



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.

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

File Edit Options Block Item Record Query Tools Help

General Student SGASTDN 8.5.8 (PROD)

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 Record 1 of 1

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

Activity: Apply to Graduate: ☐

Key Sequence: 99

Term: 201820 Fall 2017

End Term:

Catalog Term: 201820 Fall 2017

Priority:

Program: Undergrad CP Day

Level: Bachelors - Traditional Day

Campus: Ft Lauderdale/Davie Campus

College: College of Psychology

Degree: Bachelor of Science

Admission Type: Rolling Admissions

Admission Term: 201820 Fall 2017

Application:

Matriculated Term:

Graduation Sequence:

User ID: UAJALVA

Activity Date: 17-MAY-2017

Start Date:

End Date:

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

File Edit Options Block Item Record Query Tools Help

General Student SGASTDN 8.5.8 (PROD)

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 Record 1 of 1

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

Activity: Apply to Graduate: ☐

Key Sequence: 99

Term: 201800 2017-18 ContinuingEd/Prof Dev

End Term:

Catalog Term: 201800 2017-18 ContinuingEd/Prof Dev

Priority:

Program: Continuing Ed/Professional Dev

Level: Continuing Education

Campus:

College: Continuing & Professional Ed

Degree: Non-Degree - CEU

Admission Type:

Admission Term: 201800 2017-18 ContinuingEd/Prof Dev

Application:

Matriculated Term:

Graduation Sequence:

User ID: SSDAVI

Activity Date: 20-JUN-2017

Start Date:

End Date:

Student Type: Continuing Education Programs

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>



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

The background of the slide features a light blue, semi-transparent image of architectural blueprints and rolled-up documents. The blueprints show various technical drawings, including cross-sections of a building with labels like 'A' and 'B', and floor plans with dimensions. The rolled-up documents are positioned diagonally across the top left, with some text visible on their labels, such as 'A21' and '88-93-88'.

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: _____

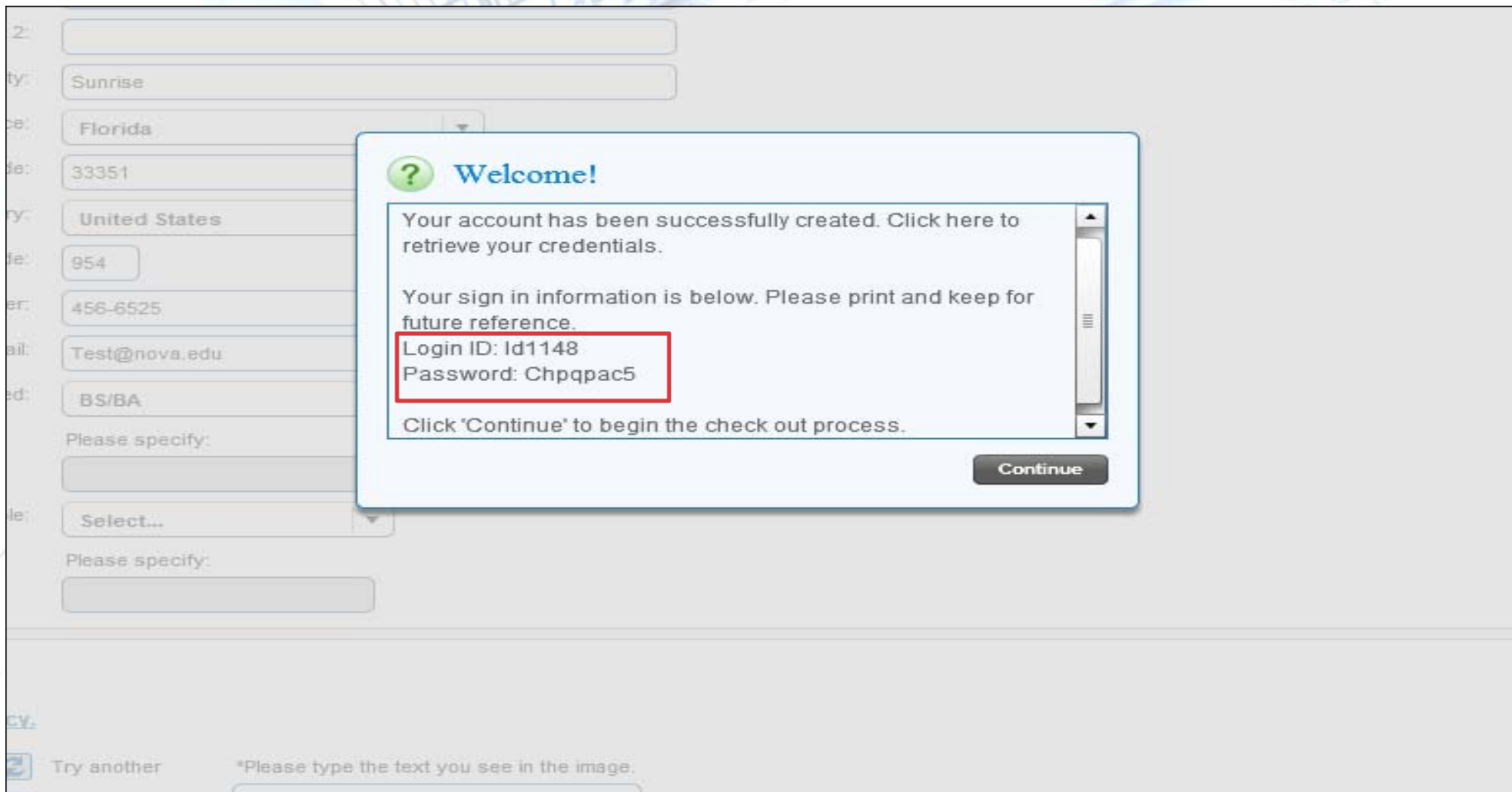
URL: _____

Revised 08/15/2014

DEMO

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

Confirmation Message



The background is a registration form with the following fields:

- 2:
- ty:
- ce:
- fe:
- TY:
- fe:
- er:
- ail:
- ed:
- Please specify:
- le:
- Please specify:

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: Chppac5

Click 'Continue' to begin the check out process.

[Continue](#)

[Try another](#) *Please type the text you see in the image.

Additional Features

- Surveys
- Allowing Attachments



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

Milton Berle



Thank You!