

STUDENT REGISTRATIONS

Student Registrations are an essential foundation for many other subsequent procedures and activities, so it is important the processes are understood and staff know what they need to do, and when.

Registrations are applied (and modified) in the Banner form SFAREGS, and the tutorial for the registration procedures is Update Tutorial 14 – Registering Students on Sections and Blocks. This is usually given to staff during a training session, but can also be downloaded from the Training Manuals page of the Banner Support website (URL: <http://www.rhul.ac.uk/Registry/banner>)

This document goes beyond just a step-by-step ‘how to’ by filling in some of the detail and ‘best practice’ for registrations, and the associated business processes that either drive them, or are impacted by them.

1. Drop-Deleting Registrations

It is important to follow the correct practice for drop-deleting registrations, as it is a requirement for HESA reporting purposes and can impact our funding.

- If the student has been registered on a CRN purely by mistake (e.g. when entering the CRN, the wrong number was typed) or the student has never started the course (e.g. had selected an option in Summer Term then changed their mind over the vacation period) the registration should be drop-deleted **and** removed completely
- If the student *has* started the course, even if they then change to another one, the registration should be drop-deleted and left on the record. This also applies if the student changes programme.
- If students have been registered on a section for an incorrect part of term, and you create a new section for the correct part of term, the original registrations should be drop/deleted **and** removed.

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Status	Level	Approval Recd	Override	Part of Term	Method of Instruction	Campus	Flag	Error	Status Type
63867	MS	3296	0	D	.000	.000	DD	UG			ASP	TR	A	D	W	
63868	MS	3297	0	D	.000	.000	DD	UG			ASP	TR	A	D	W	
60926	CL	3351	0	D	30.000	.250	RE	UG			ASP	TR	A	D	R	
60916	CL	3357	0	D	30.000	.250	RE	UG			ASP	TR	A	D	R	
62866	CL	3203	0	D	30.000	.250	RE	UG			ASP	TR	A	D	R	
60177	EN	2000	0	D	.000	.000	DW	UG			AUT	TR	A	D	W	
60178	EN	2004	0	D	.000	.000	DW	UG			AUT	TR	A	D	W	

4. Registration Status

Registration Status on SFAREGS reflects the current status of a registration, but also the origin of that registration.

- **RE - Registered** - the student is registered on this course section, and the registration was created manually in SFAREGS or via the automated registration script for mandatory courses
- **DD – Drop/Deleted** - the student is no longer registered on the course section, but they were registered on it at some point. ‘DD’ can only be applied by a Banner user manually in SFAREGS.
- **RW – Web Registered** - the student is registered on this course section, and has registered themselves to it via web registration through Campus Connect. This status is equivalent to RE and behaves identically. Web registration is currently only practiced in certain areas and/or departments, but you may see this become more widespread if we move forward with self-service web registration. It should never be entered manually in SFAREGS.
- **DW – Web Drop/Deleted** - the student has dropped a course section that they registered themselves on via web registration. It is the equivalent of DD, and behaves in the same way. Students are **not** able to remove DW registrations completely, but this can be done by an administrator in SFAREGS if necessary.

The screenshot displays the SFAREGS web application interface. At the top, it shows the user 'Bravo, Victor' and the date '09-NOV-2009'. Below this are tabs for 'Registration', 'Student Term', 'Curricula', and 'Time Status'. The 'Enrollment Information' section shows the student's status as 'EL' (Eligible to Register) and a status date of '19-MAY-2009'. The 'Course Information' section contains a table with columns for CRN, Subject, Course, Section, Grade Mode, Credit Hours, Bill Hours, Status, Level, Approval Recd, Override, Part of Term, Method of Instruction, Campus, Error Flag, and Status Type. The table lists several course sections with their respective statuses, including DD, RW, RE, and DW. At the bottom, there are fields for Fees, Date, Credit Hours, Bill Hours, and CEU Hours.

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Status	Level	Approval Recd	Override	Part of Term	Method of Instruction	Campus	Error Flag	Status Type
63867	HS	3296	0	D	.000	.000	DD	UG	<input type="checkbox"/>	<input type="checkbox"/>	ASP	TR	A	D	W
63868	HS	3297	0	D	.000	.000	DD	UG	<input type="checkbox"/>	<input type="checkbox"/>	ASP	TR	A	D	W
60926	CL	3351	0	D	30.000	.250	RW	UG	<input type="checkbox"/>	<input type="checkbox"/>	ASP	TR	A		R
60516	CL	3357	0	D	30.000	.250	RW	UG	<input type="checkbox"/>	<input type="checkbox"/>	ASP	TR	A		R
62866	CL	3203	0	D	30.000	.250	RE	UG	<input type="checkbox"/>	<input type="checkbox"/>	ASP	TR	A		R
60177	EN	2000	0	D	.000	.000	DW	UG	<input type="checkbox"/>	<input type="checkbox"/>	AUT	TR	A	D	W
60178	EN	2004	0	D	.000	.000	DW	UG	<input type="checkbox"/>	<input type="checkbox"/>	AUT	TR	A	D	W
60179	HS	3264	0	E	30.000	.250	RE	UG	<input type="checkbox"/>	<input type="checkbox"/>	ASP	TR	A		R

5. Closing Registrations

Towards the end of January/beginning of February, we will close registrations for the current term, so the Exam Timetable can be generated. This will be publicised in advance so any outstanding registrations can be completed. Once the registrations are closed or 'frozen' for a term, they are no longer viewable in SFAREGS.

Instead, you can view an audit trail of registrations in SFASTCA, which will show you any registration transactions that have taken place for a specified student. You can also view a student's active registrations via the Student Info tab on Campus Connect, or using Infoview reports.

The SFASTCA form also shows you which user has applied or drop/deleted a particular registration. If you see a username of 'LOADUSER' that indicates a registration that was applied using the CAPP automated registration script for mandatory courses. If you see a username of 'WWW_USER' that indicates a registration that was added/dropped via web registration, by the student in Campus Connect.

Oracle Developer Forms Runtime - Web: Open > SFASTCA

File Edit Options Block Item Record Query Tools Help

Student Course Registration Audit: SFASTCA 7.0 (PPRD)

Term Code: 200910 Registration From Date: Registration To Date:

ID: 100534 Bravo, Victor

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Credit Hours	Bill Hours	Source
28	200910	60178	EN	2004	0	A	UG	D	0.000	0.000	BASE
Course Status	Status Date	Add Date	Message				User	Activity Date	Error Flag		
DW	02-NOV-2009	02-NOV-2009					WWW_USER	02-NOV-2009 14:43	D		
Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Credit Hours	Bill Hours	Source
29	200910	60177	EN	2000	0	A	UG	D	15.000	0.125	BASE
Course Status	Status Date	Add Date	Message				User	Activity Date	Error Flag		
RE	02-NOV-2009	02-NOV-2009					URYR305	02-NOV-2009 16:37			

Course Audit Trail Sequence Number.
Record: 28/33 | ... | <OSC>