

Registration

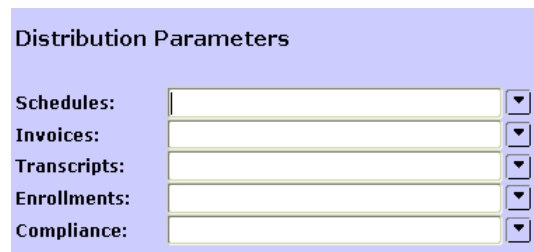
Version: Banner 8.X

April 2009

The purpose of the **Student Course Registration Form (SFAREGS)** is to provide an automated mechanism for registering students into sections created by the Course Scheduling Module. This form also assesses the charges related to the registration and passes them to Accounts Receivable. This form further allows for student maintenance, performs the functions necessary for ADD/DROP activity, withdrawals within the current term, provides the ability to print a student's schedule/bill, and enables institutions to use block scheduling to ease data entry. In addition, a student's time status history can be viewed and updated in this form. This form now has tabs

This Form can be accessed through the Registration Menu or by typing **SFAREGS** in the Direct Access Box.

- 1.) Exit the form. By clicking on the 



Distribution Parameters

Schedules: ▼

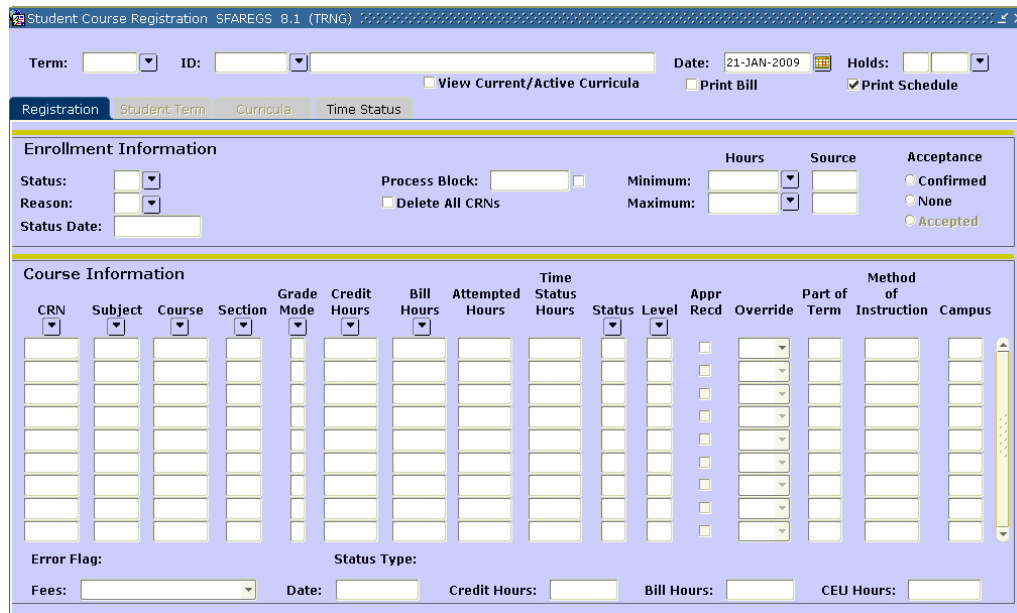
Invoices: ▼

Transcripts: ▼

Enrollments: ▼

Compliance: ▼

Note: This screen will only appear the first time you access the form, after that you will go directly into the form.



Student Course Registration SFAREGS 8.1 (TRNG)

Term: ID: Date: 21-JAN-2009 Holds: View Current/Active Curricula Print Bill Print Schedule

Registration Student Term Curricula Time Status

Enrollment Information

Status: Reason: Status Date: Process Block: Delete All CRNs

Hours Source Acceptance

Minimum: Maximum: Confirmed None Accepted

Course Information

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Error Flag: Status Type:

Fees: Date: Credit Hours: Bill Hours: CEU Hours:

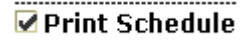
- 2.) Enter the term for which you are registering in the Term field. **Term:** ▼

- 3.) Tab to the ID field and enter Student ID Number or click the down arrow to search by name.

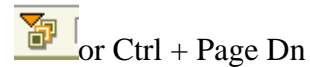
(See *Performing A Person Search* procedures for detailed search directions)

ID: 

- 4.) Click twice on the Print Schedule button (remove and then replace the check mark to activate the print function)-if you are printing a student schedule.



- 5.) Next Block



- 6.) Does the student have a hold?

Holds: 

- A. If no, Next Block and proceed to the next numbered step



- B. If yes, a 'Y' will appear in the Hold field, click on the down arrow to view the hold.

 Hold Type: Reports/Registration Hold Reason:

1. If the student has the appropriate paperwork to override the hold or the hold is an Inmate hold, a supervisor must enter the override password in the hold field, Next Block.

Holds: 



2. If the student does not have the appropriate paperwork to override the hold, direct the student to the appropriate office to clear the hold. Click on the X to Exit. Rollback to enter a new Student ID number.



- 7.) **Enrollment Information section of SFAREGS form**

Registration	Student Term	Curricula	Time Status
Enrollment Information			
Status: <input type="text" value="EL"/>	Process Block: <input type="text"/>	Hours: <input type="text" value="0.000"/> <input type="text" value="Mhrs"/>	Source: <input type="text" value="Mhrs"/>
Reason: <input type="text"/>	<input type="checkbox"/> Delete All CRNs	Minimum: <input type="text" value="19.000"/> <input type="text" value="Mhrs"/>	Maximum: <input type="text" value="Mhrs"/>
Status Date: <input type="text"/>			Acceptance: <input type="radio"/> Confirmed <input checked="" type="radio"/> None <input type="radio"/> Accepted

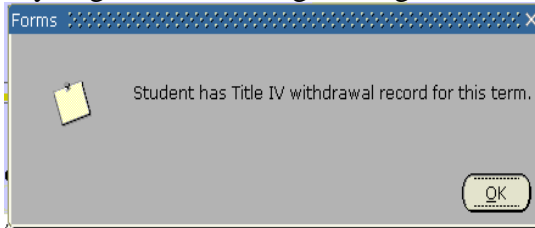
This status is the student's enrollment status. A status which effects the whole term and is used in reporting a student's registration status to the clearinghouse.

Status = EL (Registered)

- Permits registration for students
- **Next Block** to get to the course information

Status = DT (Term Drop), WT (Term withdraw)

- These statuses prevent registration. There are two reasons why the students' status may be this. First reason is that the student is a Title 4 student and has been processed for the return of unearned aid. Second reason is that the student dropped all their classes and their status was changed for reporting to clearinghouse.
- Change the status to EL
 - If you get the following message box:



- ✓ **Send an email to the admissions coordinator on your campus with the student's information.**
 - **Click Ok to continue with the change.**
 - **Next Block**

- If you don't get the message box above, Next Block

8.) **Course Information section of SFAREGS:**

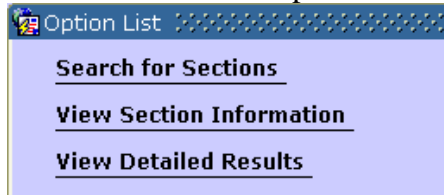
Course Information															
CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus

To add a course:

- a. Click on the down arrow below any of the following: CRN, Subject, Course



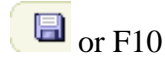
- b. Select the search for classes options:



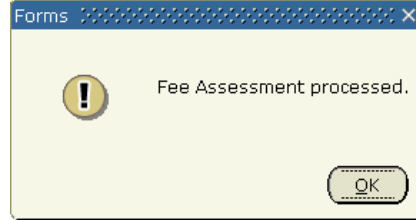
- c. Search for the section you want to add to the student:

Registration Section Query - SPQSECM 8.0 (TRNG)																
CRN	Part of Term	Subject	Course	Section	Available Seats	Waitlist	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Time Conflict
		ENC	1101													
Link:		Crosslist Group:		Campus:		Schedule:								Section Status:		Block Indicator:

- d. Select the CRN you want by double clicking on the CRN
- e. If you have more classes you need to add follow the above steps, if you are done adding classes Save, Save



- f. You will get a pop box saying that fees have been processed:



To change a status for an existing course:

- a. Highlight the course you want to change the status for.

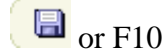


- b. Change the status:
 - *Note:* Registration codes begin with R%; the exception is AU for Audit.

Withdrawal codes begin with W%; (before deadline), and T% after Deadline) the exception is AR for Administrative Refund.

Drop codes begin with D%; the exceptions are CA for Cancelled and CF for Continuing Education Refund.

- c. Save, Save



NOTE: Below you will find a list of errors that might occur and their solutions.

If you enter a CRN and the rest of the information does not appear, go to options and do a block clear. There is something in this section that is not allowing this section to allow registration into the section.

- A. Maximum Hours Exceeded?

20471	MAT	1033C	Maximum hours exceeded
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- 1. If the student does not have paperwork to exceed the maximum hours:


- a. Enter 'DD' in the course Status field to drop the student from the course(s) to correct the error and continue processing the registration.



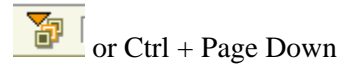
- 2. If the student has paperwork permitting an override of Maximum hours:

- a. Enter 'DD' in the Status field to drop the course that exceeded the max hours.

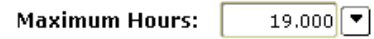


- b. Save, Save to drop the student from the class  or F10

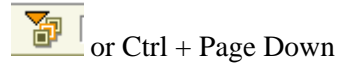
- c. Next Block



- d. Tab to the Max Hrs field and adjust the hours accordingly.



- e. Next Block



- f. Change the status of the course back to RE

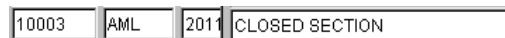


- g. Save, Save to complete the registration



B. Closed Section?

- Drop student from course(s) to correct error by clicking on course the Status field and entering a 'DD'.
- If the student has paperwork permitting a capacity override, type a 'Y' in the Ovr field.



Status



Override



C. Repeat Count Error?

- *Note:* This is just a warning to inform the student that fees may be higher due to repeat limit rules. If the grade mode is changed to a 3 then it's the student's third time taking this course and they will be paying full cost of tuition.

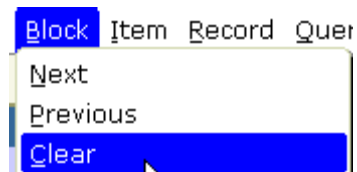
- If the student wishes to drop the course click on the course Status field and enter 'DD'.

Status



D. Section status prohibits registration for this section.

- Do a block clear to get out of SFAREGS.
- Roll Back
- Go to SSASECT and change the Status from a 'B, M' to an 'A' to allow registration for this course if the student is eligible.



4. Go back to SFAREGS and register the student for this class.

E. Student status prohibits registration. Check the students SGASTDN record to see if the is inactive. If the student is inactive they need to fill out a re-admit application before they can register for courses.

***Quick Tips:**

- If you click on the next available line to enter another CRN accidentally and try to save, you may get an error message ('ERROR-Grade mode, credit hours and bill hours must all be entered' or 'ERROR-Field must be entered'). Move back up to the preceding CRN line by using the 'Arrow up' key on your keyboard.
- The course status of DD is used when the student is deleted from a course due to a problem with the course such as an operator input error, closed class, course exceeds max hours, time conflict, etc. The course status of DS is used when the student requests the drop.

Code	Description
AR	Administrative Refund
AU	Audit
AW	Administrative Withdrawal
CQ	Pre-Requisite Error
D4	Dropped from Fourth Attempt
DA	Drop Administrative
DC	Dropped from Cancelled Class
DD	Drop/Delete (Input Error)
DF	Dropped for Non-Payment
DL	Dropped from Wait List
DQ	Dropped through Prereq Purg
DS	Drop Student Request
DW	Dropped Via Web
FW	Withdrawn-Financial Obligation
MN	Military Withdrawal
MR	Military Refund
RD	Registration Dual Enrollment
RE	Registered
RW	Registered Via Web
SD	Student Death
TA	Wthd After Wthd Deadline-Adm
TE	Wthd After WthdDeadline- Web/Ph
TS	Wthd After WthdDeadline-Std Rq
TX	Wthd After Deadline-waiver
WA	Withdrawn Administrative
WE	Withdrawn - (Web/Phone)
WN	Withdrawn - No Show
WS	Withdrawn - Student Request
WX	Waiver Code Withdraw