

## SFAREGS- Student Course Registration Form

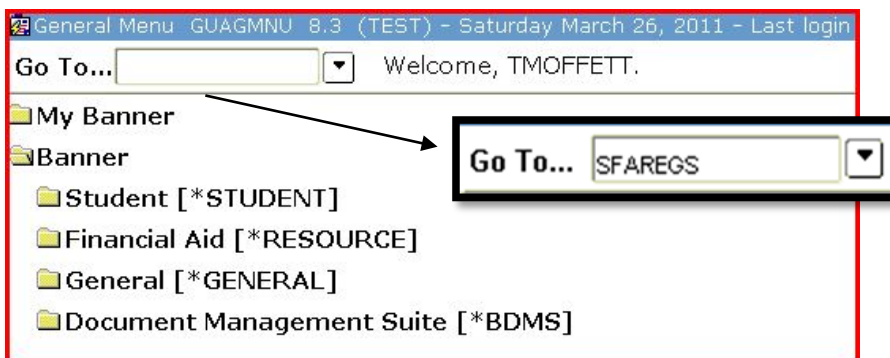
**SFAREGS** enables you to perform registration transactions. After reviewing this documentation you will be able to:

- Add a course section to a student's schedule
- Drop a course section from a student's schedule
- Adjust a student's maximum registration hours (Deans only)

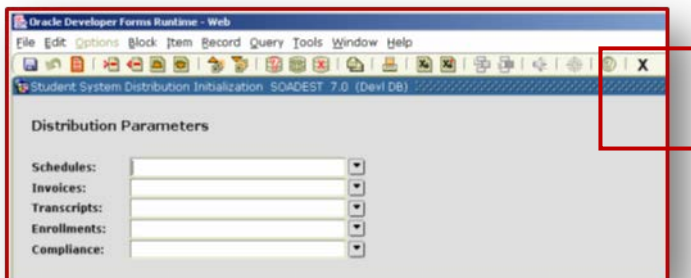
**Important:** *SFAREGS is a very powerful form that performs various functions that can change a student's charges to their account and affect their financial aid. Change only those fields that are described in these instructions.*

### How to Get to and Navigate through Student Course Registration (SFAREGS)

**Step 1:** Navigate to SFAREGS in your General Menu



**Step 2:** When you open SFAREGS, the form SOADEST will appear. You do not need to select anything under Distribution Parameters; simply click on the X to exit SOADEST, which will open SFAREGS.



**Step 3:** Enter the appropriate term code. For further instruction see “SFAREGQ- Viewing Student Class Schedules by Term”.



Student Course Registrat

Term:

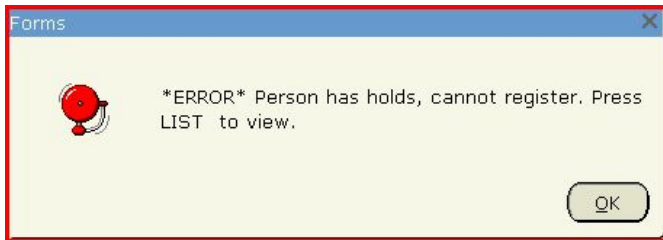
**TIP:** You can press the Tab key to navigate throughout the fields.

**Step 4:** Next, enter the student’s Banner ID. If you do not know the student’s ID, click on the Search button (the down arrow to the right of the ID field). For further instruction see “Searching a Person by ID or Name” tutorial.

**Step 5:** Once the student information is in the appropriate field, click the Next Block button to go to Enrollment Information. The Next Block button can be found in the ribbon menu bar.



**Step 6:** **If a student has a registration hold he/she is not eligible to register;** an error message will be generated and a “Y” will appear in the Holds field box.



Forms

\*ERROR\* Person has holds, cannot register. Press LIST to view.

OK



Holds: Y

To view student holds click the down arrow.

The student’s “registration” holds are displayed in the Holds Query below.

Hold Query-Only SOQHOLD 8.0 (TEST)

ID: 000

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**Hold Details**

Hold Type: EC Insufficient Grade - ENGL 103 Reason: Release Indicator TMOFFETT  
 Amount: From: 27-MAR-2011 To: 31-DEC-2099 Origination Code:

Hold Type: PD Past Due Amt needs Payment. Reason: Release Indicator TMOFFETT  
 Amount: From: 27-MAR-2011 To: 31-DEC-2099 Origination Code:

To get out of the Holds Query screen click the "X" on the Ribbon Menu.

**Registration Holds:** The following are the various holds a student might have on their record and what they prohibit the student from doing. If there is a "Y" in the registration column, this hold will prohibit the student from registering.

Hold Code	Description	Registration	Enrollment Verification	Transcript	Graduation	Grades	Accounts Receivable	Application	Compliance
AE	Athletic Equip. Outstanding		Y					N	N
AT	AT needs validating			Y				N	N
BD	Written off as Bad Debt	Y	Y	Y	Y	Y	Y	Y	N
BS	Please visit the Bookstore.		Y					N	N
CL	In Collections	Y	Y	Y	Y	Y	Y	Y	N
CO	Cash Only. No Checks			Y			Y	N	N
CT	Official Coll Transcript Needed	Y	Y	Y		Y		Y	Y
CV	Academic Major Discrepancy			Y	Y			N	Y
DS	Disciplinary Suspension	Y						N	N
EC	Insufficient Grade - ENGL 103	Y			Y			N	Y
GR	Graduation Req. Incomplete				Y	Y		N	Y
HC	Please visit the Health Center	Y						Y	N
HF	Health Form is missing.	Y						Y	N
HT	Official HS Transcript Needed.	Y				Y		Y	N
ID	P/U E-Card left in CES		Y					N	N
LY	Outstanding Library Books.		Y					N	N
M1	Math Competency Warning 1	Y			Y			N	Y
M2	Math Competency Warning 2	Y			Y			N	Y
M3	Math Competency Dismissal	Y			Y			N	N
MD	Missing Documents needed by		Y					Y	Y
PD	Past Due Amt needs Payment.	Y	Y	Y	Y			N	N
PP	Defaulted Payment Plan	Y		Y	Y			N	N
PR	Perkins Exit Interview Incompl	Y						N	N
PS	Please visit Campus Police.		Y					Y	N
PT	Need to pay Parking Ticket.		Y					N	N
RC	P/U Paper Refund Check in CES.						Y	N	N
RP	Exceeded Maximum Repeats	Y			Y			N	N
XE	Converted CES Hold from Legacy	Y	Y	Y	Y	Y	Y	Y	Y
XF	Converted Fin Aid from Legacy	Y						N	N

**Step 7:** Proceed to the Enrollment Information block containing areas for “Status” and “Max Hrs.” These fields are predetermined. If the Enrollment Status is something other than “EL,” the student is not eligible to register. You should contact Enrollment Services about changing the status for this student if you need to get him/her registered. Here are the other possible statuses that a student may have.

Enrollment Information

Status: EL Eligible to Register

Reason:

**Enrollment Status Dates**

Status	Description
<span style="border: 1px solid gray; padding: 2px;">▼</span>	
<span style="border: 1px solid gray; padding: 2px;">AW</span>	Administratively Withdrawn
<span style="border: 1px solid gray; padding: 2px;">EL</span>	Eligible to Register
<span style="border: 1px solid gray; padding: 2px;">NS</span>	No Show
<span style="border: 1px solid gray; padding: 2px;">RS</span>	Reinstated
<span style="border: 1px solid gray; padding: 2px;">W1</span>	Withdrawn Stu After Deadline
<span style="border: 1px solid gray; padding: 2px;">WS</span>	Withdrawn Student

**Step 8:** Changing the Minimum and Maximum Credit Hours (Dean’s only)

The maximum number of credits an undergraduate can take in a semester is 18. The maximum number of credits a graduate student can take in a semester is nine. A Dean can change the maximum number of credits allowed in Enrollment Information.

Enrollment Information

Status: EL Eligible to Register

Reason:

Process Block: PDS1

Status Date: 11-MAR-2011  Delete All CRNs

Hours	Source	Acceptance
Minimum: <span style="border: 1px solid gray; padding: 2px;">.000</span>	<span style="border: 1px solid gray; padding: 2px;"></span>	<input type="radio"/> Confirmed <input checked="" type="radio"/> None <input type="radio"/> Accepted
Maximum: <span style="border: 1px solid gray; padding: 2px;">15.000</span>	<span style="border: 1px solid gray; padding: 2px;"></span>	

Hours	Source	Acceptance
Minimum: <span style="border: 1px solid gray; padding: 2px;">.000</span>	<span style="border: 1px solid gray; padding: 2px;"></span>	<input type="radio"/> Confirmed <input checked="" type="radio"/> None <input type="radio"/> Accepted
Maximum: <span style="border: 1px solid gray; padding: 2px;">18.000</span>	<span style="border: 1px solid gray; padding: 2px;">USER</span>	

**Source Terminology**

MHRS – Regular Min/Max credit rule  
 ASTD – Academic Standing credit rule  
 USER – Min/max changed by user

**Step 9:** Once the student information is in the appropriate field, click the Next Block button to go to Enrollment Information.

**Step 10:** Registering a Student for a Course

In SFAREGS you have the ability to manually register a student for a course.

**Step 10a:** Proceed to the Course Information block and place your cursor in the first blank CRN Field. Enter in a known CRN. Press Enter. Click Save on the ribbon menu TWICE. If you do not know the CRN proceed to step 2.

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
90001	ART	101	0	S	.000	.000	.000	.000	WL	U	<input type="checkbox"/>		1	NTDIS	M
90003	ELED	311	1	S	3.000	3.000	3.000	3.000	RE	U	<input type="checkbox"/>		1	NTDIS	M
90168	ENGL	103	10	S	3.000	3.000	3.000	3.000	RW	U	<input type="checkbox"/>		1	NTDIS	M
90056	PSED	416	1	S	.000	.000	.000	.000	DD	U	<input type="checkbox"/>		1	NTDIS	M
											<input type="checkbox"/>				

**Status Terminology**

- WL – Wait Listed
- RE – Registered
- DD- Drop/Delete
- RW – Student Registered on Web
- DW – Student Dropped on the Web

**Step 10b:** To search for a CRN, proceed to the Course Information block and place your cursor in the first blank CRN Field. Click the down arrow under the word CRN.

**Step 10c:** Click search for sections from the Option List shown above. Search by any field.

Example shown below is a search by subject option, but any field is searchable.

If you do not know the CRN number you can search by clicking any downward arrow

**Subject**  
▼  
ATEP

Code	Description	VR Msg	Act
ART	Art		16-
<b>ATEP</b>	<b>Athletic Training</b>		<b>16-</b>
BIOL	Biology		16-
BIOM	Marine Science		16-
CEXP	Clinical Exercise Physi		15-
CHEM	Chemistry		16-

Select any subject by double clicking.

Once the subject is selected, go to the top ribbon menu and execute Query.



CRN	Part of Term	Subject	Course	Section	Available Seats	Waitlist	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Time Conflict
90913	1	ATEP	235	1	19	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1900	2100	
90914	1	ATEP	240	1	20	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200	1400	
90915	1	ATEP	240	2	18	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1200	1400	

CRN	Part of Term	Subject	Course	Section	Available Seats	Waitlist	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error
90001	1	ART	101	0	1	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0850	L
90003	1	ELED	311	1	13	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
90168	1	ENGL	103	10	17	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1050	

Result shows split screen of the following:

**CRN subject listing**

- Navigate through the shown CRNs with the arrow keys as only three are shown at a time.

**Student Schedule**

- Shows the student's enrollment thus far. Select a course to add to the student's schedule by double clicking the CRN number. To save to the student record, press TWICE.

**Step 10d:** When the section is selected by double-clicking on the CRN, press the Save button on the Menu Bar TWICE in order to save it to the student's schedule.

**Step 10e:** Any errors that prevent registration will appear in a message column after you select save.

Course Information			
CRN	Subject	Course	Message
90001	ART	101	
90002	CPSC	521	
90003	ELED	311	
90168	ENGL	103	
90087	PSED	515	
90056	PSED	416	
90012	ELED	343	Closed - 0 Waitlisted

