Flexible Registration

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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
- 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

NOVA SOUTHEASTERN UNIVERSITY
Enrollment and Student Services

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

Base Course

Course Prefix: _____   Course #: _____

Course Title: _____

Number of Credits: _____   Are these Continuing Education Units (CEUs)?   ☐ Yes   ☐ No

Campus: _____   **Schedule Type:** _____   **Instructional Method:** _____   **Grade Mode:** _____

Registration Dates: Start Date: _____   End Date: _____

Attendance Dates: Start Date: _____   End Date: _____

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

Meeting Time(s):   Start Time: _____ ☐ am ☐ pm   End Time: _____ ☐ am ☐ pm

} Not Required if Online

Open Learning Courses: If the course is self-paced (can be started and completed at any time between the Attendance Dates), what would be the average number of days that a student would take to complete the course? _____

Instructor Name: _____   **Instructor NSUID:** _____

Materials/Other Course-Related Items: Are there materials or course-related items that can be purchased in conjunctio with the registration? ☐ Yes ☐ No   If YES, complete the following:

Item Description: _____ Item Cost: _____ Detail Code: _____

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

Early Bird #1:   Available From Date: _____ To: _____ %: ___ Flat Rate $: _____ Detail Code: _____

Early Bird #2:   Available From Date: _____ To: _____ %: ___ Flat Rate $: _____ Detail Code: _____

Multiple Courses: Available From Date: _____ To: _____ %: ___ Flat Rate $: _____ Detail Code: _____

Coupons:

Valid From Date: _____ To: _____ %: ___ Flat Rate $: _____ Detail Code: _____

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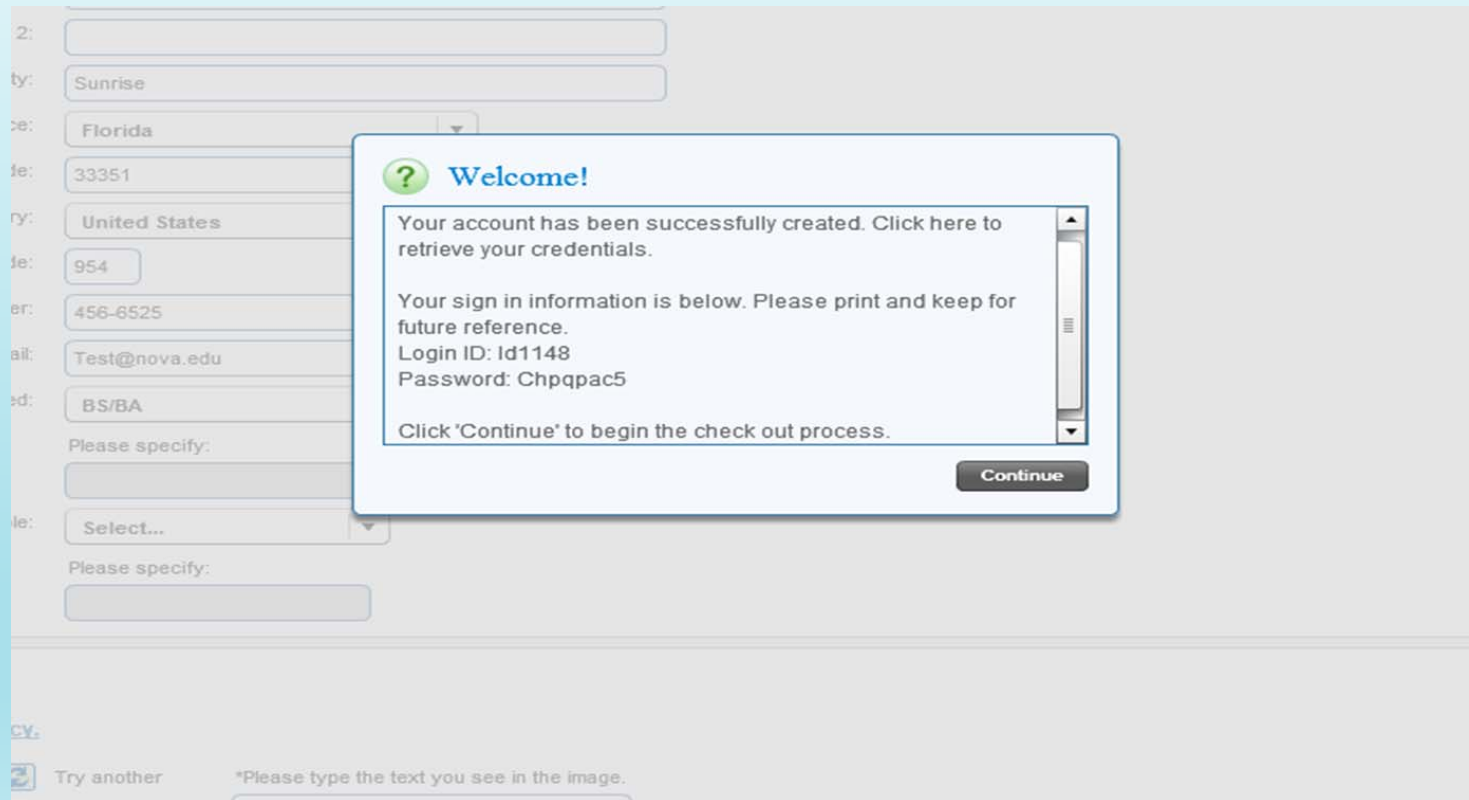
Comments: _____

_____

_____

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Demo

https://flexregtest.nova.edu:8011/flexibleregistration/index.jsp?frc=FE000005&q=crn:176

Confirmation Message

Additional Features

- Surveys

- Allowing attachments

- Group registration

Blessed are the
flexible,
for they will not
be bent
out of shape.

Anonymous