

ADDING A STUDENT TO A COURSE

TABLE OF CONTENTS

Revision History	2
Introduction and Purpose	2
Related Policies, Regulations, Guiding Principles, and Common Practices	2
Impacted Departments, Units, Programs, and Centers	3
Before You Begin.....	3
pages	3
Notes.....	4
Procedures	4
Adding a Student to a Course If the CRN Is Known.....	4
Adding a Student to a Course If the CRN Is Not Known.....	6
Adding Linked Courses.....	8
If Subject, Course Number, and Section Are Known, but the CRN Is Unknown	10
If Only Subject and Course Numbers Are Known.....	11
View the Student Schedule with Days and Times Listed	12

REVISION HISTORY

Version	Date	Name	Description
	8/27/2018	Wendy Yu	Banner 9 verbiage update

INTRODUCTION AND PURPOSE

A student may enroll for courses during their assigned registration period via R'Web. After their initial enrollment appointment, a student may make changes to their schedule during open enrollment via R'Web. Please visit the Academic Calendar online at www.registrar.ucr.edu for dates.

Undergraduate students may continue to make changes to their class schedule after R'Web closes by completing an online Enrollment Adjustment Form (EAF) available at MyForms.ucr.edu. Graduate Students seeking to make changes to their enrollment after R'Web closes may obtain a paper EAF from their department's graduate program coordinator.

The EAF is utilized to add or drop a course(s) and/or change the grading basis, or unit value, of a course(s). Please note, once the EAF becomes available the Office of the Registrar will make changes to a student's enrollment when an EAF is received on a student's behalf. Please visit the [Academic Calendar](#) to determine when the EAF requires a \$4.00 processing fee.

This guide will demonstrate the following procedures when adding a student to a course(s) while enrollment is open via R'Web:

- [Adding a Student to a Course If the CRN Is Known](#)
- [Adding a Student to a Course If the CRN Is Not Known](#)
- [Adding Linked Courses](#)
- [If Subject, Course Number, and Section Are Known but the CRN Is Unknown](#)
- [If Only Subject and Course Numbers Are Known](#)
- [View the Student Schedule with Days and Times Listed](#)

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

All enrollment adjustments after open enrollment are completed by the Registrar's Office.

A student may add a course up to the Friday of the second week of instruction. With the approval of the instructor and advisor, a student may also add a course through the Thursday of the third full week of instruction.

A course dropped after Friday of the second week of instruction will remain as a permanent transcript entry showing course number and title, with a transcript symbol of W, signifying withdrawal, entered in the grade column.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. College Offices
2. Academic Departments (Enrollment Managers)
3. Registrar's Office
4. Graduate Division of Academic Affairs

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The pages listed below are covered in this training.

Page	Page Name	Description
SFAREGS	Student Course Registration	Used to add, drop, or withdraw a student from a course or courses.
SFQSECM	Registration Section Query Form	Shows information pertinent to the registration of a section.
SFAREGQ	Registration Query Form	Provides an online view of a student's schedule.

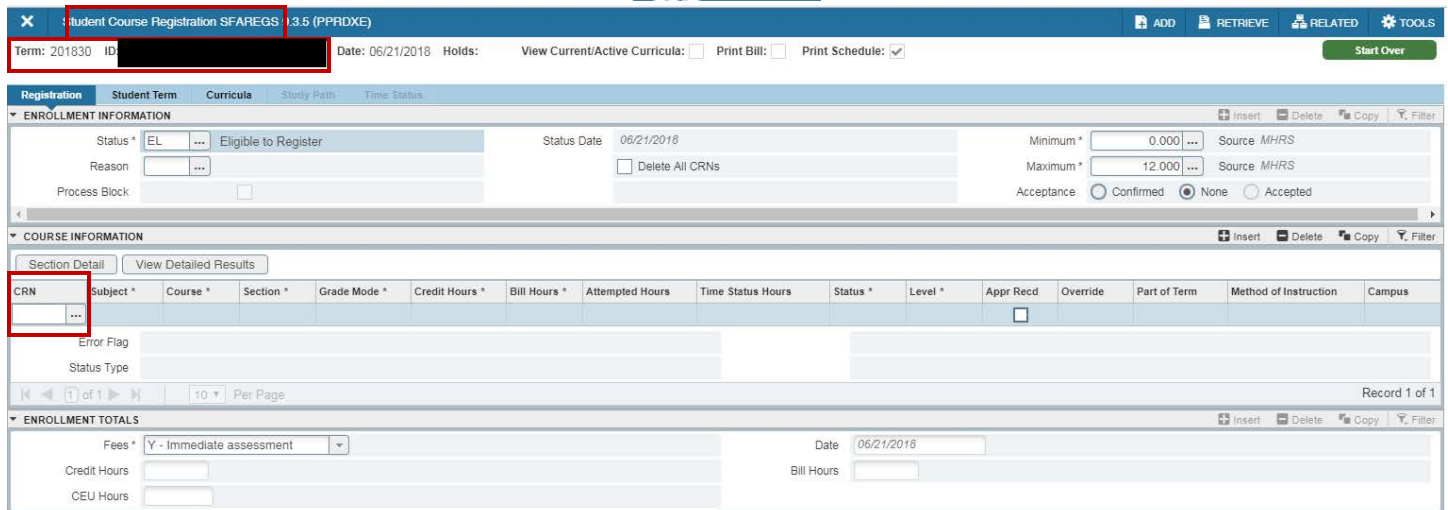
NOTES

1. **SOADEST Screen:** Appears the first time you go to SFAREGS, each time you log into Banner.
 - a. Simply **exit** to close it.



PROCEDURES

1. Go to SFAREGS.
2. Enter the **Term** and **SID**. Click Go.
 - a. **Note:** If the student has a hold, you will receive an error message and the student will have to resolve the hold before you can register the student.
3. **Next Section (alt+page up)** twice so that your cursor is in the **Course Information** block.
 - a. **Note:** If you receive a message that enrollment status prohibits registration, ensure that the Status in the Enrollment Information box is EL (Eligible to Register). If the value is not EL, the student has cancelled or withdrawn.
4. Navigate to the first blank **CRN** field. The CRN (Course Reference Number) is the unique 5-digit call number for the course, the Subject and Course numbers are each 3-5 characters, and the Section is a 3-digit number that differentiates multiple sections of the same course.
 - a. **Proceed** to the next section if you know the CRN: *“Adding a Student to a Course if a CRN is Known”*
 - b. **Skip to the section** *“Adding a Student to a Course If the CRN Is Not Known”* if you don’t know the CRN.



ADDING A STUDENT TO A COURSE IF THE CRN IS KNOWN

1. Enter the **CRN** for the course.
2. Press **Tab**.
 - a. The **Grade Mode (GM)** will default as approved for the course.
 - b. The student can change the GM once the EAF is available. Please visit the [Academic Calendar](#) online for additional details.
 - c. Verify the **Credit Hours** and the **Bill Hours** match.
3. If it is a **variable unit** course, enter the same number of units under **Credit Hours** and **Bill Hours**.
4. **“RE”** will automatically **populate** in the **Status field**. Please Note: The “RE” is a code that signifies the student was registered by staff and should always be used when you are enrolling a student.
5. To add an additional course, select **Insert** for a new course information row.

6. Repeat steps 1-4 if the student must be concurrently enrolled in linked courses such as a discussion or lab.
7. **Save twice**.
 - a. The page will refresh and these confirmation dialogs will appear, indicating you have successfully adjusted the student’s record.

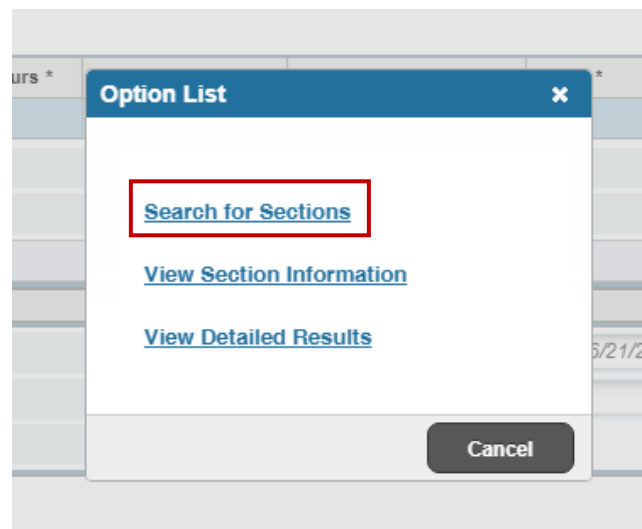
Save once more.

ADDING A STUDENT TO A COURSE IF THE CRN IS NOT KNOWN

1. Select the look-up button next to **CRN** to perform a query.

The screenshot displays the 'Student Course Registration SFAREGS 9.3.5 (PPRDXE)' application. At the top, there are navigation buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below this, the 'ENROLLMENT INFORMATION' section shows fields for Status (EL), Reason, Process Block, Status Date (06/21/2018), Minimum (0.000), Maximum (12.000), and Acceptance (None selected). The 'COURSE INFORMATION' section features a table with columns: 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, and Campus. The 'CRN' column header has a small upward-pointing arrow next to it, which is highlighted with a red box. Below the table, there are fields for Error Flag and Status Type. The 'ENROLLMENT TOTALS' section includes fields for Fees (Y - Immediate assessment), Date (06/21/2018), Credit Hours, and Bill Hours.

2. When the **Option List** dialog box appears, select **“Search for Sections”**.



3. The **Registration Section Query (SFQSECM)** opens.
4. Enter any fields which you would like to use to find sections such as **Subject**, **Course**, and **Section**. Select Add Another Field to search by preferred search method. It is possible to search multiple fields.
5. **Execute the Query (F8)** or Press **Go**. The results will display.

*Note: If the student is already enrolled in a course(s), their schedule will appear at the bottom under the **Student Schedule** section.*

CRN	Part of Term	Subject	Course	Section	Available Seats	Waitlist	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group	Campus	Schedule	Section Status	Block Indicator	Registration Status
70236	S02	BPSC	011	A01	39	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0810	1000		L1	C	LEC	A		RE	
70237	S02	BPSC	011	A21	39	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1010	1100		D1	C	DIS	A		RE	

6. Press Filter Again to do another search.
7. Navigate through until you arrive to your desired course and select the **CRN**.
 - a. This form will only let you bring back one class at a time to SFAREGS, so you need to make note of the CRNs that have a **linked section**. Once you have returned to SFAREGS, you can enter the linked CRNs manually or search again for those sections.

CRN	Part of Term	Subject	Course	Section	Available Seats	Waitlist	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Time Conflict	Link	Crosslist Group	Campus	Schedule	Section Status	Block Indicator	Registration Status
70234	S04	BMSC	290	22B	12	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						C	RES			
70230	S04	BMSC	197L	92L	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						C	LAB			
70231	S20	BMSC	229	001	30	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				L1	C	LEC				
70232	S20	BMSC	229	002	30	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				D1	C	DIS				
70233	S20	BMSC	229	003	30	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				B1	C	LAB				
70235	S04	BMSC	290	32S	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					C	RES				
70236	S02	BPSC	011	A01	40	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0810	1000		L1	C	LEC				
70237	S02	BPSC	011	A21	40	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1010	1100		D1	C	DIS				

8. After selecting a CRN, you will automatically be routed to SFAREGS and the course information will auto populate. Verify the **Credit Hours** and the **Bill Hours** match.
9. If it is a **variable unit** course, enter the same number of units under **Credit Hours** and **Bill Hours**.

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
70236	BPSC	011	A01	L	4.000	4.000	4.000	4.000	RE	U	<input type="checkbox"/>	<input type="checkbox"/>	S02	I	C
70237	BPSC	011	A21	L	0.000	0.000	0.000	0.000	RE	U	<input type="checkbox"/>	<input type="checkbox"/>	S02	I	C

10. Save twice.

- a. The page will refresh and these confirmation dialogs will appear, indicating you have successfully adjusted the student's record.

The screenshot shows the 'Student Course Registration SFAREGS 9.3.5 (PPRDXE)' interface. At the top, there are fields for Term (201830), Date (06/21/2018), and Holds. A confirmation message 'Saved successfully (2 rows saved)' is displayed in a green box. Another message 'Fee Assessment processed.' is visible in a green box. The interface includes buttons for ADD, RETRIEVE, RELATED, and TOOLS.

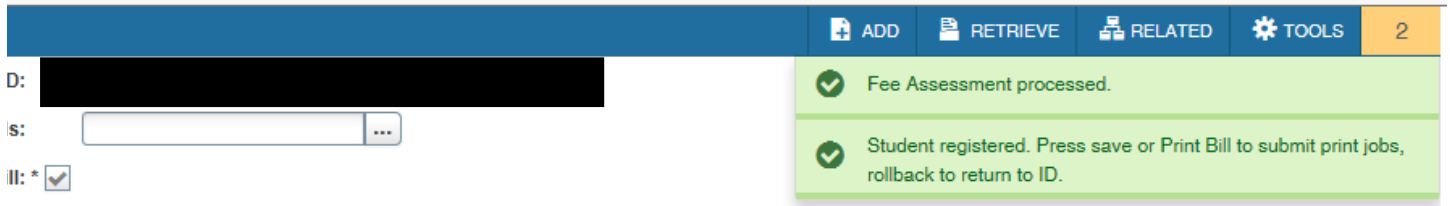
ADDING LINKED COURSES

1. An error message will appear informing the user the course requires additional enrollment in a linked course(s) (i.e. lab or discussion).
2. Navigate to the highlighted course. The error message describes the error and, if applicable, the additional action needed to complete registration. Use your mouse to click and drag to the right to read the whole message.

The screenshot shows the 'Student Course Registration SFAREGS 9.3.5 (PPRDXE)' interface with an error message 'Student schedule has errors. Correct or delete to continue.' highlighted in a red box. Below the error message, the 'COURSE INFORMATION' section is expanded, showing a table with columns for CRN, Subject, Course, Section, Message, Grade Mode, Credit Hours, Bill Hours, Attempted Hours, Time Status Hours, Status, Level, Appr Recd, Override, and Part of Term. The message 'ADDITIONAL ACTIVITY NEEDED - This course requires enrollment in multi...' is highlighted in a red box. The interface also includes buttons for ADD, RETRIEVE, RELATED, and TOOLS.

CRN	Subject *	Course *	Section *	Message	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term
70236	BPSC	011	A01	ADDITIONAL ACTIVITY NEEDED - This course requires enrollment in multi...		4.000	4.000	4.000	4.000	RE	U	<input type="checkbox"/>		S02

3. Navigate through until you arrive to your desired course and select the CRN.
4. Insert a row and add the corresponding CRN for course that needs addition courses
5. **Save twice.**
6. Once saved, you should get a message stating the student is registered for the course



The screenshot shows a software interface with a blue header bar containing a toolbar with four buttons: 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. To the right of the toolbar is an orange tab labeled '2'. Below the toolbar, on the left, are labels 'D:', 'S:', and 'II: *' with corresponding input fields. The 'D:' field is a blacked-out rectangle. The 'S:' field is a text input box with a dropdown arrow. The 'II: *' field has a checked checkbox. On the right side of the interface, there is a green notification area with two messages, each preceded by a green checkmark icon. The first message reads 'Fee Assessment processed.' and the second message reads 'Student registered. Press save or Print Bill to submit print jobs, rollback to return to ID.'

IF SUBJECT, COURSE NUMBER, AND SECTION ARE KNOWN, BUT THE CRN IS UNKNOWN

1. Navigate to the first blank **CRN** field and enter the subject, course number, and section number.

COURSE INFORMATION Insert Delete Copy Filter

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
	BPSC	011	A01								<input type="checkbox"/>				
Error Flag		In Progress													
Status Type		In Progress													

Record 1 of 1

2. Press **Tab** until the rest of the information will populate.
 - a. Verify the **Credit Hours** and the **Bill Hours** match.

COURSE INFORMATION Insert Delete Copy Filter

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
70236	BPSC	011	A01	L	4.000	4.000	4.000	4.000	RE		<input type="checkbox"/>		S02	I	C
Error Flag		In Progress													
Status Type		In Progress													

Record 1 of 1

3. **Save twice.**

IF ONLY SUBJECT AND COURSE NUMBERS ARE KNOWN

1. Navigate to the first blank **CRN** field and enter the **subject** and **course number**.
2. Select **one** of the look-up buttons below **Subject**, **Course**, or **Section**.

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
	BPSC	011	...								<input type="checkbox"/>				
Error Flag		In Progress													
Status Type		In Progress													

3. You will be routed to **SFQSECM**.
 - a. The subject and the course information is transferred in from SFAREGS.

REGISTRATION SECTION QUERY SFQSECM 9.3 (PPRDXE)																							
CRN	Part of Term	Subject	Course	Section	Available Seats	Waitlist	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group	Campus	Schedule	Section Status	Block Inc	
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										

4. **Execute the Query**, or search by clicking Go.
5. Navigate through until you arrive to your desired course and select the **CRN**.

Note: This page will only let you bring back one class at a time to SFAREGS, so you need to make note of the CRNs that have a linked section and enter the CRNs manually once you have returned to SFAREGS, or search again for those sections.
6. You will automatically be routed to **SFAREGS** and the course information will auto populate.
 - a. Verify the **Credit Hours** and the **Bill Hours** match.

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
70236	BPSC	011	A01	L	4.000	4.000	4.000	4.000	RE	...	<input type="checkbox"/>		S02	I	C
Error Flag		In Progress													
Status Type		In Progress													

7. **Save twice.**

VIEW THE STUDENT SCHEDULE WITH DAYS AND TIMES LISTED

1. Go to **SFAREQQ** to see the days and times for the student's enrolled courses.
2. Check to make sure the **Key Block Term** and **Student ID** number are correct.
3. Press Go.

Registration Query SFAREGQ 9.3 (PPRDXE)

Term: 201830 Registration From: [] Date: []

Registration To Date: [] ID: [REDACTED]

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

4. When the schedule appears, use the **scroll bar** to view all enrolled courses.

Registration Query SFAREGQ 9.3 (PPRDXE)

Term: 201830 Registration From Date: [] Registration To Date: [] ID: [REDACTED]

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 M
201830	70236	BPSC	011	A01	RE	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"/>	0810	1000	S02	C	06/25/2018	I
201830	70237	BPSC	011	A21	RF	N		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1010	1100	S02	C	06/25/2018	I

Total Credit Hours: 4.000 Total CEU Hours: 0.000