Registration Fee Assessment Using Banner 7
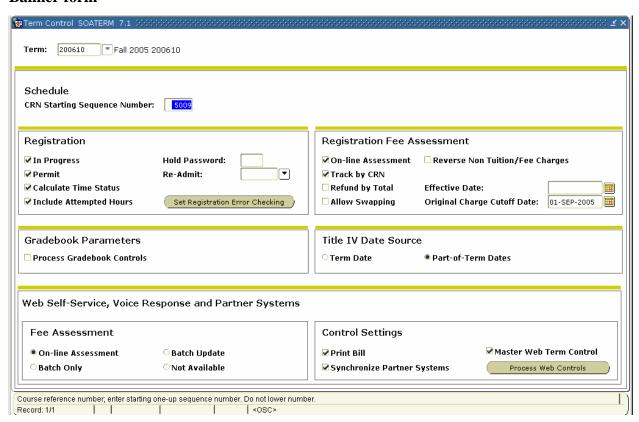
Job Aid: Set Fee Assessment Controls

Term Control Form (SOATERM)

The Term Control Form (SOATERM) is used to establish controls for a specific term.
These controls affect the following areas.

- Schedule
- Registration
- Registration fee assessment
- Web Registration assessment
- Telephone registration assessment

Banner form

Procedure

Follow these steps to set the necessary controls regarding fee assessment for each term.

Step	Action
1	Access the Term Control Form (SOATERM).
2	Enter *200610* in the **Term** field.
3	Perform a **Next Block** function.
4	Select the **Include Attempted Hours** checkbox. Note: Check **Include Attempted Hours** if you want attempted hours included in the calculated classification for the student.
5	Select the **Part-of-Term Dates** radio button.
6	Under **Fee Assessment**, select the **On-line Assessment** checkbox.
7	Select the **Track by CRN** checkbox.
8	Under **Web Self Service and VR,** select the **Print Bill** checkbox.
9	Under (**Assessment**), select the **On-line Assessment** radio button.
10	Click the **Save** icon.
11	Click the **Exit** icon.