

SFAREGS

Student Course Registration Form

SFAREGS enables you to perform registration transactions. After reviewing this documentation you will be able to:

- Adjust a student's maximum registration hours
- Add a course section to a student's schedule
- Drop a course section from a student's schedule
- Withdraw a student from a course

Important: SFAREGS is a very powerful form that performs various functions that can change a student's charges to their account and affect their financial aid. Only change the fields that are described in these instructions.

When you open SFAREGS, the form SOADEST will appear. This form will allow you to select a printer for printing schedules. You do not need to select a printer; simply click on the X to **Exit** SOADEST (or Ctrl-Q) and proceed to SFAREGS.

Oracle Fusion Middleware Forms Services: Open > SFAREGS - SOADEST

File Edit Options Block Item Record Query Tools Help

ORACLE

Student System Distribution Initialization SOADEST 8.0 (Dev1 DB)

Distribution Parameters

Schedules: ▼

Invoices: ▼

Transcripts: ▼

Enrollments: ▼

Compliance: ▼

Enter desired parameter for SCHEDULE distribution; press LIST for valid codes.

Record: 1/1 | ... | List of Valu... | <OSC>

After exiting the SOADEST form, you will be taken to SFAREGS.

- ✓ Enter the appropriate term code.
- ✓ Next enter the student's Banner ID. If you do not know the student's ID, click on the **Search** icon (the down arrow to the right of the ID field). You will be taken to an options list, from which you will select SOAIDEN, where you will perform a search for the student's ID. After executing the search and selecting the appropriate ID, you will be returned to SFAREGS with that student's ID.
- ✓ Proceed to the Enrollment Information block containing areas for "Status" and "Max Hrs." These fields are predetermined. If the Enrollment Status is not "EL," the student is not eligible to register.

Changing a Student's Registration Hours

To alter a student's maximum registration hours for the term:

- ✓ Place the cursor in the Maximum Hours field and change the value therein.
- ✓ **Save** the changes you have made. At this point, a message will appear at the bottom of the form regarding the assessment of registration fees.
- ✓ **Save** the record again to complete the transaction. A message will indicate that your transaction is complete. Please perform the rollback function to release the student's record.

Registering a Student for a Course

In SFAREGS you have the ability to manually register a student for a course.

To register a student:

- ✓ Proceed to the Course Information block and place your cursor in the first blank CRN field.
- ✓ You may enter the appropriate CRN, if you know it, or tab over and complete the subject, course, and section number fields. RE will appear in the status field.

NOTE: There are a variety of values that may appear in the registration status field. It is very important that you enter only the values RE, DD, or W in the registration status field for individual course sections. Each value will be discussed in the appropriate section of the documentation. (See Appendix for explanation of course registration status codes.)

The screenshot shows the 'Student Course Registration' form in SFAREGS. The 'Enrollment Information' section is expanded, showing the following details:

- Status:** EL (Eligible to Register)
- Reason:** (Empty)
- Process Block:** (Empty)
- Status Date:** 10-JUN-2013
- Acceptance:** None (Selected)
- Hours:** Minimum: .000, Maximum: 18.000
- Source:** MHRs, USER

The 'Course Information' table is as follows:

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
11111	CRIM	101	001	U	3.000	3.000	3.000	3.000	RE	UG			1		I
12364	HIST	197	003	U	3.000	3.000	3.000	3.000	RE	UG			1		I
11255	PLSC	111	001	U	3.000	3.000	3.000	3.000	RE	UG			1		I

At the bottom of the form, the 'Fees' section shows:

- Fees:** N - Create collector record
- Credit Hours:** 9.000
- Bill Hours:** 9.000
- CEU Hours:** .000

- ✓ **Save** your changes. At this point, a message will appear at the bottom of the form regarding the assessment of registration fees.
- ✓ **Save** the record again to complete the transaction. A message will indicate that your transaction is complete. Please perform the rollback function to release the student's record.

NOTE: Any errors that prevent registration will appear in a message column after you select SAVE. The explanation for the registration failure (Campus Restriction, Time Conflict, etc.) will appear in the Message field.

Oracle Fusion Middleware Forms Services: Open > SFAREGS

File Edit Options Block Item Record Query Tools Help

ORACLE

Student Course Registration SFAREGS 8.5.4.2 (Dev1 DB)

Term: 201340 ID: @02787306 Student, Fake Date: 10-JUN-2013 Holds:

View Current/Active Curricula Print Bill Print Schedule

Registration Student Term Curricula Study Path Time Status

Enrollment Information

Status: EL Eligible to Register Process Block: Minimum: .000 MHRs Confirmed
Reason: Status Date: 10-JUN-2013 Delete All CRNs Maximum: 18.000 USER None
 Accepted

Course Information

CRN	Subject	Course	Message	Time Status	Hours	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus
11111	CRIM	101			3.000	RE	UG	<input type="checkbox"/>		1		I
12364	HIST	197			3.000	RE	UG	<input type="checkbox"/>		1		I
11255	PLSC	111			3.000	RE	UG	<input type="checkbox"/>		1		I
10221	HPED	143	Program Restriction		3.000	RE	UG	<input type="checkbox"/>		1		I

Error Flag: No error Status Type: Registered

Fees: N - Create collector record Date: Credit Hours: 9.000 Bill Hours: 9.000 CEU Hours: .000

Student schedule has errors. Correct or delete to continue.

Record: 1/4 <OSC>

The error must be overridden or that section dropped (DD) and removed from the schedule before you can save the record.

A permit will be necessary to register the student, unless you have the authority to override the error by choosing **Yes** from the dropdown selections in the *Override* field. It is **not** recommended that you choose All as the *Override* option, as this will overlook and override all errors that may be encountered with this specific section, and possibly others (such as unintentional future time conflicts).

Removing a Course from a Student's Schedule

To drop a course from a student's schedule:

- ✓ Proceed to the Course Information block
- ✓ **Change the registration status of the course you wish to drop from RE to DD.**
- ✓ **Remove the record of the course you dropped, by choosing Record Remove from the Menu bar.** At which point, a message will appear at the bottom of SFAREGS, indicating that transaction is complete.

Oracle Fusion Middleware Forms Services: Open > SFAREGS

File Edit Options Block Item **Record** Query Tools Help

Student Course Registration

Term: 201340 ID: Student, Fake Date: 11-JUN-2013 Holds: [] [] []

View Current/Active Curricula Print Bill Print Schedule

Study Path Time Status

Enrollment Information

Status: EL Eligible to Register Reason: []

Process Block: [] Status Date: 10-JUN-2013 Delete All CRNs []

Minimum: .000 MHRs Maximum: 18.000 USER

Acceptance: Confirmed None Accepted

Course Information										Time		Method of Instruction			
CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Status Hours	Status	Level	Appr Recd	Override	Part of Term	Instruction	Campus
11111	CRIM	101	001	U	.000	.000	.000	.000	DD	UG	[]	[]	1	[]	I
12364	HIST	197	003	U	3.000	3.000	3.000	3.000	RE	UG	[]	[]	1	[]	I
11266	PLSC	111	001	U	3.000	3.000	3.000	3.000	RE	UG	[]	[]	1	[]	I

Error Flag: In Progress Status Type: In Progress

Fees: N - Create collector record Date: [] Credit Hours: 9.000 Bill Hours: 9.000 CEU Hours: .000

Registration status code; press LIST for valid codes.

Record: 1/3 | ... | List of Valu... | <OSC>

- ✓ **Save** your changes. A message will appear at the bottom of SFAREGS regarding the assessment of registration fees.
- ✓ Simply **Save** the record again to complete the transaction. A message will indicate that the student is registered. Please save or perform the **rollback** function to **release the student's record**.

Processing Individual Course Withdrawals

To withdraw a student from a course:

- ✓ Proceed to the Course Information block
- ✓ Change the status of the course to W

Oracle Fusion Middleware Forms Services: Open > SFAREGS

File Edit Options Block Item Record Query Tools Help

Student Course Registration SFAREGS 8.5.4.2 (Dev DB)

Term: 201340 ID: @02787306 Student, Fake Date: 11-JUN-2013 Holds:

View Current/Active Curricula Print Bill Print Schedule

Registration Student Term Curricula Study Path Time Status

Enrollment Information

Status: EL Eligible to Register Process Block: Minimum: 0.000 MHRs Maximum: 18.000 USER

Reason: Status Date: 10-JUN-2013 Delete All CRNs Acceptance: Confirmed None Accepted

Course Information

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status	Status	Level	Appr Recd	Override	Part of Term	Instruction	Campus
12364	HIST	197	003	U	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>	<input type="text"/>	1		I
11266	PLSC	111	001	U	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>	<input type="text"/>	1		I
11111	CRIM	101	001	U	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>	<input type="text"/>	1		I
14246	FDNT	143	801	U	3.000	3.000	3.000	0.000	W	UG	<input type="checkbox"/>	<input type="text"/>	A	01	I

Error Flag: In Progress Status Type: In Progress

Fees: N - Create collector record Date: Credit Hours: 12,000 Bill Hours: 12,000 CEU Hours: 0.000

Registration status code; press LIST for valid codes.

Record: 474 | ... | List of Valu... | <OSC>

- ✓ **Save** your changes. At this point, a message will appear at the bottom of the form regarding the assessment of registration fees.
- ✓ Simply **Save** the record again to complete the transaction. A message will indicate that the student is registered. Please save or perform the **rollback** function to **release the student's record**.

To remove a withdrawal and re-register a student for a course:

- ✓ Proceed to the Course Information block
- ✓ Change the status of the course from WW or W to RE

Oracle Fusion Middleware Forms Services: Open > SFAREGS

File Edit Options Block Item Record Query Tools Help

Student Course Registration SFAREGS 8.5.4.2 (Dev DB)

Term: 201340 ID: @02787306 Student, Fake Date: 11-JUN-2013 Holds:

View Current/Active Curricula Print Bill Print Schedule

Registration Student Term Curricula Study Path Time Status

Enrollment Information

Status: EL Eligible to Register Process Block: Minimum: .000 MHRs Confirmed None Accepted
Reason: Status Date: 10-JUN-2013 Delete All CRNs Maximum: 18.000 USER

Course Information

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus
12364	HIST	197	003	U	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>		1		I
11255	PLSC	111	001	U	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>		1		I
11111	CRIM	101	001	U	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>		1		I
14246	FDNT	143	801	U	3.000	3.000	3.000	3.000	RE	UG	<input checked="" type="checkbox"/>		A	O1	I
											<input type="checkbox"/>				
											<input type="checkbox"/>				
											<input type="checkbox"/>				
											<input type="checkbox"/>				
											<input type="checkbox"/>				
											<input type="checkbox"/>				

Error Flag: In Progress Status Type: In Progress

Fees: N - Create collector record Date: Credit Hours: 12.000 Bill Hours: 12.000 CEU Hours: .000

Registration status code; press LIST for valid codes.
Record: 4/4 | ... | List of Valu... | <OSC>

- ✓ Save your changes. At this point, a message will appear at the bottom of the form regarding the assessment of registration fees.
- ✓ Simply Save the record again to complete the transaction. A message will indicate that the student is registered. Please save or perform the **rollback** function to **release the student's record**.

APPENDIX

Status Field Values for SFAREGS:

These are values you may enter:

- DD – Used to drop a course from a student’s schedule
- RE – Used to register student for a course
- W – Used to withdraw student from a course

Other values you may see in course status field:

- AD – Academically Dismissed
- CC – Canceled Course (status is followed by DD status and section removed from student schedule)
- CD – Clock Hour Academic Dismissal
- CG – Culinary Withdrawal – Partial Grade
- CW – Criminal Justice Withdrawal
- DQ - Deceased
- DS – Disciplinary Suspension
- DW – Web Drop
- GQ – Grad “Q” After Web Withdrawal
- GW – Graduate Semester Withdrawal
- MQ – Military Withdrawal
- NR – Not Returning
- Q – Total University Withdrawal
- RW – Web Add
- WL - Waitlist
- WQ – “Q” After Web Withdrawal
- WW – Web Withdrawal