

REGISTRATION INSTRUCTIONS BANNER

1. If you do NOT have an icon for Banner on your desktop, open the internet, type in www.prcc.edu/inb and select **Banner - PRCC Data Base** (inb stands for internet native Banner).
2. Login to Banner: Username is first initial plus last name. Password is either what IT has set for you or what you have set for yourself. If you're still using the initial password that the IT Division set for you, you need to change that immediately!
3. To change your password, type in **GUAPSWD**, **Enter** and follow the prompts. Your password needs to be at least 6 - 8 characters in length. Please do not use family names, pet names, or anything someone might be able to "figure out". You can change your password as often as you like, but the IT Department will not know what it is!
4. Type in **SFAREGS** (the student registration form) and **Enter**.
5. Enter the student's ID# and the current term (i.e., 201001 Fall, 201002 Spring, or 201003 Summer).
6. **Ctrl PgDn** or **Block/Next** moves you through the registration form. Sometimes it will work for you to just click your mouse in the next area of the form.
7. **EL** (Eligible) must appear or you cannot register the student, **Ctrl PgDn** again. If for some reason you receive a message that a person is NOT a student and not eligible to register (the **EL** does not appear on the form), contact the Admissions Office (Ext. 1214 or 1030). That office must 'accept' the person as a student before registration can take place.
8. Input the CRN (course reference number) into Banner. You or an advisor and the student should have selected these courses from the schedule. TAB after each entry of the CRN and the rest of the class information will automatically roll in (*all CRNs are **five** digits).
9. After entering all the CRNs, click on **Save**, if you receive no error messages, that means there are no closed sections, pre-req violations, time conflicts, duplications and they have not exceeded 18 maximum hours, and everything is good to go! If you do receive any one of these error messages, you will need to make the necessary changes to their schedule before Banner will allow you to **Save** their classes (refer to Step #11).
10. There should be no need for you to print out the schedule, the student can view this by going online through our Wildcat Web product from our Home Page, www.prcc.edu and entering their PRCC ID number and PIN. This allows them to look at their schedule as often as they like. *Also, you need to be aware that they can go online and change what you enter if they so choose!* If you want to printout their schedule, refer to the instructions below in #13.

11. **If you receive Error Messages**, one of the following things has occurred:

Duplicate Course Record/Clear

Time Conflict Record/Clear -or- DD, then Record/Remove

Closed Section Type DD in the Registration St(status) Field, Record/Remove

Pre-requisite Error Record/Clear

Max Hours Exceeded The maximum hours allowed for registration is 18, if a student has to take more than this it must be approved by the advisor of the program or dean of the college. If it is approved for the student to take more than 18 hrs, on SFAREGS where you see the **EL** block, tab over to Max Hrs. field and enter the number of hours the student will be allowed to take.

***A registration status of DD instead of RE simply means “a mistake has been made and there should be no record of this error on the student’s registration form.”**

12. To logout: **Exit** any window(s) you have open within Banner. Return to the Main Menu window, **click on the Exit** button again, a dialog box will appear asking you if you’re sure you want to exit. If you do, click on Yes, if not, Cancel.

13. To Print a Schedule: **SOADEST**, make sure your printer name is by the **schedule** field, if not, type it in. **Exit**, this will actually Save the printer name you just entered.

SFRSCHD, Enter

Ctrl PgDn, enter printer name (same name you entered on SOADEST)

Ctrl PgDn, enter the parameters.

Place a checkmark in the **Save Parameters**, this will save them under your login. **SAVE** again to print.

14. During registration when Sleep/Wake is turned on, this is the process to follow:

- Save. . .the first time you click on Save, Banner puts the student in the class
- Save. . .second time you click on Save, Banner puts the charges on the student’s account
- Save. . . third time you click on Save, Banner sends the student’s schedule to the printer

Direct the student to pick up their printed schedule at the correct printer location in the registration room.