

Registration

Introduction

This lab is to review and practice the material covered in the online tutorials Enrollment and Managing Waitlists with a Banner expert. We will also discuss registration permits. At the end of this lab, you will know how to:

1. View a student's class schedule.
2. Know how to enroll, drop and waitlist a student and view their registration audit.
3. Know how to change a student's maximum hours and place a registration permit on their record.
4. Understand how Banner wait listing works and how to read the waitlist forms.
5. Understand which courses automatically receive repeat permits.
6. Locate Banner forms where information that produces a registration error is set up and controlled.

Expectations

1. Please silence your cell phones and take breaks as needed. There are no scheduled breaks.
2. You have completed the online tutorials mentioned above and practiced them prior to this lab.
3. This lab will only cover the material as described above. As you explore Banner, you may have questions not related to the topic that we are covering today. Please use the "Parking Lot" area to make note of your questions so that you can remember to ask them at a future training session on the respective topic(s) or review recommended tutorials that address your question.

P A R K I N G L O T

Lab Exercises: Group Exercise – Registration

Exercise #1

What is the significance of the EL code in the Enrollment Status field of SFAREGS?

Answer: It means Eligible to Enroll and that the student's enrollment is open. The code defaults for every student so its existence is really telling you what is NOT there. The student has not cancelled, withdrawn, or lapsed in the lapse where they lose their student status. They have not been administratively withdrawn, either (i.e. for an academic dismissal).

Exercise #2

What are the 4 codes you use in SFAREGS to change enrollment for a student and what do they do?

- 1.
- 2.
- 3.
- 4.

It is recommended that you review the registration statuses in the Enrollment tutorial that students use to familiarize yourself with those.

Answer: RE – Register, WL – Waitlist, DC – drop from a course the student is registered or waitlisted in, DD – drop because an error was encountered and user is not going to provide a permit. The student was never successfully enrolled or waitlisted in the class

Exercise #3

In fall 2016, enroll a student from the list provided into the largest section Botany and Plant Sciences 199. What is the unit range approved for this course? _____ Enroll the student into the highest amount available.

Answer: 2 to 4 units. Credit and bill hours must match.

Exercise #4

In fall 2016, enroll a student in classes until they have more units than their record permits and you receive the error message. Here are some courses to use: ANTH 001 001 and 011 or 012 or 013, CRWT 057A 001, ENGL 012A 001, GEO 001 001 and 021, PSYC 001 001 and 021, STAT 040 001 and 021. What are the first three words of the error message? _____ Resolve the error by increasing the student's maximum units and enrolling the student.

Answer: OVER MAXIMUM UNITS. There is no permit for this. You can either use the previous block function to go up and change the max hours and save and next block to enroll the student, or, drop a course so the student is below the maximum using the appropriate drop code (whether the student was successfully enrolled or not). Save. Navigate up one block to Enrollment Information and change the maximum units. Save. Navigate back to the Course Information block and register the student in the course.

Exercise #5

View the student's registration audit trail from exercise 4. Using a query locate the time stamp for when you enrolled the student in their last course: _____

Answer: Go to SFASTCA and find the transaction, using a query on subject and course number, that applies to the enrollment action. The Activity Date is the time stamp.

Exercise #6

In fall 2016, enroll a student from the list provided in MATH 009C. Pretend that they meet the prerequisite.

Answer: Search for identify all linked sections and use code RE to enroll them. A prerequisite error may be encountered and without exiting SFAREGS the user can go to SFASRPO and enter a PREREQ permit. Return to SFAREGS to put DD in the field and then RE again, and it allows the user to save without a prerequisite error.

Exercise #7

In fall 2016, enroll a student in the CRNs provided by the instructor. If it is full, the student can be waitlisted.

Answer: Use the RE code to enroll the student in both sections. A FULL COURSE WAITLIST OPEN error message is received. User should drop (DD) the primary activity and waitlist (WL) the secondary activity. Save. Then Record, Remove the primary activity.

Exercise #8

View the class in exercise 7 to see the order of the students on the waitlist. Which position does the student you had have on the waitlist? _____ Which field on the form did you use to determine their position? _____
If 2 students have already been notified of a seat and enrolled, what position will the **next** student on the list see in self-service? _____

Answers: Go to SFAWLPR and look at the Waitlist Priority field. The next student will see that they are first on the waitlist, even if the Waitlist Priority field has a higher number because the first two students have already been notified and enrolled.

Exercise #9

The seats for the course in exercises 7-8 are increased by 2. Where can you view which students were notified of a seat? _____ View the form. What does a waitlist status of Pending mean? _____
Is it possible for the student's waitlist status to be pending and for their registration status to be dropped? When? _____

Answer: The waitlist notification form is SFIWLNT. A pending waitlist status means that the 24 hour notification period has not ended. Yes it is possible and happens if a student drops himself from the waitlist during the 24 hour notification period that has not yet expired. The student has until the end of the 24 hour period to enroll in the class in case they make a mistake dropping the class or change their mind and want to enroll.

Exercise #10

How often are waitlist notifications sent out? _____ What are the 3 actions that trigger a waitlist notification to be sent? _____

Answer: They are sent 24 hours/day, 7 days/week whenever an action occurs that triggers the notification email.

1. Department staff increase the maximum enrollment on a course.

2. An enrolled student drops the course.
3. The Batch Waitlist Notification automated process finds a notification that has expired with no action or a student who dropped from the waitlist after being notified of an available seat.

Exercise #11

For a lecture paired with multiple discussions or labs, if a department reduces the seats in the lecture but does not adjust the seats for a discussion or lab, what are the implications for the waitlist process? _____

Answer: Departments are responsible for managing the enrollments of their courses to ensure that a seat is available in *all* required activities when a student is offered a seat. If a lecture is reduced but amount of seats in labs or discussions remain the same, the student could be offered a seat in the discussion or lab but there would not be a seat in the lecture available for them to also enroll in, possibly causing the student's 24 hour notification period to expire before they can enroll in the class.

Lab Exercises: On your Own

Exercise #12

Which Banner form shows the student's class schedule, including days of the week, times, and building and room?

Answer: SFAREGQ

Exercise #13

In fall 2016, enroll a student from the list provided in an open section of Political Science 010. Once the student is enrolled, drop them with the appropriate code.

Answer: Search for and identify both sections of linked course and use RE code to register and, once enrolled, use DC code to drop

Exercise #14

In fall 2016, enroll a student from the list provided in Bioengineering 233. Pretend that this student does **not** have Graduate Division approval to enroll.

Answer: Search for and identify both sections of linked course and use RE code to register. A level restriction error is encountered the user does not have permission to give a permit for, use DD code to drop both and save. Then use Record Remove function to delete the both CRNs from the list of courses.

Exercise #15

True or False: Permits cannot be given to a student in advance of the student's assigned registration time ticket.

Answer: False. Permits can be placed in advance of the student's time to enroll so if you know they are going to need one you can go to SFASRPO and put it in.

Exercise #16

Where in Banner can you view what the prerequisites are for a course? _____ If the department has chosen not to enforce the prerequisites on a section, how do you know that? _____ Are prerequisites being enforced on Biochemistry 210? _____

Answer: SCADETL on the course description tab, SSAPREQ if the Basic or None button is on then they are not being enforced, if the CAPP button is on they are being enforced. Yes, they are being enforced on the section of BCH 210.

Exercise #17

Identify each of the “restrictions” below with a Yes if it is enforced when the student adds himself to a waitlist or a No if it is not enforced.

1. Courses that conflict with the meeting time of another course. _____
2. Courses that have one or more linked activities. _____
3. Permission by Department, Enrollment Manager, or Instructor. _____
4. Prerequisites _____
5. Corequisites _____
6. Maximum units _____
7. Restrictions (i.e. by level, class, or major) _____

Answer: 1, 2, 5, and 6 are not enforced (N) when waitlisted but will be when the student enrolls. 3, 4, and 7 are enforced (Y) when the student waitlists.

Exercise #18

True or False: Adjustments to enrollment can be made by staff outside the Registrar’s Office after the add/drop period has ended.

Answer: False. All adjustments to enrollment after the add/drop period are done by Registrar’s Office staff by sending an EAF through MyForms (undergrad) or on the form (Graduate Division).

Exercise #19

View the waitlist priority for CRN 22510. Why can’t you see it in SFAWLPR? _____

Where can you view this course’s waitlist? _____ How many are on the waitlist for both sections? _____

Answer: Because the course is cross-listed and waitlists for cross-listed classes are viewed in SFAXWLP. There are 4 students, 2 in each section.

Exercise #20

There are several registration errors that can be encountered during enrollment. Understanding where this data is found will help you to troubleshoot errors that you and students receive. Match the registration error to the Banner form where the information that caused the error can be found. Some forms are used more than once.

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|--|---------|
| 1. LEVEL RESTRICTION | SFAREGS |
| 2. FULL COURSE AND WAITLIST | SSADETL |
| 3. PERMISSION REQUIRED | SCAMEXC |
| 4. COREQUISITE REQUIRED | SFIWLNT |
| 5. CLASS RESTRICTION | SSARRES |
| 6. CONTENT OVERLAP | SCADETL |
| 7. ADDITIONAL ACTIVITY NEEDED (has 2 forms) | SSASECT |
| 8. MAJOR RESTRICTION | SCACRSE |
| 9. OVER MAXIMUM UNITS | |
| 10. EXCEED REPEAT (one form for same course, one form for equivalent and cross-listed courses) | |
| 11. COURSE NOT ACTIVE | |
| 12. TIME CONFLICT | |
| 13. WAITLIST PENDING | |
| 14. RESERVED SEATS | |

Answers: 1. SSARRES 2. SSASECT 3. SSASECT 4. SCADETL 5. SSARRES 6. SCAMEXC 7. SSASECT and SSADETL 8. SSARRES 9. SFAREGS 10. SCACRSE for same course and SCADETL for equivalent and cross-listed courses 11. SSASECT 12. SSASECT 13. SFIWLNT 14. SSASECT

Exercise #21

View SCACRSE for Biology 111. Is this a course that a student who earned a D the first time they took it will receive an automatic REPEAT permit for? _____ How do you know? _____

Answer: Yes, the repeat status is SR in the current term. Courses the student has taken once, earned a grade of D+, D, D-, F or NC, and also have a Repeat Status of SR (D+ Standard Repeat) in SCACRSE will be given REPEAT permits automatically for each term to provide a seamless registration experience.

Exercise #22

How many **total** units can a student enroll in Art History 298I for if they enroll in it multiple terms? _____

Answer: Go to SCACRSE and, for the current term, view the number in the Maximum Hours field which is 12.

Exercise #23

Bonus question: Is French 004 a course that a student who earned a C- the first time they took it will receive an automatic REPEAT permit for? _____ How do you know? _____

Answer: Yes, the repeat status is RF in the current term. Courses the student has taken once, earned a grade of C-, D+, D, D-, F, or NC and also have a Repeat Status of RE (C-Registration & Acad Hist) OR RF (C- Registration Only) in SCACRSE will be given REPEAT permits automatically for each term to provide a seamless registration experience.

Exercise #24

Bonus question: when is the end of add/drop as of Winter 2017? _____

Answer: The Tuesday of second week

Exercise #25

Bonus question: the third week lapse is changing to occur on which day as of Winter 2017? _____

Answer: The business day before instruction begins.

Resources

Keystrokes

Action	Keystroke
Edit	Ctrl + E
Show Keys	Ctrl + F1
Previous Block	Ctrl + Page Up
Next Block	Ctrl + Page Down
Exit or Cancel Query	Ctrl + Q
Next Field	Ctrl + Tab
Clear Field	Ctrl + U
Help	F1
Duplicate Field/Item	F3
Duplicate Record	F4
Direct Access	F5
Insert Record	F6
Enter Query	F7
Execute Query	F8
List of Values	F9
Save	F10
Display Error	Shift + F1
Count Query Hits	Shift + F2
Select	Shift + F3
Clear Record	Shift + F4
Clear Block	Shift + F5
Remove Record	Shift + F6
Rollback	Shift + F7
Print	Shift + F8
Previous Field	Shift + Tab
Next Field	Tab

Banner Forms Quick Reference Guide

GENERAL PERSON INFORMATION	
SPAIDEN	Name, Address, Phone Number, Email
SOAIDEN	Person Search
SPACMNT	Comments
SOAHOLD	Holds
GOADPRF	Directory Information
GUASYST	Modules student is active in

REGISTRATION	
SFAREGS	Registration
SFAREGQ	Student Schedule with Day and Time
SFAREGF	Registration with Drops and Refund %
SFARHST	Registration History
SFARGRP	Registration Appointments (Time Ticketing)
SFASRPO	Permits and Overrides
SFASTCA	Registration Audit
SFASLST	Class Roster
SFAESTS	Enrollment Status Codes and Refund Schedule
SFARSTS	Course Registration Status Codes and Refund Schedule

ACADEMIC HISTORY	
SHACRSE	Completed Courses/Grades
SHATCKN	Grade Changes, Incompletes, EAP Course Title Changes
SHAGAPP	Graduation Application
SHADEGR	Graduation Degree Conferral
SHADGMQ	Degree Summary
SHASUBJ	Completed Courses and Grades by Subject
SHATERM	Completed Terms/GPA
SHAINST	Academic Standing, Dean's/Chancellor's List, Withdrawal Reason, Term GPA
SHAPCMP	Initial Stats for Students Pre-SIS and Banner

TRANSFER ARTICULATION	
SHATRNS	Transfer Work in Academic History
SHATATR	Articulation Catalog
SHATATC	Articulation Catalog entry
SHATAEQ	Transfer Articulation Evaluation

GENERAL STUDENT INFORMATION	
SGASTDN	General Information: Major/Program Info
SGASTDQ	Major/Program Summary
SGAADVR	Assign Advisor(s)
SGASADD	Cohorts and Attributes

COURSE / SECTION INFORMATION	
SCACRSE	Master Course Inventory
SSASECT	Section Information
SCA/SSADETL	Corequisite, CMF, Attributes, Description
SSASECQ	Section Query
SCA/SSAPREQ	Flag for CAPP Prerequisite Checking
SCA/SSARRES	Restrictions
SCASYLB	Syllabus Approved During course Approval
SSAMATX	Building/Room Use

FACULTY / ADVISOR INFORMATION	
SIAASGQ	Faculty Schedule
SIAINST	Faculty/Advisor Information

TRANSCRIPTS / VERIFICATION	
SHATCMT	Comments
SHARQTC	Transcript Request
SFARQST	Verification Request
SHRTRTC	Transcript Job

FEE INFORMATION	
TSAEXPP	Exemptions
TSIAUTH	Exemption query by student

SPECIAL STUDENT POPULATION INFORMATION	
SZANTUD	Student User Defined Fields (Non-term based)
SZANTUD (41-49)	Residency Values from Admissions Application
SZANTUD (201-205)	Veterans
SZAUSDS	Student User Defined Fields (Term based)
SGASTDN	Veterans (Only some departments have access to the Biographical tab)
SGADISA	Students with Disabilities (security only given to Student Special Services and Registrar Management)
SGASPRT / SGISPRT	Athletes
GOAINTL	International