

# 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 [www.registrar.ucr.edu](http://www.registrar.ucr.edu) 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 [MyForms.ucr.edu](http://MyForms.ucr.edu). 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 [Academic Calendar](#) 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](#)
- [View the Student Schedule with Days and Times Listed](#)

## 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.

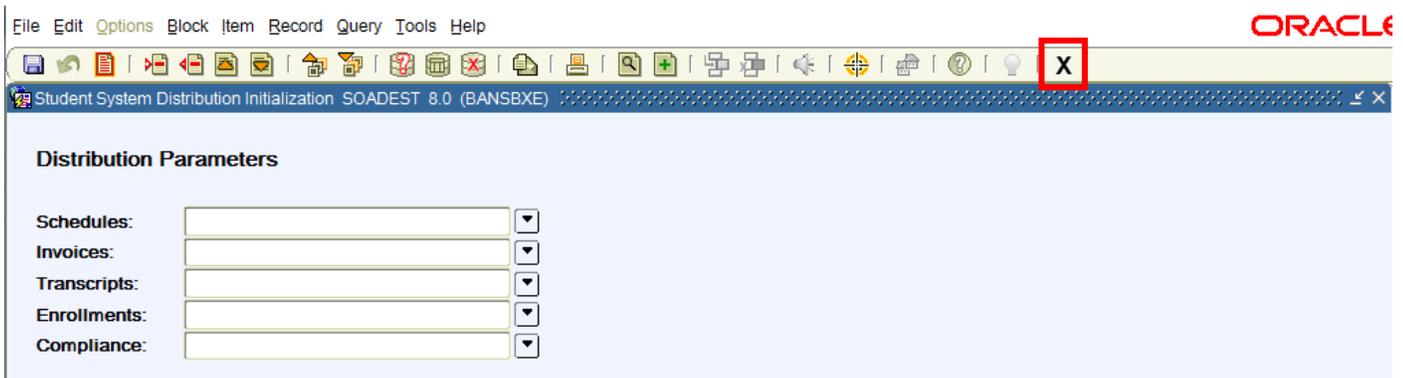
A course dropped after Tuesday of the second week of instruction will remain as a permanent transcript entry showing course number and title, with a transcript symbol of W, signifying withdrawal, entered in the grade column.

## 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.



## BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Banner Training ([bannersbx.ucr.edu](http://bannersbx.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.



## 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 [Academic Calendar](#) 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										Time			Method		
CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Status Hours	Status	Level	Appr Recd	Part of Term	Instruction	Campus	
61388	HIST	010	001	P	4.000	4.000	4.000	4.000	RE	U	<input type="checkbox"/>	1	I	C	
61389	HIST	010	021	P	.000	.000	.000	.000	RE	U	<input type="checkbox"/>	1	I	C	
64684	MUS	015	001	L	4.000	4.000	4.000	4.000	RE	U	<input type="checkbox"/>	1	I	C	
64685	MUS	015	021	L	.000	.000	.000	.000	RE	U	<input type="checkbox"/>	1	I	C	
											<input type="checkbox"/>				
											<input type="checkbox"/>				
											<input type="checkbox"/>				
											<input type="checkbox"/>				
											<input type="checkbox"/>				

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**.





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.*

The screenshot shows the 'Registration Section Query SFQSECM 8.0 (BANSBXE)' window. The top section is a search form with the following fields: CRN, Part of Term (dropdown), Subject (dropdown), Course, Section, Available Seats, Waitlist, and a weekly schedule grid (Mon-Sun). Below these are fields for Link, Crosslist Group, Campus, Schedule, Section Status, and Block Indicator. The bottom section is titled 'Student Schedule' and contains a table with columns: CRN, Part of Term, Subject, Course, Section, Available Seats, Waitlist, Mon, Tue, Wed, Thu, Fri, Sat, Sun, Begin Time, End Time, Error, and Link. Each row in the table has input fields for these columns. Both the search section and the Student Schedule section are highlighted with a red border in the image.

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**.

CRN	Part of Term	Subject	Course	Section	Available Seats	Waitlist	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Time Conflict
15929	1	HIST	010	001	562	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1410	1530	
Link: L1	Crosslist Group:		Campus: C		Schedule: LEC		Section Status: A		Block Indicator:							
15930	1	HIST	010	021	24	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0910	1000	
Link: D1	Crosslist Group:		Campus: C		Schedule: DIS		Section Status: A		Block Indicator:							
15931	1	HIST	010	022	24	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1410	1500	
Link: D1	Crosslist Group:		Campus: C		Schedule: DIS		Section Status: A		Block Indicator:							

Course Information													Method of Instruction		
CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Appr Recd	Part of Term	Instruction	Campus	
15929	HIST	010	001	L	4.000	4.000	4.000	4.000	RE	U	<input type="checkbox"/>	1	I	C	
15930	HIST	010	021	L	.000	.000	.000	.000	RE	U	<input type="checkbox"/>	1	I	C	

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 Information			Message	Time	Status	Level	Appr Recd	Method			
CRN	Subject	Course		Status				Hours	Part of Term	Instruction	Campus
14224	ENGL	001A			4.000	RE	U	<input type="checkbox"/>	1	I	C
15929	HIST	010			4.000	RE	U	<input type="checkbox"/>	1	I	C
15930	HIST	010			.000	RE	U	<input type="checkbox"/>	1	I	C
13049	CS	008	ADDITIONAL ACTIVITY NEEDED - This course requires		4.000	RE	U	<input checked="" type="checkbox"/>	1	I	C

**Error Flag:** Fatal error      **Status Type:** In Progress  
**Fees:** Y - Immediate assessment      **Date:** 19-NOV-2015      **Credit Hours:** 8.000      **Bill Hours:** 8.000      **CEU Hours:** .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 > SFAREGS

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

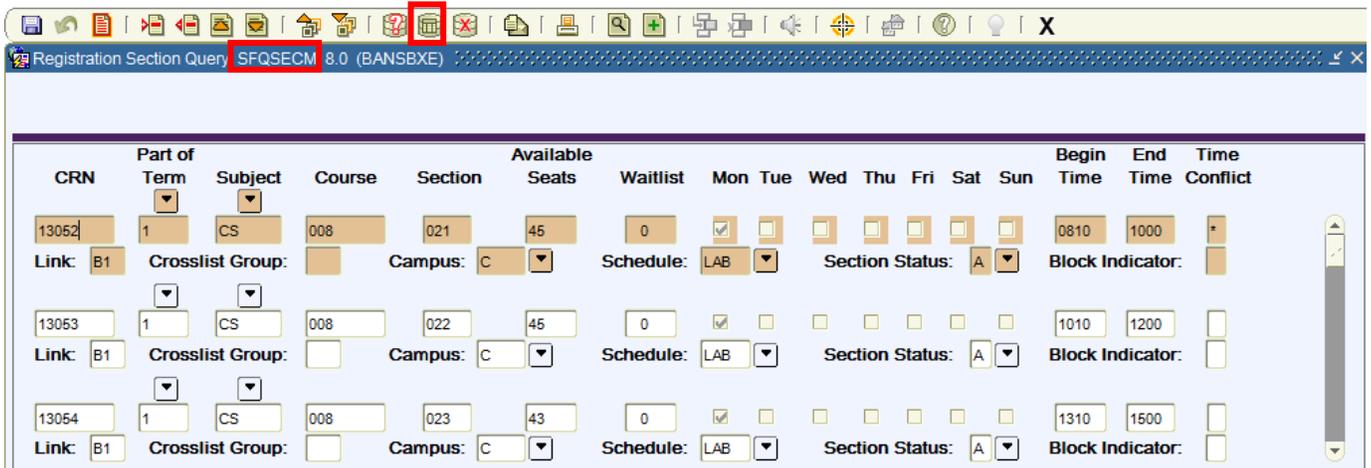
- Online Help
- Dynamic Help Query
- Dynamic Help Edit
- Help (Item Properties)
- Help (All Fields)
- Show Keys
- List**
- Display Error
- Display ID Image
- Calendar
- Calculator
- Extract Data with Key
- Extract Data No Key
- Technical Support
- About Banner

**Term:** 201610      **ID:** A00010356      **Date:** 19-NOV-2015      **Blocks:**      **Minimum:** .000 MHRs      **Maximum:** 17.000 MHRs  
 Delete All CRNs      **Acceptance:**  Confirmed  None  Accepted

Course Information			Message	Time	Status	Level	Appr Recd	Method			
CRN	Subject	Course		Status				Hours	Part of Term	Instruction	Campus
14224	ENGL	001A			4.000	RE	U	<input type="checkbox"/>	1	I	C
15929	HIST	010			4.000	RE	U	<input type="checkbox"/>	1	I	C
15930	HIST	010			.000	RE	U	<input type="checkbox"/>	1	I	C
13049	CS	008	ADDITIONAL ACTIVITY NEEDED - This course requires		4.000	RE	U	<input checked="" type="checkbox"/>	1	I	C

**Error Flag:** Fatal error      **Status Type:** In Progress  
**Fees:** Y - Immediate assessment      **Date:** 19-NOV-2015      **Credit 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.



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**.




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### 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.

Course Information				Grade	Credit	Bill	Attempted	Time	Status		Appr	Part	Method	
CRN	Subject	Course	Section	Mode	Hours	Hours	Hours	Hours	Status	Level	Recd	Term	of	Campus
15929	HIST	010	001	L	4.000	4.000	4.000	4.000	RE	U	<input type="checkbox"/>	1	I	C
15930	HIST	010	021	L	.000	.000	.000	.000	RE	U	<input type="checkbox"/>	1	I	C
	ENGL	001A	001								<input type="checkbox"/>			

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

Course Information				Grade	Credit	Bill	Attempted	Time	Status		Appr	Part	Method	
CRN	Subject	Course	Section	Mode	Hours	Hours	Hours	Hours	Status	Level	Recd	Term	of	Campus
15929	HIST	010	001	L	4.000	4.000	4.000	4.000	RE	U	<input type="checkbox"/>	1	I	C
15930	HIST	010	021	L	.000	.000	.000	.000	RE	U	<input type="checkbox"/>	1	I	C
14224	ENGL	001A	001	L	4.000	4.000	4.000	4.000	RE	U	<input type="checkbox"/>	1	I	C

3. **Save twice.**
  - a. When the **Forms** dialog box appears, select **OK**.



## 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**.

Course Information				Grade	Credit	Bill	Attempted	Time	Status	Level	Appr	Method		
CRN	Subject	Course	Section	Mode	Hours	Hours	Hours	Hours	Status	Level	Recd	Part of	of	Campus
15929	HIST	010	001	L	4.000	4.000	4.000	4.000	RE	U	<input type="checkbox"/>	1	I	C
15930	HIST	010	021	L	.000	.000	.000	.000	RE	U	<input type="checkbox"/>	1	I	C
14224	ENGL	001A	001	L	4.000	4.000	4.000	4.000	RE	U	<input type="checkbox"/>	1	I	C
	CS	008									<input type="checkbox"/>			

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

CRN	Part of Term	Subject	Course	Section	Available Seats	Waitlist	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Time Conflict
		CS	008				<input type="checkbox"/>			*						
							<input type="checkbox"/>									
							<input type="checkbox"/>									

4. Execute the Query.

CRN	Part of Term	Subject	Course	Section	Available Seats	Waitlist	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Time Conflict
13049	1	CS	008	001	268	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1240	1400	
13050	1	CS	008	002	270	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1540	1700	
13051	1	CS	008	003	269	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1710	1830	

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.

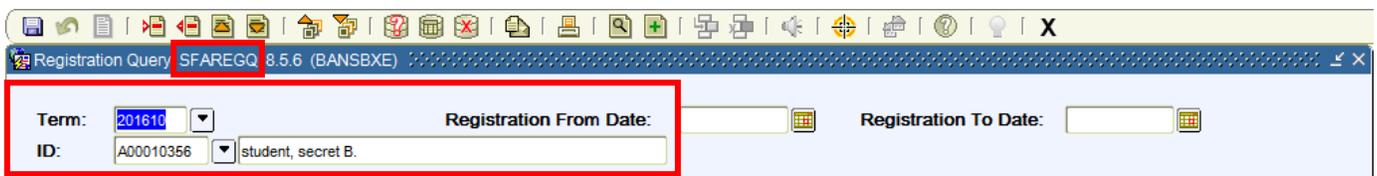
Course Information				Grade	Credit	Bill	Attempted	Time	Status	Level	Appr	Part of	Method	
CRN	Subject	Course	Section	Mode	Hours	Hours	Hours	Hours			Recd	Term	of Instruction	Campus
15929	HIST	010	001	L	4.000	4.000	4.000	4.000	RE	U	<input type="checkbox"/>	1	I	C
15930	HIST	010	021	L	.000	.000	.000	.000	RE	U	<input type="checkbox"/>	1	I	C
14224	ENGL	001A	001	L	4.000	4.000	4.000	4.000	RE	U	<input type="checkbox"/>	1	I	C
13049	CS	008	001	L	4.000	4.000	4.000	4.000	RE	U	<input type="checkbox"/>	1	I	C
13054	CS	008	023	L	.000	.000	.000	.000	RE	U	<input type="checkbox"/>	1	I	C

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.



3. **Next Block.**

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

The screenshot shows a web browser window titled "Registration Query SFAREGQ 8.5.6 (BANSBXE)". The interface includes search filters for Term (201610), Registration From Date, Registration To Date, and ID (A00010356). Below the filters is a table of course sections with columns for Term, CRN, Subject, Course, Section, Status, CEU, Cross List, and days of the week (Mon-Sun). Three course sections are visible, each with detailed information like Part of Term, Grading Mode, Credit Hours, Campus, Building, Room, Start Date, End Date, and Instructor. A vertical scroll bar on the right side of the table is highlighted with a red rectangle, indicating its use for navigating through the list of courses.

Term	CRN	Subject	Course	Section	Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	
201610	13049	CS	008	001	RE	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1240	1400	
Part of Term:		1	Campus:		C	Start Date:		04-JAN-2016		Instructional Method:						I	
Grading Mode:		L	Building:			End Date:		11-MAR-2016		Instructor:							
Credit Hours:		4.000	Room:													<input type="checkbox"/> Primary	
201610	13054	CS	008	023	RE	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1310	1500	
Part of Term:		1	Campus:		C	Start Date:		04-JAN-2016		Instructional Method:						I	
Grading Mode:		L	Building:			End Date:		11-MAR-2016		Instructor:							
Credit Hours:		.000	Room:													<input type="checkbox"/> Primary	
201610	14224	ENGL	001A	001	RE	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0810	0900	
Part of Term:		1	Campus:		C	Start Date:		04-JAN-2016		Instructional Method:						I	
Grading Mode:		L	Building:			End Date:		11-MAR-2016		Instructor:							
Credit Hours:		4.000	Room:													<input type="checkbox"/> Primary	
Co-op Education:					<input type="checkbox"/>	Total Credit Hours:					12.000	Total CEU Hours:					.000