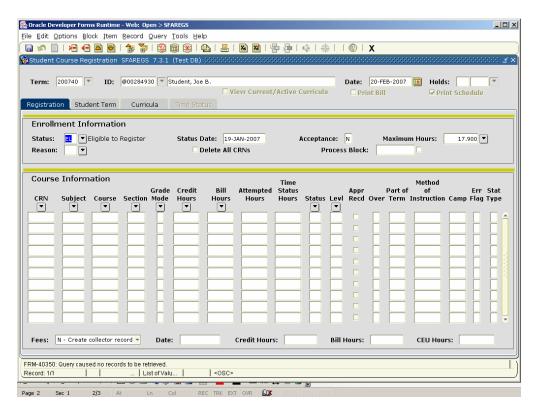
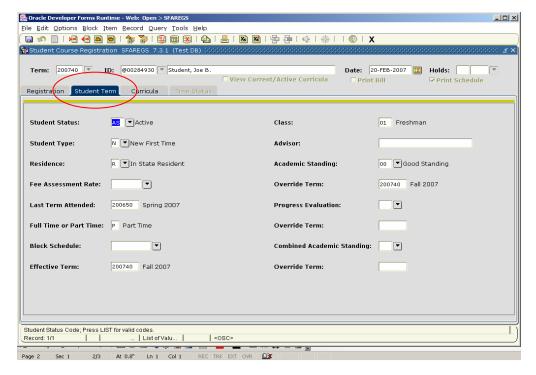
Updating Academic Standing on SFAREGS

If a student is **registered or has an eligible (EL) or academically dismissed** (AD) status (field in main block of SFAREGS), you must update academic standing in SFAREGS. (See important information at the end of these instructions about students who have been academically dismissed in Banner.)

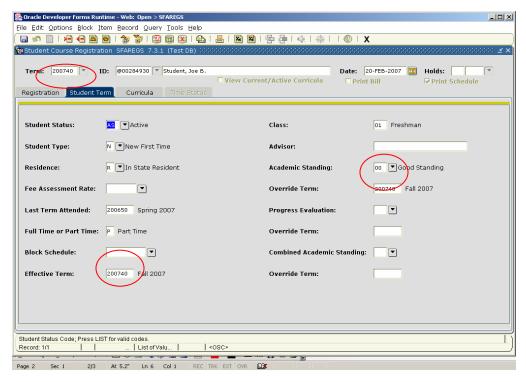
- 1. From the Banner menu, enter the form SFAREGS (Student Course Registration Form). Initially, you will be taken to a printer routing form SOADEST. Click the "exit" icon to go to SFAREGS.
- 2. At the top of the screen, enter the term for which the Academic Standing is to be updated (200550, for example). Then tab to the "ID" field and enter the student's Banner ID. If you do not know the Banner ID, click the inverted triangle or double-click within the ID field. Either action takes you to SOAIDEN to do a person search. Choose the correct student and click the "Select" icon on the toolbar (third from left). This will bring the student back to SFAREGS. You may also type the name (Last, Comma, First) in the name field of the key block and press "Enter" to retrieve the ID. (See most recent navigation guide for more details.)



3. Click on "Next Block" to enter the main block of this form.



4. Then click on the blue "Student Term" tab, which is next to the "Registration" tab you are currently within.



5. The Academic Standing field is on the right side of the form. If you know the academic standing code you wish to enter, you may directly type it in the field. You may double click within this field or click on the inverted triangle to search the desired standing if you do not already know it. You must be sure to choose the correct academic standing since there are similar standings for different levels of students. See the chart that appears later for appropriate standing codes to use.

- 6. If the "Effective Term" is not the same as the term in which you want to change the academic standing, it will automatically be updated when you save your changes.
- 7. After changing "Academic Standing," Save your changes. You can then click the Rollback button (second from left on toolbar) twice to begin the process for the next student.

CHART FOR UPDATING STUDENTS' ACADEMIC STANDING

Banner Standing Code

Description

Undergraduate Standings (Full time students)	
00	Good Standing
Р	Probation
E	Extended Probation
D	Dismissed
Continuing Education Standings (Part time students)	
0P	Good Standing
PP	Probation
EP	Extended Probation
DP	Dismissed
** Please note using any "*P" designation will result in limiting a student to 11.99 credits when scheduling.	