

Flexible Registration

Shantell Davis-Holmes

Student Systems Coordinator – SEVIS Compliance and Flexible 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.



Topics

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



Set-Up

- Uses Banner baseline (SCACRSE, SSASECT, SPAIDEN, SCARRES etc.)
- College: CE (Continuing & Professional Development)
- Program: CONTED (Continuing Ed/Professional Dev)
- Level: W1 (Continuing Education)
- Level: W2 (Continuing Education – CEU)



What is a Continuing Education Unit (CEU)?

- **A Continuing Education Unit (CEU)** is a generally recognized measurement of a student's educational experience in continuing education/professional development programs to maintain professional membership, certification, and/or licensing (IACET, n.d.). One CEU unit is generally defined as ten contact hours in a recognized continuing education program (American Association of Collegiate Registrars and Admissions Officers, 2003).



What is a Continuing Education Unit (CEU)?

- Not all NSU continuing education/professional development courses will have CEUs attached. Only programs that have been recognized to offer courses for CEU credentialing should indicate that a course provides instructions that lead to CEUs. Courses with a CEU designation will appear on an NSU transcript duly note.



Set-Up

Oracle Fusion Middleware Forms Services: Open > SGASTDN

General Student SGASTDN 9.5.8 (PROD)

File Edit Options Block Item Record Query Tools Help

ID: [REDACTED] Student Summary Term: 201820 View Current/Active Curricula

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

Curriculum Field of Study

Curriculum

Current: Replace: Update: Duplicate: Roll Learner: Yes No Default Roll to Outcome: Rolled to Outcome:

Activity: ACTIVE Apply to Graduate:

Key Sequence: 99

Term: 201820 Fall 2017

End Term: 201820 Fall 2017

Catalog Term: 201820 Fall 2017

Priority: 1

Program: BS_SPO Undergrad CP Day

Level: U1 Bachelors - Traditional Day

Campus: 1MC Ft Lauderdale/Davie Campus

College: SP College of Psychology

Degree: BS Bachelor of Science

Admission Type: RA Rolling Admissions

Admission Term: 201820 Fall 2017

Application: 1

Matriculated Term: [REDACTED]

Student Type: Site: Rate: Leave of Absence: Leave From Date: Leave To Date: Expected Graduation Date: Graduation Term: Graduation Year:

Curriculum activity status code. Record: 1/1 ... <OSC>

Oracle Fusion Middleware Forms Services: Open > SGASTDN

General Student SGASTDN 9.5.8 (PROD)

File Edit Options Block Item Record Query Tools Help

ID: [REDACTED] Student Summary Term: 201800 View Current/Active Curricula

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

Curriculum Field of Study

Curriculum

Current: Replace: Update: Duplicate: Roll Learner: Yes No Default Roll to Outcome: Rolled to Outcome:

Activity: ACTIVE Apply to Graduate:

Key Sequence: 99

Term: 201800 2017-18 ContinuingEd/Prof Dev

End Term: 201800 2017-18 ContinuingEd/Prof Dev

Catalog Term: 201800 2017-18 ContinuingEd/Prof Dev

Priority: 1

Program: CONTED Continuing Ed/Professional Dev

Level: W1 Continuing Education

Campus: Site: Rate: Leave of Absence: Leave From Date: Leave To Date: Expected Graduation Date: Graduation Term: Graduation Year:

Student Type: 0 Continuing Education Programs

College: CE Continuing & Professional Ed

Degree: CONTED Non-Degree - CEU

Admission Type: Admission Term: 201800 2017-18 ContinuingEd/Prof Dev

Application: Matriculated Term:

Curriculum activity status code. Record: 1/1 ... <OSC>



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





FLEXIBLE REGISTRATION Course Section Rules

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: _____

of Seats Available: _____ Will the course have a Blackboard component? Yes No

Course Charge: \$ _____ (what is the flat rate for the course?) Detail Code: _____ Fund Orgn: _____

Payment Options: Pay Now Pay By Purchase Order Pay Later

Password Protected? Yes No

(Passwords are used to allow only specific students (cohorts) to register for the course - i.e. it should not be available to a wider audience.)



Materials/Other Course-Related Items: Are there materials or course-related items that can be purchased in conjunction 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: _____

ESS Use Only

CRN: _____

Catalog: _____

Password: _____

URL: _____

Revised 08/15/2014

DEMO

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



Confirmation Message

2:

ty: Sunrise

ce: Florida

de: 33351

ry: United States

je: 954

er: 456-6525

ail: Test@nova.edu

ed: BS/BA

Please specify:

le: Select...

Please specify:

CV:

Try another *Please type the text you see in the image.

51 ~7// /s/s/

 **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.

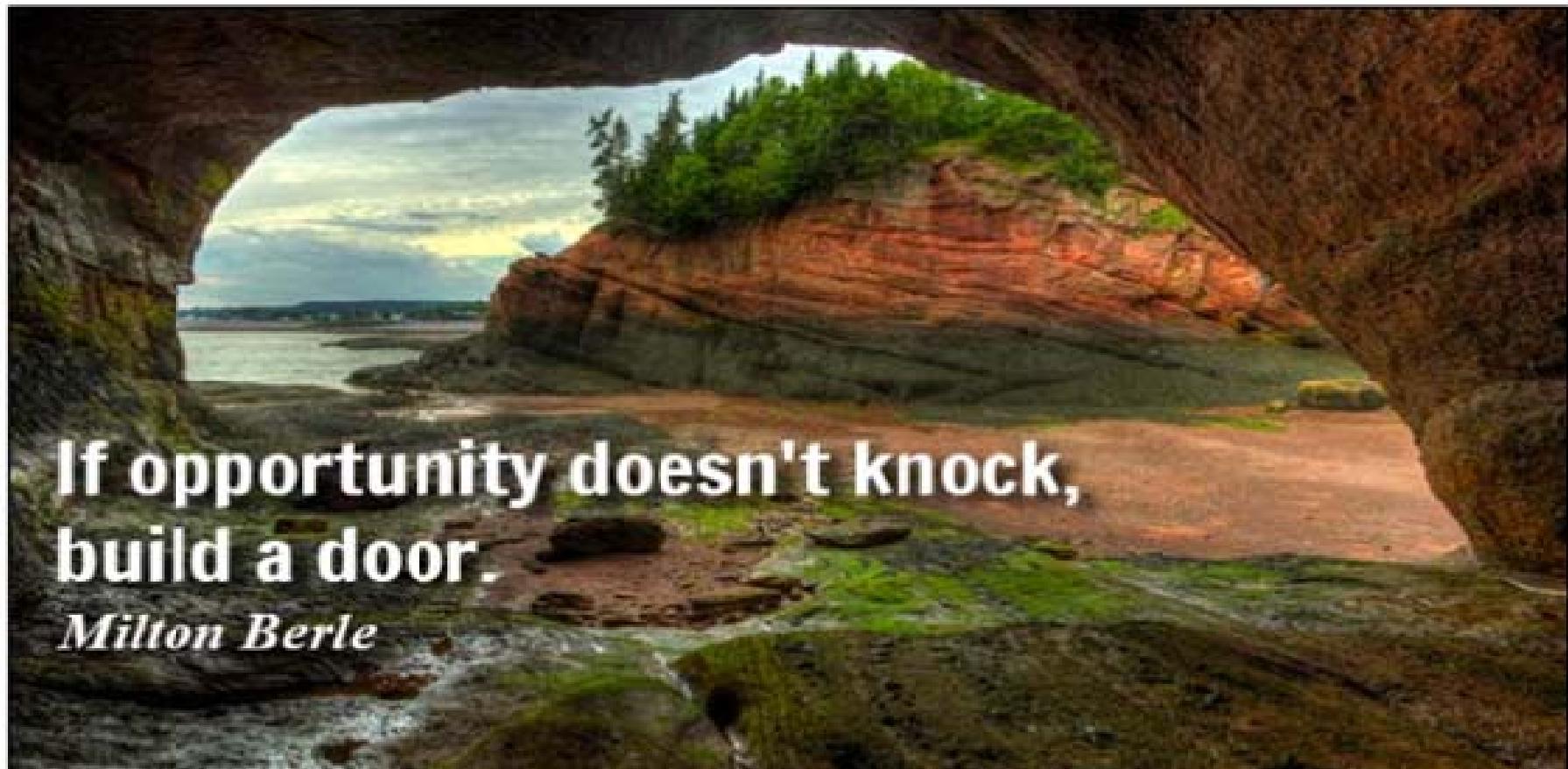
Continue



Additional Features

- Surveys
- Allowing Attachments





**If opportunity doesn't knock,
build a door.**

Milton Berle



Thank You!

