assessment Date:  28-JUN-2006 Credit Hours:  3.000 Bill Hours:  3.000 CEU Hours:  .000

Enrollment Status Code; Press LIST for valid codes, CQUERY for student info.  
Record: 1/1 ... List of Valu ... <OSC>



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