

# **Flexible Registration (Flex Reg)**

**featuring**



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***Registration***

# What is Flex Reg?

The Flexible Registration module of Banner allows prospective students to register and pay for continuing education/professional development courses without having to go through an admissions process. The main feature of the solution is the front-facing web interface which emulates a 'shopping cart' experience, enabling prospective students to purchase classes.



# Topics

- Set-up
- Term
- Catalogs
- New Records
- Demo
- Enhancements 2015
- Questions



# Set-Up

- College: CE (Continuing & Professional Development)
- Level: W1 (Continuing Education)
- Program: CONTED (Continuing Ed/Professional Dev)
- Uses Banner baseline (SCACRSE, SSASECT, SPAIDEN, SCARRES etc.)



# Term

- Full academic year:  
July 1 – June 30
- No Part-of-Term
- Registration periods tied to course



# Catalogs

- Specific to colleges, programs, etc.
- Searches can be conducted within a catalog.  
However, most registrants will have a URL that directs them to the specific course.
- Discounts (Flat or %)
- Password Protected
- Coupons
- Payment Options



# Requesting a course section to be built



Please refer to the document "Course Section Rules Form Instructions" prior to completing this

Base Course

Course Prefix: \_\_\_\_\_ Course #: \_\_\_\_\_  
Course Title: \_\_\_\_\_  
Number of Credits: \_\_\_\_\_ Are these Continuing Education Units (CEUs)? ☐ Yes ☐ No

\_\_\_\_\_ Schedule Type: \_\_\_\_\_ Instructional Method: \_\_\_\_\_ Grade Mod

on Dates: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

ce Dates: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Day(s): ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun } Re

Time(s): Start Time: \_\_\_\_\_ ☐ am ☐ pm End Time: \_\_\_\_\_ ☐ am ☐ pm } C

arning Courses: If the course is self-paced (can be started and completed at any time between the A  
what would be the average number of days that a student would take to complete the course? \_\_\_\_\_

Name: \_\_\_\_\_ Instructor NSUID: \_\_\_\_\_

s Available: \_\_\_\_\_ Will the course have a Blackboard component? ☐ Yes

Charge: \$ \_\_\_\_\_ (what is the flat rate for the course?) Detail Code: \_\_\_\_\_ Fund Org



Description: \_\_\_\_\_ Item Cost: \_\_\_\_\_ Detail Code: \_\_\_\_\_

Indicate the %/amount that is to be **deducted** from the total Course Charge listed above

#1: Available From Date: \_\_\_\_\_ To: \_\_\_\_\_ %: \_\_\_\_\_ Flat Rate \$: \_\_\_\_\_ Detail Code: \_\_\_\_\_

#2: Available From Date: \_\_\_\_\_ To: \_\_\_\_\_ %: \_\_\_\_\_ Flat Rate \$: \_\_\_\_\_ Detail Code: \_\_\_\_\_

Courses: Available From Date: \_\_\_\_\_ To: \_\_\_\_\_ %: \_\_\_\_\_ Flat Rate \$: \_\_\_\_\_ Detail Code: \_\_\_\_\_

From Date: \_\_\_\_\_ To: \_\_\_\_\_ %: \_\_\_\_\_ Flat Rate \$: \_\_\_\_\_ Detail Code: \_\_\_\_\_

Profile Questions: ☐ Yes ☐ No If YES, please provide additional profile questions under Comments.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Catalog: \_\_\_\_\_ Password: \_\_\_\_\_

# SSASECT

Schedule SSASECT 8.5.3.1 (YODA0526)

Term: 201600 CRN: 101 Create CRN: Copy CRN: Subject: SLP Course: 6078 Title: Technological Appl. in CSD

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: SLP SLP - Speech and Language

Course Number: 6078 Title: Technological Appl. in CSD

Section: OL1

Cross List:

Campus: 1MC Main Campus

Status: A Active

Schedule Type: L Lecture

Instructional Method: FF Face to Face with Instructor

Grade Mode: P Pass/Fail

Session:

Special Approval:

Duration: 3.00 DAY Days

Part of Term:

Registration Dates: 15-MAY-2015 23-JUL-2015

Start Dates: 24-JUL-2015 24-JUL-2015

Maximum Extensions: 0

Prerequisite Check Method: Basic or None CAPP DegreeWorks

CEU Indicator:

Credit Hours: .000 \* None To Or

Billing Hours: .000 \* None To Or

Contact Hours: .000 \* None To Or

Lecture: .000 \* None To Or

Lab: \* None To Or

Other: \* None To Or

Link Identifier:

Attendance Method:

Weekly Contact Hours:

Daily Contact Hours:

Print Voice Response and Self-Service Available

Gradable Tuition and Fee Waiver

Long Title Comments Syllabus



# DEMO

<https://flexreg.nova.edu/index.jsp?frc=TS000001&q=crn:278>



# The confirmation message after the student has completed the Profile questions and the Banner credentials have been created.

2:

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Please specify:


le:

Please specify:

[CY.](#)

 Try another

\*Please type the text you see in the image.

 **Welcome!**

Your account has been successfully created. Click [here](#) to retrieve your credentials.

Your sign in information is below. Please print and keep for future reference.  
Login ID: Id1148  
Password: Chpqpac5

Click 'Continue' to begin the check out process.

[Continue](#)



# Enhancements 2015

- Surveys
- Allowing Attachments
- Group Registration



# THE END



# Thank You!



# Additional Questions

Please email any questions not answered today to  
[esssummit@nova.edu](mailto:esssummit@nova.edu).

Thank you for attending!

