

# Registering Non-Progressing Students

Banner 8 User Guide

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# Registering Non-Progressing Students

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Refer to this tutorial to learn how to register Non-Progressing students on Repeat or Resit courses in Banner, and applying a Reason Code. This last step is **essential** to enable the student to be billed correctly and complete their Online Sign-up.

NOTE: The Exams Office will handle all registrations for students taking Summer Resits.

### Banner forms:

FORM	FUNCTION
SFAREGS	<b>Student Course Registration Form</b> SFAREGS is used to register the student on the courses they are repeating or resitting and to set the Reason Code of a student to 'RC' to indicate they are registered and they are ready for Online Sign-up.

### Pre-requisites to this tutorial:

- Student must be a Non-Progressor to the Academic Term you are registering them in
- Student must have made a decision on the Progression Channel (via Campus Connect)
- The Repeat or Resit courses that the student will be registered on must have been agreed with the department

# 1. BEFORE REGISTRATIONS CAN BE MADE

- 1.1. Before a non-progressing student can be registered on any repeat or resit courses, they must have confirmed with the department that they are repeating and/or resitting, and they must have entered this decision on the **Progression Channel** on Campus Connect.
- 1.2. This information can be viewed in the Infoview report 'Non\_Progression Recommendations\_by\_Department'. The student's Progression Channel option is displayed in the 'Students Decision' column.
- 1.3. If the student's decision is 'T6' (i.e. they are considering terminating their study), the department and student must discuss & agree the final course of action, then the department must ask Student Records to update the student's decision to the correct code (e.g. N1 Repeat).
- 1.4. If the student has changed their mind or entered the wrong option on the Progression Channel, the department must ask Student Records to update the decision to be correct.

If it is agreed that the student will terminate their studies or change their programme, the department must inform Student Records to update their Banner record.

When the final decision has been updated in Banner, and it is to Repeat, or Resit in May, the department can enter the repeat/resit registrations into Banner.

## 2. REGISTERING STUDENTS AND UPDATING THE REASON CODE

- 2.1. Go to **SFAREGS** (Figure 1). Another form called **SOADEST** will appear the first time you access **SFAREGS** within a session, but you should close this using the *Close Form* icon.
- 2.2. Enter the registration Term into the *Term* field (Figure 1, Box 1) and enter the Student ID into the *ID* field (Figure 1, Box 2) to populate the student into the Key Block. *Block down* twice into the Course Information block.
- 2.3. Refer to Update Tutorial 14: Registering Students on Sections and Blocks to register the student on whichever course sections they are Repeating or Resitting. Remember that the *Grade Mode* (Figure 1, Box 3) must be set to **P** for Repeat registrations, or **S** for Resits. A Resit course would normally be capped at a maximum of 50% but if the student has been granted a Waiver to indicate this capping should not apply, they should be registered using a Grade Mode of **V**.

Figure 1

- 2.4. Once you have completed the registrations, *Save* twice then click Rollback. *Block down* once to the Enrollment Information block (Figure 2, Box 1). Click on the drop-down arrow for the *Reason* field (Figure 2, Box 2). This will populate the field with a code of 'RC' which stands for Resit/Repeat Registrations Complete. This enables the Student Record to be updated correctly so is **essential**. *Save*, then *block down* once. *Save* twice, then Rollback to register a different student, or close the form.

Figure 2

- 2.5. If the student is a Joint honours student, you must ensure that registrations for all courses the student is required to resit or repeat have been applied **before** you set the RC Reason Code. Responsibility for this being correct lies with the 'owning' department, shown on the student's General Student Record in **SGASTDN**.



**Important!**

If Reason Code is not applied after registering the student, they will not be set to 'Awaiting Signup' for the next Term and cannot enrol! You must set the RC code after registering.