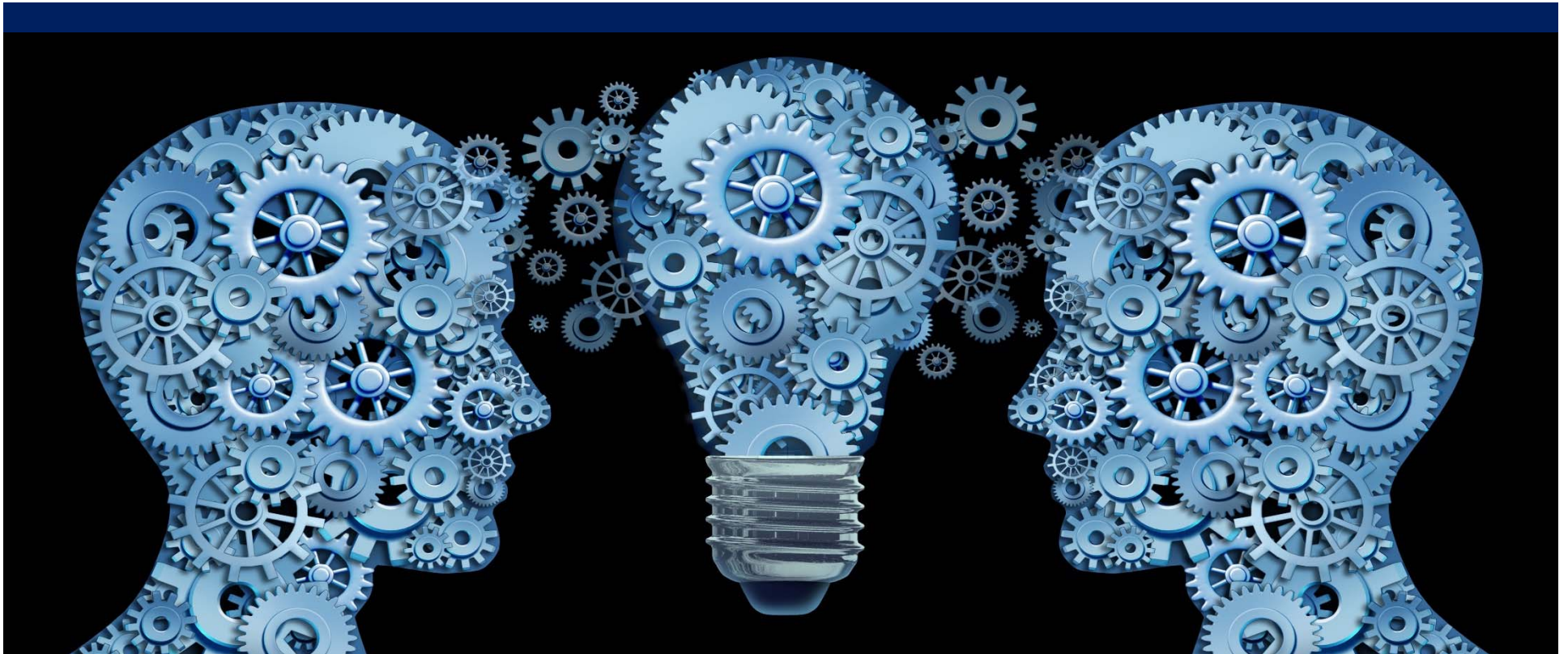


Flexible Registration

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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
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Curriculum / Field of Study

▼ CURRICULUM

Insert

Delete

Copy

Replace

Update

Duplicate

Roll to Outcome

Apply to Graduate

Current	Activity	Key Sequence	Term	Term Description	End Term	End Term Description	Catalog Term	Catalog Term Description	Priority	Graduation Se
<input checked="" type="checkbox"/>	ACTIVE	99	201800	2017-18 ContinuingEd/Prof Dev			201800	2017-18 ContinuingEd/Prof Dev	1	

< 1 of 1 > 1 Per Page Record

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

▼ FIELD OF STUDY

Insert

Delete

Copy

Attached Concentrations

Inactivate

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201800	MAJOR	Major	1	201800	

Field of Study

Field of Study	W100	...	Continuing/Professional Devel.	Start Date	
Department		...		End Date	

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										
CURRICULUM										
<div>InsertDeleteCopyFilter</div>										
<div>ReplaceUpdateDuplicateRoll to OutcomeApply to Graduate</div>										
Current	Activity	Key Sequence	Term	Term Description	End Term	End Term Description	Catalog Term	Catalog Term Description	Priority	Graduation Sequence
<input checked="" type="checkbox"/>	ACTIVE	99	201830	Winter 2018			201820	Fall 2017	1	
<div>1 of 3 Per Page</div>										
Record 1 of 3										
Curriculum										
Status Details										
Program	BS_SPD	...	Undergrad SP Day			College	SP	...	College of Psychology	
Level	U1	...	Bachelors - Traditional Day			Degree	BS	...	Bachelor of Science	
Campus	1MC	...	Ft Lauderdale/Davie Campus			Start Date	End Date			
FIELD OF STUDY										
<div>InsertDeleteCopyFilter</div>										
<div>Attached ConcentrationsInactivate</div>										
Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term		
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201830	MAJOR	Major		1 201820			
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201830	MINOR	Minor		1 201820			
Field of Study										
Field of Study	U401	...	Psychology			Start Date				
Department	PPYN	...	CP - Psychology & Neuroscience			End Date				
Attached to Major		...				<input checked="" type="checkbox"/>	Rolled			

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



The background of the slide is a vibrant blue with a complex, organic pattern. It features swirling, vein-like structures and a large, stylized question mark in the center. The overall aesthetic is modern and artistic.

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>

The screenshot shows the Nova Southeastern University (NSU) Flexible Registration system. The header includes the NSU logo and navigation links for Sign In and Help. Below the header is a navigation bar with links for Home, Schedule Builder, Manage Registration, and My Profile. A search bar is located below the navigation bar, with a dropdown menu for 'All terms' and a search button. To the right of the search bar are links for Advanced Search, Browse By Subject, and Registration Help.

The main content area is titled 'Registration' and contains the following text:

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.

The interface is divided into two main sections: 'Search Results' and 'Schedule'.

Search Results (Found 0 classes.)

Sort... [Detailed View](#)

Schedule

Current Registered

Start Over Register

Banner Flexible Registration v8.6.1



Confirmation Message

2:

ty:

ce:

fe:

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er:

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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

CV.

 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

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