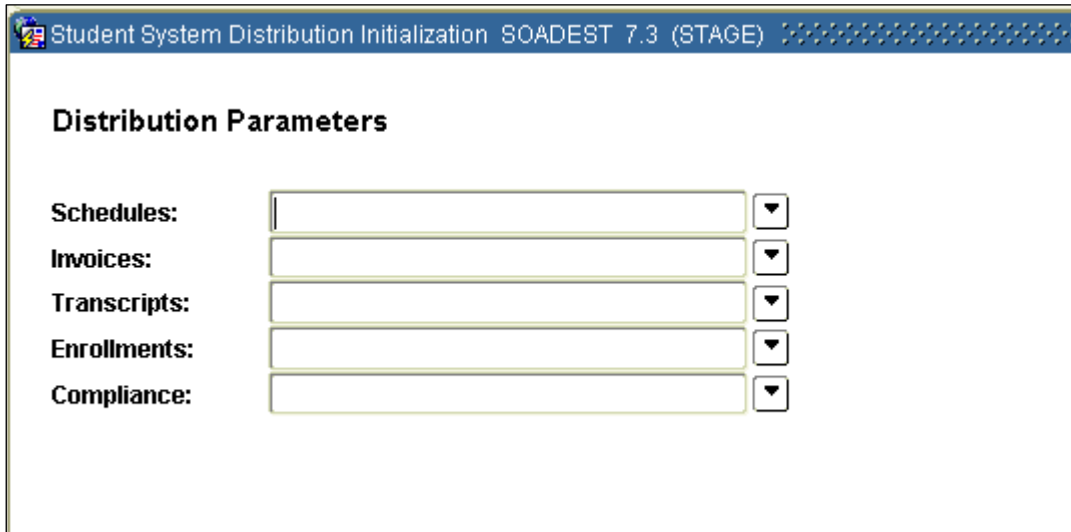


SFAREGS – Basic Registration Instructions

1. Type in SFAREGS (enter). The form **SOADEST** will open the first time you attempt to navigate to SFAREGS each day

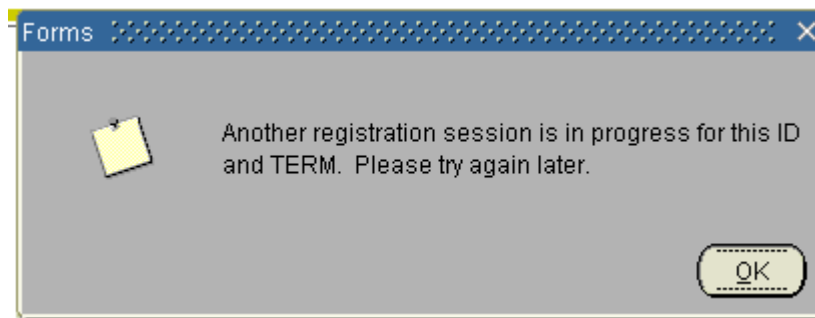
Close this form by selecting the **Exit** button 



The screenshot shows a window titled "Student System Distribution Initialization SOADEST 7.3 (STAGE)". Inside the window, under the heading "Distribution Parameters", there are five rows of input fields with dropdown arrows to their right:

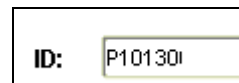
Parameter	Input Field	Dropdown Arrow
Schedules:	<input type="text"/>	▼
Invoices:	<input type="text"/>	▼
Transcripts:	<input type="text"/>	▼
Enrollments:	<input type="text"/>	▼
Compliance:	<input type="text"/>	▼

Use SFAREGQ or SFAREGF to see if a student is registered NOT SFAREGS! Only one Person may access a student's registration record at one time whether it is SFAREGS or in Panthertracks. In other words, we cannot access a student's registration record while that student is on the Add/Drop page in their Panthertracks account.



2. On SFAREGS, enter term by typing appropriate term code: 200910 for Fall 2008.
3. To enter a student's record you may:

- a. Press [Tab] once to enter the student's P number
OR



The screenshot shows a form with the label "ID:" followed by a text input field containing the value "P101301".

Person Search (SOAIDEN)
Alternate ID Search (GUIALTI)

ID	Last Name	First Name
	Lovett%	



c. Clear the ID field by pressing the space bar and press tab to enter the name field. Place the last name of the student followed by the % sign and press tab.

Use ID and Name Extended Search function to find the student record.

ID: **Date:** ☐ **Print Bill**

Curricula

Results: **Person/Non-Person Count:**

Person Search Detail:  **Non-Person Search Detail:** 

Reduce Search By

☒ **Person** ☐ **Non-Person** ☐ **Both**

Enter search criteria then press Execute Query or select button to reduce search.

City:

State or Province:

ZIP or Postal Code:

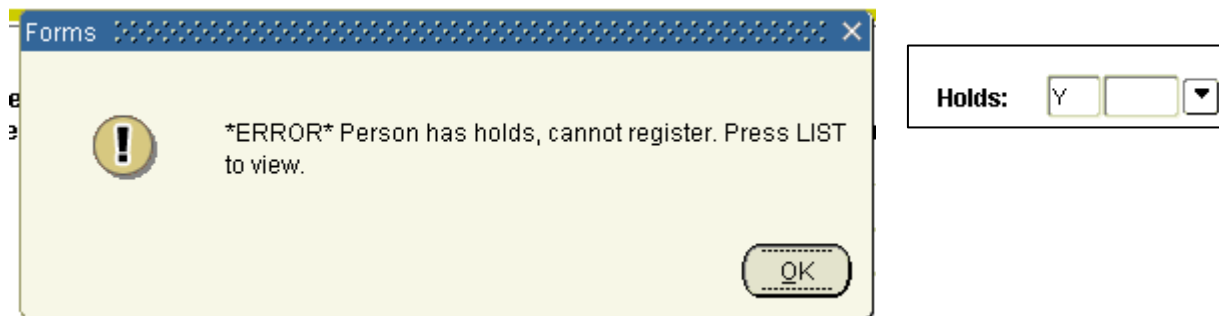
Name Type:

Birth Date:

Gender:

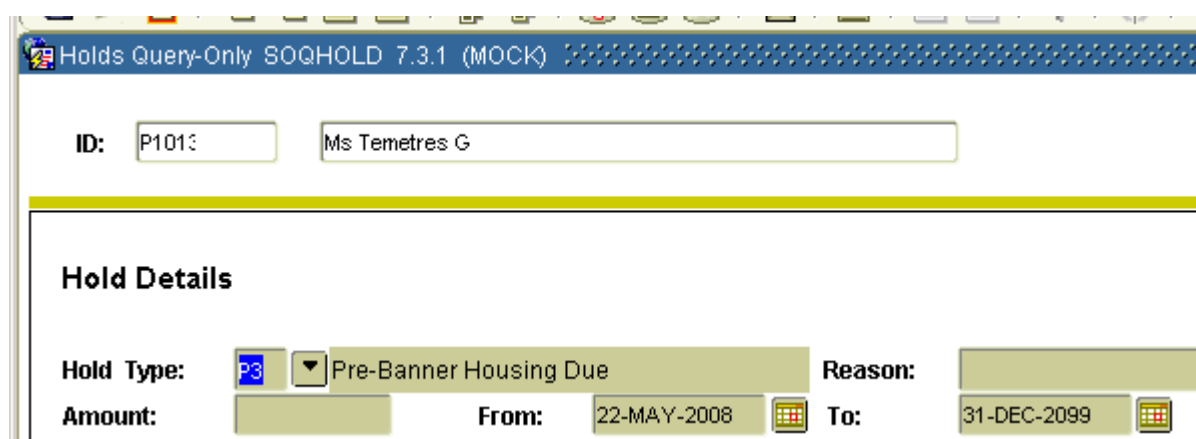
Press Enter Query or select button to clear search.

4. If there is a Y in the “Holds” field at the top right corner of the screen, the student has a registration hold. You can click on the drop down arrow next to the hold to go to SOQHOLD to view the student’s holds.



The image shows two parts of a software interface. On the left is a yellow error message box with a blue title bar that says "Forms". It contains a yellow circle with an exclamation mark, the text "*ERROR* Person has holds, cannot register. Press LIST to view.", and an "OK" button. On the right is a "Holds:" field with a dropdown menu showing "Y" and a small downward arrow button.

NOTE: No add or drop can occur when there is a hold on a student record. Please coordinate administration actions with the Registrar’s office when dropping students with holds.



The image shows a window titled "Holds Query-Only SOQHOLD 7.3.1 (MOCK)". It has a search bar with "ID: P1013" and "Ms Temetres G". Below is a section titled "Hold Details". It contains fields for "Hold Type:" (P3), "Reason:" (Pre-Banner Housing Due), "Amount:" (empty), "From:" (22-MAY-2008), and "To:" (31-DEC-2099). Each field has a small calendar icon next to it.

5. Click on the *Next Block* icon at the top of the page (or press [Ctrl+Page Down]) to the **Enrollment Information** block. If the student is eligible to enroll, the status code EL will display. Click on the *Next Block* icon (or press [Ctrl+Page Down]) to navigate to the **Course Information** block to adjust a student’s schedule.
6. From the **Course Information** block, you may register a student or adjust his schedule. To register a student in a class, press the down arrow key to move to a blank line.
- Enter the 5 digit CRN (call) number in the “CRN” field. Press [Enter] or [Tab] and the course information auto-populates the line.
- OR
- Enter the subject (i.e. ENGL), 4 digit course number (i.e. 1123), and section number (i.e. P01) in the corresponding field. Press [Enter] or [Tab] and the course information auto-populates the line.
 - If you do not know the CRN or course section number, you may search for a class as follows: Press the down arrow key to move to a blank line and type the subject and course number (or just the subject) in the corresponding fields. Click on the drop down arrow box for “Subject,” “Course,” or “Section.” You can enter >0 in the Available Seats box to just get open sections.
 - When the SFQSECM (Registration Section Query form) opens, click on the *Execute Query* icon at the top of the page (or press F8). Double click on the desired CRN. Check to make sure there is not a star in the “Time Conflict” box at the right of the screen and that there is an A (active status) in the “Section Status” box under the days. (Courses with these codes are not eligible for registration: C-cancelled; N-cancelled, moving students in progress; R-reserved).

e. Once you double click on the desired CRN, the course information auto-populates a line on SFAREGS.

7. Press the down arrow key to move to the next line to add another course and repeat the steps in #6.

9. To change a course status:

- a. Tab to the “Status” field for the class of which you need to change the status or click on it. Type the appropriate code over the existing code.
- b. You may click on the down arrow below the “Status” title to view available codes.

Delete courses as necessary by placing a DD in the “Status” field and record remove by clicking on the *Record Remove* icon at the top of the screen or selecting “Remove” after clicking the word “Record” at the top of the page. If you record remove a co-requisite of a remaining class before saving, the system will not allow you to save or to re-enter the removed class. You will need to enter DD in the “Status” field of the remaining co-requisite class, DO NOT record remove, and save twice. You may now re-enter the removed co-requisite class, type RE over the DD you placed in the “Status” field and save again.

10. Error messages will display in the Message column on the line of the affected course when you attempt to save it. If there are error messages you have two choices in dealing with these errors:

- Remove the section from the Student’s registration list (DD/Record Remove)
- Provide a course override on SFASRPO

NOTE: Now that Pre-Requisite Checking has been turned on, any new actions on SFAREGS will indicate that a pre-requisite requirement has not been met and will require one of the above actions to occur. This activity does not happen with Banner Panthertracks transactions.

If you receive a PREQ and TEST SCORE Error Message (this message can mean a course, test scores or both), go to Options in the menu bar and select Section Information (SSASECT) See snapshot below.

File Edit **Options** Block Item Record Query Tools Help

Detailed Student Information [SGASTDN]

- Update Student's Term Information
- Student Attributes and Cohorts [SFAUD]
- View Student's Schedule of Classes [SFAREGQ]
- Section Information [SSASECT]
- View Class Roster [SFASLST]
- Test Score Information [SOATEST]
- Charge Optional Registration Fees [SFAEFEE]
- Review Account Detail [TSAAREV]
- SFAFAUD [SFAFAUD]
- Review Student's Classes and Charges [SFAREGF]
- Schedule Cross List Information [SSAXLSQ]
- Summary Student Information [SGASTDQ]
- Person System Identification [GUASYST]
- Schedule Restrictions [SSARRES]
- Schedule Detail [SSADETL]
- Admissions Application Detail [SAAADMS]
- Define Time Status Rules [SFATMST]
- Assign Permits/Overrides to Student [SFASRPO]
- View Registration Audit Trail [SFASTCA]
- View Registration Messages

Term: []

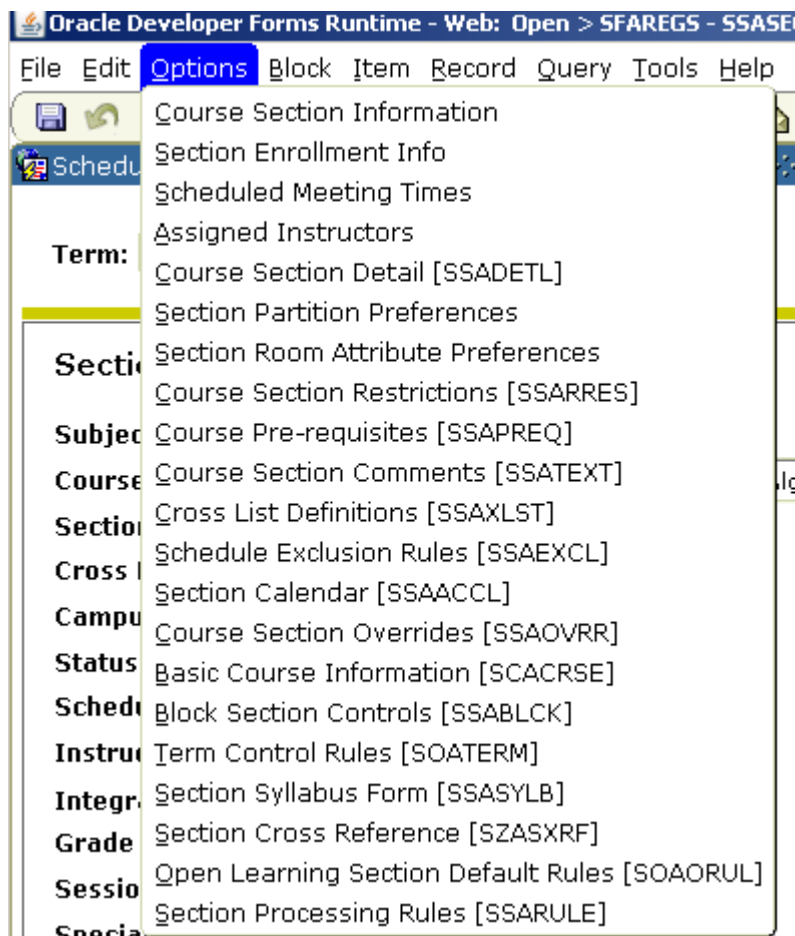
View Current/Active Curricula

28-APR-2008 **Process Block:** []

CRNs **Acceptance:** ☐ Confirm

Bill Hours	Attempted Hours	Time Status Hours	Status	Level
3.000	3.000	3.000	RE	GR
3.000	3.000	3.000	RE	GR
3.000	3.000	3.000	RE	UG

Once in SSASECT selection Options and select SSAPREQ (Course Pre-Requisites)



11. Click the *Save* icon at the top left corner (or press F10).

12. Save again. Save a third time to print the student's schedule if necessary, or click the *Rollback* icon at the top left corner of the page.

13. Remove the student's P number and press [Enter] to exit the student's record and make it available.

Never leave a student's record open on your PC!

A Summary of Forms Related to Registration

Registration Query Form (SFAREGQ)

The Registration Query Form (SFAREGQ) provides you with an online view of a student's schedule. The form is query-only and will display all registered courses and related information for the term *or* date range and student specified in the Key Information of the form. A person must be a student and have registered for courses using the Student Course Registration Form (SFAREGS) or web registration for this form to be useful. You can access SFAREGQ from the SFAREGS form. To do so, select View Student's Schedule of Classes from the Options Menu. You may also access the form directly from the *REGISTRATION menu.

SGASTDN/SGASTDQ – General Student Record

A student must have a general student record (SGASTDN) before you can register the student on SFAREGS.

Oracle Developer Forms Runtime - Web: Open > SGASTDN

File Edit Options Block Item Record Query Tools Help

General Student: SGASTDN 7.3 [MC:6.0] (TEST)

ID: M03030610 Test, Noah J. Student Summary Term: 200780 View Current/Active Curricula

Learner Curricula Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

General Learner

New Term: 200780 Fall Term 2007 From Term: 200780 To Term: 999999

Student Status: AS Active

Student Type: N New First Time Freshman

Residence: 1 In State

Fee Assessment Rate:

Class: FR Freshman

Full or Part Time:

Additional Information

Site: Session: Block: Citizenship:

Requirements

A89 DSP Create A89 Create DSP Delete A89 Delete DSP

Curricula Summary - Primary

Priority Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	200780	BA-ENGLEGE	200780 Undergraduate		Liberal Arts	Bachelor of Arts

Admission Type: Freshman Admission Term: 200780 Matriculation Term:

Field of Study Summary

Priority Term	Type	Field of Study	Department	Attached to Major
1	200780	MAJOR	English	English

DUPREC - create new eTerm, DUPFLD - go to Advisor Form, HELP - go to Degree.
Record: 1/1 ... <OSC>

Start 161.45.228.75 - Remote... Banner TEST @ MTSU (1... Oracle Developer For... 4:05 PM

SFAREGS – Student Course Registration Form

The Student Course Registration Form (SFAREGS) provides a mechanism for registering students into course sections. This form also assesses the charges related to the registration and passes them to the Accounts Receivable module. **After entering the Registration Information section, *all* changes must be saved and errors corrected before the user may exit the SFAREGS form.**

Blocks on the SFAREGS Form

There are essentially three blocks in SFAREGS: the key block, the enrollment information block, and the course block. If you are in the Enrollment Information block, and roll-back to save, the e-term record may be saved even if the student is not registered. This is comparable to activating a student in the term. The course block requires essentially two saves counting Y for fee assessment. Thus, there are three saves in SFAREGS.

Enrollment Information Block

When a student's academic standing prevents registration, you are prevented from navigating into the Course Registration information and are stopped in the Enrollment Status section, and the message "**ERROR* Academic standing prevents registration.*" is displayed. **Student status, enrollment status, or academic standing can all prevent registration, and any status which prevents registration prevents navigation from the Enrollment Status section.**

During student registration, a student's enrollment time status is calculated after additions or changes have been completed and saved in SFAREGS, and the user exits the form or performs a Rollback. Changes in student information such as college, campus, degree, major, or student type may result in a change to previously calculated time statuses, depending on whether institution-specific rules exist for differences in any one or more of those characteristics. Changes in course registration or student information may cause a new time status to be calculated, depending on the rules established. Use the Time Status History window to view time status information for a student.

Maximum Hours may be increased in the Enrollment information section of the form by the dean's or their representative using SFASRPO and then making a change to the Maximum Hours.

NOTE: Use SFAREGQ or SFAREGF to see if a student is registered, not SFAREGS

Saving and Closing SFAREGS

When you begin processing a student's registration on SFAREGS, a function is called to check registration access activity. If another active registration session is found for the ID and term, you will receive the message "Another registration session is in progress for this ID and TERM. Please try again later." (This includes Panthertracks, as well).

Registration records are recorded in the Registration Temporary Table (SFTREGS), and, when all errors are corrected, the registration is saved to the Student Course Registration Repeating Table (SFRSTCR). Enrollment counts are updated only when the registration is finalized and saved to SFRSTCR. If you shut down registration before the final save process, the registration record will not be recorded, and the enrollment counts will not be updated.

Resolving Registration Errors in Banner (SFAREGS)

Error messages in SFAREGS display the first time you attempt to save a student's registration. As you resolve each error, you can save your screen to see what, if any, errors remain. This is the order that Banner displays error messages:

Special Approval Required (permission of department)
Level Restrictions
College Restrictions
Degree Restrictions
Program Restrictions
Major Restrictions
Campus Restrictions
Class Restrictions
Repeat Restriction
Closed (class is full)
Duplicate Courses
Time Conflicts
Prerequisites
Corequisites
Max Hours

Below are some basic steps to resolve common registration errors.

Prerequisite and Test Score Errors

When a student receives this type of error, they either have not met a prerequisite of the course OR a test score error (honors eligibility, admission to teacher education, admission to candidacy and/or prescribed course requirement). You may resolve this error using one of the following methods:

- **Drop** the student from the course, replace RE in the Status field of SFAREGS with DD and press Shift+F6 or Record/Remove to remove the student from the class; save your screen.
- **Override** pre-requisites by entering a Y in the Override field of SFAREGS if permission has been received by the department; save your screen.

Note: If you would like to *verify* the prerequisites before overriding or dropping, complete the following steps:

1. Click the line on SFAREGS that contains the error message.
2. If you receive a PREQ and TEST SCORE Error Message, click on the Options button, go to SSASECT and determine the course requirements.
3. If a prerequisite is fulfilled by an in-progress course, and in-progress courses are permitted to fulfill prerequisite requirements based upon the **In Progress** checkbox on the Term Control Form (SOATERM), a "*PRE-REQ IN PROGRESS*" message will not be issued.

Time Conflict

The SFAREGS error message when a time conflict exists indicates which class is causing the conflict. You must first decide which class you wish to drop.

1. Drop the student from the course you wish to delete by replacing RE with DD in the Status field of SFAREGS; save your screen.
2. Search for a new class.
3. The student may contact the department and request a TIME override if the instructor approves. The department may enter the TIME override on SFASRPO.

Approval Required

The SFAREGS error message indicates that department head approval required for a class. Decide how you want to proceed to process the class and proceed with one of the methods below.

1. **No approval exists:** Drop the student from the course, replace RE in the Status field of SFAREGS with DD and press Shift+F6 to remove the student from the class; save your screen.
2. **Approval has been given:** The department will process a Dean/Dept override on SFASRPO.

Closed Section

When a class is full, Banner displays the error message “Closed Section”. The owner of the class may use the Capacity override on SFASRPO.

Duplicates

If a student attempts to enroll in more than one section of the same course, Banner displays an error message of “DUPLICATE – Press clear record”. Press the record menu, scroll to and click on “Clear”; save your screen.

Registration Query Form (SFAREGQ)

The Registration Query Form (SFAREGQ) provides you with an online view of a student's schedule. The form is query-only and will display all registered courses and related information for the term *or* date range and student specified in the Key Information of the form. A person must be a student and have registered for courses using the Student Course Registration Form (SFAREGS) or web registration for this form to be useful. You can access SFAREGQ from the SFAREGS form. To do so, select View Student's Schedule of Classes from the Options Menu. You may also access the form directly from the *REGISTRATION menu.

Term: 200910 Registration From Date: Registration To Date:
 ID: P10L Molloy, Christa M.

Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
200910	10022	CNSL	5013	P03	RE	N									1100	1350
Part of Term:		1	Campus:		PV	Start Date:		25-AUG-2008		Instructional Method:		1				
Grading Mode:		S	Building:		0790	End Date:		10-DEC-2008								
Credit Hours:		3.000	Room:		A101	Instructor:										
Primary																
200910	10392	ADMN	5503	P01	RE	N									0800	1050
Part of Term:		1	Campus:		PV	Start Date:		25-AUG-2008		Instructional Method:		1				
Grading Mode:		S	Building:		0790	End Date:		10-DEC-2008								
Credit Hours:		3.000	Room:		A104	Instructor:										
Primary																
200910	10866	MATH	1113	P01	RE	N									0800	0850
Part of Term:		1	Campus:		PV	Start Date:		25-AUG-2008		Instructional Method:		1				
Grading Mode:		S	Building:		0508	End Date:		10-DEC-2008								
Credit Hours:		3.000	Room:		240	Instructor:		Molloy, Christa M.								
Primary																
Co-op Education:																
Total Credit Hours:															9.000	
Total CEU Hours:															.000	

Student Registration History and Extension Form (SFARHST)

This form is used to view registration (SFRSTCR) records for a student without regard for the term in which the registration took place. You can navigate to other registration-related forms using the Options Menu items to add or drop a course, view class roster information (grades), view attendance roster information (CEU courses), and view class section information. The term and CRN are remembered and populated for you.

ID: P10L Molloy, Christa M.

Term	Part Of Term	CRN	Subject	Course	Level	Course Status	Start Date	Completion Date	Number Of Extensions	Midterm Grade	Final Grade	Grade Detail	Grade Rolled
200910	1	10022	CNSL	5013	GR	RE							
200910	1	10392	ADMN	5503	GR	RE							
200910	1	10866	MATH	1113	UG	RE							

Class Roster Form (SFASLST)

The Class Roster Form displays the section information and the students enrolled in the course. The records will be ordered by entry into the course, but a job can be run that will sort alphabetically by name. This can be used

to monitor sections during registration. Section information must be entered on the Schedule Form (SSASECT) prior to accessing this information. In order to get the student information on the form, the student needs to be registered for the section for the term.

Oracle Developer Forms Runtime - Web: Open > SFASLST

File Edit Options Block Item Record Query Tools Help

Class Roster SFASLST 7.3 (TEST)

Term: 200780 Fall Term 2007 CRN: 80043 FOED 1110 307 ☐ Roll Degree Award Status: ☐

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Rolled	Hours
2	M03030610	Test, Noah J.	RE	10-FEB-2007		A	S	<input checked="" type="checkbox"/>	3.000
Grade Comment: <input type="text"/>									
4	M03023501	Test, Tommy J.	RW	24-FEB-2007			S	<input type="checkbox"/>	3.000
Grade Comment: <input type="text"/>									
								<input type="checkbox"/>	
Grade Comment: <input type="text"/>									
								<input type="checkbox"/>	
Grade Comment: <input type="text"/>									
								<input type="checkbox"/>	
Grade Comment: <input type="text"/>									

Student's midterm grade code; press LIST for valid codes.

Record: 1/2

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