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

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.
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

The image shows a screenshot of the UTSA Student Course Registration Form SFAREGS 9.3.14 (PROD) interface. The highlighted section is labeled "Related Menu on SZAREGS." The screenshot includes a part of the interface with various options such as "Detailed Student Information," "Student Withdrawal Information," "Student Attributes and Cohorts," "View Student’s Schedule of Classes," "Test Score Information," "Charge Optional Registration Fees," "Review Account Details," and "Review Student’s Classes and Charges." The specific details and options within these menus are not detailed in the image provided.

### Course Information Table

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Grade Mode</th>
<th>Credit Hours</th>
<th>Bill Hours</th>
<th>Attempted Hours</th>
<th>Time Status Hours</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>29459</td>
<td>WRC</td>
<td>1023</td>
<td>005</td>
<td>N</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>VC</td>
</tr>
<tr>
<td>31118</td>
<td>PAD</td>
<td>3033</td>
<td>901</td>
<td>N</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>VC</td>
</tr>
<tr>
<td>35181</td>
<td>SOC</td>
<td>3053</td>
<td>001</td>
<td>N</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>VC</td>
</tr>
<tr>
<td>34447</td>
<td>PAD</td>
<td>3143</td>
<td>901</td>
<td>N</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>VC</td>
</tr>
</tbody>
</table>

**Error Flag**

**Status Type**
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 bards 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 it 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 Status Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Auditing course (no credit)</td>
</tr>
<tr>
<td>DD</td>
<td>Drop/Delete course (REGISTRAR ONLY)</td>
</tr>
<tr>
<td>CC</td>
<td>Canceled course</td>
</tr>
<tr>
<td>DC</td>
<td>Dropped course (no grade, before census, desktop/Banner 9)</td>
</tr>
<tr>
<td>DW</td>
<td>Dropped course (no grade, before census, web/ASAP)</td>
</tr>
<tr>
<td>ID</td>
<td>Instructor Drop (no grade-before Census)</td>
</tr>
<tr>
<td>IF</td>
<td>Instructor Drop (pending F/W-after Census)</td>
</tr>
<tr>
<td>IW</td>
<td>Instructor Drop (auto W-after Census)</td>
</tr>
<tr>
<td>RE</td>
<td>Registered (desktop/Banner 9)</td>
</tr>
<tr>
<td>RC</td>
<td>Reinstated course (ASAP use only)</td>
</tr>
<tr>
<td>RN</td>
<td>Registered (not reported to the Coordination Board, Banner 9 only)</td>
</tr>
<tr>
<td>RP</td>
<td>Registered (repeated)</td>
</tr>
<tr>
<td>RW</td>
<td>Registered (web/ASAP)</td>
</tr>
<tr>
<td>VC</td>
<td>Course registered and certified for veteran benefits</td>
</tr>
<tr>
<td>VR</td>
<td>Course registered and certified for veteran benefits (repeated)</td>
</tr>
<tr>
<td>WC</td>
<td>Drop course (auto W grade, after census date, desktop/Banner 9)</td>
</tr>
<tr>
<td>WL</td>
<td>Waitlisted course</td>
</tr>
<tr>
<td>WS</td>
<td>Withdrawn student through Census date (no grade)</td>
</tr>
<tr>
<td>WW</td>
<td>Withdrawn student after Census date (auto W grade)</td>
</tr>
<tr>
<td>XC</td>
<td>Dropped course (auto W grade, after census, web/ASAP)</td>
</tr>
</tbody>
</table>
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.
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.
<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Grade Mode</th>
<th>Credit Hours</th>
<th>Bill Hours</th>
<th>Appr Recd</th>
<th>Attempted Hours</th>
<th>Time Status Hours</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12121</td>
<td>MAT</td>
<td>3013</td>
<td>001</td>
<td>N</td>
<td>3.000</td>
<td>3.000</td>
<td></td>
<td></td>
<td></td>
<td>RE</td>
</tr>
</tbody>
</table>

- **Status**: EL - Eligible to Register
- **Status Date**: 04/05/2024
- **Minimum**: 0.000
- **Maximum**: 15.000
- **Acceptance**: None

**Course Information**
- **Section**: 001
- **Grade Mode**: N
- **Credit Hours**: 3.000
- **Bill Hours**: 3.000
- **Time Status Hours**: 
- **Status**: RE

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

**TCC Student Course Registration SZAREG8 9.3.30.1 [TC 9.3.32.2] (PROD)**
You must Save the record again so that tuition and fees can be calculated.
Questions?

For help or more information regarding registration, please contact:

Daniel Garcia
Associate Registrar
daniel.garcia1@utsa.edu