

# 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?

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### 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.

### 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.

### 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.

### 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: \_\_\_\_\_

### Exercise #6

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

### Exercise #7

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

### 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? \_\_\_\_\_

### 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? \_\_\_\_\_

### Exercise #10

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

### 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? \_\_\_\_\_  
\_\_\_\_\_

## 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?  
\_\_\_\_\_

### 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.

### 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. What steps should you take in this case?

### Exercise #15

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

### 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? \_\_\_\_\_

### 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) \_\_\_\_\_

### 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.

### 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? \_\_\_\_\_

### 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   |         |

### 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? \_\_\_\_\_

Exercise #22

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

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? \_\_\_\_\_

Exercise #24

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

Exercise #25

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

## Resources

### Keystrokes

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