Banner

Student Registration Procedures
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 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.
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.
Holds
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 Next from the Block menu or Ctrl/Page 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 Next from the Block menu or Ctrl/Page 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.
The ‘Registration Section Query Form’ is displayed.

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:

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

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 **Next** function from the **Block** 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](image) 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 **Clear** from the **Record** 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](image) icon, will clear the form and start over.
- Clicking the ![icon](image) 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.
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.

**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.