ADDING A STUDENT TO A COURSE

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REVISION HISTORY

Version	Date	Name	Description
2	Feb. 2017	M.Roman	Addition of billing and credit hours matching.

INTRODUCTION AND PURPOSE

A student may enroll for courses during their assigned registration period via R'Web. After their initial enrollment appointment, a student may make changes to their schedule during open enrollment via R'Web. Please visit the Academic Calendar online at <u>www.registrar.ucr.edu</u> for dates.

Undergraduate students may continue to make changes to their class schedule after R'Web closes by completing an online Enrollment Adjustment Form (EAF) available at <u>MyForms.ucr.edu</u>. Graduate Students seeking to make changes to their enrollment after R'Web closes may obtain a paper EAF from their department's graduate program coordinator.

The EAF is utilized to add or drop a course(s) and/or change the grading basis, or unit value, of a course(s). Please note, once the EAF becomes available the Office of the Registrar will make changes to a student's enrollment when an EAF is received on a student's behalf. Please visit the <u>Academic Calendar</u> to determine when the EAF requires a \$4.00 processing fee.

This guide will demonstrate the following procedures when adding a student to a course(s) while enrollment is open via R'Web:

- Adding a Student to a Course If the CRN Is Known
- Adding a Student to a Course If the CRN Is Not Known
- Adding Linked Courses
- If Subject, Course Number, and Section Are Known but the CRN Is Unknown
- If Only Subject and Course Numbers Are Known
- <u>View the Student Schedule with Days and Times Listed</u>

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

All enrollment adjustments after open enrollment are completed by the Registrar's Office.

A student may add a course up to the Tuesday of the second week of instruction. With the approval of the instructor and advisor, a student may also add a course through the Thursday of the third full week of instruction.

A course dropped after Tuesday of the second week of instruction will remain as a permanent transcript entry showing course number and title, with a transcript symbol of W, signifying withdrawal, entered in the grade column.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

- 1. College Offices
- 2. Academic Departments (Enrollment Managers)
- 3. Registrar's Office
- 4. Graduate Division of Academic Affairs

NOTES

- 1. SOADEST Screen: Appears the first time you go to SFAREGS, each time you log into Banner.
 - a. Simply **exit** to close it.

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Transcripts:		
Enrollments:		
Compliance:		

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Banner Training (bannersbxe.ucr.edu) to follow along.

FORMS

The forms listed below are covered in this training.

Form	Form Name	Description
SFAREGS	Student Course Registration	Used to add, drop, or withdraw a student from a course or courses.
SFQSECM	Registration Section Query Form	Shows information pertinent to the registration of a section.
SFAREGQ	Registration Query Form	Provides an online view of a student's schedule.

PROCEDURES

- 1. Go to SFAREGS.
- 2. Enter the **Term** and **SID**.
- 3. Next Block twice so that your cursor is in the Course Information block.
 - a. **Note**: If you receive a message that enrollment status prohibits registration, ensure that the Status in the Enrollment Information box is EL (Eligible to Register). If the value is not EL, the student has cancelled, withdrawn, or lapsed for the term.
- 4. Navigate to the first blank **CRN** field. The CRN (Course Reference Number) is the unique 5-digit call number for the course, the Subject and Course numbers are each 3-5 characters, and the Section is a 3-digit number that differentiates multiple sections of the same course.
 - a. **Proceed** if you know the CRN.
 - b. Skip to the section "Adding a Student to a Course If the CRN Is Not Known" if you don't know the CRN.

Note: If the student has a hold, you will receive an error message and the student will have to resolve the hold before you can register the student.

Student Course Registration SFA	AREGS 8.8.3.1 (BANSBXE)	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	× × 20000000000000000000000000000000000										
Term: 201510 ID: A00010356 Istudent, secret B. Date: 18-NOV-2015 Image: Holds: Image: Holds: ✓ View Current/Active Curricula Print Bill ✓ Print Schedule Registration Student Term Curricula Study Path Time Status													
Enrollment Information	Enrollment Information Hours Source Acceptance												
Status: Reason: V	Status Date:	Process Block: Delete All CRNs	Minimum: Confirmed Maximum: Accepted										
Course Information		Time	Method										
CRN Subject Course	Grade Credit Bill Section Mode Hours Hours	Attempted Status Hours Hours Status Level	Appr Part of of Recd Term Instruction Campus										
Error Flag:	Status Type:												
Fees:	Date:	Credit Hours: B	ill Hours: CEU Hours:										
Person identification number: LIST	= valid person search_CNT HITS = Alte	ernate ID search: DUP FIFI D = Time Statu	s History										
Record: 1/1	<0	SC>											

ADDING A STUDENT TO A COURSE IF THE CRN IS KNOWN

- 1. Enter the **CRN** for the course.
- 2. Press Tab.
 - a. The Grade Mode (GM) will default as approved for the course.
 - b. The student can change the GM once the EAF is available. Please visit the <u>Academic Calendar</u> online for additional details.
 - c. Verify the **Credit Hours** and the **Bill Hours** match.
- 3. If it is a variable unit course, enter the same number of units under Credit Hours and Bill Hours.
- 4. **"RE"** will automatically **populate** in the **Status field**. Please Note: The "RE" is a code that signifies the student was registered by staff and should always be used when you are enrolling a student.

Course Information			Grade	Credit	Bill	Attempted	Time Status			Appr	Part of	Method of			
	Subject	Course	Section	Mode	Hours	Hours	Hours	Hours	Status	Level	Recd	Term	Instruction	Campus	
61388	HIST	010	001	P	4.000	4.000	4.000	4.000	RE	U		1	I	С	
61389	HIST	010	021	Р	.000	.000	.000	.000	RE	U		1	I	С	
64684	MUS	015	001		4.000	4.000	4.000	4.000	RE	U		1	I	С	
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5. You can repeat steps 1-3 if the student must be concurrently enrolled in linked courses such as a discussion or lab.

6. Save twice.

a. When the **Forms** dialog box appears, select **OK**.

Forms		\sim
	!	Fee Assessment processed.

ADDING A STUDENT TO A COURSE IF THE CRN IS NOT KNOWN

1. Select the **search arrow** under **CRN** to perform a query.

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Student Course Registration S	FAREGS 8.8.3.1 (BANSBX	(E) 2000000000000000000000000000000000000			000000000000000000000000000000000000000							
Term: 201610 💌 ID:	A00010356 Student	t, secret B.	e Curricula 🗌 Prin	Date: 09-FEB-2016	Holds:							
Registration Student Term Curricula Study Path Time Status												
Enrollment Information Hours Source Acceptance												
Status:	S	Process Bl		Minimum: .000	MHRS None							
	5				Accepted							
Course Information			Time		Method							
CRN Subject Course	Grade Cred Section Mode Hour	lit Bill Attempted rs Hours Hours	I Status Hours Status Level	Appr Part of Recd Term	of Instruction Campus							
Error Flag:	Image: state	tatus Type:	Hours:	III Hours:	CEU Hours:							
Error Flag:	Image: state	tatus Type:	Hours: B									

2. When the Option List dialog box appears, select "Search for Sections".

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Search for Sections	
View Section Information	
View Detailed Results	
	Cancel

- 3. The Registration Section Query form (SFQSECM) opens.
- 4. Enter any fields which you would like to use to find sections such as **Subject**, **Course**, and **Section**.
- 5. **Execute the Query** (F8).

Note: If the student is already enrolled in a course(s), their schedule will appear at the bottom under the *Student Schedule* section.

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Registration Section Query SFQSECM 8.0 (BANSBXE) 2000000000000000000000000000000000000	9000000000 <u>≤</u> ×
Part of Available Begin End I CRN Term Subject Course Section Seats Waitlist Mon Tue Wed Thu Fri Sat Sun Time Time Co	me nflict
	-
Link: Crosslist Group: Campus: Schedule: Section Status: Slock Indicator:	- '
Link: Crosslist Group: Campus: Schedule: Section Status: Secti	
	- [1]
Link: Crosslist Group: Campus: Schedule: Schedule: Block Indicator:	j
Student Schedule Part of Available Begin End	
CRN Term Subject Course Section Seats Waitlist Mon Tue Wed Thu Fri Sat Sun Time Time E	ror Link
Crosslist Group: Campus: Schedule: Section Status: Block Indicator: Registration Status:	
Crosslist Group: Campus: Schedule: Section Status: Block Indicator: Registration Status:	

- 6. Navigate through until you arrive to your desired course and select it by "double-clicking" in the CRN box.
 - a. This form will only let you bring back one class at a time to SFAREGS, so you need to make note of the CRNs that have a **linked section**. Once you have returned to SFAREGS, you can enter the linked CRNs manually or search again for those sections.
- 7. You will automatically be routed to SFAREGS and the course information will auto populate.
 - a. Verify the **Credit Hours** and the **Bill Hours** match.
- 8. If it is a variable unit course, enter the same number of units under Credit Hours and Bill Hours.

	Part of		_		Available					Begin	End	Time	
CRN	Term	Subject	Course	Section	Seats	Waitlist	Mon Tue	Wed Thu	Fri Sat Su	n Time	Time (Conflict	
							-	-	-				
15929	1	HIST	010	001	562	0				1410	1530		
Link: L1	Crossl	ist Group:		Campus: C	•	Schedule:	LEC 💌	Section	Status: 🔺 💌	Block In	dicator:		
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15930	1	HIST	010	021	24	0				0910	1000		
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15931	1	HIST	010	022	24	0				1410	1500		
Link: D1	Crossl	ist Group:		Campus: C	•	Schedule:	DIS 💌	Section	Status: 🗛 💌	Block In	dicator:		-

Course	e Informa	ation		Grade	Credit	Bill	Attempted	Time Status			Appr	Part of	Method of	
	Subject	Course	Section	Mode	Hours	Hours	Hours	Hours	Status	Level	Recd	Term	Instruction	Campus
15929	HIST	010	001	L	4.000	4.000	4.000	4.000	RE	U		1	I.	с
15930	HIST	010	021	L	.000	.000	.000	.000	RE	U		1	I	С

9. Save twice.

a. When the Forms dialog box appears, select OK.



ADDING LINKED COURSES

- 1. An error message will appear informing the user the course requires additional enrollment in a linked course(s) (i.e. lab or discussion).
- 2. Navigate to highlight the course and the error message describes additional action is needed to complete registration.

Course	e Informa	ation			Time					Method	
				d	Status			Appr	Part of	of	
CRN	Subject	Course	Message		Hours	Status	Level	Recd	Term	Instruction	Campus
14224	ENGL	001A			4.000	RE	U		1	I	c 🔶
15929	HIST	010			4.000	RE	U		1	I	С
15930	HIST	010	[.000	RE	U		1	I	С
<mark>13049</mark>	CS	008	ADDITIONAL ACTIVITY NEEDED - This course requires	s (4.000	RE	U		1	I	C
Error Fla	ag: Fatal	error	Status Type: In Progres	SS							
Fees:	Y - Immediat	e assessme	ent Date : 19-NOV-2015 Cred	it F	lours:	8.00	00 B	Bill Hours:	8.000	CEU Hours	s: .000

- 3. Select the search arrow under CRN to perform a query. Select Search for Sections from the box and enter the values in the fields you want to query in SFQSECM.
 - a. As an alternative to clicking the search button, go to the **Help** heading and select **List**. You will be routed to **SFQSECM**.

Oracle Fusion Middleware Forms Services: Open > SFA	REGS	
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Term: 201610 V ID: A00010356 V stu	Help (All Fields)	Date: 19-NOV-2015 Holds:
	Show Keys	ive Curricula 🛛 🗹 Print Bill 🗹 Print Schedule
Registration Student Term Curricula Study	List	
Enrollment Information	Display Error	
Status: EL VEligible to Register	Display ID Image Calendar	Hours Source Acceptance Block: Minimum:
	Extract Data with Key	
Course Information	Extract Data No Key	Time Method
	Technical Support	d Status Appr Part of of
	About Banner	Hours Status Level Reco Term Instruction Campus
14224 ENGL 001A	-	4.000 RE U 🗆 1 I C 🔒
15929 HIST 010		4.000 RE U 1 I C
15930 HIST 010		
13049 CS 008 ADDITIONAL ACTIVITY	NEEDED - This course require	1 4.000 RE U 1 I C
Error Flag: Fatal error	Status Type: In Progre	
Fees: Y - Immediate assessment Date:	19-NOV-2015 Cree	tit Hours: 8.000 Bill Hours: 8.000 CEU Hours: .000

4. Execute the Query.

5. Navigate through until you arrive to your desired course and select it by "double-clicking" in the CRN box.

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10gioli allori	Section Q		0.0 (87	(30AL)										
CRN	Part of Term	Subject	Course	Section	Available Seats	e Waitlist	Mon Tue	Wed	Thu Fri	Sat Sun	Begin Time	End Time	Time Conflict	
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6. You will automatically be routed to **SFAREGS**, and the course information of the section you selected will auto populate. Press TAB until all the information populates for the course.

7. Save twice.

a. When the Forms dialog box appears, select OK.



IF SUBJECT, COURSE NUMBER, AND SECTION ARE KNOWN, BUT THE CRN IS UNKNOWN

1. Navigate to the first blank CRN field and enter the subject, course number, and section number.

Cours	e Informa	ation						Time					Method	
				Grade	Credit	BIII	Attempted	Status			Appr	Part of	of	
CRN	Subject	Course	Section	Mode	Hours	Hours	Hours	Hours	Status	Level	Recd	Term	Instruction	Campus
					•				•					
15929	HIST	010	001		4.000	4.000	4.000	4.000	RE	U		1	I	С
15930	HIST	010	021		.000	.000	.000	.000	RE	U		1	I	С
	ENGL	001A	001											

- 2. Press **Tab** until the rest of the information will populate.
 - a. Verify the **Credit Hours** and the **Bill Hours** match.

Course	e Informa	ation		Grade	Credit	Bill	Attempted	Time Status			Appr	Part of	Method of	
CRN	Subject	Course	Section	Mode	Hours	Hours	Hours	Hours	Status	Level	Recd	Term	Instruction	n Campus
		•			•									
15929	HIST	010	001	Ŀ	4.000	4.000	4.000	4.000	RE	U		1		C
15930	HIST	010	021	L	.000	.000	.000	.000	RE	U		1	1	С
14224	ENGL	001A	001	L	4.000	4.000	4.000	4.000	RE	U		1	I.	С

3. Save twice.

a. When the **Forms** dialog box appears, select **OK**.

Forms	20000	000000000000000000000 ×
(!	Fee Assessment processed.

IF ONLY SUBJECT AND COURSE NUMBERS ARE KNOWN

- 1. Navigate to the first blank CRN field and enter the subject and course number.
- 2. Select **one** of the three search arrows below **Subject**, **Course**, or **Section**.

Cours	e Informa	ation		Grade	Credit	Bill	Attempted	Time Status			Appr	Part of	Method of	
CRN	Subject	Course	Section	Mode	Hours	Hours	Hours	Hours	Status	Level	Recd	Term	Instruction	Campus
	-	-	-						-	•				
15929	HIST	010	001		4.000	4.000	4.000	4.000	RE	U		1		С
15930	HIST	010	021		.000	.000	.000	.000	RE	U		1	I	С
14224	ENGL	001A	001		4.000	4.000	4.000	4.000	RE	U		1	I	С
	CS	008												

- 3. You will be routed to **SFQSECM**.
 - a. The subject and the course information is transferred in from SFAREGS.

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		Part of		_		Available	•					Begin	End	Time
	CRN	Term	Subject	Course	Section	Seats	Waitlist	Mon Tue	Wed	Thu Fri	Sat S	un Time	Time	Conflict
			CS	008										*
	Link:	Cross	list Group:		Campus:	▼	Schedule:		Secti	ion Statu	s: 📃 🗖	Block I	ndicator:	
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	Link:	Cross	list Group:		Campus:		Schedule:		Secti	ion Statu	s: 🗌 🔻	Block I	ndicator:	

4. Execute the Query.

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CRN	l erm		Course	Section	Seats	waitiist	MON TUE	wed i	nu Fri	Sat Sur	i ime	Time	Connict
13049	1	cs	008	001	268	0					1240	1400	
Link:	1 Cross	list Group:		Campus: C		Schedule:	LEC 💌	Sectio	on Status	s: 🗛 💌	Block In	dicator	:
		•											
13050	1	CS	008	002	270	0					1540	1700	
Link: L	1 Cross	list Group:		Campus: C		Schedule:	LEC	Section	on Status	s: A 🔻	Block In	dicator	
	•	_ -											_
13051	1	CS	008	003	269	0					1710	1830	
Link: L	1 Cross	list Group:		Campus: C		Schedule:	LEC	Sectio	on Status	5: A 🔻	Block In	dicator	

5. Navigate through until you arrive to your desired course and select it by "double-clicking" in the **CRN** box.

- 6. This form will only let you bring back one class at a time to SFAREGS, so you need to make note of the CRNs that have a linked section and enter the CRNs manually once you have returned to SFAREGS, or search again for those sections.
- 7. You will automatically be routed to SFAREGS and the course information will auto populate.
 - a. Verify the Credit Hours and the Bill Hours match.

Course	e Informa	ation		Grade	Credit	Bill	Attempted	Time Status			Аррг	Part of	Method of	
CRN	Subject	Course	Section	Mode	Hours	Hours	Hours	Hours	Status	Level	Recd	Term	Instruction	Campus
_	_	_	_		•				<u> </u>	•				
15929	HIST	010	001	L	4.000	4.000	4.000	4.000	RE	U		1	I	С
15930	HIST	010	021		.000	.000	.000	.000	RE	U		1	I	С
14224	ENGL	001A	001	L	4.000	4.000	4.000	4.000	RE	U		1	I	С
13049	CS	008	001	L	4.000	4.000	4.000	4.000	RE	U		1	I	С
13054	CS	008	023	L	.000	.000	.000	.000	RE	U		1	I	С

8. Save twice.

a. When the Forms dialog box appears, select OK.



VIEW THE STUDENT SCHEDULE WITH DAYS AND TIMES LISTED

- 1. Go to SFAREGQ to see the days and times for the student's enrolled courses.
- 2. Check to make sure the Key Block Term and Student ID number are correct.

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擦 Registrati	ion Query SFAREGQ 8.5.	6 (BANSBXE)					× ≚ >00000000000000000000000000000000000
Term: ID:	201610 A00010356 student	, secret B.	Registration	n From Date:		Registration To Date	x

3. Next Block.

4. When the schedule appears, use the **scroll bar** to view all enrolled courses.

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Term: 201610 V ID: A00010356 Vstudent, secret	Registration From Date:		To Date: 📰	~ = ^
TermCRNSubject20161013049CSPart of Term:1Grading Mode:LCredit Hours:4.000	Registration Course Section Status CEU O 008 001 RE N N Campus: C Start Date: Start Date: Building: End Date: Instructor:	Cross List Mon Tue Wed T 04-JAN-2016 11-MAR-2016	Begin End Thu Fri Sat Sun Time Time Instructional Method:	
20161013054CsPart of Term:1Grading Mode:LCredit Hours:.000	008 023 RE N Campus: C Start Date: Building: End Date: Room: Instructor:	04-JAN-2016 11-MAR-2016	Instructional Method:	
201610 14224 ENGL Part of Term: 1 Grading Mode: L Credit Hours: 4.000	001A 001 RE N Campus: C Start Date: Building: End Date: Room: Instructor:	04-JAN-2016 11-MAR-2016	Osio 0900 Instructional Method: Primary	Þ
Co-op Education:	Total Credit Hours:	12.000	Total CEU Hours: .000	