

# Registering Students on Sections & Blocks

Banner 8 User Guide

*January 2011*



# Registering Students on Sections & Blocks

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Refer to this tutorial to learn how to register students on Sections.

### Banner forms:

FORM	FUNCTION
SFAREGS	<b>Student Course Registration Form</b> This form is used for registering students onto Sections and removing students from Sections.

**Important Note:** Every year (usually the end of January), **SFAREGS** is “frozen” to users so that student registration information can be downloaded for the Exam Timetable. During this time, registrations can be viewed using the form **SFASTCA**, via the Student Information tab on Campus Connect, or via Infoview Reports.

### Pre-requisites to this tutorial:

- Student’s Banner ID number. The Student must exist already and be enrolled on a programme. They must also have a status of Signed Up or Awaiting Sign Up.
- CRN of the Section(s) you want to register the student on **OR** the Subject Code and Course Code.

# 1. REGISTERING A STUDENT ON SECTIONS

- 1.1. Go to **SFAREGS**.
- 1.2. If **SOADEST** appears click on *Close Form* (Figure 1, Box 1). **SFAREGS** is now displayed (Figure 2).

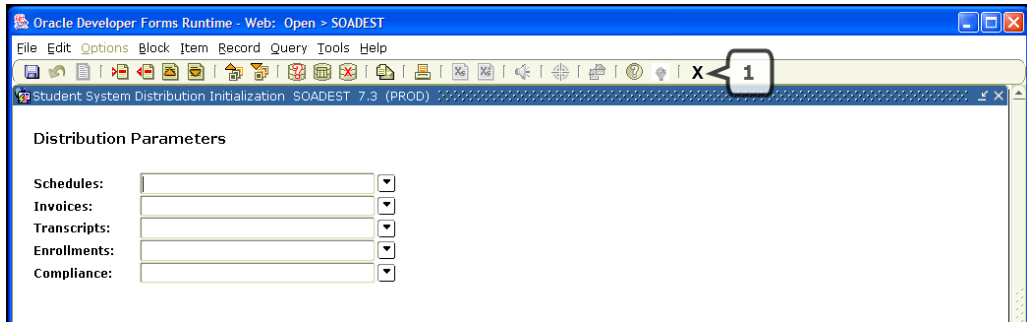


Figure 1

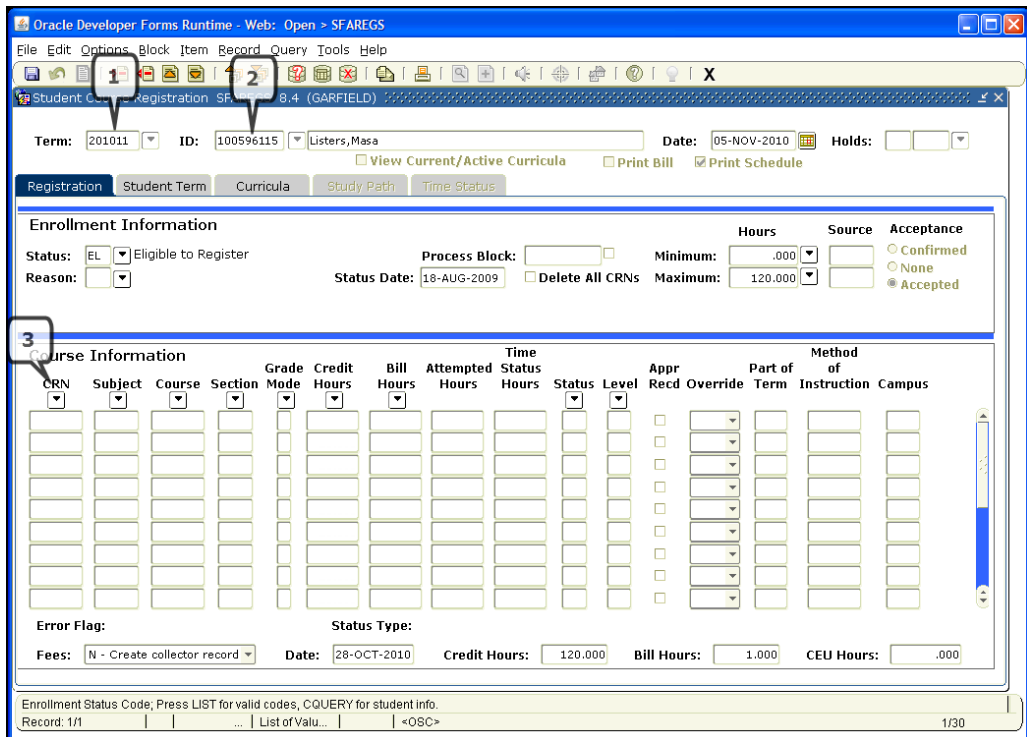


Figure 2

- 1.3. Type the Academic Year (e.g. 201011 for term 2010/11) into the *Term* field (Figure 2, Box 1).
- 1.4. Enter the Student ID number in the *ID* field (Figure 2, Box 2). If you don't know it, click on the drop-down arrow next to *ID* to bring up the Person Search Form (**SOAIDEN**), query to find the student and double-click the ID number.

- 1.5. *Block Down.* The Enrolment Information and Course Registration blocks will be automatically populated. The *Status* field (Figure 3, Box 1) should be set to 'EL' (Eligible to Register).

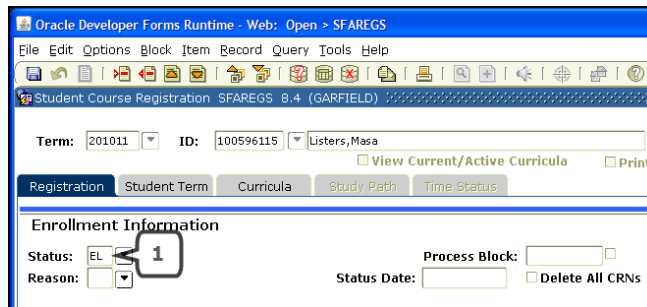


Figure 3

- 1.6. *Block Down* again. The cursor will move to the first field of the *CRN* column (Figure 2, Box 3). If registrations already exist, use the arrow keys to move down to the next free row.

Type the CRN for the section you want to register the student on in the *CRN* field and press <TAB> on the keyboard. The details for the Section will then be populated across the row.

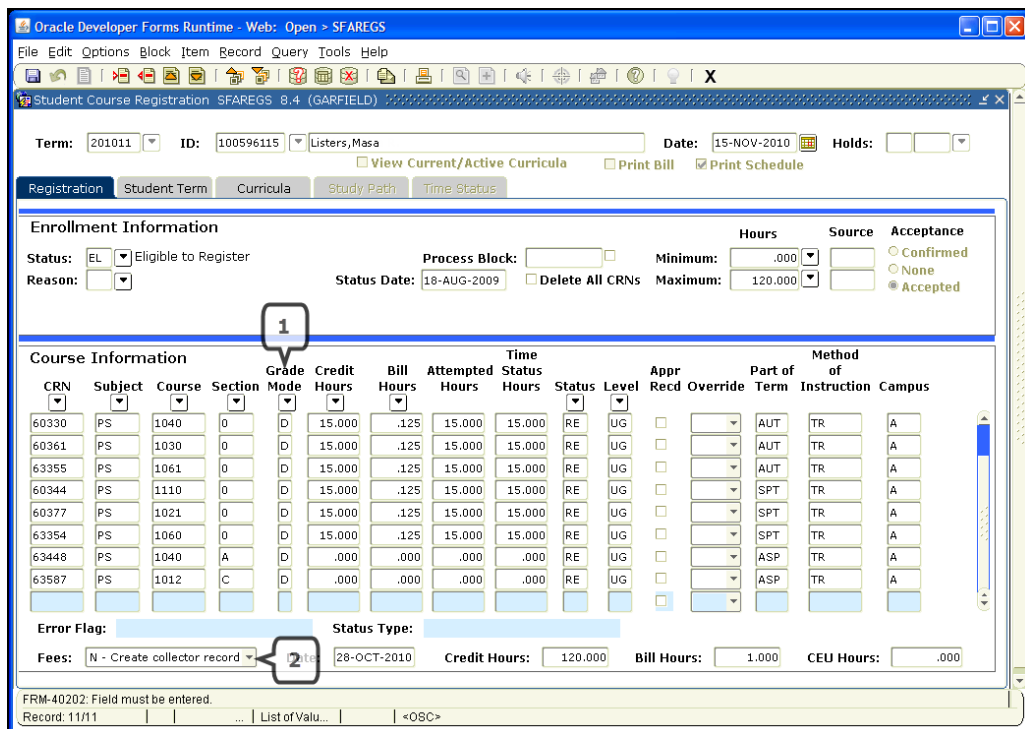


Figure 4

- 1.7. The *Grade Mode* Column (Figure 4, Box 1) contains the Grade Mode for each registration, i.e. how the assessment for the Course will contribute to the results/progression for the year; usually this should be set to **D** for Default – First Attempt.

However, other values you may need to use are:

- **P** – Repeating in attendance.
- **S** – Resit not in attendance.
- **E** – Extra Curricular; attending a course and receiving a mark that does not count towards their degree.
- **A** – Audit; attending a course but not receiving a mark.

See Part 4 (Common Error Messages) of this tutorial if you can't enter the Grade Mode required.

- 1.8. If you do not know the CRN, click on the drop-down arrow at the top of the *Subject* column. A search query form will open (SFQSECM). Enter the two letter Subject Code in the *Subject* field (Figure 5, Box 2), followed by the 4 digit Course number in the *Course* field (Figure 5, Box 3) and, optionally, the 0 or A-Z core course/seminar group indicator in *Section* (Figure 5, Box 4). Execute the *Query* (Figure 5, Box 5) then double click on the *CRN* field (Figure 5, Box 1) to return to **SFAREGS** and populate the field. <TAB> to proceed with the registration.

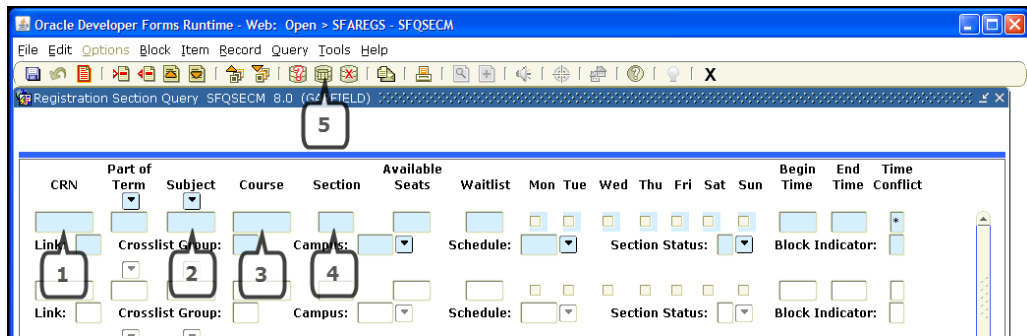


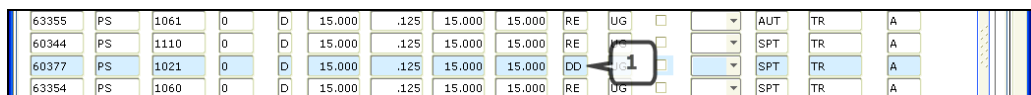
Figure 5

- 1.9. When you have finished registering the student on Sections, *Save* to commit the student to the Sections you have added to **SFAREGS** and *Save* again, ensuring that the *Fees* field contains "N-Create Collector Records" (Figure 5, Box 2).

## 2. AMENDING STUDENT REGISTRATIONS

This explains how to delete a student registration. If you need to change a registration, first amend the existing one and add the new one afterwards.


- 2.1. Go to **SFAREGS**. Enter the Term and ID of the student, check the correct student is displayed and *Block Down* to the *Course Information* block.
- 2.2. Each registration has a *Status*:
  - **RE** = Registered
  - **DD** = Drop/Delete
  - **RW** = Web Registered (where allowed)
  - **DW** = Web Drop/Deleted (where allowed)
- 2.3. To drop a registration for a student (if added in error or the student is no longer taking the course), place the cursor in the appropriate row, tab along to the *Status* field, and overwrite 'RE' with 'DD' (Figure 6, Box 1).



63355	PS	1061	0	D	15.000	.125	15.000	15.000	RE	UG	<input type="checkbox"/>	AUT	TR	A
60344	PS	1110	0	D	15.000	.125	15.000	15.000	RE			SPT	TR	A
60377	PS	1021	0	D	15.000	.125	15.000	15.000	DD			SPT	TR	A
63354	PS	1060	0	D	15.000	.125	15.000	15.000	RE	UG	<input type="checkbox"/>	SPT	TR	A

Figure 6

- 2.4. The Credit and Billing values will automatically change to .000, but the row will remain and can be used as an audit trail.

**Important:** If the student ever did study the Course, even one lecture, leave the Drop/Deleted registration on **SFAREGS**. If they never started the Course, or the registration was applied in error (e.g. typo) you can remove the registration completely once it has been Drop/Deleted – select the DD'ed registration to be removed then click Remove Record icon from the toolbar  or select Record -> Remove from the File Menu.

- 2.5. Click *Save* twice.

## 3. PROCESSING BLOCK REGISTRATIONS

It is possible to setup a Block of Sections which rapidly populates **SFAREGS** with a series of default or compulsory Courses for a particular programme. However, for Undergraduate students, an automated script registers mandatory courses of the Subject code, once it is signed off with Banner Support, so this process is no longer necessary.

If you do use blocks, prior to each academic year you should check your existing Blocks

using the InfoView Report called '*Sections Assigned to a Block*'.

Send any amendments or requests for new Blocks to [BannerSupport@rhul.ac.uk](mailto:BannerSupport@rhul.ac.uk)

This section of the tutorial explains how to process a Block i.e. registering a student on all Sections contained in the Block.

- 3.1. Go to **SFAREGS**, enter the Term and ID, ensure the correct student is displayed and *Block Down*.
- 3.2. Select the **Student Term** tab (Figure 7).

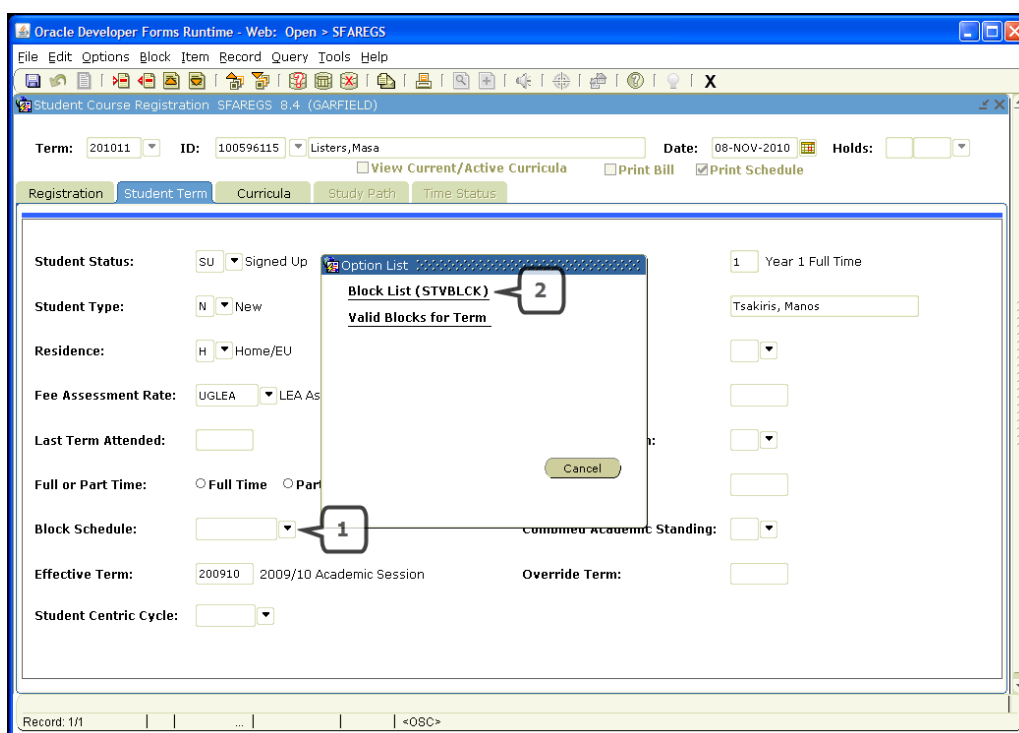


Figure 7

- 3.3. Click on the drop-down next to the *Block Schedule* field (Figure 7, Box 1) to bring up an Option List. Select Block List. (Figure 7, Box 2).

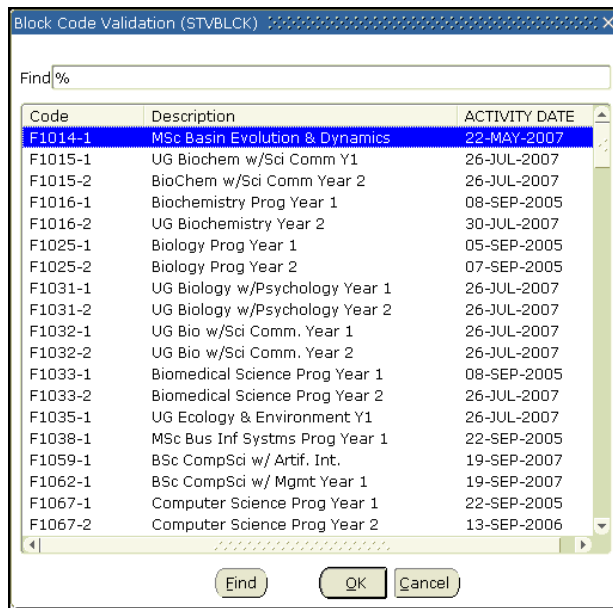


Figure 8

- 3.4. Select the appropriate Block Code and click OK (Figure 8). This will take you back to the Student Term screen and populate the *Block Schedule* field with the selected Block Code.
- 3.5. Click *Save*. Then click on the **Registration** tab to process the Block.
- 3.6. Tick the *Process Block* (Figure 9, Box 1) tick box. This will add all the Sections in the selected Block to the student's registration record. *Save* twice.

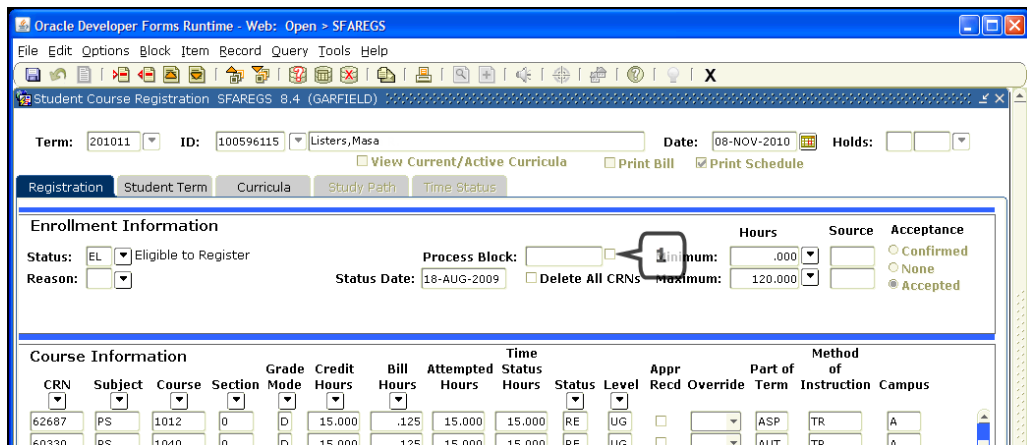


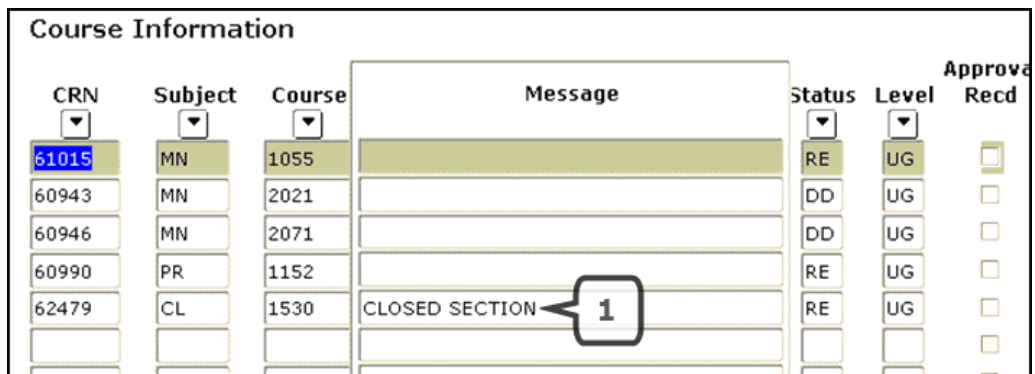
Figure 9



## 4. COMMON ERROR MESSAGES

### 4.1. Closed Section

This error (Figure 10, Box 1) occurs when the Maximum Enrolment number for the CRN you have just entered is set to 0 (the default value) in the form **SSASECT**, or the maximum number of registrations has been reached and this registration would exceed it.



CRN	Subject	Course	Message	Status	Level	Approval
61015	MN	1055		RE	UG	<input type="checkbox"/>
60943	MN	2021		DD	UG	<input type="checkbox"/>
60946	MN	2071		DD	UG	<input type="checkbox"/>
60990	PR	1152		RE	UG	<input type="checkbox"/>
62479	CL	1530	CLOSED SECTION	RE	UG	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Figure 10

#### Solution:

Firstly, amend the row you have just added:

- click in the *CRN* field
- click in the *Status* field and overtype RE with DD
- *Save* twice.

Go to **SSASECT** (see Tutorial 10 – Creating Sections for screenshots) to correct the Maximum Enrolment number:

- enter the Term and the CRN and *Block Down*
- go to the **Section Enrolment Information** tab and increase the maximum number of students that can be registered on the section

Return to **SFAREGS** to update the registration:

- click in the *CRN* field
- click in the *Status* field and overtype 'DD' with 'RE'
- *Save* twice.

Note: The maximum number should be a realistic figure as it is used by Timetabling staff and can be viewed by the students on Campus Connect.

### 4.2. Maximum Hours Exceeded

This error occurs when the maximum number of credit hours a student can study for is exceeded (Figure 11).

- The maximum amount for an undergraduate (UG) student is 120
- The maximum amount for a Postgraduate Taught (PT) student is 180

Course Information				Status	Level	Approval
CRN	Subject	Course	Message			Recd
62479	CL	1530		RE	UG	<input type="checkbox"/>
61909	CL	1533		RE	UG	<input type="checkbox"/>
60363	CL	1560		RE	UG	<input type="checkbox"/>
61913	CL	1581		RE	UG	<input type="checkbox"/>
60443	CL	1705		RE	UG	<input type="checkbox"/>
60445	CL	1726		RE	UG	<input type="checkbox"/>
61912	CL	1580		RE	UG	<input type="checkbox"/>
60489	CL	1776		RE	UG	<input type="checkbox"/>
60681	HS	1113	MAXIMUM HOURS EXCEEDED	RE	UG	<input type="checkbox"/>
						<input type="checkbox"/>

Figure 11

### Solution:

Double check the student's registrations:

1. Have they been registered for too many Sections? (See Notes a and b below)
2. Have they been registered on the correct Sections so far? (See Note b below)
3. Is the student legitimately studying more than the maximum credits? If the answer is YES, you need to increase the maximum hour value (See Notes a and b below).

Notes:

- a. Common examples of a student studying more courses legitimately would be:
  - A student is Resitting one or more courses in addition to the courses being taken for their current year. Possibly they only need to resit one exam or resubmit one piece of coursework but they must be registered on a Section to do it.
  - A student is taking an Extra-Curricula or Audit Course where they would receive no credit but must be registered on a Section.
- b. If a student is on a Joint Degree Programme, an SFA from another department may have registered them on more Sections than they should have. If you suspect this to be the case, change the status of the registration with the error to 'DD', Save three times and Roll Back. Liaise with the SFA for the relevant department to remove any incorrectly registered Sections.

First remove the registration that prompted the error message:

4. Place the cursor in the *CRN* field
5. Tab across to the *Status* field and overwrite 'RE' with 'DD'
6. Save twice.

- Then increase the maximum hour value if required and update the registration:
7. *Rollback* to the *Key Block* then *Block Down* once into the Enrolment Info block.
  8. Tab across to the *Maximum Hours* field and overtype the value, increasing it by the appropriate number of credit hours (e.g. 15).
  9. *Save* twice, then *Rollback* and *Block Down*, then register the student again by changing the status from 'DD' to 'RE'.

### 4.3. Grade Mode Cannot Be Entered

For example, you need to enter a grade mode of 'S' or 'A', but you receive an error message and/or the grade mode is not displayed in the drop down list.

#### Solution:

Go to **SSASECT** and enter the *Term* and *CRN* for the Section. Block down and ensure the *Grade Mode* field is clear (Figure 12, Box 1).

Figure 12

If you are still unable to enrol the student on the Section for a particular Grade Mode, contact Banner Support ([BannerSupport@rhul.ac.uk](mailto:BannerSupport@rhul.ac.uk))