

STUDENT REGISTRATIONS

Student Registrations are an essential foundation for many other subsequent procedures and activities, so it is important the processes are understood and staff know what they need to do, and when.

Registrations are applied (and modified) in the Banner form SFAREGS, and the tutorial for the registration procedures is Update Tutorial 14 – Registering Students on Sections and Blocks. This is usually given to staff during a training session, but can also be downloaded from the Training Manuals page of the Banner Support website (URL: <http://www.rhul.ac.uk/Registry/banner>)

This document goes beyond just a step-by-step ‘how to’ by filling in some of the detail and ‘best practice’ for registrations, and the associated business processes that either drive them, or are impacted by them.

1. Drop-Deleting Registrations

It is important to follow the correct practice for drop-deleting registrations, as it is a requirement for HESA reporting purposes and can impact our funding.

- If the student has been registered on a CRN purely by mistake (e.g. when entering the CRN, the wrong number was typed) or the student has never started the course (e.g. had selected an option in Summer Term then changed their mind over the vacation period) the registration should be drop-deleted **and** removed completely
- If the student *has* started the course, even if they then change to another one, the registration should be drop-deleted and left on the record. This also applies if the student changes programme.
- If students have been registered on a section for an incorrect part of term, and you create a new section for the correct part of term, the original registrations should be drop/deleted **and** removed.

The screenshot displays the Oracle Developer Forms Runtime interface for the SFAREGS application. The window title is "Oracle Developer Forms Runtime - Web: Open - SFAREGS". The main content area is titled "Student Course Registration: SFAREGS 7.3.0.3 (PP6D)".

At the top, there are fields for "Term: 200910", "ID: 100534", "Bravo, Victor", and "Date: 09-NOV-2009". There are also checkboxes for "View Current/Active Curricula", "Print Bill", and "Print Schedule".

Below this, there are tabs for "Registration", "Student Term", "Curricula", and "Time Status".

The "Enrollment Information" section includes fields for "Status: Eligible to Register", "Status Date: 19-MAY-2009", "Acceptance: Y", and "Maximum Hours: 120.000". There are also checkboxes for "Delete All CRNs" and "Process Block".

The "Course Information" section contains a table with the following columns: CRN, Subject, Course, Section, Grade, Credit Hours, Bill Hours, Status, Level, Approval, Recd, Override, Part of Term, Method of Instruction, Campus, Flag, Error, and Status Type.

CRN	Subject	Course	Section	Grade	Credit Hours	Bill Hours	Status	Level	Approval	Recd	Override	Part of Term	Method of Instruction	Campus	Flag	Error	Status Type
63867	MS	3296	0	D	.000	.000	DD	UG				ASP	TR	A	D	W	
63868	MS	3297	0	D	.000	.000	DD	UG				ASP	TR	A	D	W	
60926	CL	3351	0	D	30.000	.250	RE	UG				ASP	TR	A		R	
60916	CL	3357	0	D	30.000	.250	RE	UG				ASP	TR	A		R	
62866	CL	3203	0	D	30.000	.250	RE	UG				ASP	TR	A		R	
60177	EN	2000	0	D	.000	.000	DW	UG				AUT	TR	A	D	W	
60178	EN	2004	0	D	.000	.000	DW	UG				AUT	TR	A	D	W	

At the bottom, there are fields for "Fees: N - Create collector record", "Date: 08-OCT-2009", "Credit Hours: 90.000", "Bill Hours: .750", and "CEU Hours: .000".

2. Maximum Credit Hours

The maximum credit hours that a student can usually be registered for are 120 for Undergraduates and 180 for Postgraduates. There are some situations which might require increasing the maximum credit hours, and the process is described in Update Tutorial 14 – Registering Students on Sections and Blocks.

- Occasionally a student who has failed a course will be permitted to progress into the next year of their programme, provided they resit the failed course and pass in that year (Resit in Attendance). Where this is the case, increase the maximum hours in SFAREGS by the number of credit hours of the resit, and register the resit alongside the standard registrations, but with the Grade Mode of S (for Resit).
- Some Postgraduate course sections have non-standard credit hour weightings, and this can result in exceeding the maximum hours for registrations. If you know this is the case, you can pre-empt it by increasing the maximum hours by whatever is needed prior to applying the registrations.
- Students sometimes like to take extra courses as Extracurricular or Audit. If this is the case, the maximum hours will need to be increased prior to applying the registrations. See next point for more detail.

The screenshot shows the Oracle Developer Forms Runtime interface for SFAREGS. The top navigation bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The main content area is divided into several sections:

- Enrollment Information:** Status: Eligible to Register; Status Date: 19-MAY-2009; Acceptance: ; Maximum Hours: 150.000; Reason: ; Delete All CRNs: ; Process Block: .
- Course Information Table:**

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Status	Level	Approval Recd	Override	Part of Term	Method of Instruction	Campus	Error Flag	Status Type
63867	HS	3296	0	D	.000	.000	DD	UG	<input type="checkbox"/>	<input type="checkbox"/>	ASP	TR	A	D	W
63868	HS	3297	0	D	.000	.000	DD	UG	<input type="checkbox"/>	<input type="checkbox"/>	ASP	TR	A	D	W
60926	CL	3351	0	D	30.000	.250	RE	UG	<input type="checkbox"/>	<input type="checkbox"/>	ASP	TR	A		R
60516	CL	3357	0	D	30.000	.250	RE	UG	<input type="checkbox"/>	<input type="checkbox"/>	ASP	TR	A		R
62866	CL	3203	0	D	30.000	.250	RE	UG	<input type="checkbox"/>	<input type="checkbox"/>	ASP	TR	A		R
60177	EN	2000	0	D	.000	.000	DW	UG	<input type="checkbox"/>	<input type="checkbox"/>	AUT	TR	A	D	W
60178	EN	2004	0	D	.000	.000	DW	UG	<input type="checkbox"/>	<input type="checkbox"/>	AUT	TR	A	D	W
60179	HS	3264	0	E	30.000	.250	RE	UG	<input type="checkbox"/>	<input type="checkbox"/>	ASP	TR	A		R

At the bottom of the form, there are summary fields: Fees: N - Create collector record; Date: 08-OCT-2009; Credit Hours: 120.000; Bill Hours: 1.000; CEU Hours: .000.

3. Registering Students as Extracurricular or Audit

Students are permitted to study courses in addition to the requirements for their programme, subject to agreement by the relevant department. The two types are **Extracurricular** and **Audit**.

- If a student is taking a course as Extracurricular, they may undertake assessment and receive marks, but these marks will not be counted towards their programme of study. The registration should be applied with a Grade Mode of E.
- If a student is taking a course as Audit, the student attends the course but does not participate in any assessment, and no credits are awarded for its completion. The registration should be applied with a Grade Mode of A.
- For both types, the maximum credit hours should be increased by the number of credit hours accounted for by the course, before the registration is applied (see previous point).
- If a course has not been set up (in SCACRSE, which you can view) to allow Extracurricular or Audit, you will not be able to complete the registration. Please e-mail BannerSupport to request these Grade Modes to be added; we will confirm when the registration can then be applied.

The screenshot shows the Oracle Developer Forms Runtime interface for SFAREGS. The main window displays enrollment and course information for a student named Bravo, Victor.

Enrollment Information:

- Status: Eligible to Register
- Status Date: 19-MAY-2009
- Acceptance: Y
- Maximum Hours: 150.000
- Reason: Delete All CRNs
- Process Block:

Course Information:

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Status	Level	Approval Recd	Override	Part of Term	Method of Instruction	Campus	Error Flag	Status Type
63867	HS	3296	0	D	.000	.000	DD	UG	<input type="checkbox"/>	<input type="checkbox"/>	ASP	TR	A	D	W
63868	HS	3297	0	D	.000	.000	DD	UG	<input type="checkbox"/>	<input type="checkbox"/>	ASP	TR	A	D	W
60926	CL	3351	0	D	30.000	.250	RE	UG	<input type="checkbox"/>	<input type="checkbox"/>	ASP	TR	A		R
60516	CL	3357	0	D	30.000	.250	RE	UG	<input type="checkbox"/>	<input type="checkbox"/>	ASP	TR	A		R
62866	CL	3203	0	D	30.000	.250	RE	UG	<input type="checkbox"/>	<input type="checkbox"/>	ASP	TR	A		R
60177	EN	2000	0	D	.000	.000	DW	UG	<input type="checkbox"/>	<input type="checkbox"/>	AUT	TR	A	D	W
60178	EN	2004	0	D	.000	.000	DW	UG	<input type="checkbox"/>	<input type="checkbox"/>	AUT	TR	A	D	W
60179	HS	3264	0	E	30.000	.250	RE	UG	<input type="checkbox"/>	<input type="checkbox"/>	ASP	TR	A		R

Summary:

- Fees: N - Create collector record
- Date: 08-OCT-2009
- Credit Hours: 120.000
- Bill Hours: 1.000
- CEU Hours: .000

Enrollment Status Code; Press LIST for valid codes, CQUERY for student info.
Record: 1/1 | ... | List of Valu... | <OSC>

4. Registration Status

Registration Status on SFAREGS reflects the current status of a registration, but also the origin of that registration.

- **RE - Registered** - the student is registered on this course section, and the registration was created manually in SFAREGS or via the automated registration script for mandatory courses
- **DD – Drop/Deleted** - the student is no longer registered on the course section, but they were registered on it at some point. ‘DD’ can only be applied by a Banner user manually in SFAREGS.
- **RW – Web Registered** - the student is registered on this course section, and has registered themselves to it via web registration through Campus Connect. This status is equivalent to RE and behaves identically. Web registration is currently only practiced in certain areas and/or departments, but you may see this become more widespread if we move forward with self-service web registration. It should never be entered manually in SFAREGS.
- **DW – Web Drop/Deleted** - the student has dropped a course section that they registered themselves on via web registration. It is the equivalent of DD, and behaves in the same way. Students are **not** able to remove DW registrations completely, but this can be done by an administrator in SFAREGS if necessary.

The screenshot displays the SFAREGS web application interface. At the top, there are fields for Term (200910), ID (100534), Student Name (Bravo, Victor), and Date (09-NOV-2009). Below these are tabs for Registration, Student Term, Curricula, and Time Status. The main content area is divided into two sections: Enrollment Information and Course Information.

Enrollment Information:

- Status: EL (Eligible to Register)
- Status Date: 19-MAY-2009
- Acceptance: Y
- Maximum Hours: 150.000
- Reason: (empty)
- Delete All CRNs: (checkbox)
- Process Block: (checkbox)

Course Information Table:

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Status	Level	Approval Recd	Override	Part of Term	Method of Instruction	Campus	Error Flag	Status Type
63867	HS	3296	0	D	.000	.000	DD	UG			ASP	TR	A	D	W
63868	HS	3297	0	D	.000	.000	DD	UG			ASP	TR	A	D	W
60926	CL	3351	0	D	30.000	.250	RW	UG			ASP	TR	A		R
60516	CL	3357	0	D	30.000	.250	RW	UG			ASP	TR	A		R
62866	CL	3203	0	D	30.000	.250	RE	UG			ASP	TR	A		R
60177	EN	2000	0	D	.000	.000	DW	UG			AUT	TR	A	D	W
60178	EN	2004	0	D	.000	.000	DW	UG			AUT	TR	A	D	W
60179	HS	3264	0	E	30.000	.250	RE	UG			ASP	TR	A		R

At the bottom of the form, there are summary fields: Fees (N - Create collector record), Date (08-OCT-2009), Credit Hours (120.000), Bill Hours (1.000), and CEU Hours (.000). A footer message reads: "Student registered. Press save to submit print jobs, rollback to return to ID." and "Record: 1/1".

5. Closing Registrations

Towards the end of January/beginning of February, we will close registrations for the current term, so the Exam Timetable can be generated. This will be publicised in advance so any outstanding registrations can be completed. Once the registrations are closed or 'frozen' for a term, they are no longer viewable in SFAREGS.

Instead, you can view an audit trail of registrations in SFASTCA, which will show you any registration transactions that have taken place for a specified student. You can also view a student's active registrations via the Student Info tab on Campus Connect, or using Infoview reports.

The SFASTCA form also shows you which user has applied or drop/deleted a particular registration. If you see a username of 'LOADUSER' that indicates a registration that was applied using the CAPP automated registration script for mandatory courses. If you see a username of 'WWW_USER' that indicates a registration that was added/dropped via web registration, by the student in Campus Connect.

The screenshot shows the Oracle Developer Forms Runtime window for SFASTCA. The search criteria are as follows:

- Term Code: 200910
- Registration From Date: (empty)
- Registration To Date: (empty)
- ID: 100534
- Student Name: Bravo, Victor

The main table displays registration transactions with the following columns: Sequence Number, Term, CRN, Subject, Course, Section, Campus, Level, Grading Mode, Credit Hours, Bill Hours, Source, Course Status, Status Date, Add Date, Message, User, Activity Date, and Error Flag.

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Credit Hours	Bill Hours	Source	Course Status	Status Date	Add Date	Message	User	Activity Date	Error Flag
28	200910	60178	EN	2004	0	A	UG	D	0.000	0.000	BASE	DW	02-NOV-2009	02-NOV-2009		WWW_USER	02-NOV-2009 14:43	D
29	200910	60177	EN	2000	0	A	UG	D	15.000	0.125	BASE	RE	02-NOV-2009	02-NOV-2009		URYR305	02-NOV-2009 16:37	

At the bottom of the form, it indicates: Course Audit Trail Sequence Number. Record: 28/33. Navigation buttons include '<OBC>'.