

Banner 9: Registration Processes

SFAREGQ – This is the Registration Query Form. This query-only form will provide you with an online view of the student’s schedule by displaying all registered courses and related information for a student for a specific term or date range.

SFASTCA – This form is used to view the registration trail for a student. It shows a student’s registration activities in chronological order for the term selected. Information includes who registered the student, when the student was registered, and whether registration was in INB or via the web.

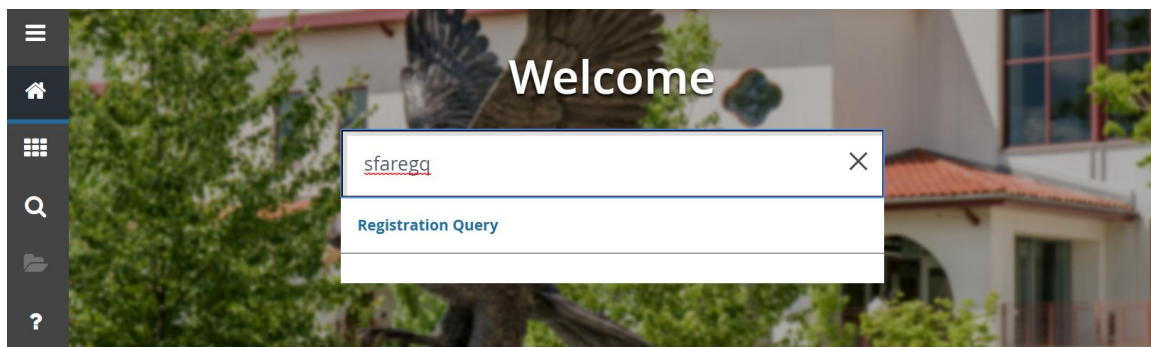
SOAHOLD – This is the Hold Information Form. It displays a historical record of holds that have been placed on a student’s record.

TGACOMC – This is the Comments Central Form. This form is used to view any notes/comments on a student’s record.

SFAREGF – This is the Student Course/Fee Assessment Query form which will provide you with the ability to review fee assessment on a student’s account and query a student’s detail data and registration fee assessment. The form will display credit hours, campus codes, course status, status date and percent fee refund.

Accessing the Registration Query (SFAREGQ) Form

1. Navigate to the **SFAREGQ** form from the landing page



2. Click **search** for the **Term** field
3. Select a term and click on **OK**
4. Click **search** for the **ID** field

5. Click **Person Search**

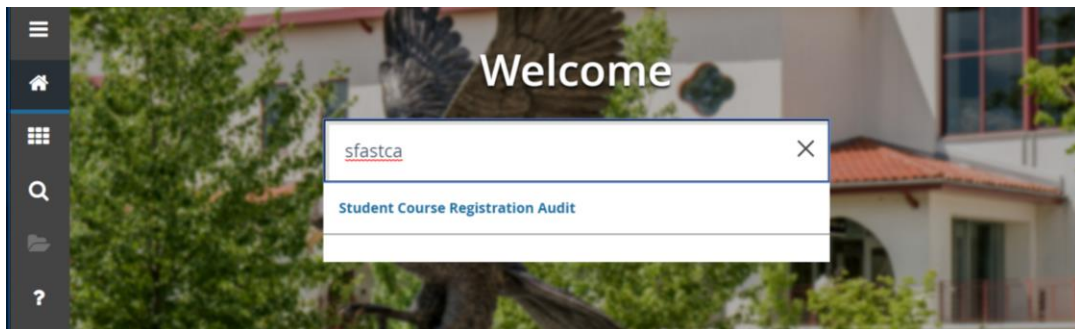
This will open the **SOAIDEN** Person Search form.

6. Enter the search criteria in the appropriate field(s)
7. Click **Go** to execute the query

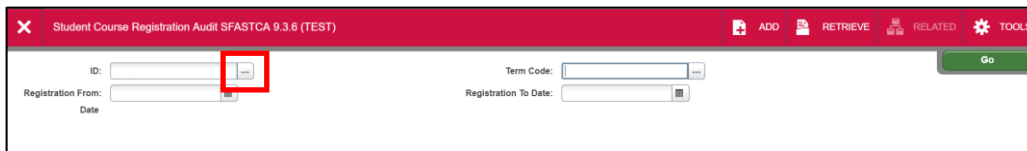
8. In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**
9. Click **GO** to execute the query
10. The students schedule will display for the selected term.

Viewing a Student's Registration Audit Trail (SFASTCA)

1. Navigate to the **SFASTCA** form from the landing page.



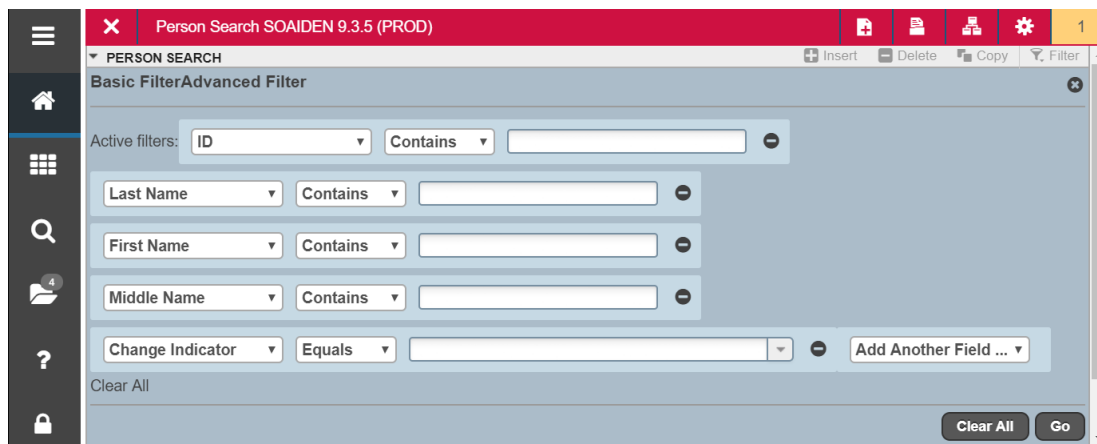
3. Click search for the ID field

A screenshot of the "Student Course Registration Audit SFASTCA 9.3.6 (TEST)" form. The form has a red header bar with navigation icons for ADD, RETRIEVE, RELATED, and TOOLS. Below the header, there are several input fields: "ID:" with a search icon highlighted by a red box, "Registration From:" with a date picker, "Term Code:" with a dropdown, and "Registration To Date:" with a date picker. A green "Go" button is located on the right side of the form.

4. Click **Person Search**

This will open the **SOAIDEN** Person Search form.

5. Enter the search criteria in the appropriate field(s)
6. Click **Go** to execute the query

A screenshot of the "Person Search SOAIDEN 9.3.5 (PROD)" form. The form has a red header bar with navigation icons for ADD, RETRIEVE, RELATED, and TOOLS. Below the header, there is a "PERSON SEARCH" section with a "Basic Filter" and an "Advanced Filter" tab. The "Basic Filter" is active and shows several search criteria fields: "Active filters: ID Contains", "Last Name Contains", "First Name Contains", "Middle Name Contains", and "Change Indicator Equals". There is an "Add Another Field ..." button and a "Clear All" button at the bottom right.

7. In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**
8. Click **search** for the **Term Code** field
9. Select a term and click on **OK**
10. Click **GO** to execute the query

How to Read the Registration Audit

- ✓ Review the value in the *Course Status* field to determine the registration status (e.g, registered, dropped, withdrawal, etc).
- ✓ Review the *Error Flag* field to determine if and what error occurred during registration if permission/override was given.
- ✓ Review the *Message* field to determine the error message, if any, the student received when attempting to register for the section.

Note: If you do not see the *Message* or *Error Flag* fields, scroll to the bottom of the form to get the horizontal scroll bar and scroll to the right of the form.

| Sequence Number | Term | CRN | Subject | Course | Section | Campus | Level | Grading Mode | Attempted Hours | Credit Hours | Bill Hours | Source | Course Status | Status Date |
|-----------------|--------|-------|---------|--------|---------|--------|-------|--------------|-----------------|--------------|------------|--------|---------------|-------------|
| 1 | 201740 | 49317 | PSYC | 305 | 01 | M | UG | 1 | | 3.000 | 3.000 | TEMP | RW | 04/19/2017 |
| 2 | 201740 | 41366 | CSND | 408 | 01 | M | UG | 1 | | 3.000 | 3.000 | TEMP | RW | 04/19/2017 |
| 3 | 201740 | 41361 | CSND | 207 | 01 | M | UG | 1 | | 3.000 | 3.000 | TEMP | RW | 04/19/2017 |
| 4 | 201740 | 46777 | WMGS | 200 | 01 | M | UG | 1 | | 3.000 | 3.000 | TEMP | RW | 04/19/2017 |
| 5 | 201740 | 49556 | PSYC | 365 | 01 | M | UG | 1 | | 3.000 | 3.000 | TEMP | RW | 04/19/2017 |
| 6 | 201740 | 41361 | CSND | 207 | 01 | M | UG | 1 | | 3.000 | 3.000 | TEMP | RW | 04/19/2017 |
| 7 | 201740 | 41366 | CSND | 408 | 01 | M | UG | 1 | | 3.000 | 3.000 | TEMP | RW | 04/19/2017 |
| 8 | 201740 | 46777 | WMGS | 200 | 01 | M | UG | 1 | | 3.000 | 3.000 | TEMP | RW | 04/19/2017 |
| 9 | 201740 | 49317 | PSYC | 305 | 01 | M | UG | 1 | | 3.000 | 3.000 | TEMP | RW | 04/19/2017 |
| 10 | 201740 | 49556 | PSYC | 365 | 01 | M | UG | 1 | | 3.000 | 3.000 | TEMP | RW | 04/19/2017 |
| 11 | 201740 | 41361 | CSND | 207 | 01 | M | UG | 1 | 0.000 | 3.000 | 3.000 | TEMP | DW | 04/19/2017 |
| 12 | 201740 | 41366 | CSND | 408 | 01 | M | UG | 1 | 0.000 | 3.000 | 3.000 | TEMP | DW | 04/19/2017 |
| 13 | 201740 | 46777 | WMGS | 200 | 01 | M | UG | 1 | 0.000 | 3.000 | 3.000 | TEMP | DW | 04/19/2017 |

Activity Date: 04/19/2017 11:01:10 AM Activity User: WWW2_USER

4 and 5
Scroll to
the right

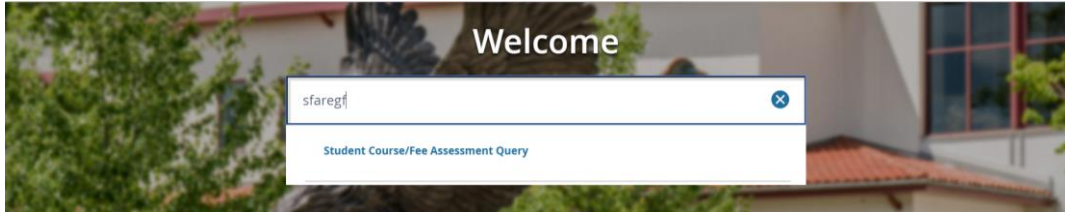
1. **Sequence Number** – a number is assigned based upon the registration term and student’s registration activities, in the order in which they occurred chronologically.
2. **Source** – Displays either TEMP or BASE
 - a. Audit trail records with TEMP as the source indicates the student attempted to register in the class.
 - b. Only those audit trail records with BASE as the source indicate the student has successfully enrolled in the class.
3. **Course Status** – status codes used to indicate actions done (See table below for codes)
4. **Message** – if a student receives a registration message when attempting to register in a class, the message displays.
5. **Error Flag:**
 - a. F (Fatal) – indicates that there is a restriction or the student is not permitted to register in the course
 - b. D (Do not count in enrollment) – indicates the student has dropped the course.
 - c. O (Override) – indicates a registration override was used in order for the student to register in the course.
6. **Activity Date** – Indicates the date and time of the registration action.
7. **User** – indicates who performed the registration action. If User is WWW2_USER, then the student performed the action via the web.

| Status Code | Description |
|-------------|-------------|
| AU | Audit |
| DD | Drop/Delete |
| DW | DROP |

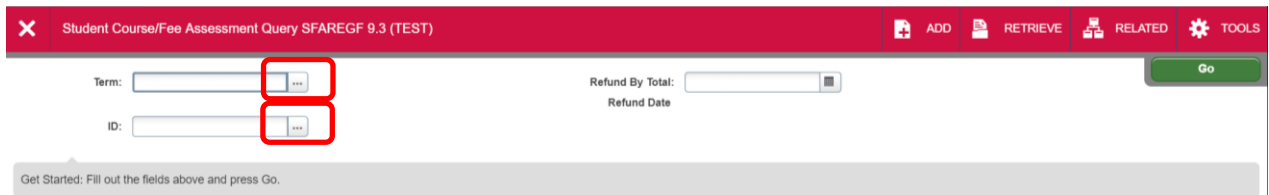
| Status Code | Description |
|-------------|---------------------------------|
| RE | **Registered** |
| RW | **Web Registered** |
| WC | Withdrawn Course w/grade WD |
| WW | Withdrawn Course w/grade WD Web |

Accessing the Student Course/Fee Assessment (SFAREGF) Form

1. Navigate to the **SFAREGF** form from the landing page.



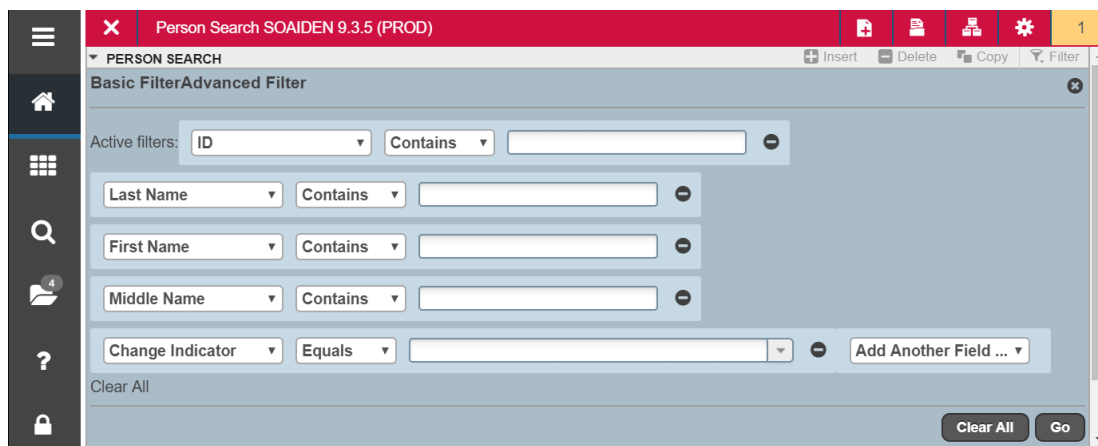
2. Click **search** for the **Term** field
3. Select a term and click on **OK**
4. Click **search** for the **ID** field



5. Click **Person Search**

This will open the **SOAIDEN** Person Search form.

6. Enter the search criteria in the appropriate field(s)
7. Click **Go** to execute the query



- In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**
- Click **GO** to execute the query

Student Course Fee Assessment Query SFAREG 9.3 (TEST)

Term: 201740 Refund By Total Refund Date: ID: Start Over

TERM ENROLLMENT SUMMARY

Status: EL **1**

Description: Eligible to Register

Status Date: 04/19/2017

Percentage Tuition Refund: **3**

Percentage Fee Refund:

TERM REGISTRATION SUMMARY

| CRN | Subject | Course | Section | Credit Hours | Bill Hours | Level | Campus | Status | Status Date | Percent Tuition Refund | Percent Fee Refund | Message |
|-------|---------|--------|---------|--------------|------------|-------|--------|--------|-------------|------------------------|--------------------|-------------------------------|
| 41351 | CSND | 207 | 01 | 3.000 | 3.000 | UG | M | RW | 04/05/2017 | | | ""Web Registered"" 2 |
| 45196 | PSYC | 313 | 04 | 3.000 | 3.000 | UG | M | WW | 10/01/2017 | | 50 | Withdrawn Course w/grad WD... |
| 46777 | WMGS | 200 | 01 | 3.000 | 3.000 | UG | M | RW | 04/19/2017 | | | ""Web Registered"" |
| 49317 | PSYC | 305 | 01 | 3.000 | 3.000 | UG | M | RW | 04/19/2017 | | | ""Web Registered"" |
| 49327 | PSYC | 365 | 03 | 3.000 | 3.000 | UG | M | RW | 08/08/2017 | | | ""Web Registered"" |

Total Credit Hours: 15.000

Total Bill Hours: 15.000

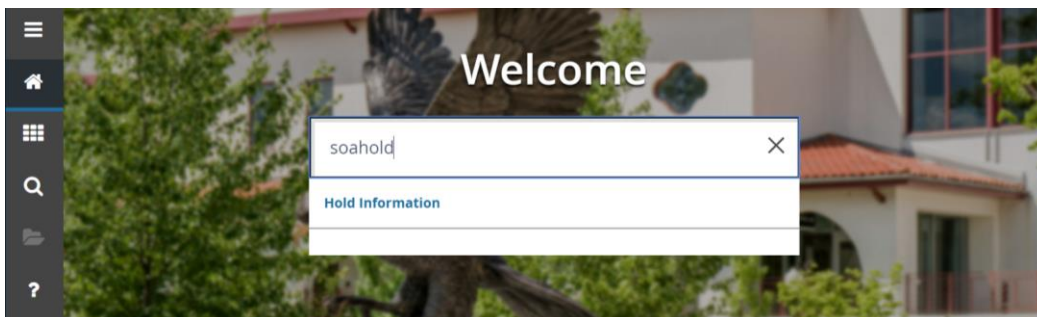
CEU Hours: 0.000

Note:

- The Status field shows the status of the student which is usually EL, Eligible to Register.
- The Message shows a detailed description of that status for each course. This is helpful in determining if a student dropped a course during a tuition adjustment period or withdrew from a course.
- The Percent Tuition Refunded field will have a percentage amount if the student dropped during our tuition adjustment period (50 or 25%)

Accessing the Hold Information (SOAHOLD) Form

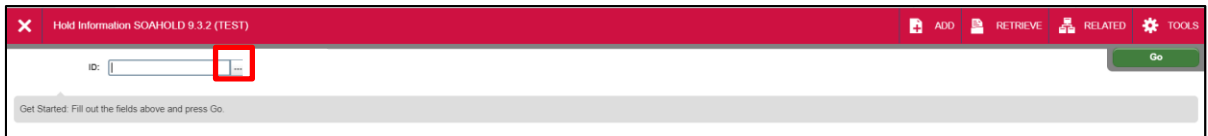
- Navigate to the **SOAHOLD** form from the landing page.



2. Click **search** for the **ID** field
3. Click **Person Search**

This will open the **SOAIDEN** Person Search form.

4. Enter the search criteria in the appropriate field(s)
5. Click **Go** to execute the query



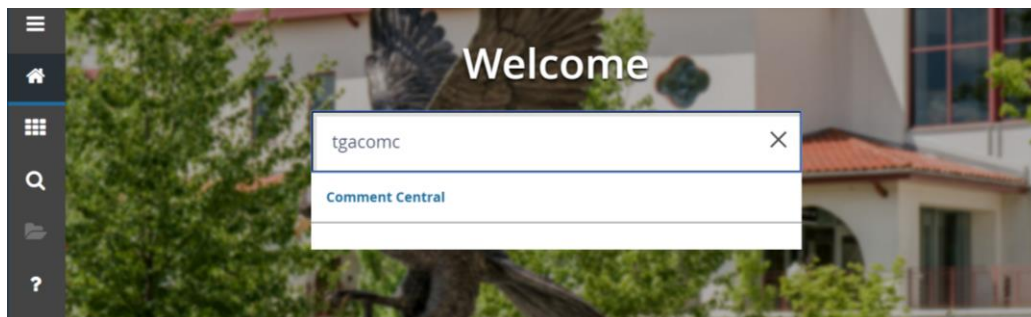
6. In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**
7. Click **GO** to execute the query

The student's holds will be displayed. Please note the following:

- **Hold Type and Description** describes the hold type.
- The **"From"** date determines the effective date of the hold.
- The **"To"** date determines when the hold is no longer active.
- **Origination Code and Description** displays the office that placed the hold.

Accessing the Comment Central (TGACOMC) Form

1. Navigate to the **TGACOMC** form from the landing page.



NOTE: Exit out of the TAODEST form if it opens. This form will appear if you are accessing the TGACOMC form for the first time.

2. Click **search** for the **ID** field
3. Click **Person Search**

This will open the **SOAIDEN** Person Search form.

4. Enter the search criteria in the appropriate field(s)
5. Click **Go** to execute the query
6. In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**
7. Click **GO** to execute the query

All comments will be displayed for the student.