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.

**SOAHOLOD** – 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

   ![Image](image.png)

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.

<table>
<thead>
<tr>
<th>Registration Status Code</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Audit</td>
<td>Student is enrolled in course for audit only; no grade will be given.</td>
</tr>
<tr>
<td>AW</td>
<td>Admin Withdrawal</td>
<td>(Registrar Use ONLY) Student receives a “W” but will be responsible for fees.</td>
</tr>
<tr>
<td>DC</td>
<td>Registrar Drop</td>
<td>Registrar’s office drops during refund period</td>
</tr>
<tr>
<td>DD</td>
<td>Drop/Delete</td>
<td>Registrar’s office drops (usually prior to beginning of semester); 100% refund.</td>
</tr>
<tr>
<td>DI</td>
<td>Instructor Drop</td>
<td>Instructor initiates drop during refund period</td>
</tr>
</tbody>
</table>
### Viewing a Student’s Registration Audit Trail (SFASTCA)

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

![Welcome to SFASTCA](image)

3. Click search for the ID field

![Student Course Registration Audit](image)

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
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

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**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.
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 indicate 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 Table

<table>
<thead>
<tr>
<th>Status Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>DD</td>
<td>Drop/Delete</td>
</tr>
<tr>
<td>DW</td>
<td>DROP</td>
</tr>
<tr>
<td>Status Code</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>RE</td>
<td><strong>Registered</strong></td>
</tr>
<tr>
<td>RW</td>
<td><strong>Web Registered</strong></td>
</tr>
<tr>
<td>WC</td>
<td>Withdrawn Course w/grade WD</td>
</tr>
<tr>
<td>WW</td>
<td>Withdrawn Course w/grade Web</td>
</tr>
<tr>
<td>RS</td>
<td>Reinstated after non-payment</td>
</tr>
</tbody>
</table>

**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
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

**Note:**
1. The Status field shows the status of the student which is usually EL, Eligible to Register.
2. 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.
3. 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 (SOAHOBD) Form**
1. Navigate to the **SOAHOBD** 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.