

# The University of Texas at San Antonio Office of the Registrar

## *Registration, Permit Overrides & Special Approvals Training Guide*

# Banner 8

# Registering a UTSA Student

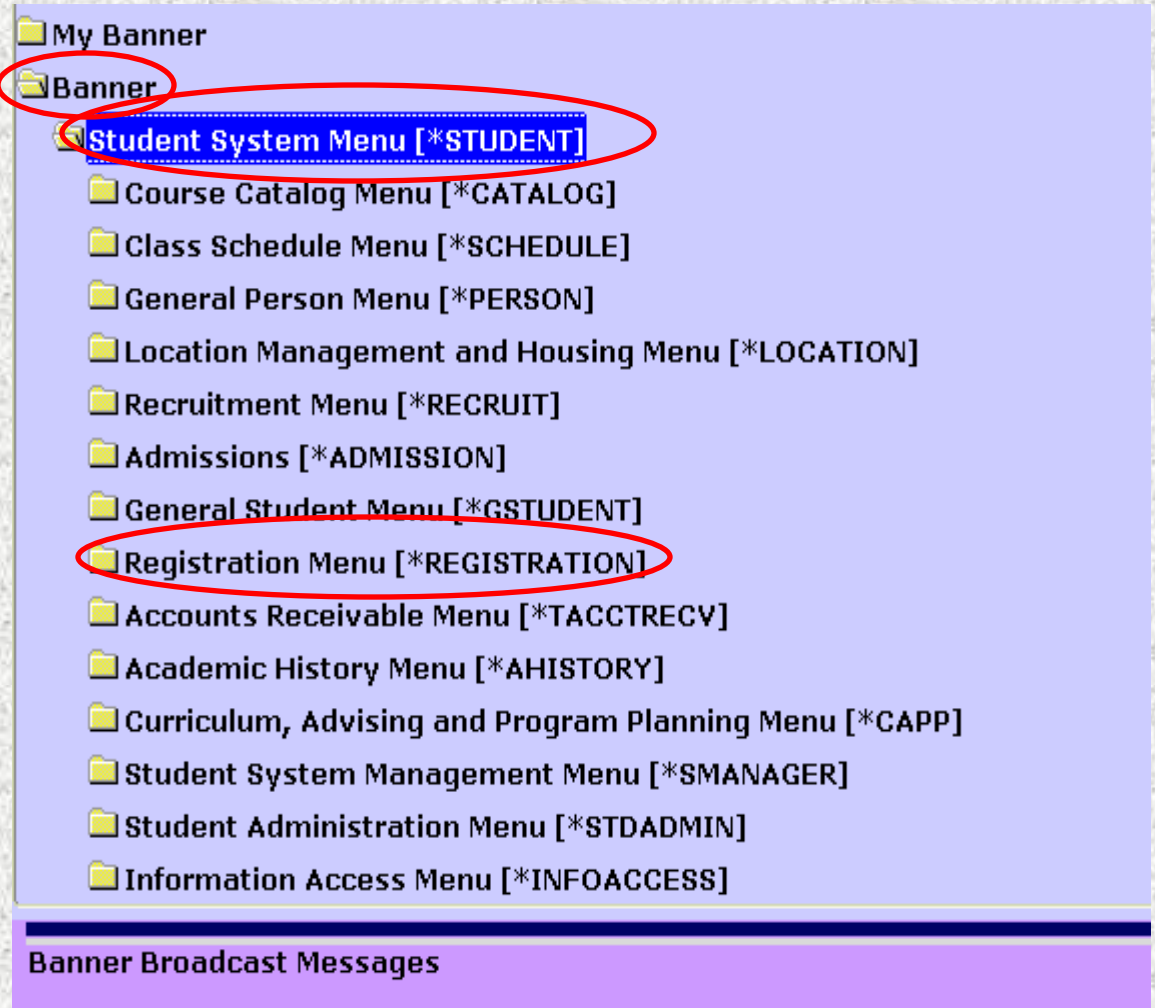
The objective of the Registration Menu is to provide easy access to the various registration-related forms. There are two ways to access the menu and forms (screens) dedicated to registration.

# 1. Access the Registration Menu from the main Banner form.

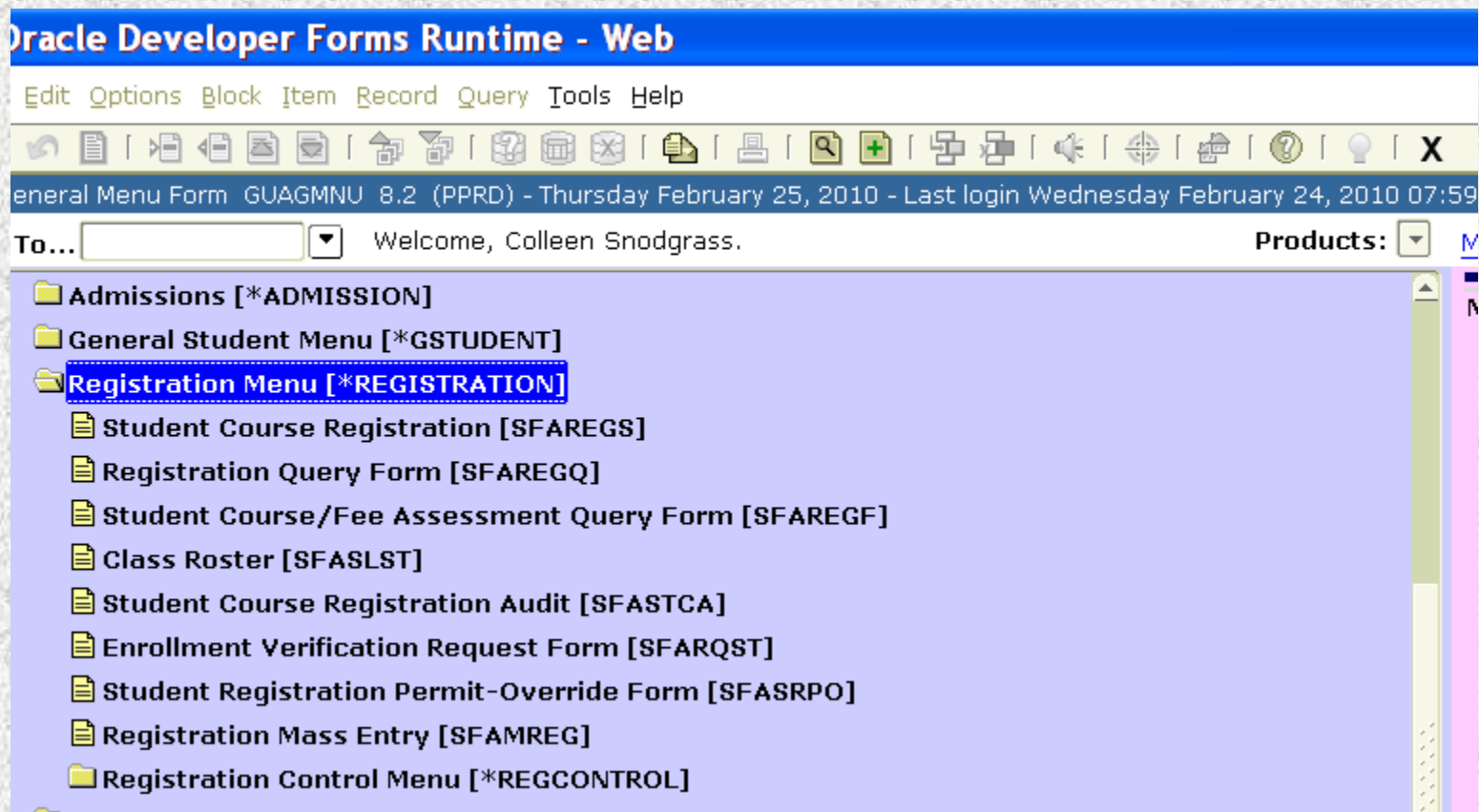
Click the Banner folder

Click the Student System Menu folder

Click the Registration Menu folder

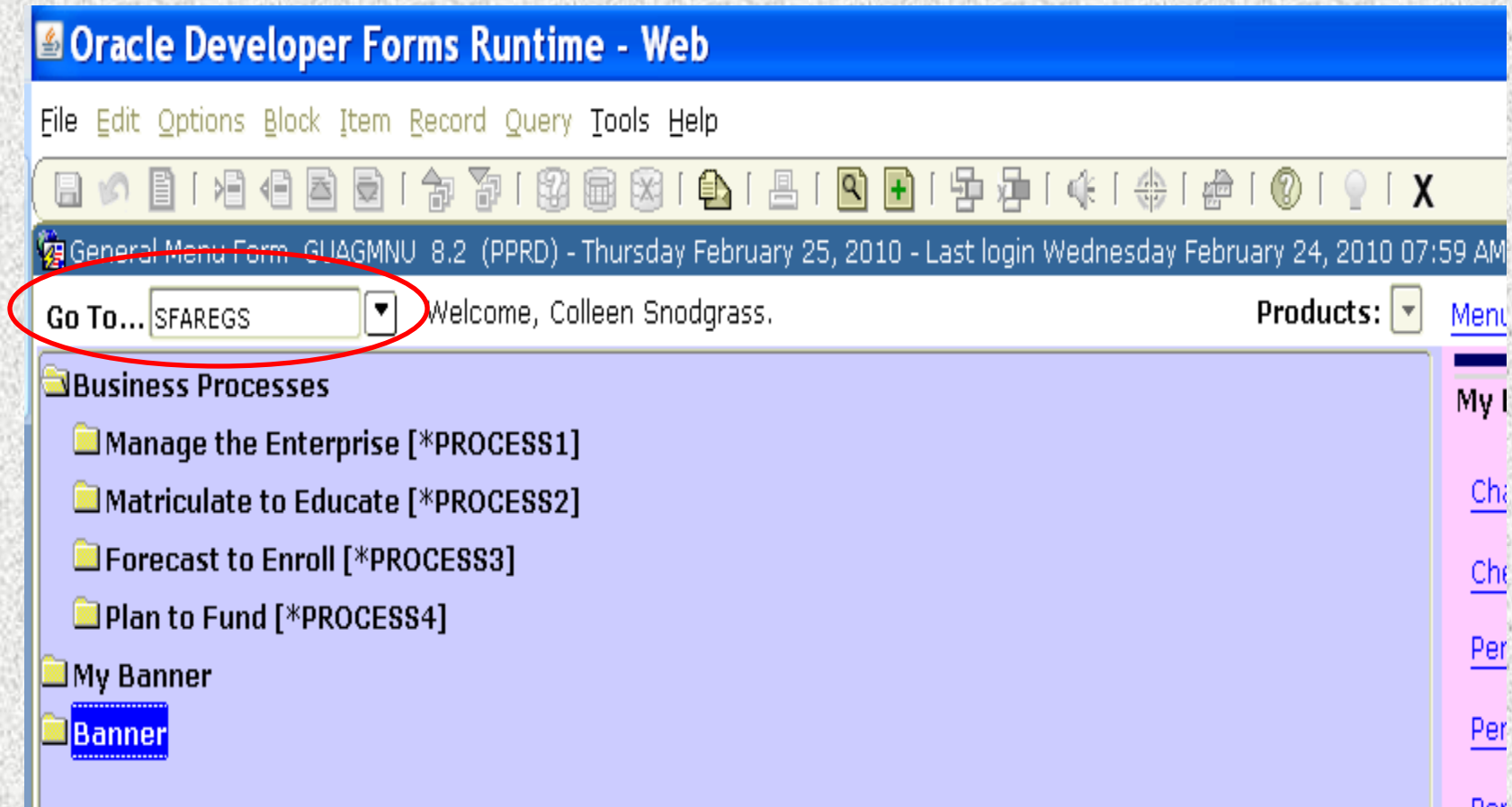


The Registration Menu folder displays some of the most commonly used registration forms.



Click on the desired form.

2. Forms may also be accessed directly by entering the name of the form in the “Go To” field.



# Student Course Registration Form (SFAREGS)

The objective of this form is to register students into classes. This form also assesses the charges related to registration.

SFAREGS is used to **add, drop, or withdraw** a student from a course or courses.

# Options Menu on SFAREGS

Using the Options Menu allows quick access to other parts of Banner to obtain more information related to the registration process. Below is a brief description of some of the options.

# Options



Oracle Developer Forms Runtime - Web: Open > SFAREGS

File Edit **Options** Block Item Record Query Tools Help

- Registration History and Extension [SFARHST]
- Class Search [SSASECQ]
- IDs, Names and Addresses [SPAIDEN]
- Detailed Student Information [SGASTDN]
- Quick Admit [SAAQUIK]
- Student Attributes and Cohorts [SGASADD]
- View Students Schedule of Classes [SFAREGQ]
- Test Score Information [SOATEST]
- Charge Optional Registration Fees [SFAEFEE]
- Review Account Detail [TSAAREV]
- Review Students Classes and Charges [SFAREGF]
- Graduation Application [SHAGAPP]
- Degrees and Awards [SHADEGR]
- Summary Student Information [SGASTDQ]
- View Student Holds [SOAHOLD]
- Person System Identification [GUASYST]
- Admissions Application Detail [SAAADMS]
- Define Time Status Rules [SFATMST]
- View Time Status Information

Student

Term: \_\_\_\_\_ Date: 28-FEB-2011

Current/Active Curricula  Print Bill  Print Schedule

Time Status

Process Block: \_\_\_\_\_  Minimum: \_\_\_\_\_

\_\_\_\_\_  Delete All CRNs Maximum: \_\_\_\_\_

CRN	Hours	Attempted Hours	Time Status	Status	Level	Appr Recd	Override	Part of Term	Inst

## **Student Holds (SOAHOLD)**

View a student's holds. You may go to SOAHOLD prior to entering SFAREGS. In SOAHOLD, all holds for the student are shown. In SFAREGS, if you click on the "holds" box, only holds that prevent registration are shown. STVHLDD allows you to view the types of holds and what that hold prevents the student from doing.

## **Admissions Application Detail (SAAADMS)**

View a student's application for admission information. Be careful, as it is term sensitive.

## **Detailed Student Information (SGASTDN)**

View information on a student's major, minor, entry term, academic status, etc. Click *Next Block* and the student's name and ID should default in.

## **Summary Student Information (SGASTDQ)**

View term-by-term student status and how it changed over time. It also shows former majors the student had declared.

## **Test Score Information (SOATEST)**

View student scores for such tests as TAKS, SAT, ACT, etc.

## **Assign Permits/Overrides to Student (SFASRPO)**

This option is available when a special approval error message appears on SFAREGS. Access this form if the student should register via *ASAP* with approval.

## **Review Student's Classes and Charges (SFAREGF)**

Click *Next Block* and then click Enter. This form shows you a student's tuition and fees. Click Enter and make sure you scroll to the bottom when the fee items are displayed. If you don't, the fees total will be inaccurate.

## **View Student's Schedule of Classes (SFAREGQ)**

Click *Next Block* once at the form and you can see a complete student class schedule for the term. Use the scroll bars to see additional information like building, room, campus, and instructor's name.

# SPACMNT

Allows you to place a comment in the student's record. Make sure you include the term you are referring to for future reference.

You may cut and paste an email message into SPACMNT if the email is authorizing you to do something. You can paste the message in the *Narrative Comments* section if you need more space.

**Tip:** SPACMNT also contains important information regarding an incomplete grade: the course, grade to date, term, and requirements remaining to remove the incomplete.



Person Comment Form SPACMNT 8.0 (PPRD)

ID: @ [redacted]

<b>Comment Type:</b> REG [v] Registrar	<b>Appointments</b> [person icon]	<input type="checkbox"/> Confidentiality
<b>Originator:</b> WEB [v] WEB	<b>From Time:</b> [ ]	<b>Add Date:</b> 13-MAY-2006 [calendar icon]
<b>Contact:</b> [ ] [v]	<b>To Time:</b> [ ]	<b>Activity Date:</b> 13-MAY-2006
<b>Contact Date:</b> [ ] [calendar icon]		<b>Last Updated by:</b> WWW_OAS4082

Comments:

A Requirements for Removal of Incomplete for 200620 CRN 20871 was submitted by [redacted] on 13-MAY-06  
 Course: KIN 3443 - 001 Fitness Test & Exerc Prescript  
 Please give the reason for assigning this grade of incomplete.  
 Student had a 1st degree relative with terminal illness and passed away near the end of the term.  
 Has the student been in attendance for three-fourths of the term?  
 Yes  
 Give a letter grade evaluation of the work that the student has complete so far.  
 D

Narrative Comments:

[Empty text area for narrative comments]

Student Course Registration Form SFAREGS 8.3.0.3 (PPRD)

Term: 201120 ID: @00010656 Davox, Testy Date: 28-FEB-2011 Holds:

View Current/Active Curricula  Print Bill  Print Schedule

Registration Student Term Curricula Study Path Time Status

### Enrollment Information

Status:  Eligible to Register Process Block:  Minimum: .000 Source: MHRs Acceptance:  Confirmed

Reason:  Status Date: 06-JAN-2011  Delete All CRNs Maximum: 19.000 Source: MHRs Acceptance:  None  Accepted

### Course Information

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus
26909	SWK	5513	904	N	3.000	3.000	3.000	3.000	RE	01	<input type="checkbox"/>	<input type="button" value="v"/>	1		1DT
											<input type="checkbox"/>	<input type="button" value="v"/>			
											<input type="checkbox"/>	<input type="button" value="v"/>			
											<input type="checkbox"/>	<input type="button" value="v"/>			
											<input type="checkbox"/>	<input type="button" value="v"/>			
											<input type="checkbox"/>	<input type="button" value="v"/>			
											<input type="checkbox"/>	<input type="button" value="v"/>			
											<input type="checkbox"/>	<input type="button" value="v"/>			
											<input type="checkbox"/>	<input type="button" value="v"/>			
											<input type="checkbox"/>	<input type="button" value="v"/>			

Error Flag: Status Type: Fees: Y - Immediate assessm... Date: 06-JAN-2011 Credit Hours: 3.000 Bill Hours: 3.000 CEU Hours: .000

**Hint:** Use the arrow buttons to display more information about the fields in any form.

# Required Steps Before Adding or Dropping Courses

The screenshot shows the Oracle Developer Forms Runtime interface for SFAREGS. The title bar reads "Oracle Developer Forms Runtime - Web: Open > SFAREGS". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons for file operations and navigation. The main form area displays the following information:

- Term: 201120
- ID: @00010656
- Name: Davox, Testy
- Date: 28-FEB-2011
- Holds: Y (circled in red)

Below the form fields are several buttons: "View Current/Active Curricula", "Print Bill", and "Print Schedule". A tabbed interface at the bottom shows "Registration" as the active tab, with other tabs for "Student Term", "Curricula", "Study Path", and "Time Status".

The "Enrollment Information" section includes:

- Status: EL (Eligible to Register)
- Reason: (empty)
- Process Block: (empty)
- Status Date: 06-JAN-2011
- Minimum: .000
- Maximum: 19.000
- Source: MHRS
- Acceptance: Confirmed, None, Accepted (radio buttons)

**Important:** A “Y” in the Holds Field indicates the student has a hold. To view holds, click on the arrow button.

You can then view student’s holds in SOQHOLD. Exiting SOQHOLD will return you to SFAREGS.

**Note:** The student must be referred to the office that placed the hold for removal of the hold.

If you DO want to register the student with a hold, you must type in the override password in the box next to the “Y”. This password is 3 characters and changes every term. Staff with registration permissions are notified of this password before registration begins for the term.

Click *Next Block* (Ctrl+PgDn). If the student has a hold, this function is not allowed.

**Note:** The next part (block) of the form is the Registration Information Block, which displays information about the student’s status, maximum hours a student can take, and the student’s registration block (if block registration is being used).

# This student is eligible to register

## Enrollment Status

Enrollment Information		Hours	Source	Acceptance	
Status:	<input type="text" value="EL"/> ▾ Eligible to Register	Minimum:	<input type="text" value=".000"/> ▾	<input type="text" value="MHRS"/>	<input type="radio"/> Confirmed
Reason:	<input type="text" value=""/> ▾	Status Date:	<input type="text" value="06-JAN-2011"/>	<input type="checkbox"/> Delete All CRNs	<input checked="" type="radio"/> None
		Maximum:	<input type="text" value="19.000"/> ▾	<input type="text" value="MHRS"/>	<input type="radio"/> Accepted

The maximum and minimum hours fill in automatically, but may be overridden with proper approvals.

# Adding a Course

Go to SSASECQ to query the exact course to be registered. There are two basic ways to add a course to a student's record:

1. If the call number or course reference number (CRN) is known, under the CRN column type in the CRN and then press tab. The information for the course will default in.

Course Information

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus
24962	GBA	2013	005	N	3.000	3.000	3.000	3.000	RE	01			1		11

Notice that the status code defaults to "RE" (Registered).

## 2. If Subject, Course Number, and Section are known but CRN is unknown:

- Move the cursor to the Subject field and enter the Subject Code.
- Tab to the Course field and enter the course number.
- Tab to the Section field and enter the section number.

Course Information													Time		Method	
CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Status Hours	Status	Level	Appr Recd	Override	Part of Term	of Instruction	Campus	
<input type="text"/>	<input type="text" value="GBA"/>	<input type="text" value="2013"/>	<input type="text" value="005"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

- Tab again and the rest of the course information will default in.

Course Information															
CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus
24962	GBA	2013	005	N	3.000	3.000			RE	01	<input type="checkbox"/>	<input type="checkbox"/>	1		11
											<input type="checkbox"/>	<input type="checkbox"/>			

- Click **Save** (F-10) twice to commit the record when you have the CRN and all the information on the course(s) entered correctly.

➤ Click on “OK” when the message box below appears.

**Oracle Developer Forms Runtime - Web: Open > SFAREGS**

File Edit Options Block Item Record Query Tools Help

Student Course Registration Form SFAREGS 8.3.0.3 (PPRD)

Term: 201120 ID: @00010656 Davox, Testy Date: 28-FEB-2011 Holds: Y\*\*\*

View Current/Active Curricula  Print Bill  Print Schedule

Registration Student Term Curricula Study Path Time Status

**Enrollment Information**

Status:  Eligible to Register  s Block:  Minimum: .000 Source: MHRS Acceptance:  Confirmed  
Reason:   -2011  Delete All CRNs Maximum: 19.000 Source: MHRS Acceptance:  None  
 Accepted

**Course Information**

CRN	Subject	Course	Section	Days	Time	Hours	Time	Status	Status	Level	Appr	Recd	Override	Part of	Method of	Campus
							rs	Hours						Term	Instruction	
26909	SWK	5513	904	N	3.000	3.000	3.000	3.000	RE	01	<input type="checkbox"/>			1		1DT

Forms

! Fee Assessment processed.

OK

# Registration Status Codes

Course Information										Time	Method					
CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Status Hours	Status	Level	Appr Recd	Override	Part of Term	of Instruction	Campus	
24962	GBA	2013	005	N	3.000	3.000			RE	01	<input type="checkbox"/>	<input type="checkbox"/>	1		11	
											<input type="checkbox"/>	<input type="checkbox"/>				
											<input type="checkbox"/>	<input type="checkbox"/>				



The Registration Status Code indicates whether a class has been added, dropped or withdrawn, and if it was done on the desktop or via the web. Not all codes are available for use by all personnel, as some codes are department specific.

# Explanations of the Registration Status Codes

DD	Drop/Delete course (Registrar only)
CC	Canceled course
DC	Dropped course (no grade, desktop)
DW	Dropped course (no grade, web)
FW	Freshman withdrawal (automatic W)
RE	Registered (desktop)
RC	Reinstated Course (done only via ASAP)
RN	Registered (not reported to Coordinating Board)
RP	Registered (repeated course)
RW	Registered on the web
VC	Course registered and certified for a veteran
VR	Course registered and certified for a veteran (repeated course)
WC	Drop course (automatic W grade)
WF	Withdrawn student after automatic W date (ended Fall 2009)
WS	Withdrawn student through Census Day (no grade)
WW	Withdrawn student after Census Day (automatic W grade)
XC	Dropped course on web (automatic W grade)

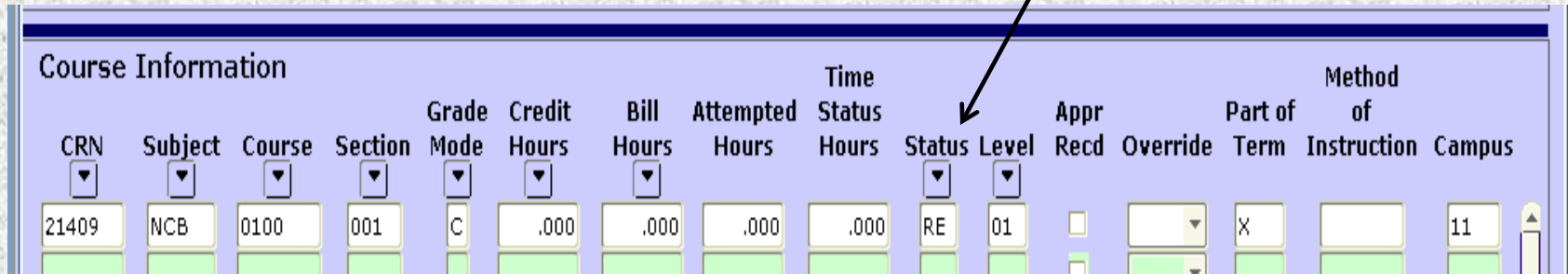
# Permission

Only staff in the Office of the Registrar and the Enrollment Services Centers have permission to withdraw students on the desktop. The DD (Drop Delete) code is only available for use by Registrar staff.

Consult the registration time frame sheet that is distributed each semester to determine when you have permission to add and drop students from classes based on your job title and Banner profile. Contact the Office of the Registrar if you have other questions regarding registration.

# Adding a Non-Credit Course

1. Use any one of the three methods for adding a course. The information for the course will default. Notice “RE” (Registered) defaults.



The screenshot shows a form titled "Course Information" with various fields. An arrow points to the "Status" field, which contains the value "RE".

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus
21409	NCB	0100	001	C	.000	.000	.000	.000	RE	01	<input type="checkbox"/>		X		11

An “RN” is used in situations for Non-Credit courses such as NCB courses for developmental work.

**AFS**

**COP**

**IEP**

**NCB Non Course Based Instruction**

**NXC**

Please notify the Office of the Registrar immediately if you notice an “RE” for any courses with the above codes so that the correction can be made. Code definitions are found in the schedule of classes or SSASECQ.

Course Information										Time		Appr		Method	
CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Status Hours	Status	Level	Recd	Override	Part of Term	Instruction	Campus
21409	NCB	0100	001	C	.000	.000	.000	.000	RN	01	<input type="checkbox"/>	<input type="checkbox"/>	X		11
											<input type="checkbox"/>	<input type="checkbox"/>			

2. Enter "RN" (Registered, not reported to the Coordinating Board) in the Status field.
3. Save twice and click on OK.

**TIP:** When you enter the CRN and Tab, automatically you are taken to the next available line to add another CRN. To get back up to the Status field in the line above, click on Record in the toolbar and then Clear (Shift F4). This takes you back up to the previous row so that you can click on the Status field.

# Dropping a Course

The objective of this form is to drop a course from a student's record. Using the SFAREGS form below, complete the following actions.

**DC – Drop Course** Drop course (DC) means that a student was registered for a course but a staff member dropped it on the desktop. The DC code is also a trigger for fee adjustments. The course can still be referenced in the student's record on SFASTCA.

Course Information								Time						Method	
CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Status Hours	Status	Level	Appr Recd	Override	Part of Term	of Instruction	Campus
20292	MGT	4893	005	N	.000	.000	.000	.000	DC	01	<input type="checkbox"/>	<input type="checkbox"/>	1		11
20980	FIN	4723	001	N	3.000	3.000	3.000	3.000	RW	01	<input type="checkbox"/>	<input type="checkbox"/>	1		11

1. Go into SFAREGS.
2. *Next Block* twice until the cursor is in the course selection area.

*Highlight the course to be dropped*

Course Information										Time		Appr		Part of		Method of	
CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Recd	Override	Term	Instruction	Campus		
20292	MGT	4893	005	N	3.000	3.000	3.000	3.000	RW	01	<input type="checkbox"/>	<input type="text"/>	1		11		
20980	FIN	4723	001	N	3.000	3.000	3.000	3.000	RW	01	<input type="checkbox"/>	<input type="text"/>	1		11		

3. Tab to the Status field and replace “RE” with “DC”. Save as usual.

Course Information										Time		Appr		Part of		Method of	
CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Recd	Override	Term	Instruction	Campus		
20292	MGT	4893	005	N	.000	.000	.000	.000	DC	01	<input type="checkbox"/>	<input type="text"/>	1		11		
20980	FIN	4723	001	N	3.000	3.000	3.000	3.000	RW	01	<input type="checkbox"/>	<input type="text"/>	1		11		

# Overriding a Registration Restriction (SFAREGS)

*Each registration restriction (i.e., major or time conflict) appears as a new warning/error and must be handled separately with proper approval.*

**“Time Conflict” – DO NOT OVERRIDE.** Send student to the Enrollment Services Center (ESC) with valid approvals. Student must have memos from the two (2) instructors of the conflicting courses to present to ESC in order to add the courses in conflict. Students may be able to work with the Advising Center of their major.

**“Major Restrictions”** – Staff members may only override their own department’s major restriction according to the policies and procedures in their department/college.

**“PreReq/CoReq”** – Add the required CoReq or PreReq courses as directed according to the procedures in your department/college. Generally, these are handled by the college academic advisors.

# Overriding a Registration Restriction (SFAREGS ), continued...

**“Closed Sections”** – Staff members may only override their own department’s closed sections according to the policies and procedures in their department/college.

**Various Special Approvals** – Staff members may only override department or advisor approval required messages for their own department according to university policies and procedures. Do not override other special approvals. Refer the student to the appropriate office. For example, when the message “Career Services appr required” appears, do not override it. Refer the student to Career Services.

# Student Registration Permit/Override (SFASRPO)

The objective of this screen is to add or remove permissions/overrides so that a student may register for specific courses via ASAP.

Oracle Developer Forms Runtime - Web: Open > SFASRPO

File Edit Options Block Item Record Query Tools Help

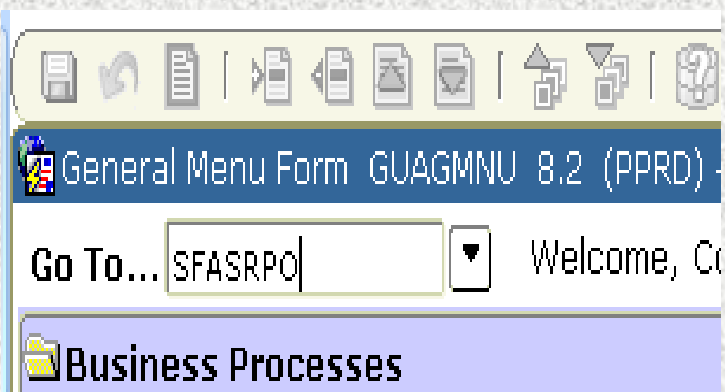
Student Registration Permit-Override Form SFASRPO 8.0 (PPRD)

ID: @00102748 Testa, Michelle L. Term: 201020 Spring 2010

Permit	CRN	Subject	Course Number	Section	User	Activity Date
						01-MAR-2010

# To grant a student a registration override permit:

1. Type **SFASRPO** in the “Go To” field from the main Banner menu and press **Enter**.



2. Enter the term code for override. Enter the student ID number and *Next Block* (Ctrl + PgDn).
3. To add a Permit, position the cursor on a blank line under Permit then enter the appropriate code in the field. If a CRN is entered, the student can only register for that section.

4. Save the record (F10)

5. Repeat this process as necessary or click on Exit (Alt+F4)

**Tip:** The advantage of this is that now the student is responsible for registering for special programs when used with the special approval code. This process can also be done during registration prior to when departments have permission to late register students.

## **Deleting a Permit Override:**

1. Highlight the appropriate **Permit** by using the arrow keys.
2. Select **Delete Record** (Shift +F6).
3. Save the record.

# SFASRPO displays a student's current schedule as a reference

Oracle Developer Forms Runtime - Web: Open > SFASRPO

File Edit Options Block Item Record Query Tools Help

ORACLE

Student Registration Permit-Override Form SFASRPO 8.0 (PPRD)

ID:  Term:

### Student Permits and Overrides

Permit	CRN	Subject	Course Number	Section	User	Activity Date
S1 Special Approval override	24839	ENG	6043	001	<input type="text"/>	02-NOV-2009
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Student Schedule

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
20549	1	ENG	5013	001	18	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1730	2015
24839	1	ENG	6043	001	9	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
25629	1	ENG	6063	001	19	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1645
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

## **Registering a Graduate Student in an Undergraduate Class**

In SGASTDN, confirm that student is a Graduate, Master's or Doctorate student.

In SFAREGS, type in term year (Spring-201020, Summer-201030, Fall-201110).  
CTRL + PgDn to the *Enrollment Information* section in the *Registration* tab;  
confirm that status is **EL**. If not **EL**, you will not be able to register the student.  
CTRL + PgDn to the *Course Information* section. Use the down arrow to navigate  
to a blank row; type in the CRN.

**Tab to the *Level* Column and change number to 01**; F10 to save. You will see a  
“Level Restriction” message. Tab to the Override field and type “Y”; F10 twice to  
save.

**DO NOT USE SFASRPO TO PERMIT THE LEVEL RESTRICTION. THIS ALLOWS THE  
STUDENT TO REGISTER BUT THE UNDERGRADUATE COURSE IS REFLECTED AT THE  
02 LEVEL, WHICH CREATES LATER PROBLEMS WITH FINANCIAL AID, BILLING AND  
COURSE CREDIT.**

*If you have been granted registration permissions, register the student on the  
desktop in Banner using the above instructions or send the student to the Enrollment  
Services Center.*

Term: 201130 ID: @00526223 Testcase, Arthur Date: 28-FEB-2011 Holds:

View Current/Active Curricula  Print Bill  Print Schedule

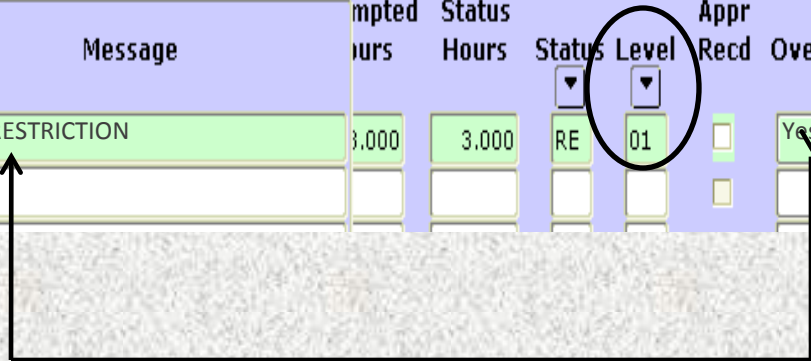
Registration Student Term Curricula Study Path Time Status

Enrollment Information

Status:  EL Eligible to Register Process Block:  Minimum: .000 MHRs  Confirmed  
 Reason:  Status Date: 28-FEB-2011  Delete All CRNs Maximum: 15.000 MHRs  None  Accepted

Course Information

CRN	Subject	Course	Message	Hours	Time Status Hours	Status Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus
23056	ECO	5023	LEVEL RESTRICTION	3.000	3.000	RE 01	<input type="checkbox"/>	Yes	1		11
							<input type="checkbox"/>				



**Permit Override Codes (SFASRPO)** - *These codes should only be used once the appropriate approvals have been obtained.*

A1	Advisor Approval
BB	Main/DT back to back override
C1	Campus override
C2	Capacity override
C3	Classification
C4	College
C5	Closed Class
D1	Degree
D2	Duplicate section
L1R	Level
L2	Link
M1	Major
P1	Prerequisite
P2	Program override
Q1	PreReq script override/Grad & Undergrad
R1	Repeat hours
R2	Repeat limit
S1	Special Approval (Be careful to only override special approvals if you have permission)
T1R	Time Conflict

# Tips & Notes

- ❖ GUIALTI – SSN/SIN Alternate ID Search form
- ❖ Reminder for Graduate Student Registration in Undergraduate class - contact Enrollment Services Call Center or go to ESC for level changes (refer to page 34)
- ❖ Be alert to for changes in the registration policies and procedures. Please contact your Banner Coordinator for more information.

College of Architecture	Lauren Firestone	ext. 3162
College of Business	Elaine Miller	ext. 5245
College of Business	Deryl Martin	ext. 5247
College of Edu. & Human Dev.	Alicia Steeves	ext. 7470
College of Engineering	Mary Helen Kennedy	ext. 5526
College of Engineering	Maria Alvarez	ext. 5034
College of Liberal & Fine Arts	Sherrie McDonald	ext. 4671
College of Liberal & Fine Arts	Paulo Villarreal	ext. 4348
College of Public Policy	Vicki Weber	ext. 2715
College of Sciences	Terry Valadez	ext. 4429
College of Sciences	Marta DeLuna	ext. 4430
Honors College	Mary Lopez	ext. 4106

# For more help or information regarding this training, please contact:

## ❖ Anne Macintosh Speights

Associate Registrar  
ext. 7552

## ❖ Sally Bench

Director, Registration and Records  
ext. 7551

## ❖ Bryan Heard

Assistant Registrar  
ext. 6523

**Helpful links:** [USSTS Banner Tips](#)  
and [OIT Banner Assistance](#)