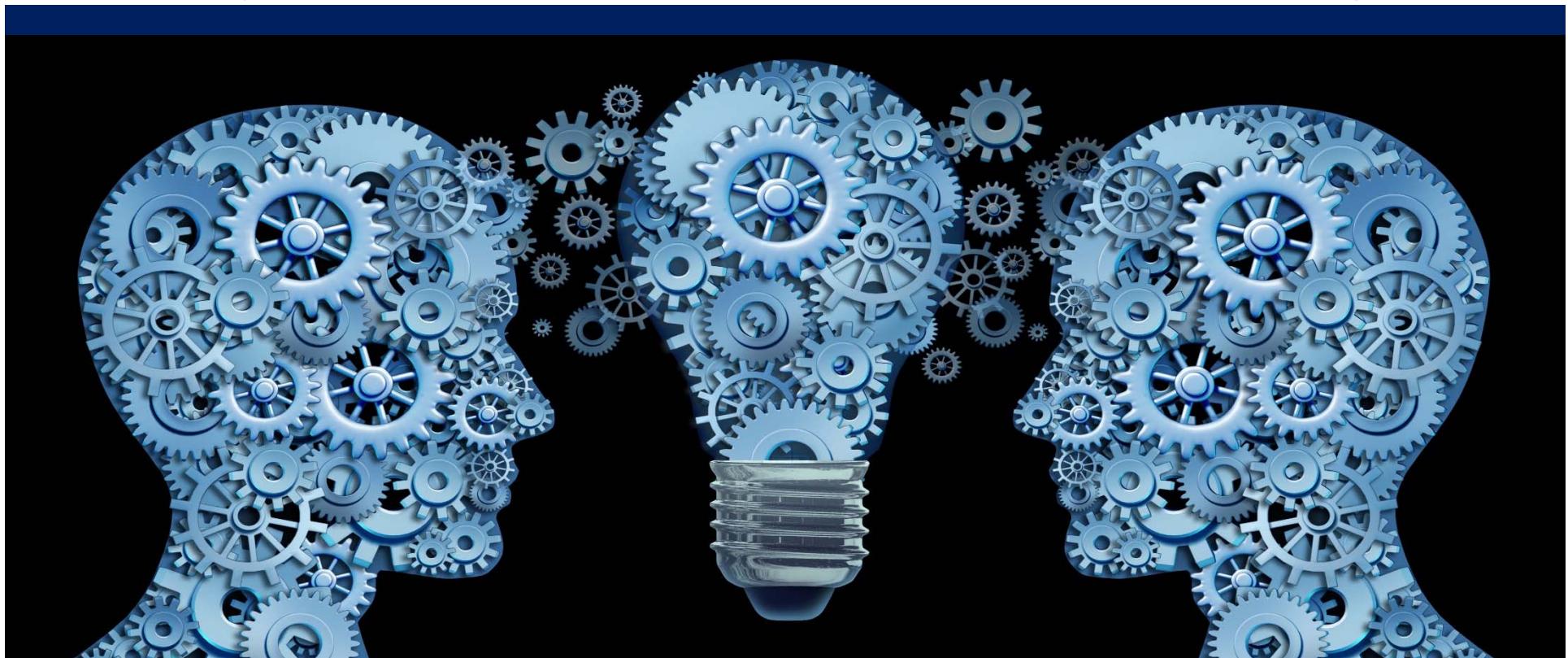


# Flexible Registration

## Shantell Davis-Holmes

Student Systems Coordinator – SEVIS Compliance and Flexible Registration



# Objective

Upon completion of this presentation,  
you will know about:

- The continuing education registration module of Banner allow individuals to register and pay for continuing education/professional development courses without having to create an admissions application.
- The main feature of the solution is the front-facing web interface which emulates a ‘shopping cart’ experience.



# Agenda

Today we will review:

- Set-up
- Term
- Catalogs
- New Records
- Demonstration



# Set-Up

- Uses Banner Baseline
  - SCACRSE, SSASECT, SPAIDEN, SCARRES etc.
- College: CE
  - Continuing and Professional Development
- Program: CONTED
  - Continuing Education/Professional Development



# Set-Up

- Level: W1
  - Continuing Education
- Level: W2
  - Continuing Education – CEU



# General Student (SGASTDN)

## Curricula Tab Continuing Education

Learner	Curricula	Study Path	Activities	Veteran	Comments	Academic and Graduation Status, Dual Degree	Miscellaneous
<b>Curriculum / Field of Study</b>							
<b>▼ CURRICULUM</b>							
<b>▼ FIELD OF STUDY</b>							

**Curriculum** **Status Details**

Program	CONTED	...	Continuing Ed/Professional Dev	College	CE	...	Continuing & Professional Ed
Level	W1	...	Continuing Education	Degree	CONTED	...	Non-Degree - CEU
Campus	...	...	...	Start Date	...	End Date	...
Attached Concentrations	Inactivate						

**Field of Study**

Field of Study	W100	...	Continuing/Professional Devel.	Start Date			
Department	...	...	...	End Date			
ACTIVE	INPROGRESS	201800	MAJOR	Major	1	201800	

# General Student (SGASTDN)

## Curricula Tab Non-Continuing Education

Learner	Curricula	Study Path	Activities	Veteran	Comments	Academic and Graduation Status, Dual Degree	Miscellaneous	
Curriculum / Field of Study								
<b>CURRICULUM</b>								
<b>Curriculum</b> <b>Status Details</b>								
<b>FIELD OF STUDY</b>								

**Curriculum / Field of Study**

**CURRICULUM**

**Curriculum** **Status Details**

**FIELD OF STUDY**

# 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 *[International Association for Continuing Education and Training (IACET), n.d.].*



# What is a Continuing Education Unit (CEU)

- 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*).
- 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.



# Term

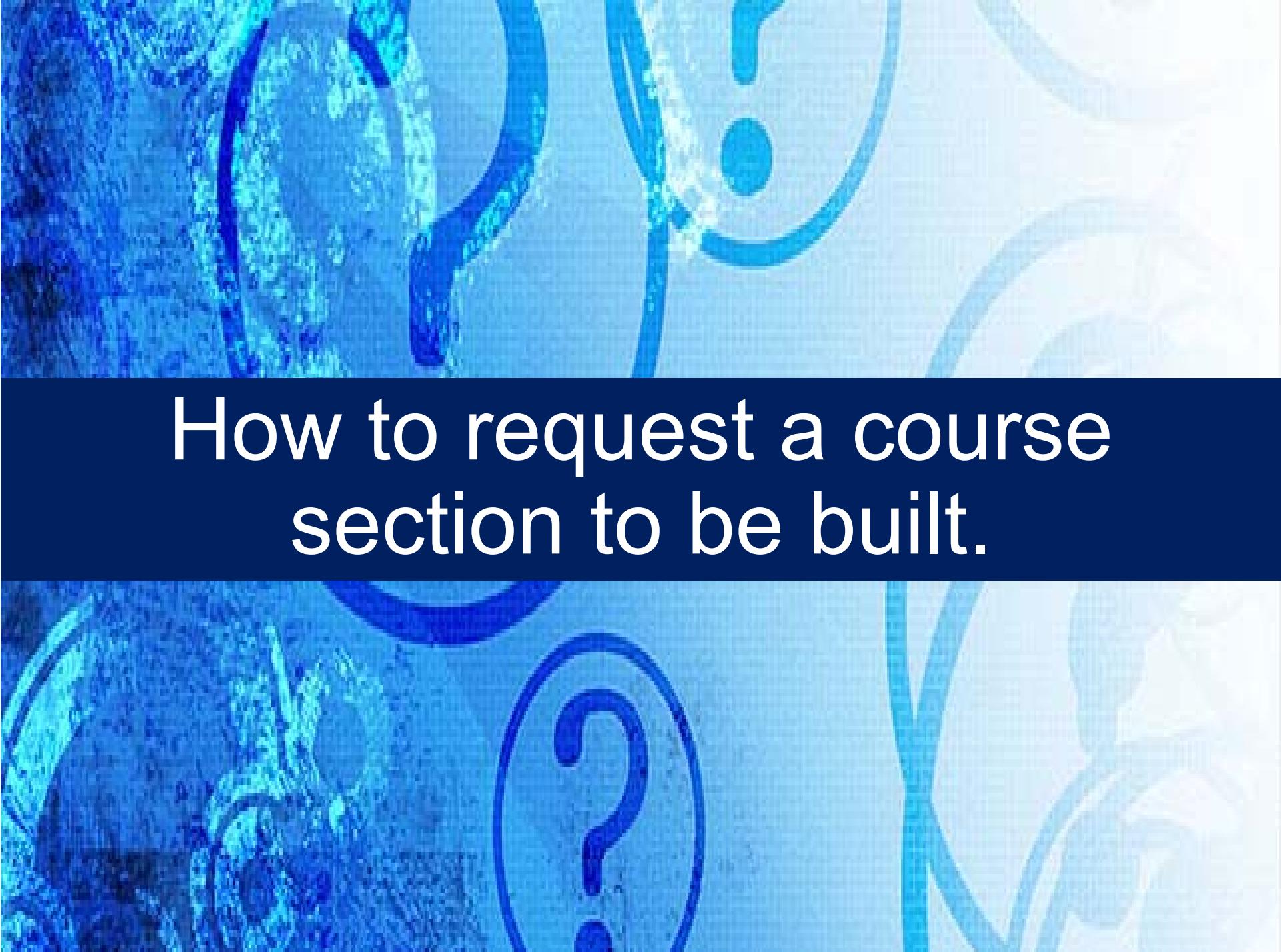
- Full academic year: July 1 - June 30
- No Part-of-Term (PoT)
- Registration periods tied to course



# 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 rate or percentage (%)
- Password protected
- Coupons
- Payment options





# How to request a course section to be built.

# Flexible Registration Course Selection Rules Form



## 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.)



# Flexible Registration Course Selection Rules Form

**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: \_\_\_\_\_

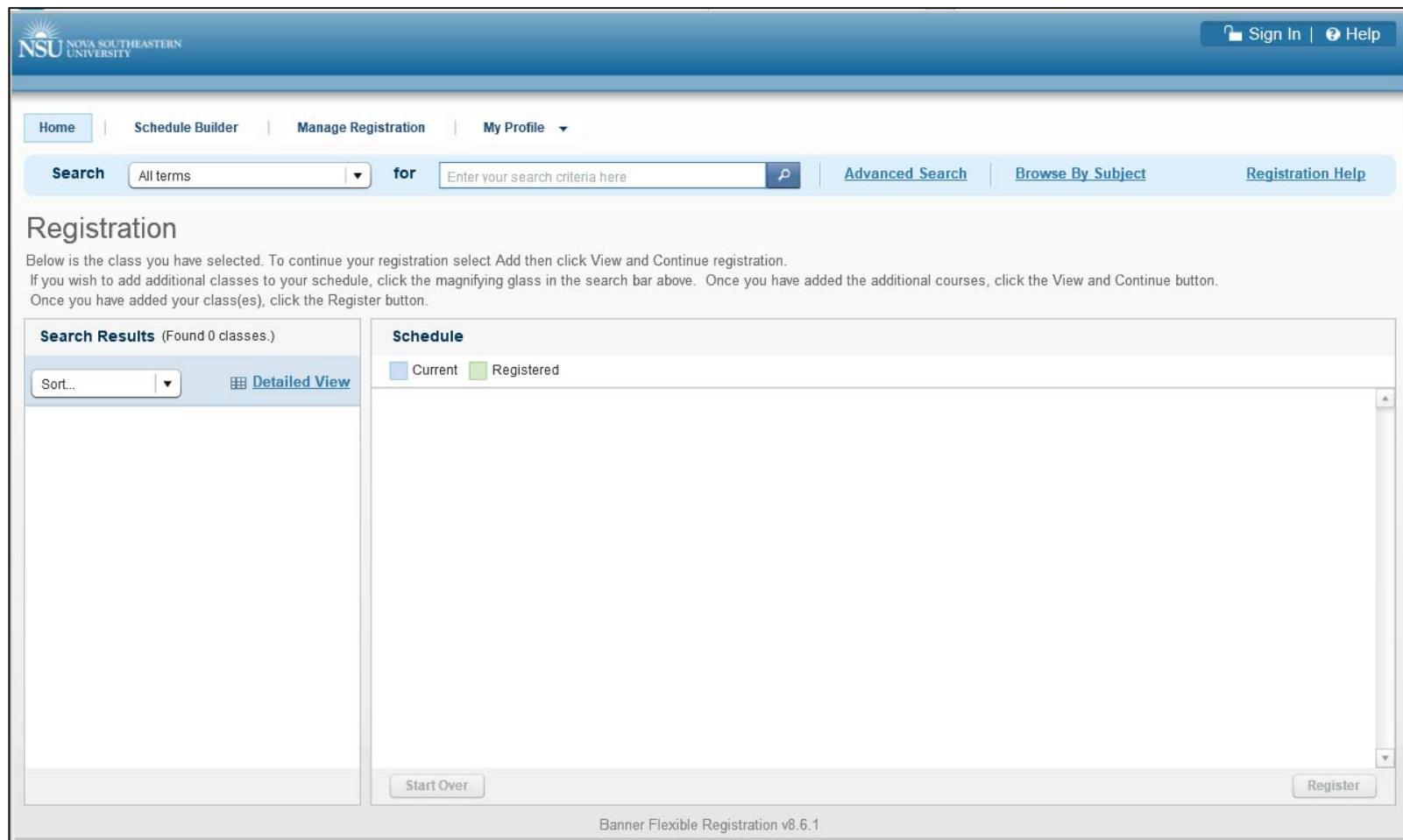
URL: \_\_\_\_\_

Revised 08/15/2014



# Instructor-led Demonstration

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



NSU NOVA SOUTHEASTERN UNIVERSITY

Sign In | Help

Home | Schedule Builder | Manage Registration | My Profile

Search All terms for Enter your search criteria here Advanced Search Browse By Subject Registration Help

## Registration

Below is the class you have selected. To continue your registration select Add then click View and Continue registration. If you wish to add additional classes to your schedule, click the magnifying glass in the search bar above. Once you have added the additional courses, click the View and Continue button. Once you have added your class(es), click the Register button.

Schedule	
Current	Registered

Search Results (Found 0 classes.)

Sort... Detailed View

Start Over Register

Banner Flexible Registration v8.6.1



# Confirmation Message

2:

ty: Sunrise

ce: Florida

te: 33351

ry: United States

ia: 954

er: 456-6525

ail: Test@nova.edu

ed: BS/BA

Please specify:

le: Select...

Please specify:

CV:

 **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**

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

# Innovation Quote



For good ideas and true innovation, you need human interaction, conflict, argument, debate.

Margaret Heffernan

# Contact Information

**Shantell Davis-Holmes**

*Student Systems Coordinator,  
SEVIS Compliance and Flexible Registration*

Ext.: 27428

Email: [dshantal@nova.edu](mailto:dshantal@nova.edu)

