

BANNER 9 REGISTRATION PROCEDURES

MOST FREQUENTLY USED BANNER PAGES:

SFAREGS – Student Registration
SSASECT – Course Section Information
SSAPREQ – Course Pre-requisites
SSADETL – Course Section Detail
SFQSECM – Course Section Availability
SFASTCA – Registration Audit Trail

Before registering a student, please request an identification card and have a Schedule Adjustment and Drop Form (Add/Drop) completed. It is important that students be taught how to complete the registration form correctly to prevent errors and frustration if they should need to visit the Registrar's office for registration.

After schedule adjustment ends, the Registrar's Office must process all registrations and withdrawals. Fall and Spring Semester it ends after the first week of classes; for summer terms check the Academic Calendar. In other words, **no registration in any office but the Registrar should take place after schedule adjustment.**

Type in SFAREGS

A "Student System Distribution Initialization SOADEST" page appears the first time you access this screen.

Click the "X" in the green bar on the upper left to close this page as it is not used at Marshall. The page SFAREGS then appears.

SFAREGS FIELDS

FIELD

ACTION

Term:

Enter correct term code:

Ex: Academic Year 2018-2019

201901 = Fall 2018 sections are 101, 102, 103, etc.

201902 = Spring 2019 sections are 201, 202, 203, etc.

201903 = Intersession 2019 sections are 301, 302, etc.

201904 = Summer 1 2019 sections are 401, 402, etc.

201905 = Summer 2 2019 sections are 501, 502, etc.

201906 = Summer 3 2019 sections are 601, 602, etc.

**South Charleston sections begin:

131 (Fall)

231 (Spring)
331 (Intercession)
431 (Summer I)
531 (Summer II);
631 (Summer III)

ID:

Enter Student ID number:

After entry, student's name will appear. If you need to search for a name press the "... " beside the name field or F9.

Always compare the student's name with the name appearing in Banner.

After entry of ID number, select the "GO" button in the top right, or Alt + Pg Down. If the student has no holds on their account, then the cursor will default to the next section, Student Registration Status. Holds are discussed below and on page 7.

Date:

The date will automatically default to the current date.

Holds:

Indicates the student has a registration hold.

After clicking on "Go", if a message appears in the upper right of the screen "'ERROR' Person Has Hold cannot register. Press List to view", the student has a hold on their registration as a block to prevent registering until the hold is resolved.

To view what are the hold(s) click on the number shown in the top right above the error message so the error message goes away, then go over to the hold field, and click on the "... " or press F9 to review the holds.

Holds must be addressed and/or resolved before registering a student. Once holds have been resolved, enter "P" in the Hold field, which shows on the screen as an "*" and select "Go" or Alt + Pg Down to proceed.

Status:

This field represents the overall status of the student.

NO ENTRY NECESSARY. All students eligible to register will default to "EL" as status. Should the status show as anything other than EL they cannot be registered by your office. *In order for the status to be changed email registrar@marshall.edu with the student ID and Name, what is the current status listed and to please change it to EL. This is important as it impacts the federal reporting of students.*

FYI - The following are the other codes you might see:

CW – Complete Withdrawal – withdrawal prior to the end of schedule adjustment

NP – Non Payment Withdrawal – withdrawal by Bursar’s office for nonpayment

TW – Total Withdrawal – withdrawal after the schedule adjustment period

AW – Administrative Withdrawal – withdrawal by college

If an “EL” status appears, Alt + page down or select next block to continue. **If Status remains blank, and the cursor does not default to the student status, check the bottom of the page for error reasons. If a student is ineligible to register, an error will indicate reason.**

Hours: **Maximum Number of Hours per semester. NO ENTRY NECESSARY. The maximum number of hours will default to this field.**

Registration Section - Overview

CRN **Course Reference Number (CRN).**
Enter the Four (4) digit CRN number for a course. Once the CRN is entered, using the key “enter” or “tab” will populate all other fields, Subject, Course, Sec, Grd Mod, Cred Hrs, Bill Hrs, Stat Lev, Part of Term, Camp, etc.

Subject Department abbreviation
Course Course number
Section Course section number
Grade Mode Grade Mode (**Important: Do Not Change**)
Credit Hours Credit Hours
Bill Hours Bill Hours (Credit and Bill hours should always equal, unless student drops courses after the beginning of the term)

Status Registration status of that particular course
Level Level of course: 01-Undergraduate, 02- Graduate, 04-Medical, 05- Pharmacy, 06-Physical Therapy

Part of Term There are three Terms within the fall and spring semester:

- 1 – Regular 16 week term
- 2 – 1st 8 week term
- 3 – 2nd 8 week term

Campus

- Campus code
- 1 – On campus
 - 2 – Off campus
 - 3 – South Charleston campus
 - E – Internet Course
 - H- WVRocks

Registering the Student

1) If student status is eligible and the registration date is appropriate you can begin the registration process:

- a. Enter CRN and then Tab. All fields should populate. Check that the CRN, Subject, Course Number and Section filled out by the student matches what is on the screen for all selections.
- b. Double check that student does not have his/her CRN confused with the course Number.
- c. Double check to make sure the bill hours match the credit hours (this can happen when entering hours for courses such as Thesis/Independent Studies).

2) Arrow down to next line to enter next CRN of requested course. Once all CRNs are entered, select F10 key or “save” button in bottom right to execute the registration. All courses saved will appear as registered or error descriptions (see below) will appear and will need resolved before proceeding.

3) Fees: Assessment of Tuition and Fees

After all student’s registration information is saved (F10), the cursor defaults to the Fees: execute “F10” again for fee assessment.

4) Search for a Course

In the course registration section Tab over to the Subject field, then select the three dots “...” which takes you to a query screen, the SFQSECM Banner page.

If you need to go to the next blank line to enter another course, use the down arrow.

In the green boxes at the top enter the Subject (ENG) and course number (201); Click on Select at the bottom right, or use F8, to execute the query. Set the number of rows to view, in the middle left, from 10 to 50 to see as many course options as possible.

You will see all sections of a course offered, as well as the available seats, course time. In the middle of the row titles is listed "Time Conflict". Should an asterisk "*" appear in the row of a specific section it indicates a time conflict with other existing registration in the current student schedule.

If you scroll down, you can review the student's entire schedule and then determine which course conflicts with the desired course.

To select a specific section, you click on the desired CRN and then press "Select" in the lower right.

You are now back at SFAREGS the registration screen.

If it turns out that course (ENG 101) will not work at all with the student's schedule then change "RE" to "DD", then on the grey bar titled "Course Information" select "Delete" on the right-hand side, then click on "Save" in the bottom right, or F10. See more DD information below.

Errors during Entry of Requested Courses for Registration

Messages will appear to indicate problems with particular courses (YOU MAY OVERRIDE ANY OF THESE MESSAGES WITH THE APPROPRIATE RELEASE DOCUMENTATION BY ENTERING "YES" IN THE OVERRIDE COLUMN. NEVER USE "ALL" IN THE OVERRIDE COLUMN).

Error

Closed Course:

If course is closed or has met maximum enrollment, you cannot register the student unless an overload has been obtained from the department chair of the closed course.

- a) You can remove that registration for the closed class by going to the row where the class is showing, replacing "RE" with "DD" in the course Status field, you will see the grey bar titled "Course Information" on the right side, select "Delete" and the row will be removed, then click on "Save" in the bottom right, or F10. Select "Tools" in the upper right, then "Clear Record" or Shift + F4, to remove a course edit if you have not yet saved the change. DD can also be used if you happened to transpose numbers or the course listed it is not the correct course.
- b) **NEVER EVER** leave DD on a course in the registration screen unless you will be going back to the record in a very few short minutes and resolve the course issue.
- c) To remove the course from the registration page, enter "DD" in the Status field and then in the grey bar titled "Course Information" on the right side select "Delete" and the row will be removed, then click on "Save" in the bottom right, or F10. Select "Tools" in the upper right, then "Clear Record" or Shift + F4, to remove a course edit if you have not yet saved the change.

NOTE: A closed course could actually be a “permission only” course. Some examples include Comprehensive Project, Thesis, etc. The only way to determine this is by checking the actual course schedule on www.marshall.edu/registrar . The student will need to obtain a “permission to enroll” page from the department chair in order to register.

Level Restriction:

Quite often indicates an error in the entry of the CRN. Alternatively, a undergraduate student is trying to take a graduate class (500/600 courses). Undergraduate students may not register for 500/600 level courses through other offices. A completed form approved by the Graduate Dean is required and then the add/drop form is processed by the office of the Registrar. This ensures the course is changed at the end of the semester to apply to either the undergraduate or graduate record.

Time Conflict:

Often indicates error in the entry of the CRN. Any overlap of time will not allow the student to be registered. If one instructor grants approval and signs the registration form that he/she is aware of the problem and will allow the student to leave early or arrive late and allows the time conflict, then the time conflict can be overridden in SFAREGS.

Some courses are taken in blocks i.e. College of Education Reading Block, SWK courses, etc. Three courses appear to be at the same time so a time conflict error will appear, but the courses are offered for different portions of the semester.

Test score error or Prerequisite error:

If the student does not have the appropriate score on the ACT or SAT or does not have the prerequisite for the course, the student may not register for the course. You can view prerequisites by looking at the course schedule on www.marshall.edu/registrar . The student needs to obtain permission from the department chair to take the course without the listed prerequisite.

College or Major Restriction:

Some courses are earmarked for a particular major; i.e. NUR (nursing) courses may only be taken by Nursing students. There are some courses that can only be taken by MBA graduate students, not by other graduate students. Course Restrictions will indicate the type of major, class, college, etc. Permission must be obtained from the college dean to register.

Duplicate Course:

Another indication that there may be a CRN entry error. Students should not be registered for more than one section of the same course. There are a few exceptions which allows duplicate courses such as but not limited to CD (Communication Disorders), COUN (Counseling) CI (Curriculum and Instruction) student teaching, etc. In these rare cases, the Duplicate Course message can be overridden.

Variable Hour Courses

Most courses have a set number of credit hours that cannot be changed, but some courses such as independent study, thesis and internship have a variable i.e. 1-4 hours or 6-12 hours from which to choose. The Add/Drop form needs to have listed the approved number of credit hours. The credit hours must be entered twice: once under Credit hours and then under Bill hours. The Credit hours and Bill hours must match.

Curricula Tab - Student Detail Information

If you need to find out information regarding the student's college, major, advisor, etc.

Mandatory Advising

These colleges have mandatory advising and require signature or stamp to register:

- Business – freshmen only
- Arts and Media – all students
- Liberal Arts – freshmen and sophomores only
- Science – freshmen only
- Health Professions – all students (undergrad and grad students)
- Information Technology & Engineering – freshmen and undecided students
- University College – all students
- Education & Human Services – all students

More Details....

HOLDS

Specific holds keep students from registering (there is a process to override designated holds). After checking holds you must have all the permissions to override the holds from the particular areas. Place "P" in the space to the right of the hold indicator that shows as an asterisk to continue to process registration.

Common Holds:

Academic Hold (AO) – student is on academic probation and **requires the signature** of their academic Associate Dean (AD) or designee. Appropriate forms must accompany the registration. Usually students on probation are held to a limited number of hours (12-15 hours). The Academic Improvement Plan (AIP) presented with the Add/Drop form will indicate total number of hours allowed, specific courses, and then signed by the Associate Dean. We cannot deviate from what the AD writes on the form. If the student cannot get into one of the courses specified on the probation form, the student cannot choose another course, but must return to the AD for additional choices. However, another section of the same course is permissible.

Advisor Hold (AV)– student must secure an **advisor signature** from their college advisor.

Admissions Hold (AD, AP) – student has some records missing and cannot register until Admissions Office **removes** hold. **DO NOT OVERRIDE THIS HOLD.**

Athletic Hold (AT) - indicates student is an athlete and **must have a stamp with initials** from the Buck Harless Student Athlete Program (BHSAP). Please note: If student has an advisor hold, s/he must secure the academic advisor's signature and the BHSAP stamp.

Financial Hold (AR, DF)– student cannot register without Bursar or other listed office **removing the Hold**, which means the student must pay a parking fine, return check, athletic equipment, telephone bill etc. Do not discuss amount in question (if listed) it may be wrong. **DO NOT OVERRIDE THIS HOLD.**

New Student Hold (formerly named Orientation hold) (OH)– incoming new freshmen or transfer students **may not adjust their schedule** unless they are coordinating with the Dean's office of their major.

Residency Requirement (RR) - all freshman and sophomore single students enrolled for 12 or more hours reside in the University's residence halls and participate in a meal plan. This requirement excludes summer sessions and is applicable until the attainment of junior academic standing (60 hours), or the receipt of an exemption from the Office of Housing and Residence Life. Students living in a 50 mile radius of campus may apply for the waiver. If the waiver is approved, the Housing Office will remove the hold.

Enrollment Deposit (EN) – once a student has been admitted and has decided to attend Marshall University, he or she should submit the \$100.00 enrollment deposit. The enrollment deposit is required in order for a student to register for Orientation, reserve housing or register for classes. The deposit is mandatory for any student enrolling for Fall 2011 and all terms thereafter. The enrollment deposit will apply to the first semester tuition. **DO NOT OVERRIDE THIS HOLD.**

Social Obligation (SO) – student must see an official in Judicial Affairs. Students might have violated MU regulations and may not be allowed to register. Signature from Judicial Affairs is required to allow registration. **DO NOT OVERRIDE THIS HOLD.**

International Insurance Hold (IN) – student must see an official in the Center for International Programs. The student must provide proof of purchased insurance prior to the hold being removed. Once the hold is removed, registration can occur. **DO NOT OVERRIDE THIS HOLD.**

Other miscellaneous holds - (Residence Services, International Studies, Superior & Talented etc.) An explanation must be written on the Add/Drop form indicating the name of the person authorizing override of the hold.

Maximum Number of Hours

Undergraduate may take 18 hours Spring or Fall semester (7 each Summer term)

Graduate may take 12 hours spring or fall semester (12 hours each Summer I term)

If a student wishes to carry more than the above maximum hours:

- Academic Deans offices - In order to register through SFAGRES, the maximum hours must be updated by the office of the Registrar by emailing registrar@marshall.edu with the student ID and Name, and what are the total hours the student is approved to take. You will receive a reply and then can proceed to register the student.
- Alternatively, the student can provide to the office of the Registrar the Dean's permission specifying the additional number of credit hours approved. This can be through an add/drop form or by email.

Grade Options

Most courses are set for receiving a letter grade and they have a code of "N".

- Students may choose to audit a course (no credit given for the course, but tuition the same). When the student checks Audit Option on the Add/Drop form, enter A at the column headed "Grade Mode". If you have already passed the column, you can click on the space key, then enter the "A" for audit. It is recommended you send any student who wishes to audit a course to the office of the Registrar for processing. **AUDIT CHOICES MUST BE MADE BY THE END OF SCHEDULE ADJUSTMENT PERIOD. AFTER THAT DATE THIS OPTION CANNOT BE CHANGED.** Graduate students may **audit** courses, but can not take them **CR/NC**. (see below)
- There are some courses set at CR/NC for all students in the course, and an "X" will be listed in the Grade mode. This option cannot be changed because it is attached to the course as a requirement.

- c. Many courses listed as “N” can be taken as **CR/NC**.
GRADUATE STUDENTS MAY NOT TAKE GRADUATE COURSES CR/NC. To register students requesting a CR/NC option, enter “C” at the column headed “Grade Mode”; THIS OPTION MUST BE MADE PRIOR TO THE END OF SCHEDULE ADJUSTMENT PERIOD.

Registration Status Codes – Status field

Registration Codes academic offices use are listed in italics. The other codes are listed for reference but should not be used by academic offices.

RE = Registered

AC = Add class, used when adding a course that was dropped at a prior time.

DC = Drop class- used when a student drops an individual course. This code is used from the first day of pre-registration through the last day of the schedule adjustment period. Does not require an instructor signature. If the course being dropped is the VERY last course and the student will no longer be registered for any courses (you are not adding other courses) then do NOT use DC for that last course. In order for the last course to be processed and the student listed as Completely Withdrawn, Email registrar@marshall.edu with the student ID, Name and the semester/term, course CRN, course number and section. Example: MU ID XXXXXXXXXX Rhonda Registration is dropping their last class for Summer I 2021, CRN 4432, ENG 101, sect 401. This is important as it impacts the federal reporting of students.

*DD = Drop Delete. Used to delete an error you have made entering courses, replace “RE” with code DD and then “Clear Record” or Shift + F4, to remove a course edit if you have not yet saved the change. If you have saved the course then you need to select from the “Tools menu” “Clear Record” or Shift + F4, then click on “Save” in the lower right or F10. **Do not use as a drop course code.***

REGISTRAR USE ONLY

RW = Registered online via myMU.

WC = Withdrawal class – used when a student drops an individual course. WC code begins after schedule adjustment period ends and is used when a student still has other classes remaining. REQUIRES SIGNATURE OF THE INSTRUCTOR, AND OF THE ACADEMIC DEAN IF THE STUDENT IS ON ACADEMIC PROBATION.

CW = Complete Withdrawal - used when a student drops all classes. This code is entered at the student status block at the top area of the registration block. Once entered in the student status, CW will blanket all course status within the registration block. This code is used from the first day of pre-registration through the last day of schedule adjustment period.

TW = Total withdrawal – same as CW, but time period is different. It is used to drop all classes during the time period from the end of schedule adjustment through the last day of classes for the semester.

NW = Nonpay Withdrawal. Student’s registration is dropped due to nonpayment of fees after the schedule adjustment period.

AW = Administrative withdrawal. Student is ineligible to register due to academic suspension.

ID = Student cannot drop the course due to an accusation of academic dishonesty.

Other Reminders:

Transient students and Superior & Talented are not allowed to register until Open Registration. All Superior & Talented students must obtain permission to register from University College during regular registration only.

Special Group early registration only occurs online or in the Registrar’s Office.

Currently enrolled registration priority dates must be strictly enforced.

SFAREGS Page

Workspace Services
X

https://mubanapp.marshall.edu/Banner/Admin/ws/
...

@ ellucian Student Course Registration SFAREGS 9.3.10 (BannerProd)
ADD RETRIEVE RELATED TOOLS

Term: 201902 ID: 901602421 Test, Charlie Date: 12/06/2018 Holds: View Current/Active Curricula: Print Bill: Print Schedule: Study Path:
Start Over

ENROLLMENT INFORMATION

Status * Eligible to Register

Reason ...

Process Block ...

Status Date 11/01/2018

Delete All CRNS

Minimum * 0.000 ... Source M/hrs

Maximum * 18.000 ... Source M/hrs

Acceptance Confirmed Accepted

COURSE INFORMATION

Section Detail View Detailed Results

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term	Methc
											<input type="checkbox"/>			

Error Flag

Status Type

1 of 1 Per Page

Record 1 of 1

ENROLLMENT TOTALS

Fees * Y - Immediate assessment

Credit Hours

CEU Hours

Date 12/06/2018

Bill Hours

EDIT Record: 1/1
SFBETRM.SFBETRM_ESTS_CODE (1)
SAVE

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