

Student Registration Procedures



Student Course Registration Form—SFAREGS

The Student Course Registration Form is a powerful registration and information update tool. The form allows appropriate users to register, perform drop/add transactions on students, as well as update other general student data. There are several key components users should be aware of when using this form.

Depending on your User Role and its capabilities, this form allows a user to:

- perform course registration and withdrawal
- withdraw students completely from a term
- print a student's class schedule
- assess the student's fees
- add additional fees
- update a major for a student already registered
- change residency for a student already registered
- give suspension/probation overrides for a student already registered
- give course overrides if the student has not been given an advance override
- check to see if a student has holds that prohibit registration

Proper use of this form requires awareness of several critical factors:

- ✓ Students dropping *all* classes must be coded a certain way and should only be done at the Registration office.
- ✓ Drop codes are date specific and often drive the charging or refunding of fees.
- ✓ Student data other than registration should be updated from this form *only* if registration for the current term already exists.
- ✓ Fees must be assessed each time a registration or drop/add transaction is made.
- ✓ Fees should not be assessed if the user is only viewing a student's record.

Accessing the Form


The first time you access the form in each login session, you are presented with the following form:
(This form will not appear again if you exit SFAREGS, only if you exit Banner completely.)

The screenshot shows a web browser window titled "Student System Distribution Initialization SOADEST 8.0 (PROD)". The main content area is titled "Distribution Parameters" and contains five dropdown menus, each with a label and a small downward arrow icon:

- Schedules:
- Invoices:
- Transcripts:
- Enrollments:
- Compliance:

At the bottom of the window, there is a status bar with the following text: "Enter desired parameter for SCHEDULE distribution; press LIST for valid codes." and "Record: 1/1".

The **Student System Distribution Form** allows you to select the printer you want to use for printing out student class schedules. The printer you choose must be a printer that is set up as a Banner printer.

▶ To see a list of available printers, double-click in the **Schedules:** field, click  or F9. You can then select a printer from this list.

If you will be printing multiple schedules:

▶ The printer you enter here will be the default printer for each student schedule you access on the **SFAREGS**.

Whether or not you have selected a printer:

▶ Click on the 'X' to close SOADEST. The **SFAREGS** form will be displayed as shown below.

SFAREGS

Note some important features of the form.

The screenshot shows the SFAREGS Student Course Registration interface. At the top, there is a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The main window title is "Student Course Registration SFAREGS 8.2.1 (PROD)".

Key fields and features include:


- Term:** 201030
- ID:** 00005668
- Avery, Jamie L.**
- Date:** 23-MAR-2010
- Registration hold indicator:** A box with a checkmark and a dropdown arrow.
- Buttons:** View Current/Active Curricula, Print Bill, Print Schedule (checked).
- Enrollment Information:**
 - Status:** A dropdown menu.
 - Reason:** A dropdown menu.
 - Status Date:** A text field.
 - Process Block:** A checkbox.
 - Delete All CRNs:** A checkbox.
 - Hours:** Minimum and Maximum dropdown menus.
 - Source:** A dropdown menu.
 - Acceptance:** Radio buttons for Confirmed, None, and Accepted.
- Maximum hours:** A callout box pointing to the Maximum Hours field.
- Course Information Table:**

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus
- Override given:** A callout box pointing to the Override column in the table.
- Section code:** A callout box pointing to the Section column in the table.
- Course Status:** A callout box pointing to the Status column in the table.
- Bottom Bar:** Contains "Person identification number; LIST = valid person search; CNT HITS = Alternate ID search; DUP FIELD = Time Status History." and "Record: 1/1 | ... | <OSC>".

Using the Form

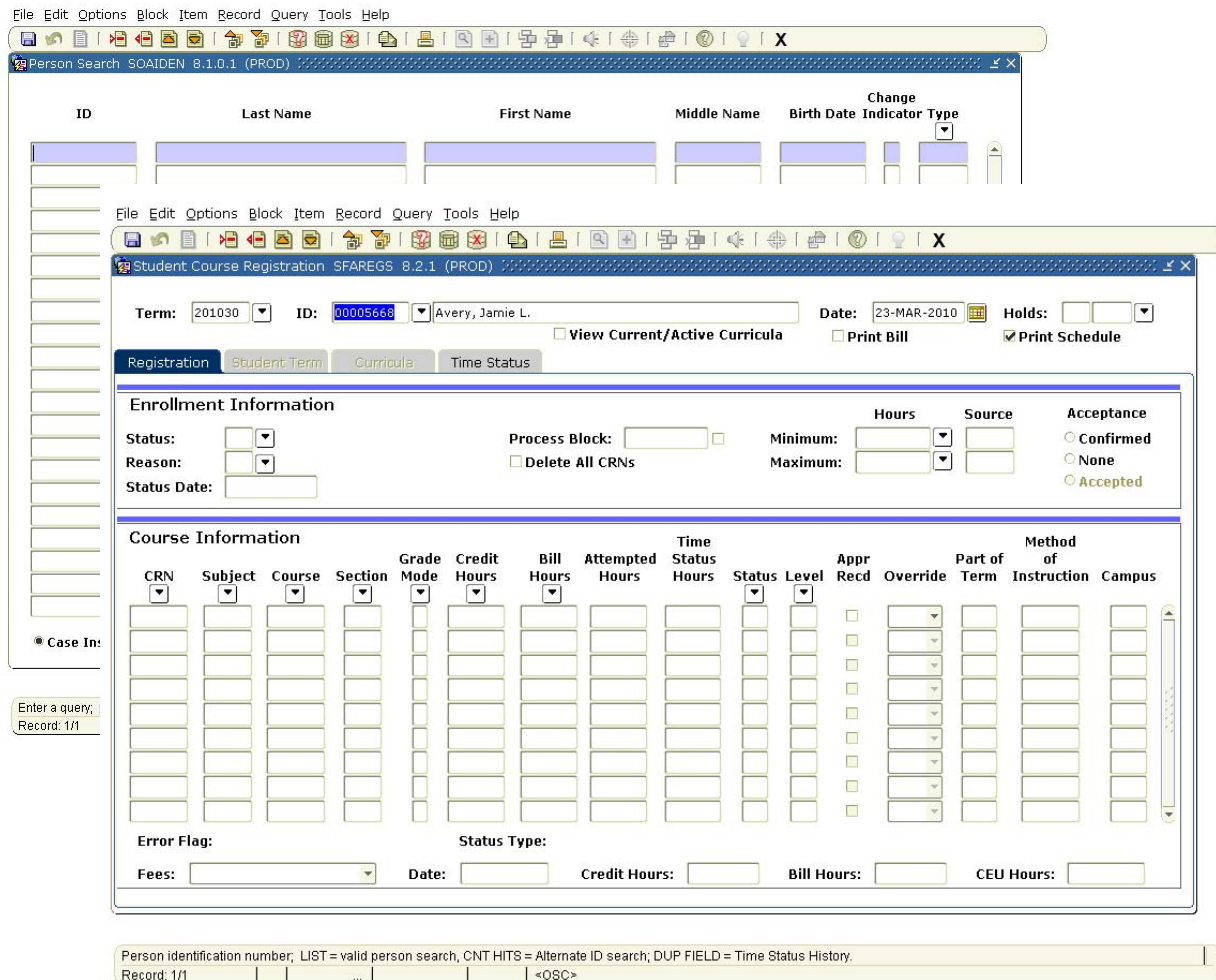
- ▶ Type in the term in the TERM field plus the student's ID number in the ID field.

If you do not have the student's ID number, you may:

- ▶ Double-click in the **ID:** field to bring up the **Person Search Form**.
- ▶ Tab to the Last Name field, enter a complete last name or a portion of it and a % sign (e.g. Ave%).
- ▶ Click on the  icon, or press F8 to execute the search.

Once you locate the person you are looking for,

- ▶ Use the mouse to double click on that Student ID number. The student ID number and person's name will be then displayed in the SFAREGS form.



The screenshot displays the SFAREGS 8.2.1 (PROD) interface. At the top, there are two windows: 'Person Search SOAIDEN 8.1.0.1 (PROD)' and 'Student Course Registration SFAREGS 8.2.1 (PROD)'. The 'Student Course Registration' window shows the following details:

- Term:** 201030
- ID:** 00005668
- Name:** Avery, Jamie L.
- Date:** 23-MAR-2010
- Holds:** [Empty]
- Buttons:** View Current/Active Curricula, Print Bill, Print Schedule (checked)
- Navigation:** Registration, Student Term, Curricula, Time Status

The main form is divided into several sections:

- Enrollment Information:** Includes Status, Reason, Status Date, Process Block, Delete All CRNs, Minimum/Maximum Hours, Source, and Acceptance (Confirmed, None, Accepted).
- Course Information:** A table with columns: CRN, Subject, Course, Section, Grade Mode, Credit Hours, Bill Hours, Attempted Hours, Time Status Hours, Status, Level, Appr Recd, Override, Part of Term, Method of Instruction, and Campus.
- Fees and Hours:** Fields for Error Flag, Status Type, Fees, Date, Credit Hours, Bill Hours, and CEU Hours.

At the bottom, a status bar shows: 'Person identification number, LIST = valid person search, CNT HITS = Alternate ID search, DUP FIELD = Time Status History. Record: 1/1 | ... | <OSC>'.

Hold

If a student has a hold that prohibits registration, you will be stopped at the **HOLDS:** field.

- ▶ Double-click in the **Holds:** field to see the type of hold the student has. If your access allows the capability, you may enter a password at this point to bypass the hold and continue viewing or performing registration. **Please use the password carefully!**
- ▶ After you have entered the password, *select **N**ext from the **B**lock menu or **C**trl/**P**age Down.* The cursor will move to the **Status:** field.

Status

The Status field refers to a student's status regarding his registration for the term. The normal code is **EL - Eligible to Register**.

Maximum Hours

Depending on your role access to this form, you may use this field to limit or expand the default maximum number of hours a student is eligible to register for.

Entering A Student's Classes

- ▶ *Select **N**ext from the **B**lock menu or **C**trl/**P**age Down until the cursor moves to the 1st CRN field..*
- ▶ Type in the CRN numbers if you have them, pressing **ENTER** or **TAB** after each entry.
- ▶ If you do not have the CRN number you need, click the icon under **CRN** to access the Registration Section Query Form.

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus

The 'Registration Section Query Form' is displayed.

Available seats in class

Indicates days & time course meets.


CRN	Part of Term	Subject	Course	Section	Available Seats	Waitlist	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Time Conflict
																*

CRN	Part of Term	Subject	Course	Section	Available Seats	Waitlist	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link

Enter a query, press F8 to execute, Ctrl+Q to cancel.
Record: 1/1 | Enter-Qu... | <OSC>

The top half of this form displays the results of your search. The bottom shows what the student is already registered for.

To perform a search,


- ▶ Type a value (or portion followed by %, such as BIOL 1%) and click on the  icon.

To perform another search,



- ▶ Select Enter from the Query menu to enter your new search (or F7 to clear and F8 to run new query).

To see what the student is registered for,

- ▶ Select Next from the Block menu or do Ctrl/Page Down. You may select Block > Previous to return to top half of the form to do other searches while keeping the student's schedule displayed in the Student Schedule block. Courses with registration errors such as closed classes or time conflicts will be displayed as well.

✓ **[Note:]** You must have previously saved the student's registration by clicking on the  icon in the SFAREGS form in order for the student's courses to be displayed in the Student Schedule block.

- ▶ When an appropriate course is found, place the cursor on the line containing that course and double click to return to the registration form with the course you have selected.


- ▶ Once you have entered all of the courses the student wishes to register in, you must **'SAVE'** the transaction again. Click on the  icon. You will be prompted with a [**Y-Immediate**] message in the **FEES** block.
- ▶ Click the  icon once again to assess the student's registration fees (fees for Fall will not assess until after July 1).
- ▶ The system then prompts you to click **'SAVE'** if you wish to print the student's class schedule.

Dropping Classes or Modifying a Student's Schedule

The **Status** field shows the course status. This is the field in which you type in the respective code to drop a course. As with Student Status codes, it is very important that these codes be entered appropriately. Course Status codes determine what grade a student is to receive in a course and often affect refunds and charges. The following is a list of codes used in this field:

DA	Administrative Drop	Never attended. Should be done before the end of the 3 rd week.	Course does not appear on student schedule or transcript	Refund is automatic
CC	Cancelled Class	Class cancelled by department	Course does not appear on student transcript	Refund is automatic
DC	Drop Course	Drop starting on the 1 st day of school through the end of the 3 rd week	Course does not appear on student transcript	Refund is automatic
DD	Drop/Delete	Drops before semester starts.	Course does not appear on student schedule or transcript	Refund is automatic
DN	Purge Code	Used if student still owes tuition/fees after 3 rd week of semester	Course does not appear on student schedule or transcript	Refund is automatic
DP	Drop for Prereq	Course dropped because student did not meet the prerequisite	Course does not appear on student schedule or transcript	Refund is automatic
DW	Drop on Web	Drops on web through end of 3 rd day of semester.	Course does not appear on student transcript	Refund is automatic
WC	Drop single course after 3 rd week	Drop after 3 rd week up until last day to drop classes.	W appears as grade	No refund, charges may be assessed
RE	Registered	Classes added using SFAREGS	Student will receive grade	Charges assessed
RW	Registered on Web		Student will receive grade	Charges assessed


To make a change to a student's schedule, access the student's registration schedule as usual:

- ▶ **TAB** over to the **Status** field
- ▶ Type in the appropriate code (from the above listing)
- ▶ Click on the  icon to **'SAVE'** the changes

Moving Around in the Registration Information Block

There are certain actions that must be performed in sequence in order to accurately navigate the Registration Information Block.



The **N**ext function from the **B**lock menu moves you forward through each block. However, once changes have been made to the student's registration, you are not allowed to exit the block or the form until you 'SAVE' the transaction.

- ▶ Click on the  icon once you have finished registering a student, or making any other changes to his/her record.
- ✓ **IMPORTANT NOTE:** Be extremely careful when using this form!! There is no way to undo a change and you must save before leaving the form!!! In addition, an accidental change removes important audit information about when the real transaction took place.

If you find yourself "stuck" on a blank course record, with the message "Field must be entered" on the Subject field,

- ▶ Select **C**lear from the **R**ecord menu to continue moving around in the block.

If no changes have been made to the student's record:

- ▶ Performing a 'Rollback', using the  icon, will clear the form and start over.
- ▶ Clicking the  icon will exit you back to the System's MAIN MENU screen.

Other Student Information Accessible Through This Form

In the Options pane you can access more information about the student.

Update Student's Term Information, under Options, will display the 'General Student Information' form.

File Edit Options Block Item Record Query Tools Help

Student Course Registration SFAREGS 8.2.1 (PROD)

Confidential

Term: 201030 ID: 00220949 Student, Test Date: 29-MAR-2010 Holds: [] [] []

View Current/Active Curricula Print Bill Print Schedule

Registration Student Term Curricula Time Status

Student Status: AS Active Student Class: FR Freshman

Student Type: P Personal Interest, Non-Degree Advisor: []

Residence: R UT Resident Academic Standing: []

Fee Assessment Rate: [] Override Term: []

Last Term Attended: [] Progress Evaluation: []

Full or Part Time: Full Time Part Time None Override Term: []

Block Schedule: [] Combined Academic Standing: []

Effective Term: 201030 Summer 2010 Override Term: []

Used for cohort programs (Health Sciences & Education).

Enter the Acad Stdg. Code.

Enter override term.

Student Status Code; Press LIST for valid codes.

Record: 1/1 | ... | List of Valu... | <OSC>

Depending on your role access to this form, you are allowed to give a student an academic standing override and view other student information.

To change the student's academic standing:

- ▶ Enter the correct code for academic standing in the 'Academic Standing' field. You may view a listing of codes by double-clicking in the **Academic Standing** field. Enter the term you wish to give the academic standing override for.

View Registration Messages, under Options, will display the student's registration form as you see it below.

Confidential

Term: 201030 ID: 00220949 Student, Test Date: 29-MAR-2010 Holds:

Registration Student Term Curricula Time Status

Enrollment Information

Status: EL Eligible to Register Process Block: Minimum: .000 MHS Source: MHS Acceptance: Confirmed None Accepted

Reason: Delete All CRNs Maximum: 12.000 MHS

Status Date: 26-MAR-2010

Course Information

CRN	Subject	Course	Message	empted Hours	Time Status Hours	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus
30064	ENGL	1010	Prerequisite and Test Score error	3.000	3.000	RE	UG	<input type="checkbox"/>	<input type="checkbox"/>	1	P	A01

Error Flag: Fatal error Status Type: In Progress

Fees: Y - Immediate assessment Date: 26-MAR-2010 Credit Hours: Bill Hours: CEU Hours:

Student schedule has errors. Correct or delete to continue.

Record: 1/1 <OSC>

Part of Term: This field tells you the 'Part of Term'. In Fall or Spring semester you will usually only see 1(full-term) or 2 (block) in this field. The Summer semester has more parts of term and it is **crucial** that you pay attention to this field when you are advising students.