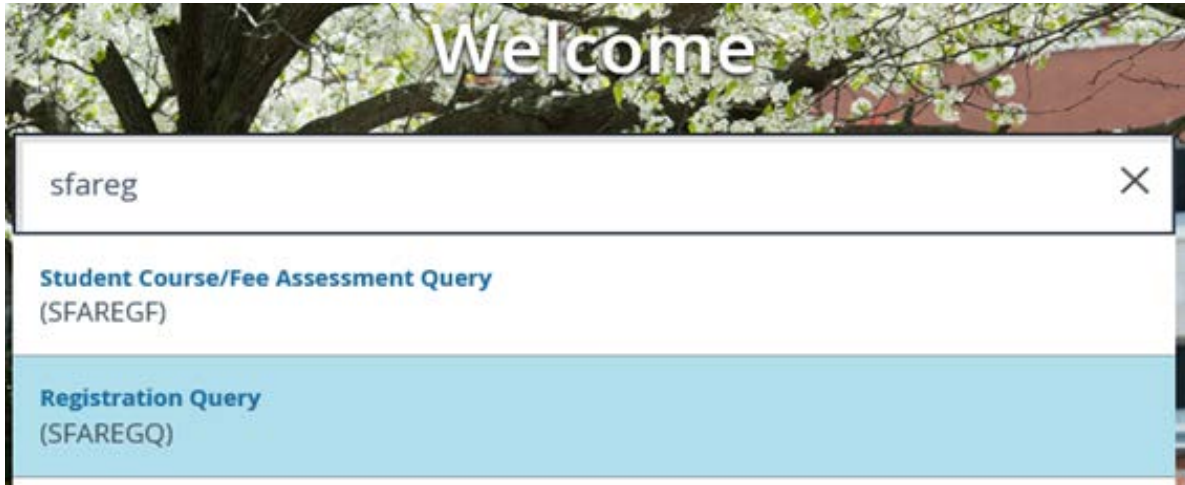


Banner: Student Registration

The Registration Query form lists all courses a student is registered for and all schedule information related to each course (days, times).

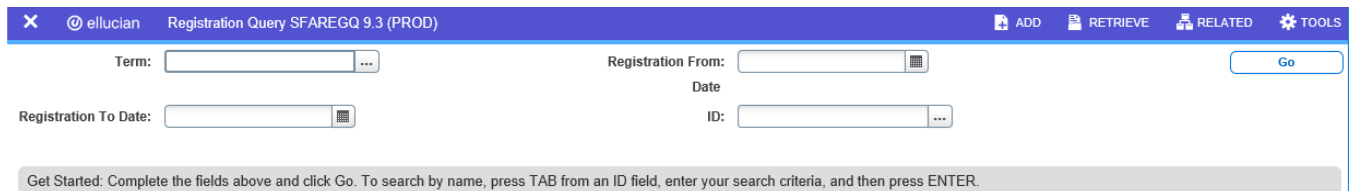
Open the Page

Search by page name 'SFAREGQ' or description and select Registration Query.

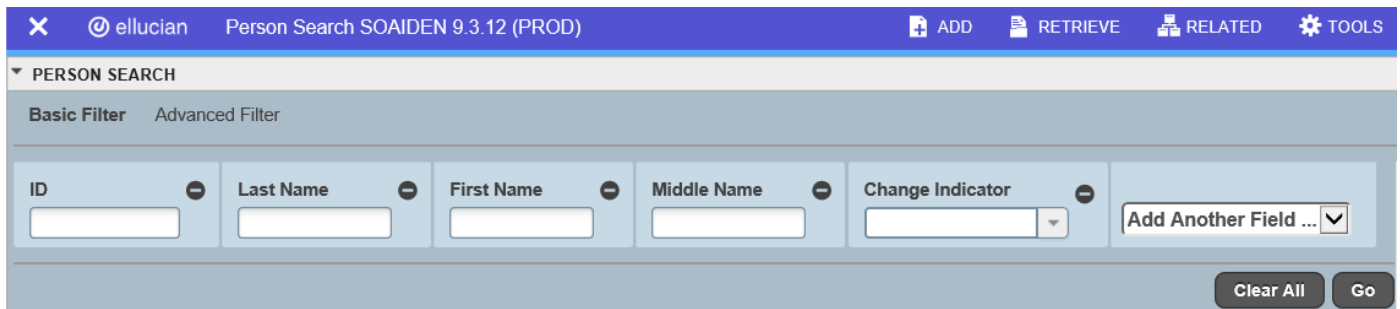


Find the Student

Enter the Student ID, enter Term, and click 'Go'.

A screenshot of a web application form titled "Registration Query SFAREGQ 9.3 (PROD)". The form has a blue header bar with navigation icons for ADD, RETRIEVE, RELATED, and TOOLS. Below the header, there are four input fields: "Term:" with an ellipsis icon, "Registration From:" with a calendar icon, "Registration To Date:" with a calendar icon, and "ID:" with an ellipsis icon. A "Go" button is located to the right of the "Registration From:" field. Below the form, there is a grey instruction bar that reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

If you do not know the Student ID or Term click the ellipsis (...) to open the Person Search.

A screenshot of a web application form titled "Person Search SOAIDEN 9.3.12 (PROD)". The form has a blue header bar with navigation icons for ADD, RETRIEVE, RELATED, and TOOLS. Below the header, there is a "PERSON SEARCH" section with two tabs: "Basic Filter" and "Advanced Filter". The "Basic Filter" tab is active. Below the tabs, there are five input fields: "ID", "Last Name", "First Name", "Middle Name", and "Change Indicator", each with a minus sign icon. To the right of these fields is a dropdown menu labeled "Add Another Field ...". At the bottom right of the form, there are two buttons: "Clear All" and "Go".

- Please note: % is still the wildcard
- Click 'Go'
- Double-click the ID number of the record you want to select and click 'Go'

Banner: Student Registration

View Student Registration

Please make sure to use the scroll bar after the last course to view additional information including instructor and course location.

Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Part of Term
201940	40807	PCH	349	01	RW	N		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1700	1930	1
201940	40816	PCH	356	01	RW	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1525	1640	1
201940	40831	PCH	450	80	RW	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1815	1930	1
201940	41569	PSY	318	02W	RW	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1935	2205	1
201940	41577	PSY	361	01W	RW	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1700	1930	1

Total Credit Hours: 15,000
Total CEU Hours: 0.000

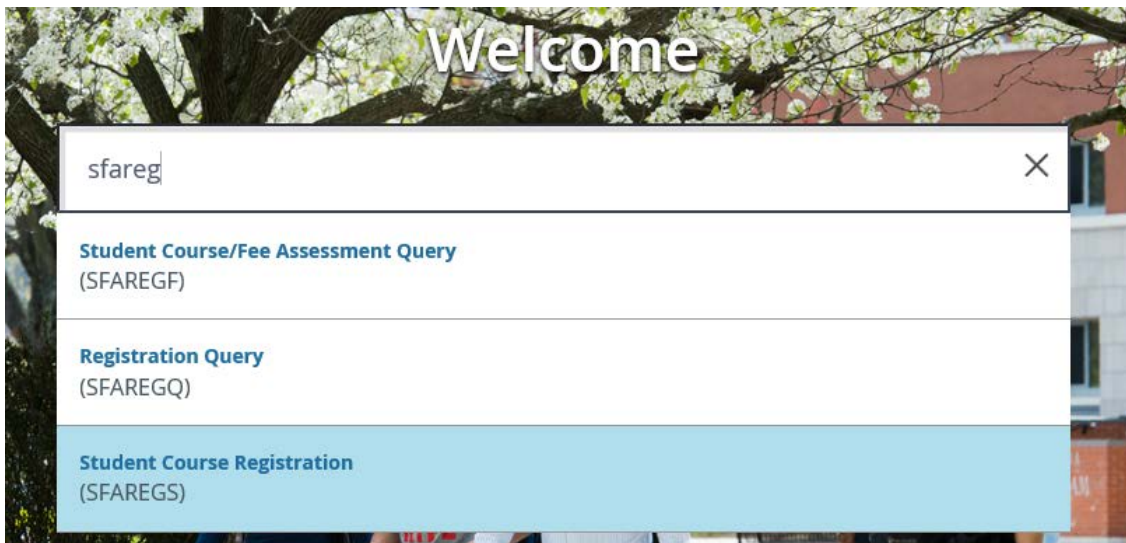
[Start Over](#)

Click [Start Over](#) to return to the top.

Advisors also have access to register new freshman in their first semester only. All other students must be referred to their web account to add/drop/withdraw online or they may contact the Registrar's Office for in-person registration assistance.

Open the Page

Search by page name 'SFAREGS' or description and select Student Course Registration.



Banner: Student Registration

Set-Up the Printer

SOADEST allows you to set up a network printer in order to print official schedules:

- If you have a Banner print queue set it up now.
- If you do not have a Banner print queue, leave the form blank and click the X in the upper left hand corner to exit.
- If you would like to request a Banner print queue, please put in a request through the Helpdesk at helpdesk@southernct.edu.

The screenshot shows the 'DISTRIBUTION PARAMETERS' section of the SOADEST 9.3 (PROD) application. It features a grid of input fields for 'Schedules', 'Invoices', 'Transcripts', 'Enrollments', and 'Compliance', each with a dropdown menu icon. The interface includes a top navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' options, and a toolbar with 'Insert', 'Delete', 'Copy', and 'Filter' actions.

Find the Student

Enter the Student ID, enter Term, and click 'Go'.

The screenshot displays the 'Student Course Registration SFAREGS 9.3.10 (PROD)' interface. It includes search fields for 'Term' (set to 11/30/2018) and 'ID' (with 'LaBelle-Thomas, Roberta E.' displayed). There are checkboxes for 'View Current/Active', 'Curricula', and 'Print Schedule'. A 'Go' button is present. Below the search area, there are buttons for 'Print Bill' and 'Time Status Information'. A 'Confidential' watermark is visible. A 'Get Started' tip at the bottom reads: 'Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

If you do not know the Student ID or Term click the ellipsis (...) to open Person Search.

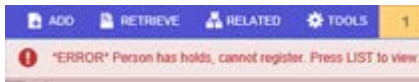
The screenshot shows the 'Person Search SOAIDEN 9.3.12 (PROD)' interface. It features a 'Basic Filter' section with input fields for 'ID', 'Last Name', 'First Name', 'Middle Name', and 'Change Indicator', each with a dropdown arrow. An 'Add Another Field ...' button is also present. At the bottom right, there are 'Clear All' and 'Go' buttons.

- Please note: % is still the wildcard.
- Click 'Go'.
- Double-click the ID number to select a record and click 'Go'.

Banner: Student Registration

Registration Holds

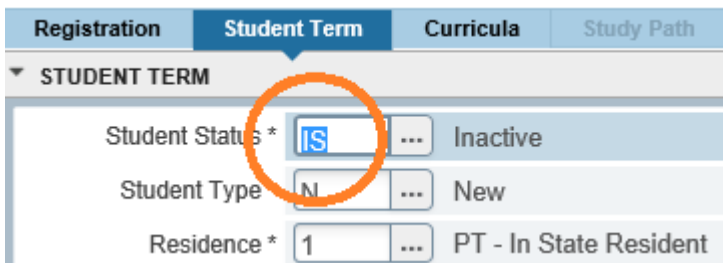
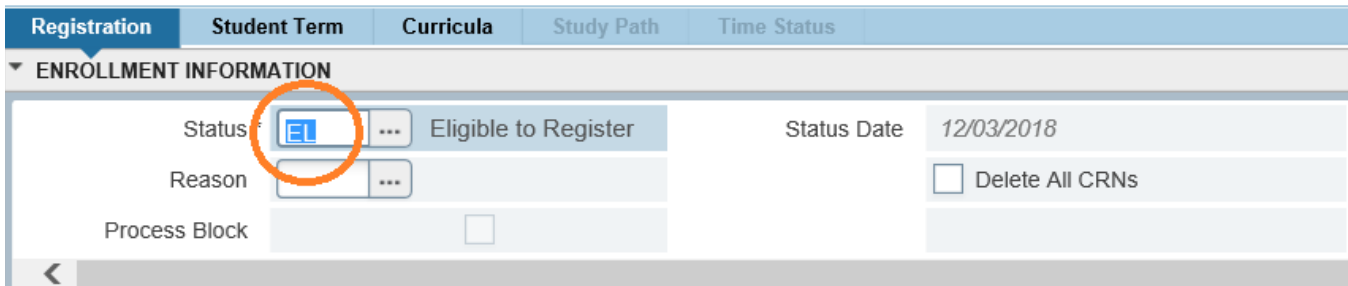
If the registration page does not appear, you must first review the registration error message.



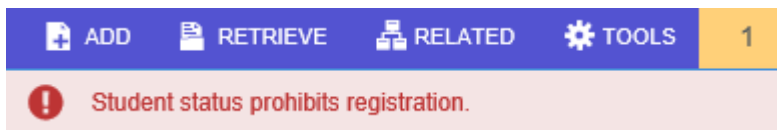
- To check a student's hold, click the ellipsis (...) next to the Holds field.
- Student's must contact the office that placed the hold to have it removed before registration can occur.

Student Registration

The student's status must be AS (Active) on the Student Term tab and EL (Eligible to Register) on the Registration tab; otherwise, the student record must be updated.

A screenshot of the Banner system interface showing the 'Student Term' tab. The 'STUDENT TERM' section is expanded, showing three rows: 'Student Status *' with a dropdown menu showing 'IS' (Inactive) circled in orange, 'Student Type' with a dropdown menu showing 'N' (New), and 'Residence *' with a dropdown menu showing '1' (PT - In State Resident).A screenshot of the Banner system interface showing the 'Registration' tab. The 'ENROLLMENT INFORMATION' section is expanded, showing three rows: 'Status' with a dropdown menu showing 'EL' (Eligible to Register) circled in orange, 'Reason' with a dropdown menu, and 'Process Block' with a checkbox. To the right, 'Status Date' is '12/03/2018' and there is a checkbox for 'Delete All CRNs'.

- If a student is not Active, you will receive this error message:

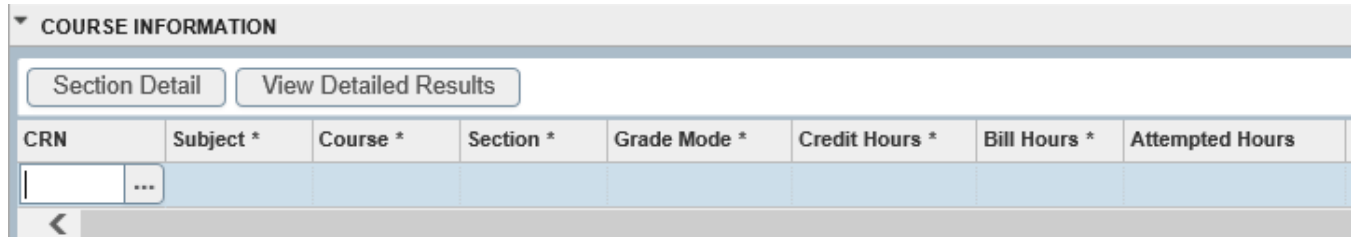


- The Registrar's Office may be contacted to make a student 'Active' and 'Eligible to Register' for an upcoming term.
- The student will be allowed to register, but will be not be in a program of study (non-matriculated).
- The student should file an application for admission/readmission to matriculate to a program of study if desired.

Banner: Student Registration

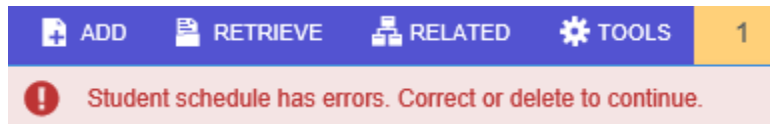
To Add a Course

Click the  in the bottom left hand corner to move to Course Information.



- Click in the CRN (course reference number) field and enter the 5-digit CRN.
- Press enter and the remaining fields fill in automatically.
- If you do not know the CRN:
 - Enter the Subject, Course and Section (HIS 100 01) and press enter, or
 - Click ellipses (...) to search for the correct CRN
- To add another course arrow down on your keyboard or click 'Insert'.
- Save 2X.

If there are errors in the student schedule a message will appear and the error will need to be overridden (if permissible) or the course will need to be deleted (see below).



Typical error messages and resolutions include:

- Maximum hours exceeded: Must file a Petition for Irregular Schedule
- Co-requisite required: Must register for co-requisite courses together
- Time conflict: Must review on case-by-case basis
- Level/cohort/class/attribute restriction: Must see department chair for permission
- You do not meet the pre-requisite: Must see department chair for permission
- Course closed: Must see department chair for permission

Note: Departments can enter course permission in Banner for the CRN to allow the student to register without error, where applicable. To override an error that doesn't require department permission, click in the override field, select 'Yes', then 'Save'. ***Do not click 'All' as it will override other errors that must also be reviewed and resolved.***

To Drop a Course

For advisors who need to modify a schedule for a first semester freshmen and Registrar staff who have access to delete a course before the add/drop period has closed:

- Click on RE/RW in the status field
- Change to DD
- Click Delete
- Save 2x

Note: Changes to overall credit load due to a drop may result in a reduction to enrollment status and financial aid awards. Students may be dropped from courses regardless of registration holds.

To Withdraw from a Course

Registrar staff may also process an in-person withdrawal request from a full term course following the add/drop period and prior to the end of the 12th week of classes; for an eight-week course prior to the end of the 6th week of classes; or for shorter terms per the Registrar's Calendar:

- Click on RE/RW in the status field
- Change to WC
- Save 2x.

Note: Changes to overall credit load due to a withdrawal may result in a reduction to enrollment status and financial aid awards. Students may be withdrawn from courses regardless of registration holds.

Helpful Tips



- Click the Related button in the upper left hand corner to quick access other related forms.
- Click the Tools button to access page functions such as Clear Record, Clear Data, and View Registration Messages.