



Registration Fee Assessment Using Banner 7

Job Aid: Build Extension Processing Rules for Open Learning Sessions

Schedule Processing Rules Form (SSARULE)

The Schedule Processing Rules Form (SSARULE) can be administered based on an individual learner. It is used to define and maintain rules for

- registration status codes
- refunding
- extension processing at the section level, independent of part-of term or static dates.

Banner form

Schedule Processing Rules SSARULE 7.0

Term: 200610 Fall 2005 200610 CRN:

| Status Code | Description | Usage Cutoff Percentage From | Usage Cutoff Percentage To | Usage Cutoff Duration From | Usage Cutoff Duration To | Affected by Student Status | Allow Entry | Count in Assessment |
|--------------------------|---------------------|------------------------------|----------------------------|----------------------------|--------------------------|----------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | Count in Enrollment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Web | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Withdraw | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Extension | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Print on Schedule | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Type: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Activity Date: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <input type="checkbox"/> | Web | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Withdraw | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Extension | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Print on Schedule | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Type: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Activity Date: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Status Code | Extension Percentage | Detail Code | Amount | Fee Type | Override | Activity Date |
|--------------------------|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> % | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CRN, Press Count Query Hits to display existing sections

Record: 1/1 | | | | <OSC>



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Job Aid: Build Extension Processing Rules for Open Learning Sessions (Continued)

Procedure

Follow these steps to build extension processing rules for Open Learning sections.

| Step | Action |
|------|---|
| 1 | Access the Schedule Processing Rules Form (SSARULE). |
| 2 | Enter 200520 in the Term field. |
| 3 | Enter 20009 in the CRN field. |
| 4 | Perform a Next Block function. |
| 5 | Scroll to X1 in the Status Code field. |
| 6 | Perform a Next Block function. |
| 7 | Enter 50 in the Extension Percentage field. |
| 8 | Enter T-UG in the Detail Code field. |
| 9 | Enter 85 in the Amount field. |
| 10 | Enter DURN in the Fee Type field. |
| 11 | Select the Override checkbox. |
| 12 | Click the Save icon. |
| 13 | Perform a Previous Block function to access the Section Registration Status Codes block. |
| 14 | Scroll to DC in the Status Code field. <u>Note:</u> In this example, the institution offers refunds for some dropped OLR sections up to the second week. They will refund 80% within the first week and 50% between the first and second weeks. If an extension has already been requested, all of the extension monies will be returned. |
| 15 | Select <u>Section Refunding Rules</u> from the Options pull-down menu. |
| 16 | Enter 1 in the Duration Complete field. |
| 17 | Enter 80 in the Tuition Refund field. |
| 18 | Enter 80 in the Fee Refund field. |
| 19 | Enter 100 in the Extension Refund field. |
| 20 | Select the Override checkbox. |
| 21 | Click the Next Record icon. |



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Job Aid: Build Extension Processing Rules for Open Learning Sessions (Continued)

Procedure, continued

| Step | Action |
|------|---|
| 22 | Enter 2 in the Duration Complete field. |
| 23 | Enter 50 in the Tuition Refund field. |
| 24 | Enter 50 in the Fee Refund field. |
| 25 | Enter 100 in the Extension Refund field. |
| 26 | Select the Override checkbox. |
| 27 | Click the Save icon. |
| 28 | Click the Exit icon. |