

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.



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

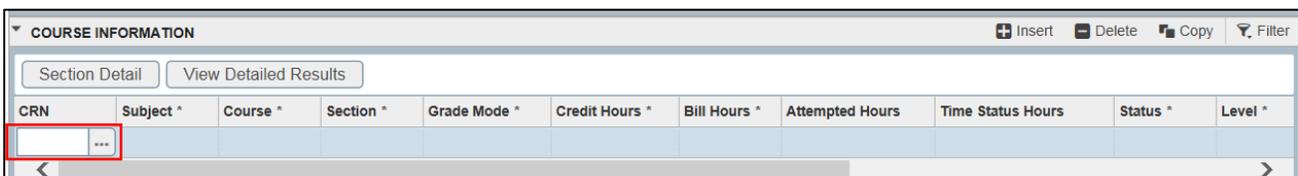


5. Click the Go button to find the record 
6. Click the Next section button  in the bottom left hand corner of the screen to move to the Course Information section.



YOU MAY NOT 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.



8. Click tab to populate the course information.

COURSE INFORMATION										
CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *
82789	HLTH	1000	039	S	2.000	2.000	2.000	2.000	RE	UG

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

Credit Hours: 16.000 Bill Hours: 13.000
 CEU Hours: 0.000

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.

Student Course Registration SFAREGS 9.3.10 [MC 3.1.2] (BTST)

Term: 201880 ID: Date: 07/05/2018 Holds: View Current/Active Curricula: Print Bill: Print Schedule:

Student schedule has errors. Correct or delete to continue.

ENROLLMENT INFORMATION

Status: EL Eligible to Register Status Date: 07/05/2018

Reason: Process Block: Delete All CRNs:

Minimum: 0.000 Source: MHRS Maximum: 18.000 Source: MHRS Acceptance: Confirmed None Accepted

COURSE INFORMATION

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	<input type="checkbox"/>	
82468	FINA	2244	008		S	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>	
84555	HIMA	3000	601	Class Restriction	S	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>	

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.

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	<input type="checkbox"/>	
82468	FINA	2244	008		S	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>	
84555	HIMA	3000	601	Class Restriction	S	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>	<input checked="" type="checkbox"/> 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 Registration SFAREGS 9.3.10 [MC 3.1.2] (BTST)

Term: 201880 ID: B01218983 Ardon Lobos Holds:

Student registered. Press save or Print Bill to submit print jobs, rollback to return to ID.