Tutorial Name: Enrollment

My suggested order is:

1. Adding a Student to a Course
2. Dropping a Student From a Course
3. Adding the Student to the Waitlist
4. Enrolling a student into a Variable Unit Course
5. Changing the Minimum or Maximum Registration Hours
6. How to Add Permits
7. View a Student's Registration Audit

Resources:

1. Understanding Course Information in Enrollment
2. Registration Code Use (First Tab Only)

Quiz Questions:

1. Adding a Student to a Course
   a. Banner is telling me that the Enrollment Status prohibits registration. Why might that be the case?
      i. A) The student has cancelled, withdrawn or was lapsed for non-payment.
      ii. B) The student's Enrollment Status is not Eligible to Enroll (EL)
      iii. C) Both A and B
      iv. Answer: C
   b. Students must enroll in all Linked Courses at the same time. TRUE
   c. If you don't know the course information you can use the arrow button and click on Search for Sections to query the available sections for the term. TRUE
   d. If the course is a variable unit course you need to enter what information?
      i. A) Credit Hours and Bill Hours
      ii. B) Credit Hours only
      iii. C) None of the Above
      iv. Answer: A
2. Dropping a Student From a Course
   a. If a student forgot to drop his/her class before the end of the drop/add period you can go into Banner and complete the action for him/her? FALSE
      i. All enrollment transactions after drop/add must be initiated by an Enrollment Adjustment Form (EAF) and performed by the Registrar's Office.
   b. To drop a course for a student, you want to replace RE, RW or WL in the Course Information Status Field with DC. TRUE
   c. Linked courses are the different activity sections of a single course and so all sections must be dropped at the same time. TRUE
   d. If you encounter an error message when enrolling a student and decide it is not appropriate for you to permit the student into the course with an override, what should you do?
      i. A) Code the course with a DC to drop the student and save the form.
      ii. B) Code the course with a DD to drop the enrollment request and save the form.

iii. C) Code the course with a DD to drop the enrollment request, code any linked courses with DD and use Record Remove and Remove course(s) with DD, and save the form.
iv. Answer: C

3. Adding the Student to the Waitlist
   a. Waitlists will be on the smallest of the linked sections (activities of a course). TRUE
   b. Students must take action when they receive their waitlist email or else the system will manually enroll them into the course. FALSE
      i. Banner does not manually enroll the student. When the student receives the waitlist email they must log in to registration and enroll themselves into the course before their 24 hour time period expires. If their 24 hours expire the system will drop them from the waitlist and they will not be enrolled.
   c. To place a student on the waitlist what enrollment code would you use?
      i. A) RE
      ii. B) DC
      iii. C) WL
      iv. Answer: C

4. Enrolling a student into a Variable Unit Course
   a. When you enter the CRN or Subject, Course and Section you will get a message that the course is a variable unit course. You must know the range for this course, because you are not prompted with this information during registration. FALSE
      i. If you are unsure of the unit range for the course, the message on the right hand side does include the range. Highlight and drag your mouse over the message to view the unit range for the course.
   b. Can I adjust variable units once I have input the information and saved the form? Yes or No
      i. Answer: YES, when you go back into the form you can overtype the information in the Credit Hours and Bill Hours fields.
   c. Can the Billing Hours be left at zero? Yes or No
      i. Answer: NO, the billing hours must equal the credit hours. This impacts the billing of the per unit charges like the Technology Fee.

5. Changing the Minimum or Maximum Registration Hours
   a. What two populations on campus must maintain 12 units of registration at all times?
      i. A) International Students
      ii. B) Learning Community Students
      iii. C) International Students and Athletes
      iv. Answer: C
   b. Advisors may adjust the maximum units in SFAREGS if appropriate for the student. TRUE
   c. Adjustments are made to the maximum units based on student's academic standing. TRUE

6. How to Add Permits
   a. The REPEAT permit will be assigned by a job if the student has only taken a course once and they received a low enough grade to permit them to repeat the course. TRUE
   b. If you want to give the student the flexibility to enroll in any section of a course how should you assign the permit?
      i. A) Assign a permit to every subject, course number and section available for the term.

ii. B) Assign the permit to the CRN.
iii. C) Assign the permit to the subject and course number only, without the section.
iv. Answer: C
c. If you assign the REPEATAH permit to a student what will occur on the student's record?
   i. A) The student will be allowed to register for the course.
   ii. B) The student will be allowed to register for the course and the course will be included in the repeat evaluation within academic history. This means the repeat was approved by the Associate Dean and the course will impact the student's GPA.
   iii. Answer: B
d. Can you assign more than one permit for a single course? Yes or No
   i. Answer: YES
e. If you have attempted to enroll a student and received an error you will need to place a DC in the status field after adding the permit code and then place an RE in the status field to allow the student to be successfully enrolled. TRUE

7. View a Student's Registration Audit
   a. The transactions on the audit appear in reverse chronological order. TRUE
   b. If a record only has a TEMP record in the source field, the action indicated by the status (i.e. "RE or RW") was requested by the user but was not completed. This is likely because an error message was received which will display in the Message field. TRUE
   c. The audit can have a lot of information in it and so you may need to scroll through all the records to find what you want. You cannot query this form. FALSE
      i. This form can be queried and can have a lot of information so using the query function may be very beneficial. You can even use the wild card in the message field to find all transactions with the similar error messages. You can also use the query function to find all transactions by a specific user.

Final Quiz: You can pull some questions from above to complete out the final quiz in addition to those below.

1. If a student has a hold on their record that prevents registration the student must have the hold cleared before you can make any adjustments on SFAREGS. TRUE
2. You may complete enrollment at any time and for any course in an effort to ensure the student is enrolled and making progress towards his/her degree. FALSE
   a. You must follow the Academic Calendar for appropriate times to enroll your students. In addition, you should only enroll students in courses you have appropriate enrollment management over. You should never overenroll a course that is outside of your department and authority to enroll.
3. What form do you use to view the student's registration to include day/time, room and Instructor?
   a. A) SFAREGS
   b. B) SFAREGQ
   c. C) SFQSECM
   d. Answer: B
4. When should you assign permit codes to a student's record?
   a. A) You should always assign them prior to the student enrolling
   b. B) You should always assign them after the student attempts to enroll first.

c. C) If you know the student will need the permit you can assign it prior to enrollment or if you realize you need the permit once you or the student attempt to enroll, you can add it at that time.
d. Answer: C