

## How to add a class in Banner 9

- 1. Log in to Banner 9 Admin Pages.
- 2. At the Banner 9 Admin Pages home screen type Student Course Registration or SFAREGS.
- 3. Click the X at top left corner to close the Distribution Parameters screen.

×	Student System	m Distribution Initialization SOADEST 9.3 (PBAN)	DOA 🔒		RELATE		TOOLS
DISTR	RIBUTION PARAME	TERS		🖸 Insert	Delete 📲	Сору	Y, Filter
	Schedules	Enrollments					
	Invoices	Compliance					
	Transcripts	( in )					

- 4. Enter the following information in the search screen:
  - a. Registration term code
  - b. Banner ID

× si	udent Cou	rse Registration SFAREGS 9.3.10 [MC:3.1.2] (PBAN)	🔒 ADO	A RELATED	TOOLS		
	Term:		ID:				Go
	Date	07/03/2018	Holds:				
View Curr	ent/Active:		Print Bill:				
	Curricula						
Print	Schedule:	¥		Print Bill			
				Time Status Information			

- 5. Click the Go button to find the record
- 6. Click the Next section button in the bottom left hand corner of the screen to move to the Course Information section.

Cree	dit Hours	16.000	Bill Hours 13 000	
	20110013	. 0.000		
* *				SAVE

YOU MAY <u>NOT</u> ADD A COURSE AFTER THE COURSE ADJUSTMENT PERIOD. Please check the Academic calendar for the last day to add or drop a course for each term.

7. Click the insert button to add a row if necessary and Enter the course CRN number in the CRN field.

Use the look up button **•••** to find a CRN.

* co		ORMATION							🕂 Insert	🗖 Delete 🛛 📲 Cop	oy 🎗 Filter	
Se	Section Detail View Detailed Results											
CRN		Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	
	)											
<											>	

8. Click tab to populate the course information.

Ŧ (	COURSE INFORMATION									elete 🛛 🗖 Copy	🕄 Filter
	Section Detail View Detailed Results										
CF	RN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *
82	2789	HLTH	1000	039	S	2.000	2.000	2.000	2.000	RE	UG

9. Click the Save button <u>2 times</u> in the bottom right corner of the screen to save the record.

	1	(ix - orane conector record		i and i a	
	Credit Hours	16.000	Bill Hours	13.000	
	CEU Hours	0.000			
-	v				Server S
<b>A</b>					SAVE

10. If an add error occurs (pre-requisites, co-requisites, or any other restrictions) an error message will be displayed and the course WILL NOT BE ADDED to the student record until an override is performed.

× s	tudent Course	Registration	SFAREGS 93	3 10 [MC 3 1 2] (BTST)						DA 🔒		VE 📥 F	RELATED	TOOLS	1
Term: 201	880 ID:			Date: 07/05/2018 Ho	olds: View Current	Active Curricula:	Print Bill:	Print Sched	ule: 🗸	Q Stud	ent schedule h	as errors. Co	prrect or delete	to continue.	_
Registrati	on Studen	t Term Cu	rricula In	idy Path Time Status	Withdrawal					_					
ENROLL	MENT INFORMA	TION										D Insert	Delete I	Copy Y.	Filter
	Status *	EL	Eligible to Reg	gistor	Status Date	07/05/2018			ħ.	linimum * 0.0	00 Sour	ce MHRS			
	Reason					Delete All CR	Ns		M	aximum * 18.0	00 Sour	ce MHRS			
Pr	ocess Block								Acc	eptance O Confirmed	None	Accepte	be		
COURSE	INFORMATION											E Insert	Delete	Copy 👻	Fine
Section	Detail V	ew Detailed F	Results												
CRN	Subject *	Course *	Section *	Message		Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Reco	Override	
82789	HLTH	1000	039			S	2.000	2.000	2.000	2.000	RE	UG			
82468	FINA	2244	008			S	3.000	3.000	3.000	3.000	RE	UG			
61000	LUNIA	2000	204	Class Destriction		100	0.000	0.000	0.000	2 000	10.00	1.000			

11. To override an add error and allow the registration to be saved. Select Yes from the override column to allow registration and override the error.

* COURSE	RSE INFORMATION											Delete 7	Copy 🍸 Fille
Section Detail View Detailed Results													
CRN	Subject *	Course *	Section *	Message	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override
82789	HLTH	1000	039		S	2.000	2.000	2.000	2.000	RE	UG		
82468	FINA	2244	800		S	3.000	3.000	3.000	3.000	RE	UG		
84555	HIMA	3000	601	Class Restriction	S	3.000	3.000	3.000	3.000	RE	UG		Yes

- 12. Click the Save button SAVE **2 times** in the bottom right corner of the screen to save the record.
- 13. A confirmation message will display confirming the record was updated.

×	Student Course	e Registration SFAREGS 9.3.10 [MC/3.1.2] (BTST)				ADD		A RELATED	🔅 TOOLS	t.
	Term:	201880	ID:	801218983 Ardon	n Lobos	Stude	nt registered. Press	s save or Print Bill	to submit print	jobs,
	Date:	07/03/2018	Holds:		-	roliba	ck to return to ID.			