INB REGISTRATION

SZAREGS

- Overview and Navigation of form
  - Term(201030, 201110 etc.)
  - Student ID
  - Date (automatically populates)
  - Holds
  - Enrollment Block
    - Status
    - Maximum hours
  - Course Information Block (Where courses are added and dropped)
    - CRN, Subject, Course, Section
Distribution Parameters

- Schedules:
- Invoices:
- Transcripts:
- Enrollments:
- Compliance:
SZAREGS - Navigation of Form

Prairie View A&M University
Click on LOV button to view the hold type
SZAREGS-View Hold Type

Prairie View A&M University
Holds

- Identify the type of hold and
- Refer student to the appropriate office/department to have their hold removed
SZAREGS - How to Search for Courses

Prairie View A&M University
SZAREGS-How to Search for Courses
**SFQSECM-Registration Section Query Form**

Double click to select the desired course
Save twice to calculate fees – F10 or
To drop a course, next block and type in “DD” and save twice.
Go to menu and select, record and remove and save twice.
Error Messages

- Pre-Req & Test Score
- Closed Class
- Special Approval
- Maximum Hours
- Others

What to do!
• Place a DD in the status area and process previous instructions on “How to drop a course”
Registration/Special Approval

• Combination Registration and Special Approval Form
  (located in Forms Library/Office of the Registrar forms)
• Advisement for registration
  – Pre-requisite
  – Co-requisite
  – Classification
  – Major
  – Special Approval (permit required)
  – Closed Class
  – Time Conflict
  – Maximum Enrollment
• Note document retention status
Overview and Navigation of form

- Student ID
- Term
- Student Permits and Override Block
  - CRN, Subject, Course Number, Section
- Student Schedule Block (for review only, no updating done here)
SFASRPO

Student Permits and Overrides

<table>
<thead>
<tr>
<th>Permit</th>
<th>CRN</th>
<th>Subject</th>
<th>Course Number</th>
<th>Section</th>
<th>User</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02-APR-2010</td>
</tr>
</tbody>
</table>

Student Schedule

<table>
<thead>
<tr>
<th>CRN</th>
<th>Part of Term</th>
<th>Subject</th>
<th>Course Number</th>
<th>Section</th>
<th>Available</th>
<th>Waitlisted</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Begin Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>20785</td>
<td>SSB</td>
<td>ENOL</td>
<td>3223</td>
<td>P01</td>
<td>26</td>
<td>0</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
<td>11:00</td>
<td>1:30</td>
</tr>
</tbody>
</table>

FRM-4035G: Query caused no records to be retrieved.

Record 1/1  ... | List of Value | <ESC>
Double click to select the desired code.
## PERMIT DESCRIPTIONS

<table>
<thead>
<tr>
<th>NAME</th>
<th>DESCRIPTION</th>
<th>APPROVED USER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity</td>
<td>Allows enrollment in a closed course</td>
<td>Dean</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dept Head</td>
</tr>
<tr>
<td>Dept/Dean</td>
<td>Overrides pre-requisite, co-requisite, classification, major or special approval (permit) requirements</td>
<td>Dean</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dept Head</td>
</tr>
<tr>
<td>Level</td>
<td>Allows Undergraduate student to enroll in Graduate Course</td>
<td>Graduate School Dean only</td>
</tr>
<tr>
<td>Overload</td>
<td>Overrides the maximum enrollment hours</td>
<td>Dean only</td>
</tr>
<tr>
<td>Provost</td>
<td>For use only by the Provost’s office</td>
<td>Provost’s office only</td>
</tr>
<tr>
<td>Time</td>
<td>Overrides Time Conflicts</td>
<td>Dean only</td>
</tr>
</tbody>
</table>
Enter CRN, subject, course no. and section no. for specific section. You may also enter only the subject and course number if no specific section is required for the approval.

Special Note: Linked courses i.e. Biology Lec/Lab that must be taken together
After SFASRPO processing

- Activity can occur on SZAREGS
- Or student can go to Panthertracks to complete registration
- CRN or section notation only allows registration into a specific course (must be used with Capacity and Time)
- Subject and Course Number will allow registration in any section
Maximum Credit Hours Approval

- Dean or Dean’s Assistant will place approval code in SFASRPO

- Proceed to SZAREGS and increase Maximum Hours and process registration
## Alternate Registration PIN - SPAAAPIN

<table>
<thead>
<tr>
<th>Term Code</th>
<th>Process Name</th>
<th>Alternate PIN</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>201030</td>
<td>TREG</td>
<td>124500</td>
<td>31-MAR-2010</td>
</tr>
</tbody>
</table>

Term Code for this Process and Alternate PIN are in effect. Press [LIST] for values.
If No Alternate Pin-
Please Refer to “How Do I…”

Setting an Alternate PIN in SPAAPIN

1. Enter Banner INB.
2. Go to SPAAPIN.
3. Enter the Term and ID for the student.
4. Next Block.