

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.

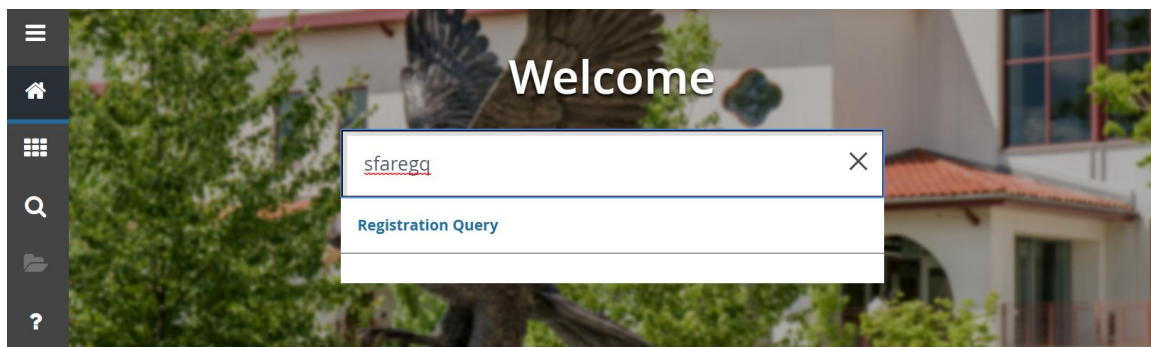
SOAHOLD – This is the Hold Information Form. It displays a historical record of holds that have been placed on a student’s record.

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

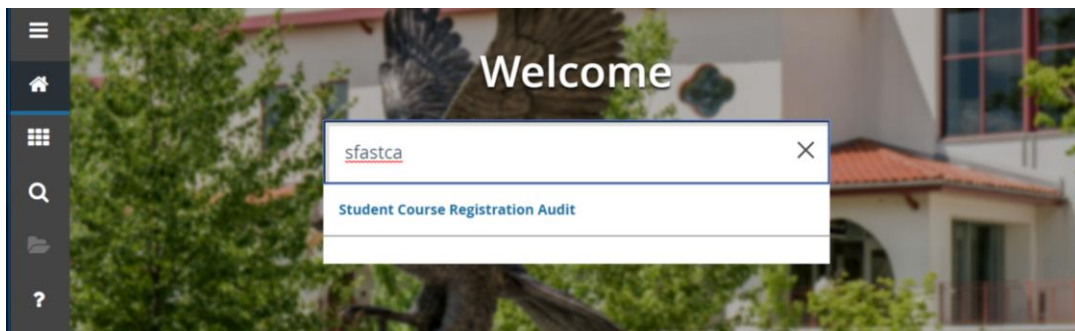
8. In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**
9. Click **GO** to execute the query
10. The students schedule will display for the selected term.

Registration Status Code	Name	Description
AU	Audit	Student is enrolled in course for audit only; no grade will be given.
AW	Admin Withdrawal	(Registrar Use ONLY) Student receives a "W" but will be responsible for fees.
DC	Registrar Drop	Registrar's office drops during refund period
DD	Drop/Delete	Registrar's office drops (usually prior to beginning of semester); 100% refund.
DI	Instructor Drop	Instructor initiates drop during refund period

Registration Status Code	Name	Description
DR	Student Drop	Student drop online during refund period
DW	Student drop before start of school	(Student Use Only) Student drops via Web prior to beginning of semester; 100% refund.
RE	Registered	Registrar's office registers a student.
MW	Military Withdrawal	Student withdraws due to military obligations
RW	Web Registered	(Student Use Only) Registered via web
WI	Instructor Withdrawal	Instructor initiates student withdrawal
WS	Registrar Withdrawal	Registrar's office withdraws on behalf of student
WW	Student Withdrawal	Student withdraws online

Viewing a Student's Registration Audit Trail (SFASTCA)

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



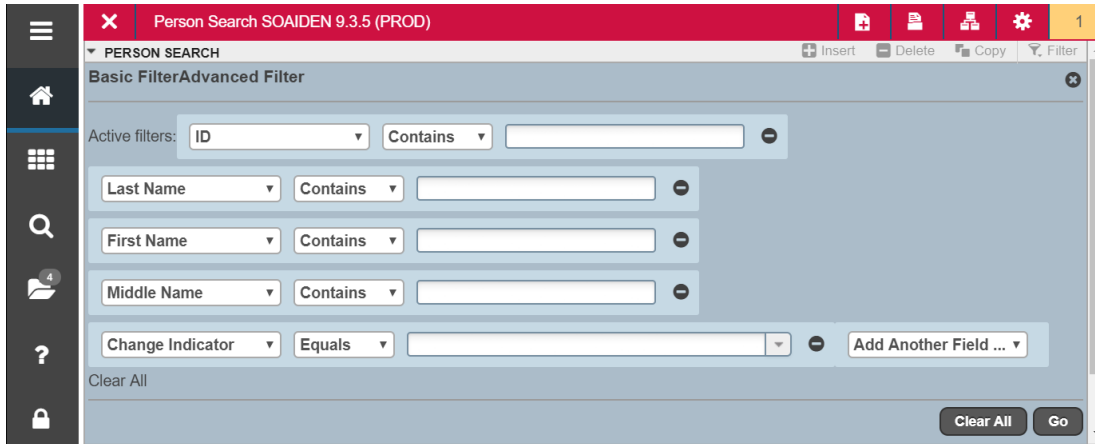
3. Click search for the ID field

 A screenshot of the 'Student Course Registration Audit SFASTCA 9.3.6 (TEST)' form. The form has a red header bar with navigation buttons: ADD, RETRIEVE, RELATED, and TOOLS. Below the header, there are several input fields: 'ID:', 'Term Code:', 'Registration From: Date', and 'Registration To Date:'. A red box highlights the search icon (magnifying glass) next to the 'ID:' field. A green 'Go' button is located on the right side of the form.

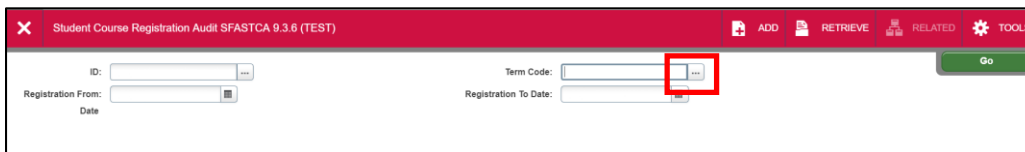
4. Click **Person Search**

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



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

4 and 5
Scroll to
the right

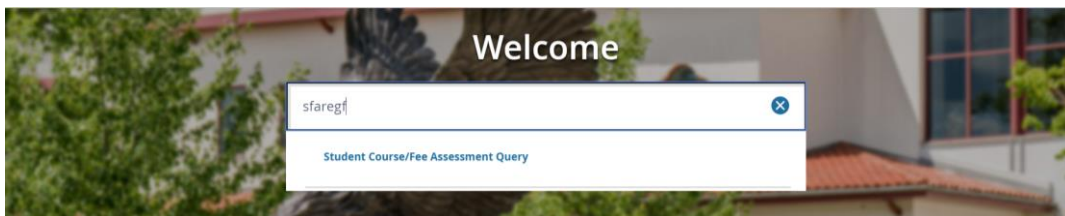
- Sequence Number** – a number is assigned based upon the registration term and student’s registration activities, in the order in which they occurred chronologically.
- Source** – Displays either TEMP or BASE
 - Audit trail records with TEMP as the source indicates the student attempted to register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

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

Student Course/Fee Assessment Query SFAREGF 9.3 (TEST)

ADD RETRIEVE RELATED TOOLS

Term:

Refund By Total: Refund Date

ID:

Go

Get Started: Fill out the fields above and press Go.

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

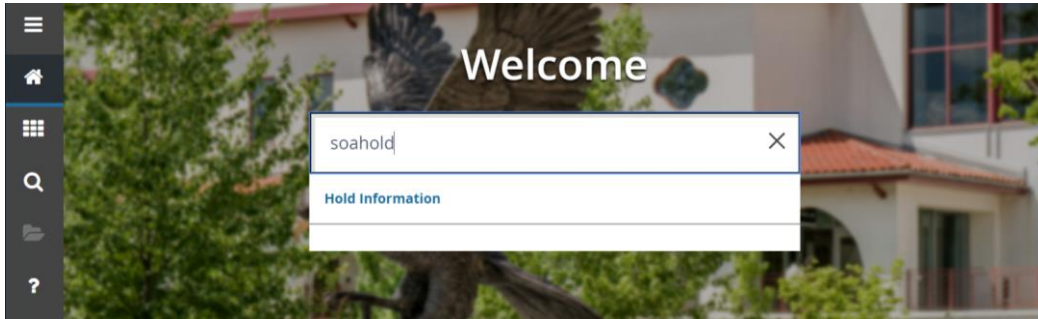
CRN	Subject	Course	Section	Credit Hours	Bill Hours	Level	Campus	Status	Status Date	Percent Tuition Refund	Percent Fee Refund	Message
41381	CSND	207	01	3.000	3.000	UG	M	RW	04/20/2017			"Web Registered"
49196	PSYC	313	04	3.000	3.000	UG	M	WW	10/01/2017	50	50	Withdrawn Course w/rd WD ...
40777	WMGS	200	01	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"
49227	PSYC	365	03	3.000	3.000	UG	M	RW	08/08/2017			"Web Registered"

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 (SOAHOLD) Form

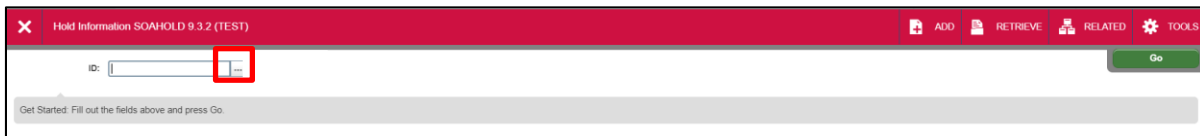
1. Navigate to the **SOAHOLD** form from the landing page.



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



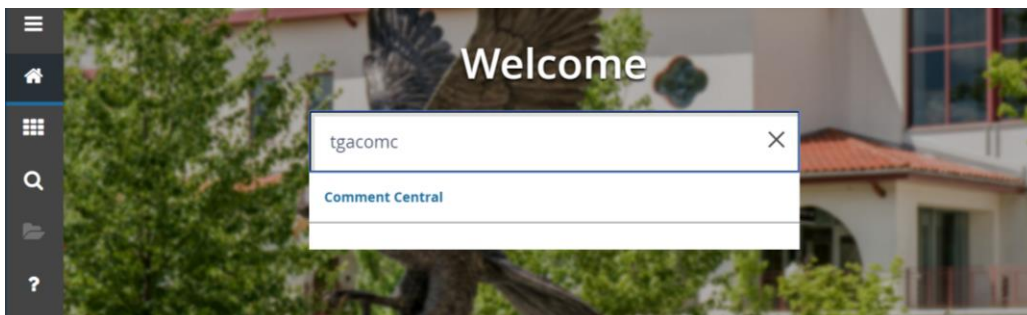
6. In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**
7. Click **GO** to execute the query

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.