

UTSA[®]

The University of Texas at San Antonio[™]

Office of the Registrar

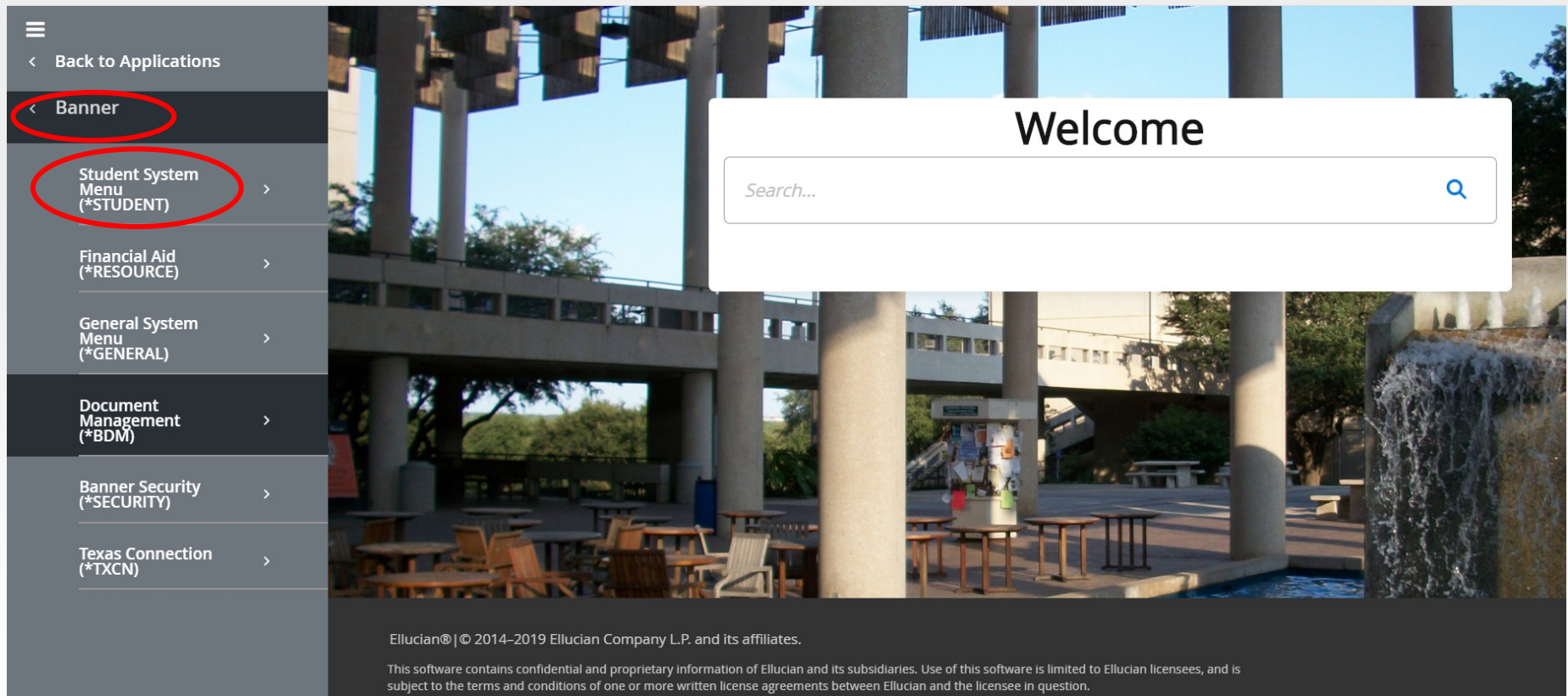
Banner 9 Registration

Summer 2024

Registering a UTSA student

There are two ways to access the registration menu and Banner pages (screens) dedicated to registration.

1. Access the Registration Menu from the Main Banner Menu



The image shows a screenshot of the UTSA Banner menu on the left and a 'Welcome' search box on the right. The menu items are:

- < Back to Applications
- < **Banner**
- Student System Menu (*STUDENT)** >
- Financial Aid (*RESOURCE) >
- General System Menu (*GENERAL) >
- Document Management (*BDM) >
- Banner Security (*SECURITY) >
- Texas Connection (*TXCN) >

The 'Banner' and 'Student System Menu (*STUDENT)' items are circled in red. The 'Welcome' search box contains the text 'Search...' and a magnifying glass icon.

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Registration Menu

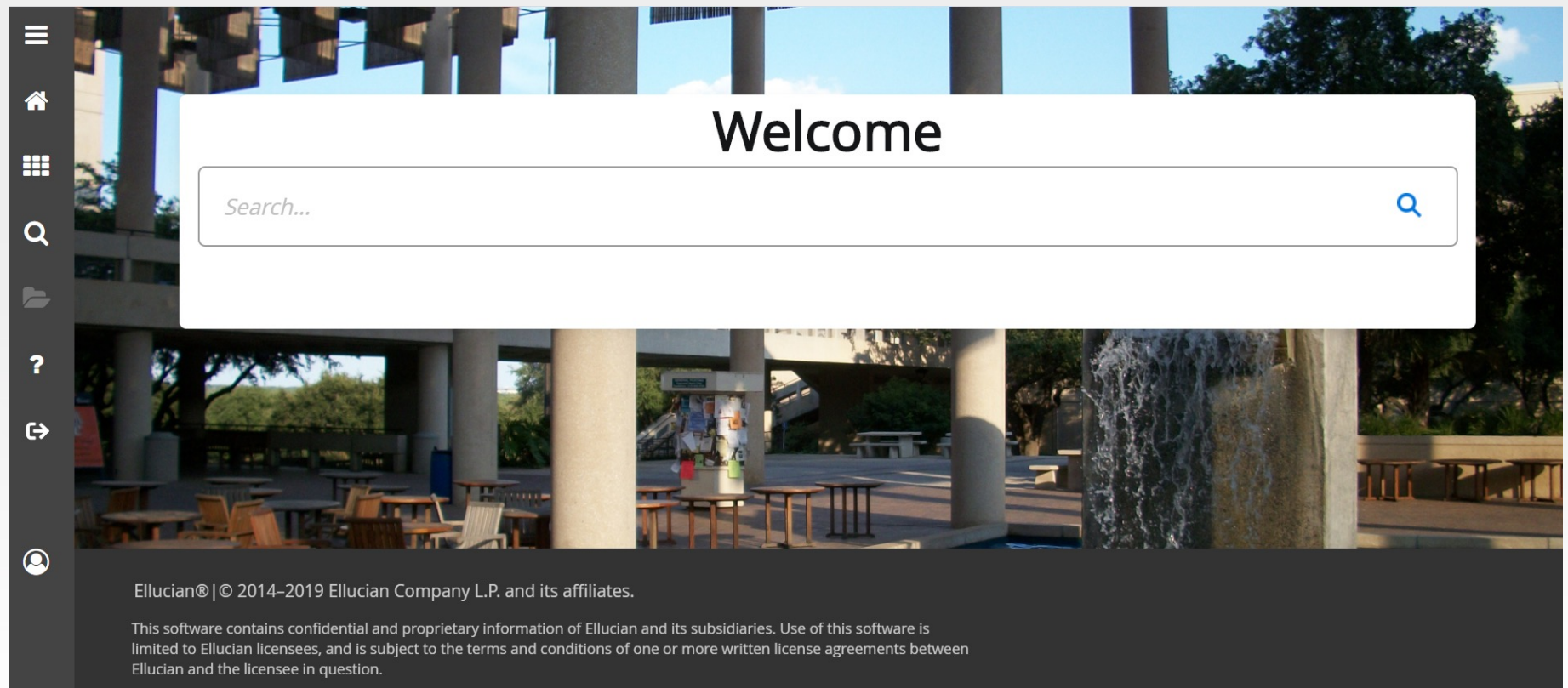
The screenshot displays a mobile application interface. On the left is a dark grey navigation menu with a hamburger icon at the top. The menu items are: 'Back to Applications', 'Student System Menu (*STUDENT)', 'Faculty Load Menu (*FACULTY)', 'Location Management and Housing Menu (*LOCATION)', 'Recruitment Menu (*RECRUIT)', 'Admissions (*ADMISSION)', 'General Student Menu (*GSTUDENT)', 'Registration Menu (*REGISTRATIO N)', and 'Accounts'. The 'Student System Menu' and 'Registration Menu' items are circled in red. On the right, a white 'Welcome' screen is overlaid on a background image of a university courtyard. The screen features a search bar with the placeholder text 'Search...' and a magnifying glass icon. At the bottom of the screen, there is a copyright notice: 'Ellucian® | © 2014–2019 Ellucian Company L.P. and its affiliates. This software contains confidential and proprietary information of Ellucian and its subsidiaries. Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and the licensee in question.'

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

The screenshot displays a web application interface. On the left is a dark grey sidebar with a hamburger menu icon at the top. Below it are several menu items, each preceded by a left-pointing chevron: 'Back to Applications', 'Registration Menu (*REGISTRATION)', 'Student Course Registration (SFAREGS)', 'Registration Additional Fees Form (SFAEFEE)', 'Registration Query Form (SFAREGQ)', 'Student Course/Fee Assessment Query Form (SFAREGF)', 'Class Roster (SFASLST)', and 'Class Attendance Roster (SFAALST)'. The main content area features a large background image of a modern building with columns and a fountain. At the top of this area is a white box with the word 'Welcome' in bold black text. Below the welcome message is a white search bar with the placeholder text 'Search...'. At the bottom of the main content area, there is a dark grey footer containing copyright information and a disclaimer: 'Ellucian® | © 2014–2019 Ellucian Company L.P. and its affiliates. This software contains confidential and proprietary information of Ellucian and its subsidiaries. Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and the licensee in question.'

Click on the desired form.

2. Forms can also be accessed directly by entering the name of the form in the search bar on the Welcome page



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Student Course Registration Form SZAREGS

- The Banner page SZAREGS is used to register students. Fee assessment occurs after each registration update.
- SZAREGS is used to add, drop, or withdraw a student from a term.

Related Menu on SZAREGS

Using the Related tab allows for quick access to the other registration pages in Banner to view more information related to the registration process.

The next slide shows the related

Related Menu on SZAREGS

Student Course Registration Form SFAREGS 9.3.14 (PROD)

ADD RETRIEVE **RELATED** TOOLS

Term: 202020 ID: Date: 04/29/2020 Holds: View Current/Active Curricula: Print Bill: Print Schedule:

Registration Student Term Curricula Study Path Time Status

ENROLLMENT INFORMATION

Status * EL ... Eligible to Register Status Date 11/04/2019 Minimum Reason ... Delete All CRNs Maximum Process Block Acceptance

COURSE INFORMATION

Section Detail View Detailed Results

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *
29459	WRC	1023	005	N	3.000	3.000	3.000	3.000	VC
31118	PAD	3033	901	N	3.000	3.000	3.000	3.000	VC
35181	SOC	3053	001	N	3.000	3.000	3.000	3.000	VC
34447	PAD	3143	901	N	3.000	3.000	3.000	3.000	VC

Error Flag Status Type

1 of 1 Per Page

SAVE

EDIT Record: 1/1 SFBETRM SFBETRM ESTS_CODE (1) ©2000 - 2019 Ellucian. All rights reserved. ellucian.

Search

- Detailed Student Information [SGASTDN]
- Student Withdrawal Information [SFIWDRL]
- Student Attributes and Cohorts [SGASADD]
- View Student's Schedule of Classes [SFAREGQ]
- Test Score Information [SOATEST]
- Charge Optional Registration Fees [SFAEFEE]
- Review Account Detail [TSAAREV]
- Review Student's Classes and Charges [SFAREGF]

Student Holds (SOAHOLD)

To view a student's hold. You may go to SOAHOLD prior to entering SZAREGS. In SOAHOLD, all holds for the students are shown. In SZAREGS, if you click on the HOLD box, only holds that prevent registration are shown.

Admissions Application Detail (SAAADMS)

View a student's application for admissions information. Information on SAAADMS is term sensitive.

Detailed Student Information (SGASTDN)

View information on the student's major, minor, entry term, academic status, etc.

Summary Student information (SGASTDQ)

View term by term student status and academic standing and how it has changed over time. It also shows former majors the student has declared.

Test Score Information (SOATEST)

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

Assign Permits/Overrides to students (SFASRPO)

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

Review student's classes and charges (SFAREGF)

This form shows you a student's tuition and fees. Enter the student's ID number and term and next block down.

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 addition information such as building, room, campus and instructor's name.

Registration Status Codes

The registration status code indicates whether a class has been added, dropped or withdrawn, and if was done on the desktop (Banner 9) or on the web (ASAP). Not all codes are available for use by all personnel, as some codes are department specific

Registration Student Term Curricula Study Path Time Status

ENROLLMENT INFORMATION


Status * Status Date 04/29/2021 Minimum * 0.000 Source M+RS
 Reason Maximum * 19.000 Source M+RS
 Process Block Delete All CRNs Acceptance Confirmed None Accepted

COURSE INFORMATION

Section Detail View Detailed Results

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
12858	LDR	7994	004	N	4.000	4.000	4.000	4.000	RW	03	<input type="checkbox"/>		1	ID	11
19429	DS	5013	001	N	0.000	0.000	0.000	0.000	DD	03	<input type="checkbox"/>		B6	OA	9
Error Flag															
Status Type															

Record 1 of 2



Registration Status Codes

AU	Auditing course (no credit)
DD	Drop/Delete course (REGISTRAR ONLY)
CC	Canceled course
DC	Dropped course (no grade, before census, desktop/Banner 9)
DW	Dropped course (no grade, before census, web/ASAP)
ID	Instructor Drop (no grade-before Census)
IF	Instructor Drop (pending F/W-after Census)
IW	Instructor Drop (auto W-after Census)
RE	Registered (desktop/Banner 9)
RC	Reinstated course (ASAP use only)
RN	Registered (not reported to the Coordination Board, Banner 9 only)
RP	Registered (repeated)
RW	Registered (web/ASAP)
VC	Course registered and certified for veteran benefits
VR	Course registered and certified for veteran benefits (repeated)
WC	Drop course (auto W grade, after census date, desktop/Banner 9)
WL	Waitlisted course
WS	Withdrawn student through Census date (no grade)
WW	Withdrawn student after Census date (auto W grade)
XC	Dropped course (auto W grade, after census, web/ASAP)

SPACMNT PAGE

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.

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

Required Steps Before Adding or Dropping Courses

Registration Holds

If the student has any registration holds you cannot add a student to a course. Refer the student to the department that placed the hold on their account. When the hold has been cleared, the student can be added.


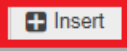

If the student needs to drop a course, you can override the registration hold and process the drop. If you need the override code, reach out to the Office of the Registrar.

Review the Registration Enrollment Information section to ensure the student is eligible (EL) to register and note the maximum amount of hours the student is allowed to be enrolled in.

Note: CAP students can have a minimum and maximum amount of hours.

Registration	Student Term	Curricula	Study Path	Time Status					
▼ ENROLLMENT INFORMATION + Insert									
Status	EL ***	Eligible to Register	Status Date	04/05/2024	Minimum *	0.000 ***	Source	MHRS	
Reason			<input type="checkbox"/>	Delete All CRNs	Maximum *	19.000 ***	Source	MHRS	
Process Block	<input type="checkbox"/>				Acceptance	<input type="radio"/> Confirmed	<input type="radio"/> None	<input checked="" type="radio"/> Accepted	

Adding Courses

- In SZAREGS, enter the term and the student ID and click Go
- Verify the student is eligible to register in the Enrollment Information section
- If eligible, arrow down to the Course Information section
- Enter the CRN (five digit number) for the course and hit the tab key
- The rest of the course information should populate on the same line
- The registration status code of RE (registered) should also populate.
- To register the student in another course, you can either arrow  down to insert a new line or click on the Insert  option on the right side of the window.
- Once you are done adding courses, you need to save your changes by either clicking on the F10 key or by clicking the Save  button on the bottom right of the window.

Term: 202510 ID: Date: 07/23/2024 Holds: Y *** View Current/Active Curricula: Print Bill: Print Schedule:

Start Over

Registration Student Term Curricula Study Path Time Status

ENROLLMENT INFORMATION

Insert Delete Copy Filter

Status * **EL** *** Eligible to Register Status Date 04/05/2024 Minimum * 0.000 *** Source MHRS
 Reason *** Delete All CRNs Maximum * 19.000 *** Source MHRS
 Process Block Acceptance Confirmed None Accepted

COURSE INFORMATION

Settings **Insert** Delete Copy Filter

Section Detail	View Detailed Results													
CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Appr Recd	Attempted Hours	Time Status Hours	Status *	Level *	Override	Part of Term	Method of Instruction
12121 ***	MAT	3013	001	N	3.000	3.000	<input type="checkbox"/>			RE	02		1	FF

Error Flag In Progress Status Type In Progress
 Record 1 of 1

ENROLLMENT TOTALS

Insert Delete Copy Filter

Fees * Y - Immediate assessment Date 07/23/2024
 Credit Hours Bill Hours
 CEU Hours

Navigation icons

SAVE

- You must Save the record again so that tuition and fees can be calculated.

UTSA TCC Student Course Registration SZAREGS 9.3.30.1 [TC 9.3.32.2] (PROD)

ADD RETRIEVE RELATED TOOLS

Term: 202510 ID: Davox, Fee Assessment processed.

Date: 07/23/2024 Holds: Y Student registered. Press save or Print Bill to submit print jobs, rollback to return to ID.

View Current/Active: Print Bill: Print Bill

Curricula Time Status Information

Print Schedule:

Questions?

For help or more information regarding registration, please contact:

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