

SFAREGS – STUDENT COURSE REGISTRATION

SFAREGS allows the user to access a student's current registration. In this form the user can:

- Add a class
- Drop a class
- Change a class to Audit
- Update Academic Standing

To look up a student, enter the term to be reviewed and the student's M#. If an M# is not available, query the student's name by clicking the '...' in the ID field.

Once the term and M#/Name is displayed, click GO.

The screenshot shows the 'Student Course Registration SFAREGS 9.3.8 (PROD)' form. It has a blue header with navigation icons (ADD, RETRIEVE, RELATED, TOOLS). The form contains several input fields: 'Term' (set to 201810), 'Date' (set to 03/08/2018), 'ID' (set to M00241454), and 'Holds' (set to Y). There are checkboxes for 'View Current/Active', 'Curricula', and 'Print Schedule' (checked). A 'Print Bill' button and a 'Time Status Information' button are also present. A green 'Go' button is located in the top right corner.

If a student has a hold, an error message will display:

The screenshot shows the same form as above, but with an error message displayed in a red box at the top right. The error message reads: '*ERROR* Person has holds, cannot register. Press LIST to view...'. A yellow arrow points to the 'Holds' field, which is set to 'Y'.

To view holds on the account, click '...' in the Holds field, which will open the student's SOAHOLDQ form, displaying current holds. Note: SOAHOLD does not display Advising Holds.

The screenshot shows the 'Holds Query-Only SOQHOLD 9.3 (PRD)' form. It has a blue header with navigation icons (ADD, RETRIEVE, RELATED, TOOLS). The form displays a table of holds for student 'Racer, Ima'. The table has columns for Hold Type, Hold Type Description, Reason, Release Indicator, Amount, From, To, Origination Code, and Origination Code Description. The table shows one hold with a type of R3 and a description of Contact Registrar. A 'Start Over' button is visible in the top right corner.

Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Origination Code	Origination Code Description
R3	Contact Registrar				03/08/2018	12/31/2099		

To continue on to a student's class registration who has a hold, enter the code (given to the user by Registrar administrators, in the Holds field, and click GO. The system will take you to the student's course registration page, as shown below. This screen will show class, sections credit hours, billing hours, part of term, instructional method and campus. To view the student's course registration which includes day, times, and instructor go to the SFARGEQ form. See further down the tutorial for SFARGEQ navigation.

Student Course Registration SFAREGS 9.3.8 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 201810 ID: [] Date: 03/05/2018 Holds: View Current/Active Curricula: Print Bill: Print Schedule: Start Over

Registration Student Term Curricula Study Path Time Status

ENROLLMENT INFORMATION

Status * Eligible to Register Status Date 11/07/2017 Minimum * Source M/HRS
Reason Delete All CRNs Maximum * Source M/HRS
Process Block 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
				S	0.000	3.000	0.000	0.000	DR	UG	<input type="checkbox"/>		FS	CLAS	M
				S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		FS	CLAS	M
				S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		FS	CLAS	M
				S	1.000	1.000	1.000	1.000	RW	UG	<input type="checkbox"/>		1ST	LAB	M
				S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		FS	CLAS	M
				S	2.000	2.000	2.000	2.000	RW	UG	<input type="checkbox"/>		1ST	CLAS	M

Error Flag
Status Type

Record 1 of 6

ENROLLMENT TOTALS

Fees * Date 03/04/2018
Credit Hours Bill Hours
CEU Hours

The course information block is where changes are made to the student's semester registration, such as changing a class to Audit once the instructor approved audit form is received. This block will also show any classes dropped once a semester has started. Codes are shown in the Status column. NOTE: Classes dropped prior to the first day of the semester will not show in SFAREGS or SFAREGQ.

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
				S	0.000	3.000	0.000	0.000	DR	UG	<input type="checkbox"/>		FS	CLAS	M
				A	3.000	3.000	0.000	0.000	AU	UG	<input type="checkbox"/>		FS	CLAS	M
				S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		FS	CLAS	M
				S	1.000	1.000	1.000	1.000	RW	UG	<input type="checkbox"/>		1ST	LAB	M
				S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		FS	CLAS	M

SFAREGQ – REGISTRATION QUERY ONLY

Enter the student's M# or name or use the query function to find the student; click GO.

Registration Query SFAREGQ 9.3 (PROD)

Term: Registration From: Date: Go

Registration To Date: ID:

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

The student's class schedule will show each class, day and time, part of term, campus. To see additional information move the scroll bar to the right to view the information.

Registration Query SFAREGQ 9.3 (PROD)

Term: 201810 Registration From Date: Registration To Date: Start Over

REGISTRATION QUERY

Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Part of Term	Campus	Start Date	Instructional Method
					RW	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1230	1320	FS	M	01/16/2018	CLAS
					RW	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1030	1120	FS	M	01/16/2018	CLAS
					RW	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1515	FS	M	01/16/2018	CLAS
					RW	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0730	0920	1ST	M	01/16/2018	LAB
					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"/>	1330	1420	1ST	M	01/16/2018	CLAS

Record 1 of 5

Total CEU Hours 0.000

Total Credit Hours 12.000

If a student is taking more classes than what the screen is showing, change the Per Page number, found at the bottom left of the page, as shown above.

Registration Query SFAREGQ 9.3 (PROD)

ADD RETRIEVE RELATED TOOLS

Start Over

REGISTRATION QUERY

Start Date	Instructional Method	Grading Mode	Building	End Date	Credit Hours	Room	Instructor	Primary
01/16/2018	CLAS	S	CB	05/11/2018	3.000			<input checked="" type="checkbox"/>
01/16/2018	CLAS	S	IT	05/11/2018	3.000			<input checked="" type="checkbox"/>
01/16/2018	CLAS	S	IT	05/11/2018	3.000			<input checked="" type="checkbox"/>
01/16/2018	LAB	S	CB	03/07/2018	1.000			<input checked="" type="checkbox"/>
01/16/2018	CLAS	S	EX	03/07/2018	2.000			<input checked="" type="checkbox"/>

Record 1 of 5

Total CEU Hours 0.000

To view other forms Related to SFAREGS, click the word, RELATED, at the top right of the screen.