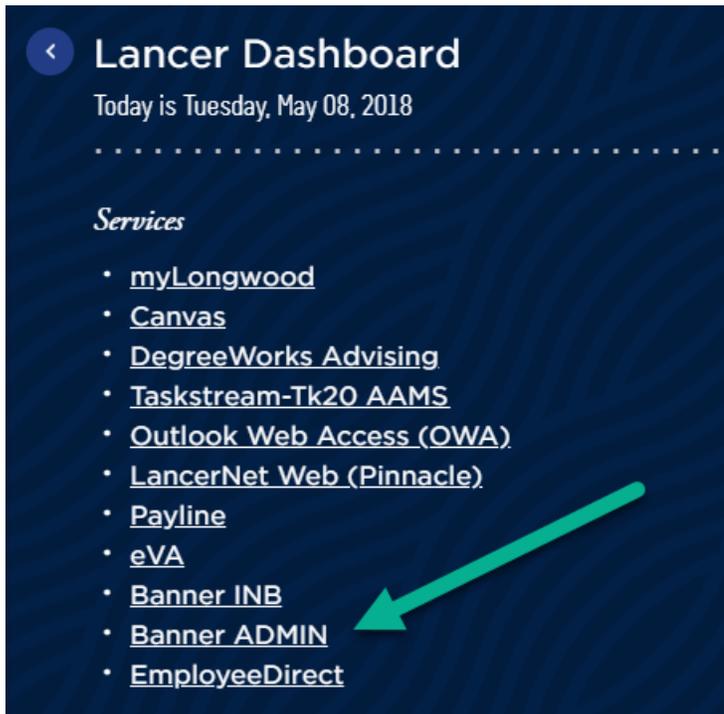
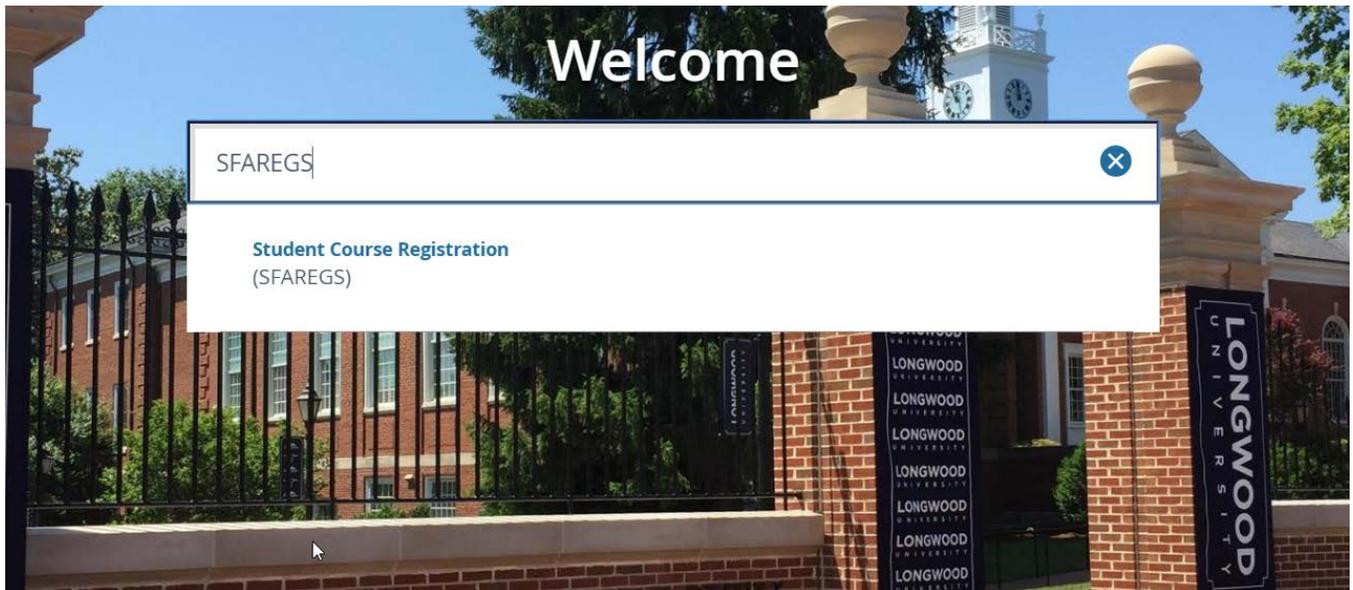


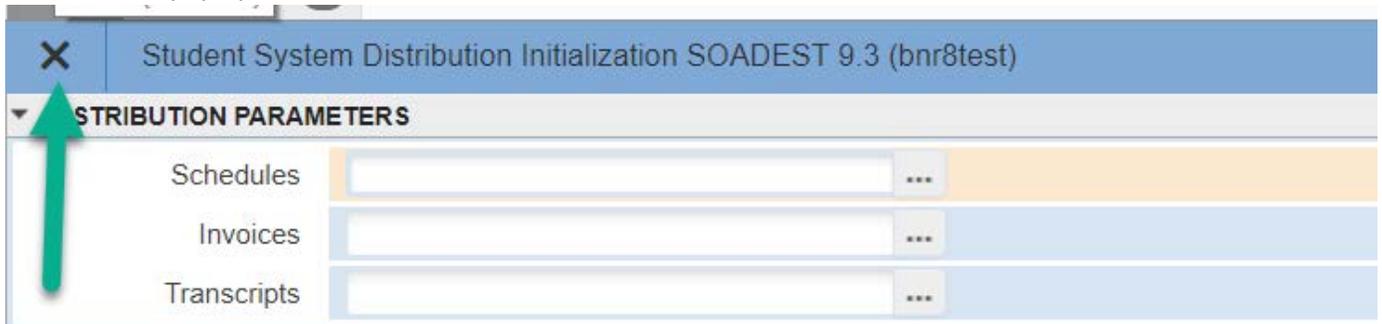
Banner ADMIN - Student Course Registration (SFAREGS)



1. Enter SFAREGS into the search box on the home screen. Press Enter to search.



2. SOADEST will pop up in most cases. You do not need this screen. Click the X to cancel the screen.



- This will bring you to SFAREGS. Enter term of registration (ex: 201910). Enter student's ID (LNumber). Click Go.

Student Course Registration SFAREGS 9.3.6 (bnr8test)

Term: 201830 ID: L0040 Samuel K. Date: 02/20/2018

View Current/Active: Curricula: Print Schedule: Time Status Information:

ADD RETRIEVE RELATED TOOLS

Go

- This will bring you to the course registration screen of SFAREGS. Click the Next Section arrow at the bottom of the screen. This will put you in the Course Information area.

Student Course Registration SFAREGS 9.3.6 (bnr8test)

Term: 201830 ID: L0040 Samuel K. Date: 02/20/2018 Holds: View Current/Active Curricula: Print Bill: Print Schedule:

Registration Student Term Curricula Study Path Time Status

ENROLLMENT INFORMATION

Status * EL **Eligible to Register** Status Date: 02/20/2018 Minimum * 3.000 Reason * Delete All CRNs Maximum * 21.000 Process Block Acceptance Confirmed No

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
...											<input type="checkbox"/>		

Error Flag Status Type

1 of 1 Per Page

ENROLLMENT TOTALS

Fees * Y - Immediate assessment Date Credit Hours Bill Hours CEU Hours

Next Section Arrow

- Click in the CRN box. Enter the CRN for the course in which you wish to enroll the student. Hit the tab button and the rest of the course information will populate. Click Save at the bottom. Click X to exit.

Student Course Registration SFAREGS 9.3.6 (bnr8test)

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	Method of Instruction	Campus
10017	MATH	261	01	S	4.000	4.000	4.000	4.000	RE	UG	<input type="checkbox"/>		1	LL	MC
10195	HIST	100	02	S	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>		1	LC	MC
10335	PHYS	201	02	S	4.000	4.000	4.000	4.000	RE	UG	<input type="checkbox"/>		1	LL	MC
10577	ENGL	150	29	S	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>		1	LC	MC
10725	LSEM	100	62	S	1.000	1.000	1.000	1.000	RE	UG	<input type="checkbox"/>		1	LC	MC

Error Flag Status Type

1 of 1 Per Page Record 1 of 5

ENROLLMENT TOTALS

Fees * Y - Immediate assessment Date: 10/08/2017 Credit Hours: 15.000 Bill Hours: 15.000 CEU Hours: 0.000

Save

Error Messages:

While registering students, you may receive error messages for courses in which you are attempting to enroll the student.



You will need to find the error

CRN	Subject *	Course *	Section *	Message	Grade Mode *	Credit Hours *	Bill Hours *	Atten
10904	CSDS	522	01	Level Restriction	S	3.000	3.000	
10009	MATH	171	01		S	3.000	3.000	

And change the RE in the Status Column to DD

Time	Status	Hours	Status *	Level *	Appr Re
000		0.000	DD	GR	...
000		3.000	RE	UG	

If the error message pertains to the course being closed, consult the Course Capacity sheet to determine if an override is appropriate. If it is, leave the RE and use the dropdown menu in the Override Column to select Yes for that particular course.

Status *	Level *	Appr Recd	Override	Part of Term
00 RE	GR	<input type="checkbox"/>		01
00 RE	UG	<input type="checkbox"/>	Yes	1
			All	

Save and close like normal.

Degree Audit in DegreeWorks

After you've completed a student's course enrollments, please run (and refresh) their DegreeWorks to ensure courses are pulling appropriately and duplicate courses have been avoided. Special attention should be given to a student's Unapplied Elective area as well as the Insufficient/Withdrawn/Repeated area as these tend to be areas to avoid.

Unapplied Electives					Excess fall-through credits	14
ACCT 240	Principles of Accounting I		3	Spring 2017		
ECON 217	Prncpl of Econ(Micro Emphasis)		3	Spring 2017		
SPAN 101	Elementary I Spanish		4	Spring 2017		
SPAN 102	Elementary II Spanish		4	Fall 2017		
Insufficient/Withdrawn/Repeated					Credits Applied:	0
MATH 301	Applied Statistics		0	Fall 2017	Classes Applied:	1