# Student Registration in Banner

Banner Student Module

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Registering a Student in Banner

Objectives

After reviewing this information, you will be able to:

• Register a Student Using the Student Course Registration form (SFAREGS)

• Work with Registration Error Messages Using the Student Course Registration form (SFAREGS)

• Remove a Section from the Student’s Registration Using the Student Course Registration form (SFAREGS)

• Drop a Section Using the Student Course Registration form (SFAREGS)

• Withdraw a Section Using the Student Course Registration form (SFAREGS)
Registering a Student Using SFAREGS

Use the Student Course Registration form (SFAREGS) to register a student for classes.

1. Open the Student Course Registration form by typing SFAREGS in the Direct Access box of the Banner General Main menu and press the [Enter] key on the keyboard.

2. The Student System Distribution Initialization Information form (SOADEST) displays the first time you access SFAREGS in a Banner session. Click the Exit icon on the toolbar. The Student Course Registration form (SFAREGS) displays.
3. Type the term code in the **Term** field. A term code **must** be entered.

   - **Term Code**
     - The first four digits of the term code is the calendar year the student is registering for and the last two digits are the semester code they are registering for.

   - **Semester Code**
     - YYYY10 = credit spring
     - YYYY20 = credit summer
     - YYYY30 = credit fall
     - YYYY40 = non-credit spring
     - YYYY50 = non-credit summer
     - YYYY60 = non-credit fall
     - (YYYY = current calendar year)
     - ex. 200610 is credit spring semester of 2006.

4. Type the **Student ID** for the student you are looking for or press the **[Tab]** key on the keyboard to navigate to the **Name** field and type their name. If you are searching by name, begin entering the last name, first. If there is only one match to your search, the name will be automatically filled in on the form. If not, the ID and Name extended search box will come up. The number count in the field to the right of the search results box indicated how many matches were found.
5. Click on the down arrow in the search results box to see the names. Select the correct name and the ID and name will automatically fill into the screen.

6. There are three blocks on SFAREGS. 1) Key Block, 2) Enrollment Information and 3) Course information. Use the Next Block function to navigate thru the blocks.

Click the Next Block icon on the toolbar to populate the Enrollment Information block. If the student is not eligible to register you will not be able to leave the key block (e. g. the student has a hold on their account), otherwise the Enrollment Information block is populated.
7. Click the **Next Block** icon on the toolbar to again move your cursor to the course information block and the first field in the **CRN column**. If you know the Course Reference Number (CRN) for the course you want to work with, you can type it here or you can search for the course.

8. To search for the course, click on the down arrow above the Subject or Course column. The **Registration Section Query** form (SFQSECM) displays.

9. Enter your search criteria. An **asterisk (*)** in the **Time Conflict** field indicates a conflict with the student’s current schedule.

10. Click the **Execute Query** icon on the toolbar or F8 on the keyboard.

11. Use the **Vertical** scroll bar to navigate to the section you want and double-click on the **CRN** field to select it or click on the course to highlight it and click the select icon. The selected course information populates the Student Course Registration form (SFAREGS).
12. Click the **Save** icon twice on the toolbar.

13. Click the **OK** button in the message box. This indicates that your work is saved and fees will be assessed.

14. Click the **Rollback** icon on the toolbar. The cursor returns to the Key block and you are ready to enter registration for the next person.

15. When you are finished click the **Exit** icon on the toolbar to exit to the **Banner Main** menu.

Use the Student Course Registration form (SFAREGS) to register a student for open learning classes.

1. Enroll the student using the same steps as listed above.

2. Click the **Save** icon. The **Start/End Data Entry** screen will open. The dates are preset and do not need to be changed. The only step for this screen is to click save. Once back on SFAREGS, save again and assess fees.
Use the Student Course Registration form (SFAREGS) to register a student for variable credit courses.

1. Enroll the student using the same steps as listed above. Courses that have variable credit will be blank in the credit hours column.

2. The cursor will be in the Credit hours column and if you tab, a message will prompt you to enter the number of credit hours for the course.

3. Enter the number of credit hours in the Credit Hours column and the Bill hours column and then save a usual.
<table>
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<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Grade Mode</th>
<th>Credit Hours</th>
<th>Bill Hours</th>
<th>Status</th>
<th>Level</th>
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<th>Override</th>
<th>Part of Term</th>
<th>Method of Instruction</th>
<th>Campus</th>
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<th>States Type</th>
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<tr>
<td>03595</td>
<td>ART</td>
<td>230</td>
<td>6E3</td>
<td>S</td>
<td>-4.000</td>
<td>-4.000</td>
<td>CR</td>
<td></td>
<td></td>
<td></td>
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</table>
### Learning Activity A: Register a Student in Banner

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Type <strong>SFAREGS</strong> in the <strong>Direct Access</strong> box of the <strong>Banner Main</strong> menu screen and press the [Enter] key. (You can also access this form through the Banner Menu System: Student Menu-Registration Menu-Student Course Registration form.)</td>
<td>The Student System Distribution Initialization Info form (SOADEST) displays.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Exit</strong> icon on the toolbar.</td>
<td>The Schedule Section Query form (SFAREGS) displays.</td>
</tr>
<tr>
<td>3.</td>
<td>In the <strong>Term</strong> field, enter the term code supplied to you by your instructor.</td>
<td>A term code must be entered.</td>
</tr>
<tr>
<td>4.</td>
<td>Type the <strong>Student ID</strong> supplied to you by your instructor. Or use the Name field and Extended Search box to locate the name supplied to you by your instructor.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>Next Block</strong> icon twice on the toolbar.</td>
<td>This puts the cursor in the second section of the Registration Information block.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the down arrow at the top of the <strong>Subject</strong> column.</td>
<td>The Registration Section Query form (SFQSECM) displays.</td>
</tr>
<tr>
<td>7.</td>
<td>Press the [Tab] key on the keyboard to navigate to the <strong>Subj</strong> field and type the subject code supplied to you by your instructor.</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Press the [Tab] key on the keyboard to navigate to the <strong>Crse</strong> field and type the crse code supplied to you by your instructor.</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Click the <strong>Execute Query</strong> icon on the toolbar or F8 on the keyboard.</td>
<td>The Execute Query icon returns results based on your search criteria.</td>
</tr>
<tr>
<td>10.</td>
<td>Use the <strong>Vertical</strong> scroll bar to navigate to the section number supplied to you by your instructor and click to select it</td>
<td>The section will highlight.</td>
</tr>
<tr>
<td>11.</td>
<td><strong>Double-click</strong> on the <strong>CRN</strong> field to select it or click on the <strong>Select</strong> icon on the toolbar.</td>
<td>The selected course information populates the Student Course Registration form (SFAREGS).</td>
</tr>
<tr>
<td>12.</td>
<td>Click the <strong>Save</strong> icon twice on the toolbar.</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Click the <strong>OK</strong> button in the message box.</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Click the <strong>Exit</strong> icon on the toolbar.</td>
<td>The Exit icon closes the menu, form or window currently accessed. This will return you to the Banner Main menu.</td>
</tr>
</tbody>
</table>
Working with Registration Error Messages Using SFAREGS

Student Course Registration Form:

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:

- Use the Override column to override the error
- Remove the section from the student’s registration list

Using the Override Column to Override Error Messages:

Before you can override an error message, you may need to look up and verify information based on the particular type of error message:

- **Co-requisites**: courses that are required to be taken simultaneously.

  This example shows the student needs to take EGL 071 with course EGL 074 and the CRN is listed to easily register the student for that course.

- **Pre-requisites**: A course that must be taken first before another course is taken.

  This example shows the student does not have the pre-requisite or the proper test score to enroll in the class. The student may have documentation that the pre-requisite has been met or they recently took the test and the results are not yet in the system.
Using the Override Column to Override Error Messages (con’t):

1. From the course information block of the Student Course Registration form (SFAREGS), navigate to the **Override** field of the section error you want to override and type “Y” on the field.

2. Click the **Save** icon twice on the toolbar.

3. Click the **OK** button in the message box. Your work is saved.

4. Click the **Rollback** icon on the toolbar. The cursor returns to the key block.

5. When you are finished click the **Exit** icon on the toolbar to exit to the **Banner Main** menu.
### Learning Activity B: Register a Student with Section Errors

1. Type **SFAREGS** in the **Direct Access** box of the **Banner Main** menu screen and press the **[Enter]** key. (You can also access this form through the Banner Menu System: Student Menu-Registration Menu-Student Course Registration form.)

2. In the **Term** field, enter the term code supplied to you by your instructor. A term code must be entered. The term code may already be displayed.

3. Type the **Banner Student ID** supplied to you by your instructor, or use the **Name** field and Extended Search box to locate the name supplied to you by your instructor. The student may already be displayed.

4. Click the **Next Block** icon twice on the toolbar. This puts the cursor in the second section of the Registration Information block.

5. Click the down arrow at the top of the **Subject** column. The Registration Section Query form (SFQSECM) displays.

6. Press the **[Tab]** key on the keyboard to navigate to the **Subj** field and type the subject code supplied to you by your instructor.

7. Press the **[Tab]** key on the keyboard to navigate to the **Crse** field and type the crse code supplied to you by your instructor.

8. Click the **Execute Query** icon on the toolbar. The Execute Query icon returns results based on your search criteria.

9. Use the **Vertical** scroll bar to navigate to the section number supplied to you by your instructor and click to select it. The section will be highlighted.

10. **Double-click** on the **CRN** field to select it, or with course highlighted, click the **Select** icon. The selected course information populates the Student Course Registration form (SFAREGS).

11. Click the **Save** icon once on the toolbar. An error message displays.

12. Navigate to the Override field of the section you want to override and type the override code supplied to you by your instructor. **A**: Overrides all errors  
    **Y**: Overrides one error at a time

13. Click the **Save** icon twice on the toolbar.

14. Click the **OK** button in the message box.

15. Click the **Exit** icon on the toolbar. The Exit icon closes the menu, form or window currently accessed. This will return you to the **Banner Main menu**.
Removing a Section from the Student’s Registration Using SFAREGS

Student Course Registration Form:

You may need to remove a section from the student’s registration list because you made a mistake. Even if you haven’t saved you may not be able to remove the section from the list unless you perform a Drop Delete (DD). In addition, you may be getting error messages that the course requires a pre-requisite the student doesn’t meet or there is a time conflict or any other error message that cannot be overridden. Unless you Drop Delete (DD) the section, it will remain on the student’s permanent record.

1. From the Student Course Registration form (SFAREGS) Course Information block, navigate to the Status field of the section you want to remove and type DD (Drop Delete).

**Important: You must continue with the next steps. These steps will permanently remove the section from the student’s record.**
2. From the toolbar, click the Record Remove icon or from Record on the Menu bar, select Remove from the list.

3. Click the Save icon twice on the toolbar.

4. Click the OK button in the message box. Your work is saved.

5. Click the Rollback icon on the toolbar. The cursor returns to the key block.

6. When you are finished click the Exit icon on the toolbar to exit to the Banner.
Dropping a Section Using SFAREGS

Student Course Registration Form:

You may need to remove a section from the student’s registration list within the refund drop period. This is different from a Drop Delete (DD) in that this will remain on the student’s record.

1. From the Student Course Registration form (SFAREGS) Course Information block, navigate to the **Status** field of the section you want to remove and type **DC** (Drop Course).

   ![Course Information Table](image)

   The selected course remains on the schedule but the credit hours column will be zeroed out.

2. Click the **Save** icon twice on the toolbar.

3. Click the **OK** button in the message box. Your work is saved.

4. Click the **Rollback** icon on the toolbar. The cursor returns to the key block.

5. When you are finished click the **Exit** icon on the toolbar to exit to the **Banner**

Re-Registering

You may need to re-register a student into a course that has been dropped.

1. From the Student Course Registration form (SFAREGS) Course Information block, navigate to the **Status** field of the section you want to re-register the student in and type **RR** (Re-Register). Click **Save** icon twice to save changes.
**Withdrawing a Section Using SFAREGS**

1. From the Student Course Registration form (SFAREGS) Course Information block, navigate to the **Status** field of the section you want to remove and type **WC** (Withdraw Course).

   The selected course remains on the schedule but the credit hours column will be zeroed out.

2. Click the **Save** icon twice on the toolbar.

3. Click the **OK** button in the message box. Your work is saved.

4. Click the **Rollback** icon on the toolbar. The cursor returns to the key block.

5. When you are finished click the **Exit** icon on the toolbar to exit to the **Banner**.
### Learning Activity C: Removing/Withdrawing a Section from the Student’s Registration.

1. Type `SFAREGS` in the Direct Access box of the Banner Main menu screen and press the `[Enter]` key. (You can also access this form through the Banner Menu System: Student Menu-Registration Menu-Student Course Registration form.)

2. In the **Term** field, enter the term code supplied to you by your instructor. A term code must be entered. The term code may already be displayed.

3. Type the **Banner Student ID** supplied to you by your instructor, or use the Name field and Extended Search box to locate the name supplied to you by your instructor. The student may already be displayed.

4. Click the **Next Block** icon twice on the toolbar. This puts the cursor in the second section of the Registration Information block.

5. Click the down arrow at the top of the **Subject** column. The Registration Section Query form (SFQSEC) displays.

6. Press the `[Tab]` key on the keyboard to navigate to the **Subj** field and type the subject code supplied to you by your instructor.

7. Press the `[Tab]` key on the keyboard to navigate to the **Crse** field and type the course code supplied to you by your instructor.

8. Click the **Execute Query** icon on the toolbar. The Execute Query icon returns results based on your search criteria.

9. Use the **Vertical** scroll bar to navigate to the section number supplied to you by your instructor and click to select it. The section will be highlighted.

10. **Double-click** on the **CRN** field to select it, or with course highlighted, click the **Select** icon. The selected course information populates the Student Course Registration form (SFAREGS).

11. Before saving, navigate to the **Status** column and change the current status to **DD**. Do not save. At this point you can record remove and clear the item from the schedule. The selected course will no longer show on the student schedule. However it still remains in the audit on **SFASTCA**.

12. Click the **Save** icon on the toolbar twice. Registration is saved.

13. Rollback and using the same student next block twice to return to the course information block.

14. Navigate to the **Status** field of the course you want to change the status to **DC** or **WC**. The selected course remains on the schedule but the credit hours column will be zeroed out.

15. Click the **Exit** icon on the toolbar. The Exit icon closes the menu, form or window currently accessed. This will return you to the Banner Main menu.