Banner Student Registration

Instructions

**Office of the Registrar**

**University of Wyoming**

**March 2018**

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Creating Enrollment Overrides

Creating overrides for closed classes and controlled enrollment courses. NOTE: Departments should not enroll students in courses. This screen should be used to allow students to enroll personally.

**Go to: SFASRPO**

• **ID:** Enter the student’s W Number

• **TERM:** Enter the appropriate term

*Explanation of Term Codes*

o Terms are six-digit numbers and are based upon the *calendar* year in which an

*academic* year ends (Academic years begin with fall and end with summer)

o Fall = 10; Spring = 20; Summer =30

o Examples:

Fall 2018 = 201910 Fall 2019 = 202010

Spring 2019 = 201920 Spring 2020 = 202020

Summer 2019 = 201930 Summer 2020 = 202030

• Perform a Next Section (Alt + Page Down)

• **Permit:** Enter the appropriate code

* + CNTRL = Controlled Enrollment course, or restrictions
  + PRERQ = Prerequisite Override
  + CLOSED = Closed Course Override
  + TIME = Time Conflict Override (to be performed by the Registrar’s
  + Office only)
  + DUPL = Duplicate Section override
  + SPECIAL = Instructor Approval

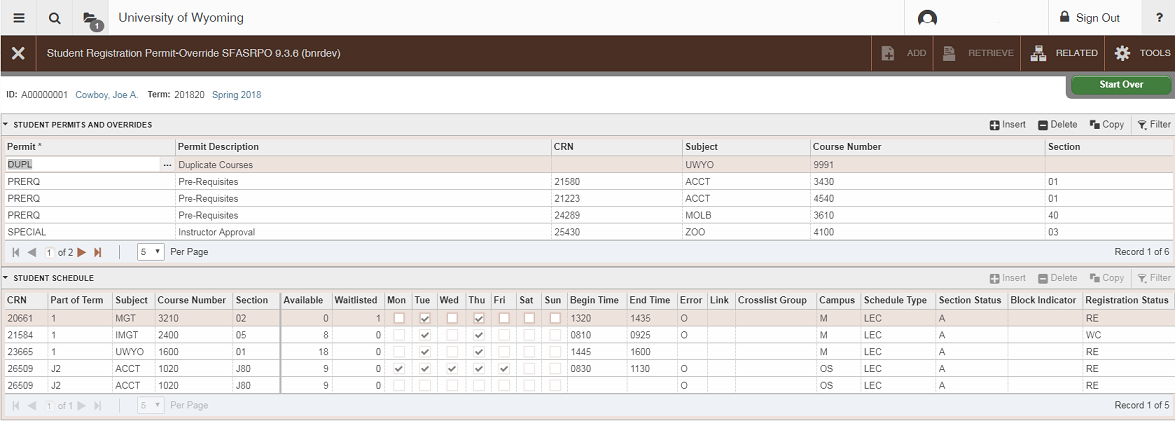
• **CRN:** Enter the CRN of the course (Subject, Course Number, and Section will automatically be filled in

***or***

• **Subject:** Enter the course prefix for the course

• **Course Number:** Enter the course number for the course

• **Section:** Enter the section of the course (Optional. If no section number is entered, the student will be able to enroll in any section of that course)

• **SAVE:** Save your changes by clicking the SAVE icon of pressing F10.

Dropping All Students from a Course

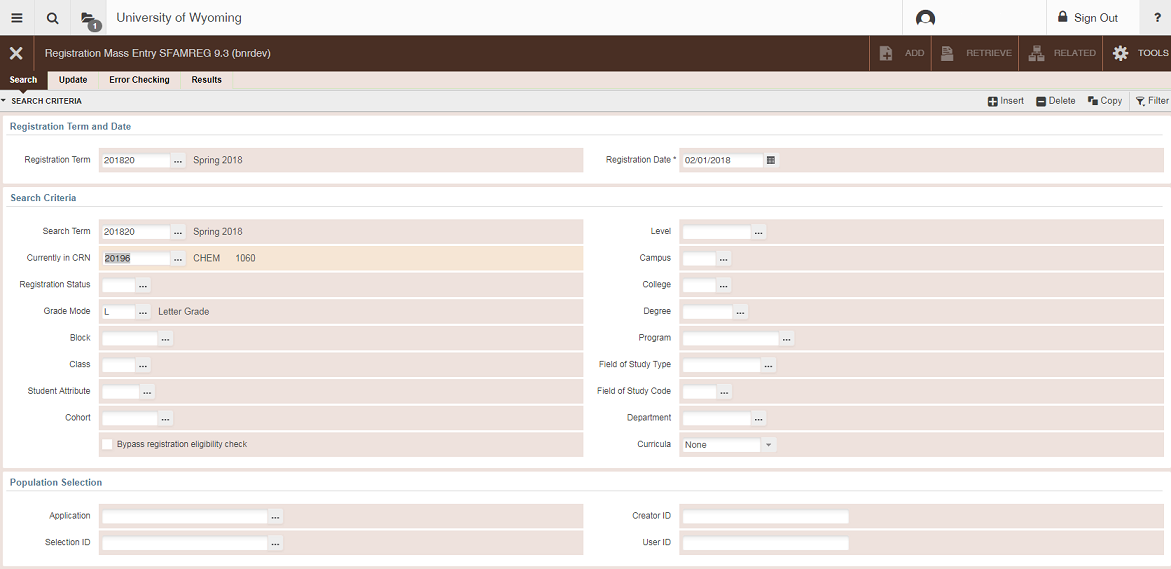
**\*Before performing these steps, be sure to email the entire class and inform them of the cancellation.**

Go To… **SFAMREG**, press ENTER

• On the **Search** tab, enter the term

• Tab to **Search Criteria**

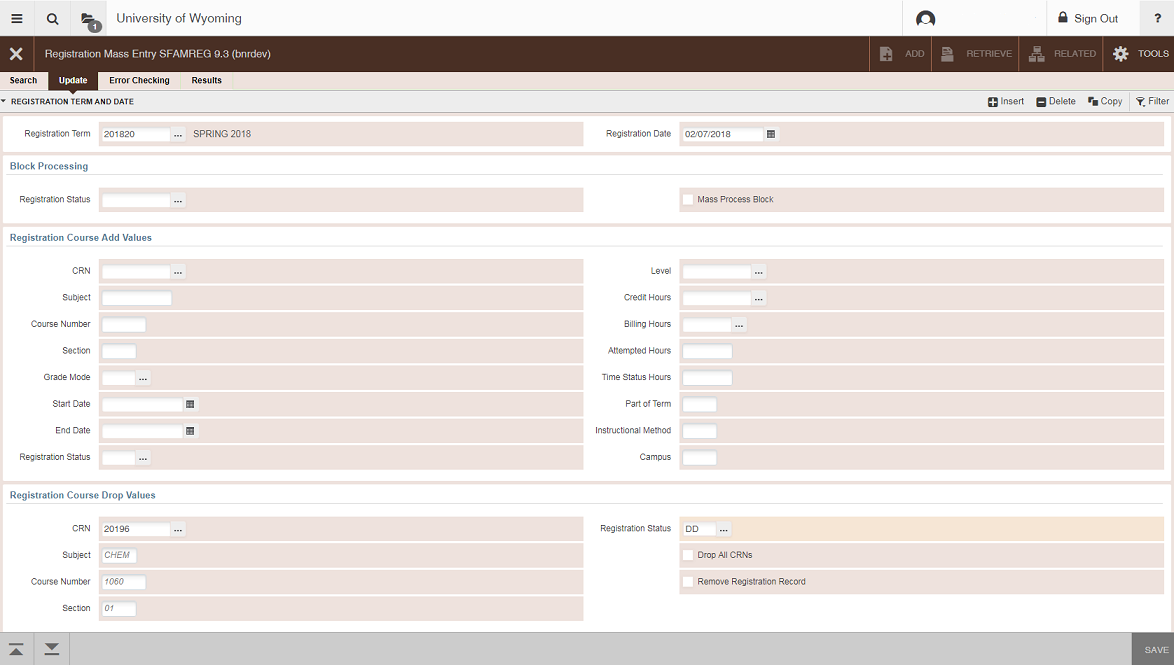
• Enter the term

• Enter the CRN

Go to the **Update** tab

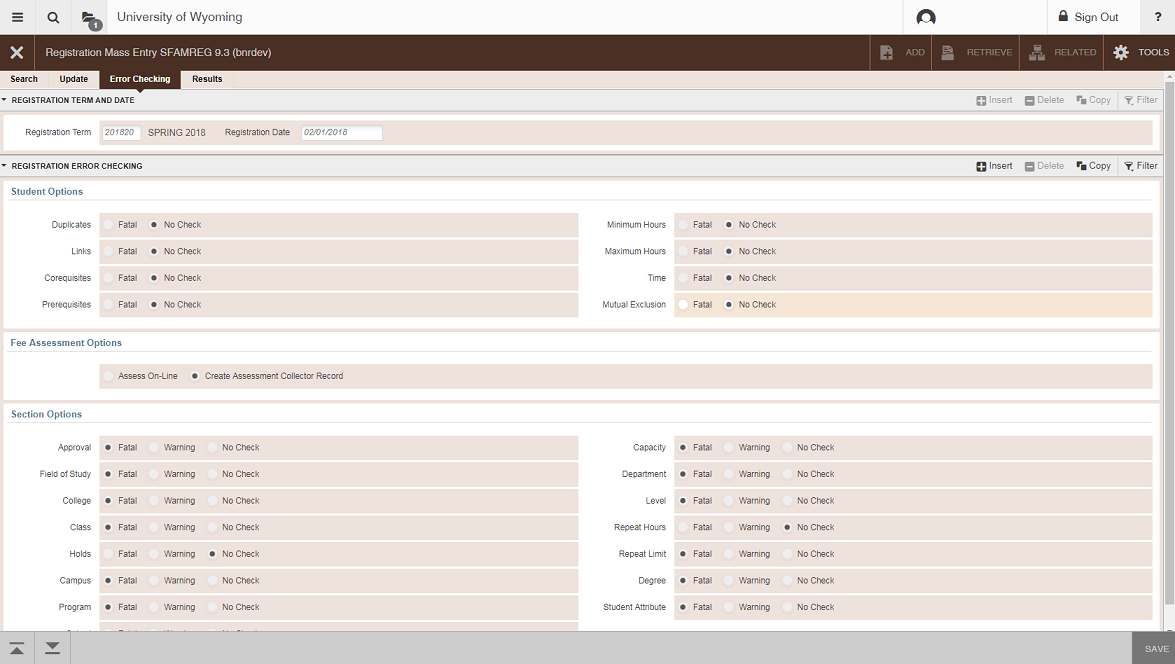
• Go to **Registration Course Drop Values**

• **CRN:** Enter the CRN for the course

• **Registration Status field:** Type in DD

Go to the **Error Checking** tab

• **Student Options Box:** Click ‘No Check’ for all categories

• **Section Options Box:** Find the **‘Holds’** option on the right side of the screen. Click ‘No Check.’

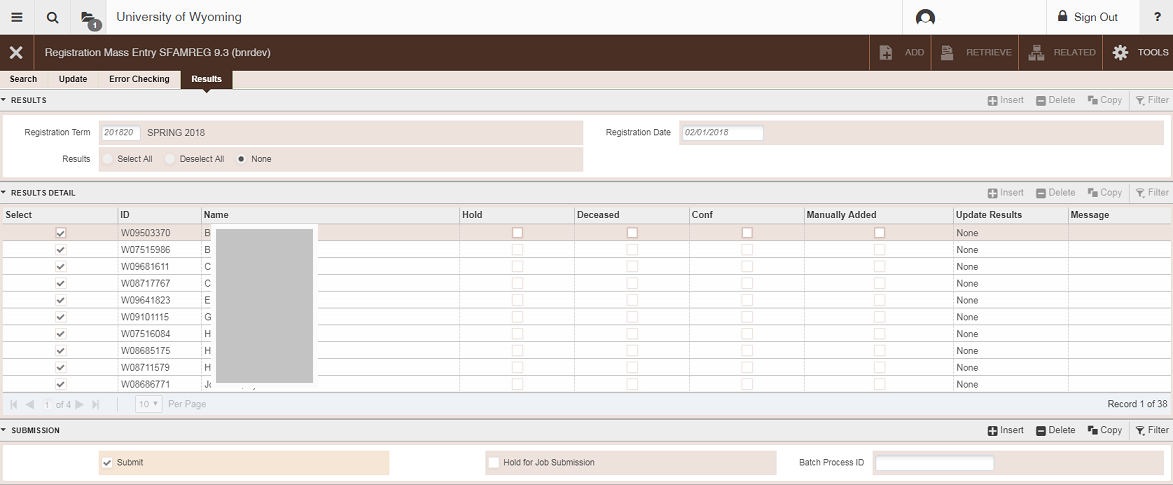
Go to the **Results** tab

• **Results:** Click **‘Select All’**

• Click **Submit** in the **Submission** box at the bottom of the screen

• **Save.** Once the process is complete, all students in the section will be dropped.

• ***Verify that all students have been dropped by checking the course list on***

***SFASLST.***

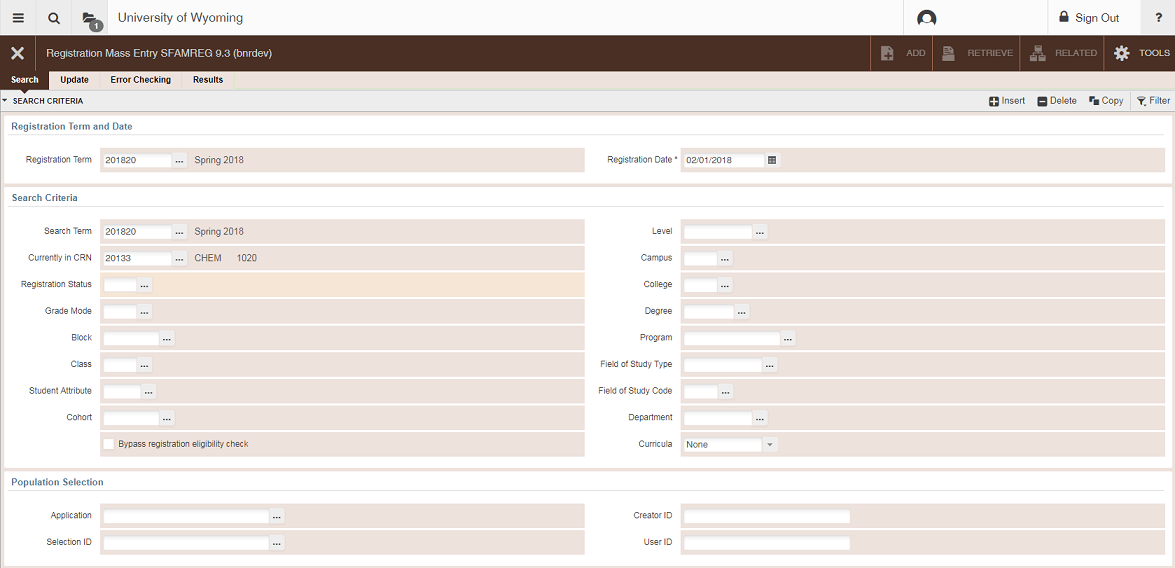
Transferring Students from One Course or Section to Another

Go To… **SFAMREG**, press ENTER

• On the **Search** tab, enter the term

• Tab to **Search Criteria**

• Enter the term

• Enter the CRN of the course that the students are ***currently*** in

Go to the **Update** tab

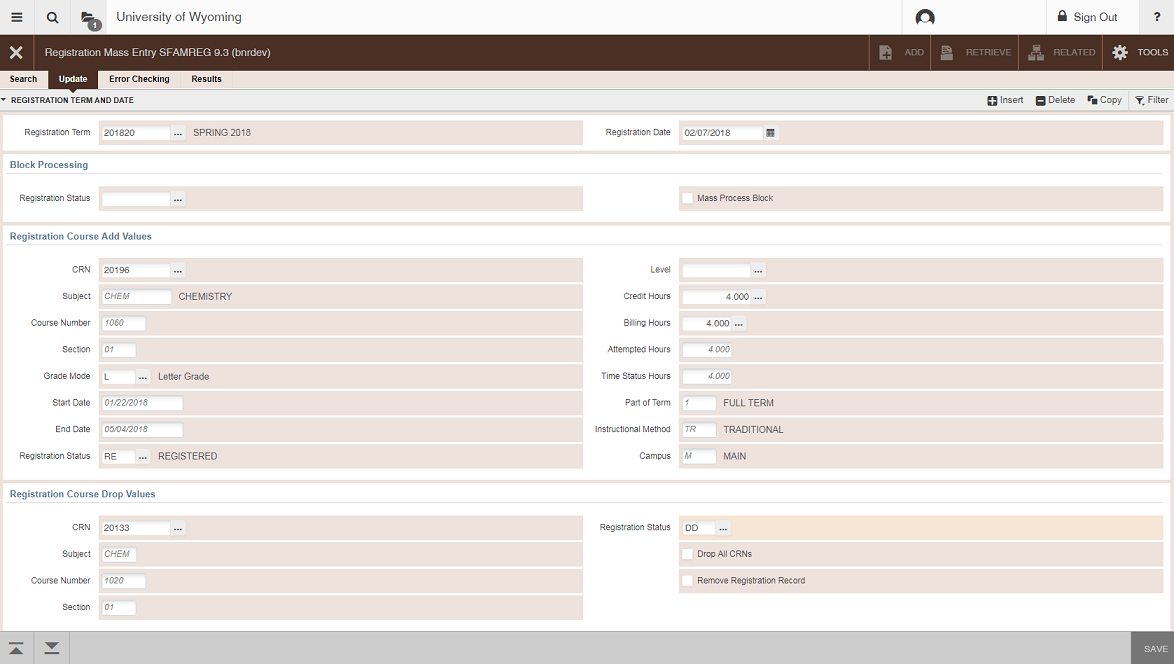
• Go to **Registration Course Add Values**

• Enter the CRN of the course you want to move students into

• Enter the Grade Mode for the course (L = letter grade)

• Go to **Registration Course Drop Values**

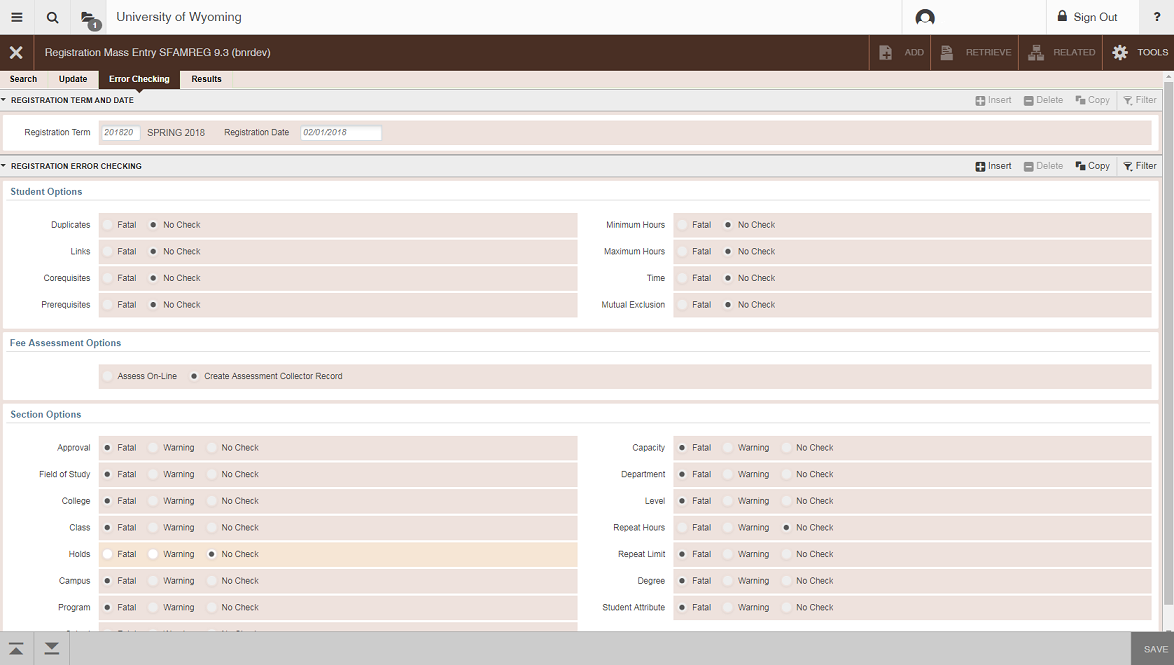
• Enter the CRN of the course you are moving/dropping students from

• Enter DD in the **Registration Status** field

Go to the **Error Checking** tab

• Click ‘No Check’ for all categories in the **Student Options** box.

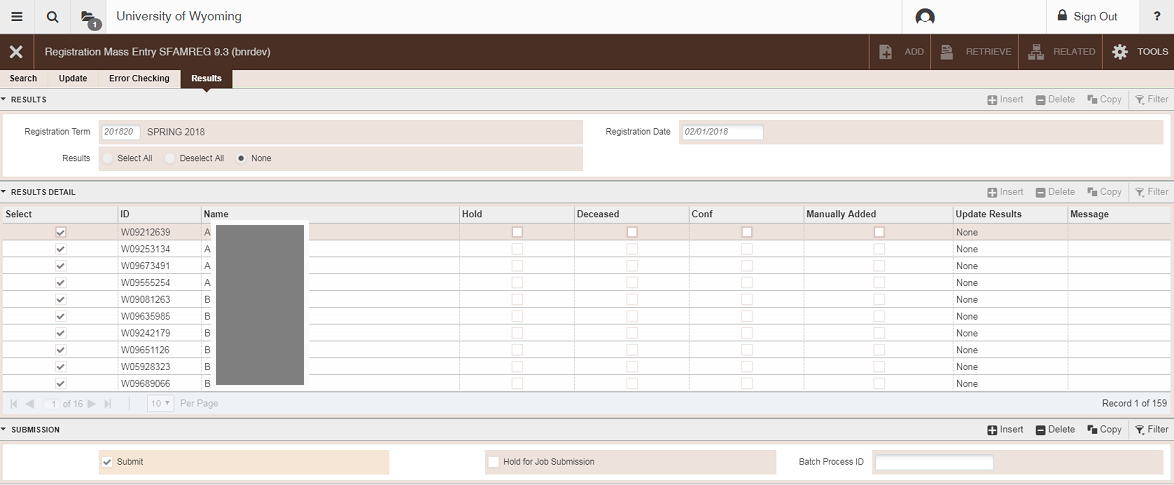
• Find the **‘Holds’** option under **Section Options** on the right side of the screen.

Click ‘No Check.’

Go to the **Results** tab

• Click **‘Select All’** next to **Select Indicator**

• Click **Submit** in the **Submission** box at the bottom of the screen

• **Save.** Once the process is complete, all students in the section will be dropped.

***Once the process is complete, verify that all students have been moved by checking the course list on SFASLST.***

***You can also move a single student from one course to another. For example, if an undergraduate student has enrolled in a graduate-level course, and you would like to move the student into the appropriate section.***

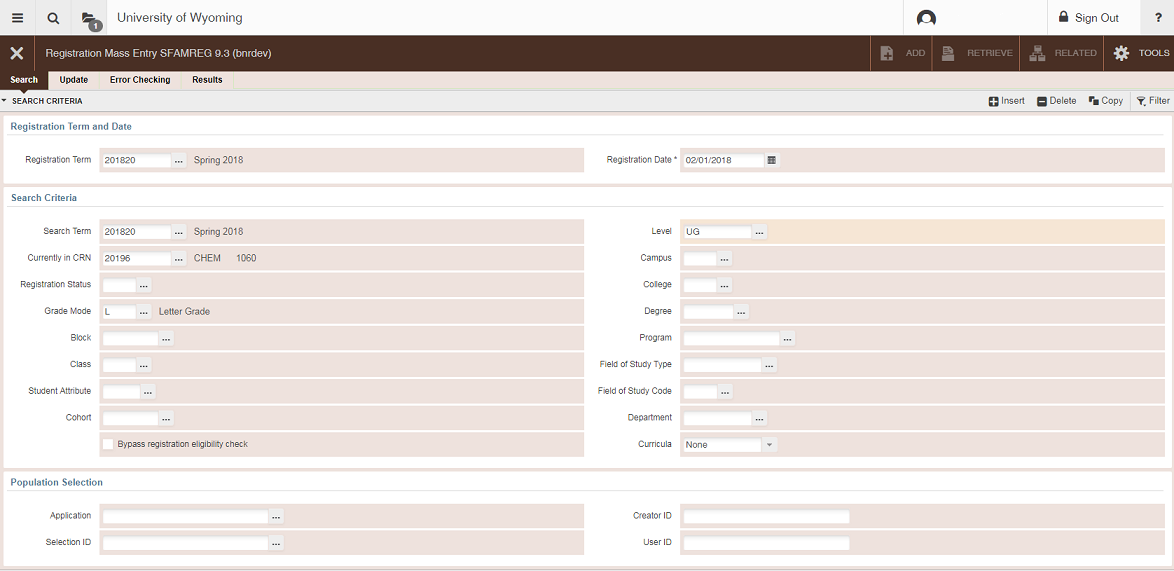
Go To… **SFAMREG**, press ENTER

• On the **Search** tab, enter the term

• Tab to **Search Criteria**

• Enter the term

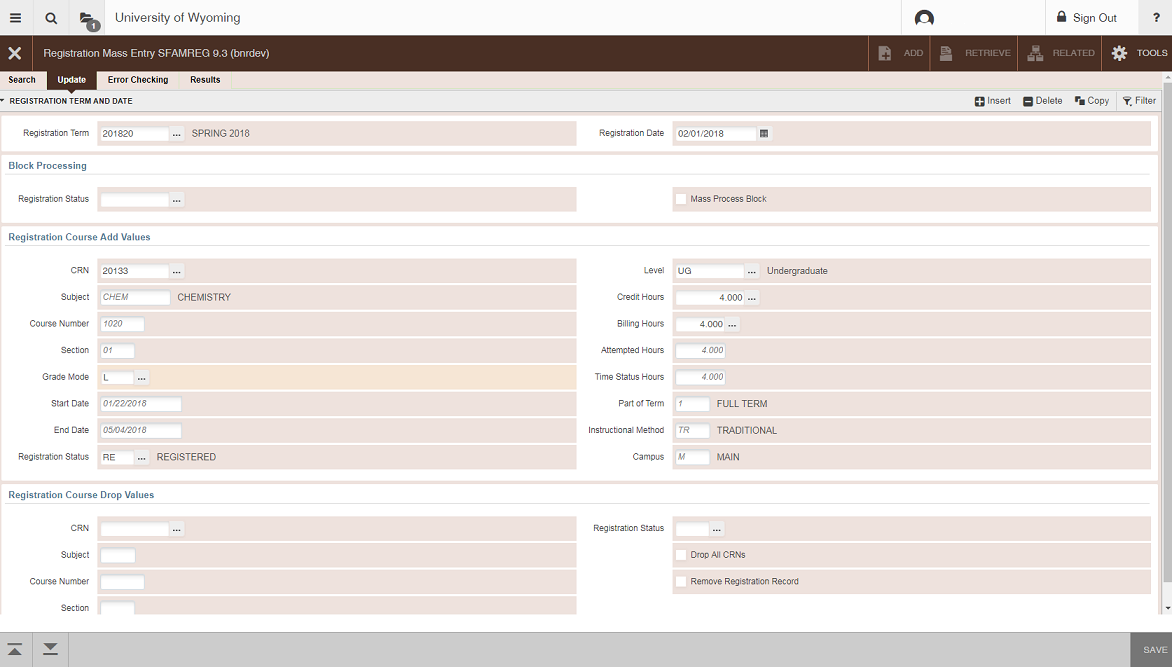
• Enter the CRN of the course that the students are ***currently*** in

• Enter the level (UG, GR, etc.) of the student(s) you want to move

Go to the **Update** tab

• Go to **Registration Course Add Values**

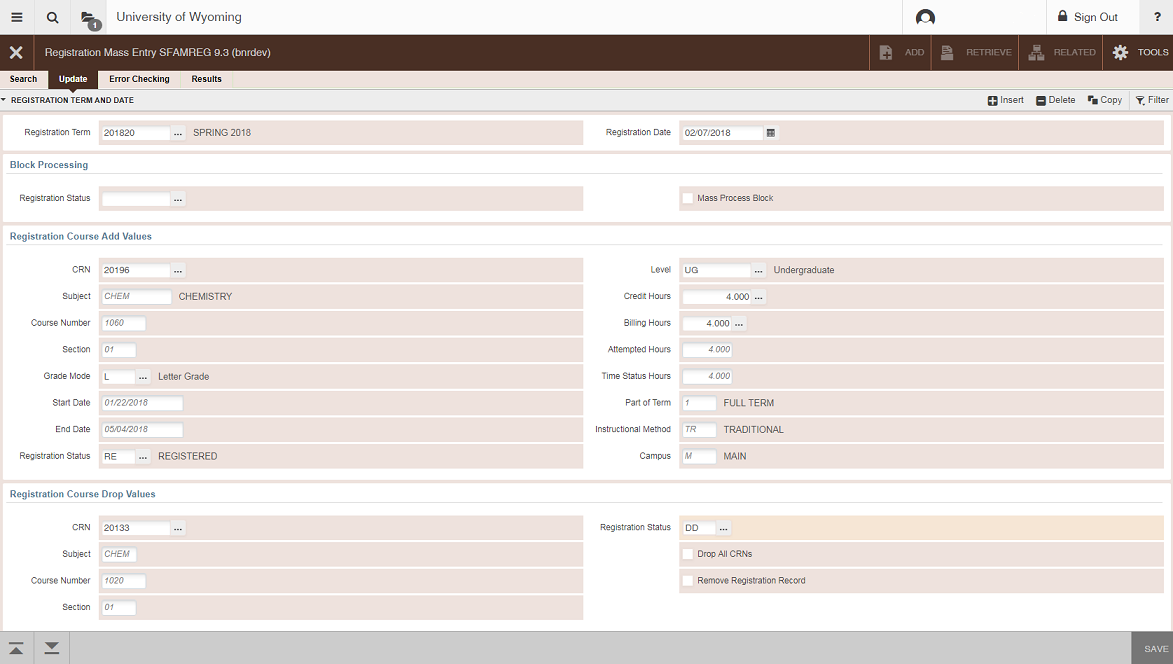
• Enter the CRN of the course you want to move students into

• Enter the correct level (UG, GR) for the student(s)

• Enter the Grade Mode for the course (L = letter grade)

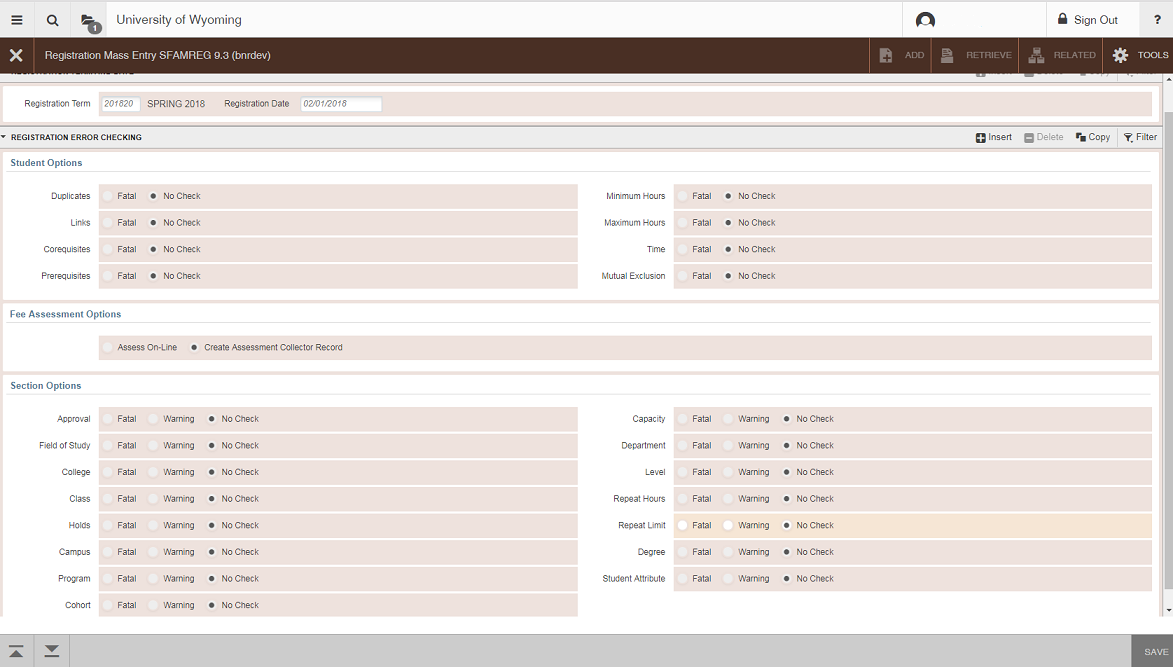
In the **Registration Course Drop Values** box:

• Enter the CRN of the course you want to drop the student(s) from (the course of current enrollment)

• Enter DD (Drop/Delete) in the Registration Status field

Go to the **Error Checking** tab

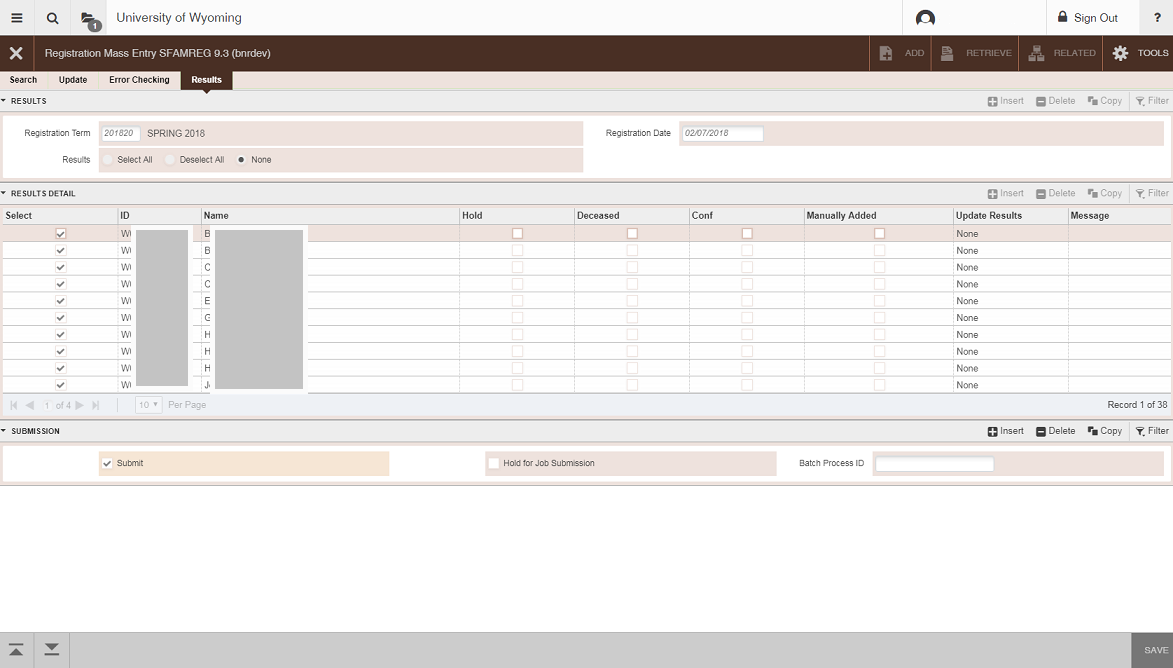
• Click ‘No Check’ for all categories in the **Student Options** box.

• Click ‘No Check’ for all categories in the **Section Options** box

Go to the **Results** tab

• Click **‘Select All’** next to **Select Indicator**

• Click **Submit** in the **Submission** box at the bottom of the screen

******• **Save.** Once the process is complete, all students in the section will be dropped.

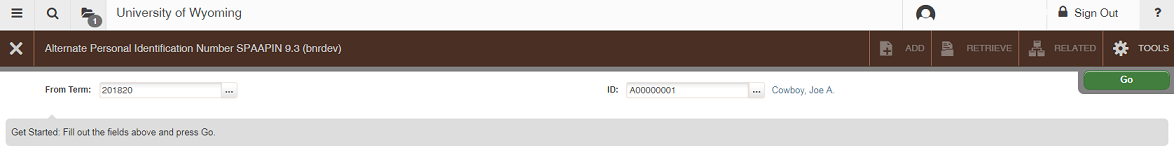
***Once the process is complete, verify that all students have been moved by checking the course list on SFASLST.***

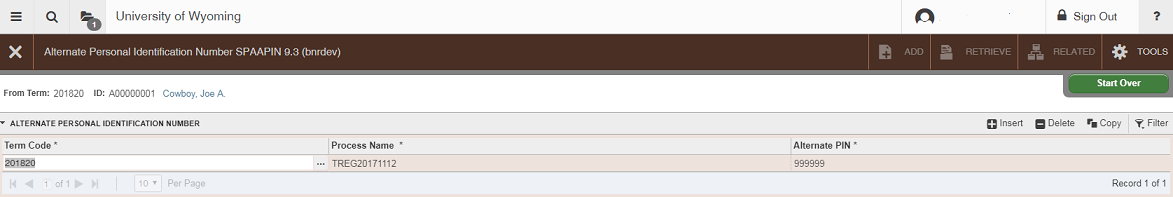
PERC Number

Form Name: **SPAAPIN**

• **From Term:** Enter the term for which you need the PERC

• **ID:** Enter the student’s W Number

• Hit “Go”(Alt, Page Down)  
• The student’s PERC number is listed in the **Alternate PIN** column. If no PERC

is listed, contact the Office of the Registrar.

Registration Date and Time

Go to: **SFARGRP**

• **ID:** Enter the W Number for the student

• **Term:** Enter the registration term code

• Perform a Next Section (Alt, Page Down)

• Registration Groups are assigned by student classification in the following order

o Graduate Students, Athletes, Students with Disabilities, Pharm-D and Law

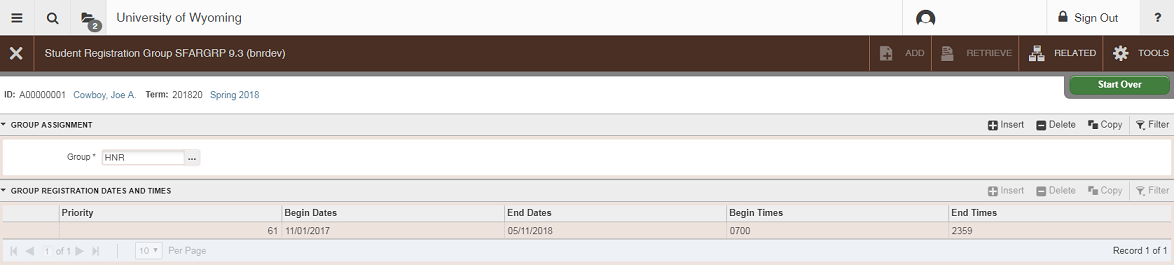
o Seniors

o Freshmen

o Juniors

o Sophomores

o By the last digit of their student W number (*the priority of this number is changed each semester*)



Changing an Advisor

Go to: **SGAADVR**

• **ID:** Enter the student’s W Number

• **Term:** Enter the term in which the change will become effective

• Perform a Next Section (Alt, Page Down)

• If changing an advisor for the current term, if the term at the top of the page matches the **From Term**

o Remove the incorrect advisor (Delete icon, or Shift + F6)

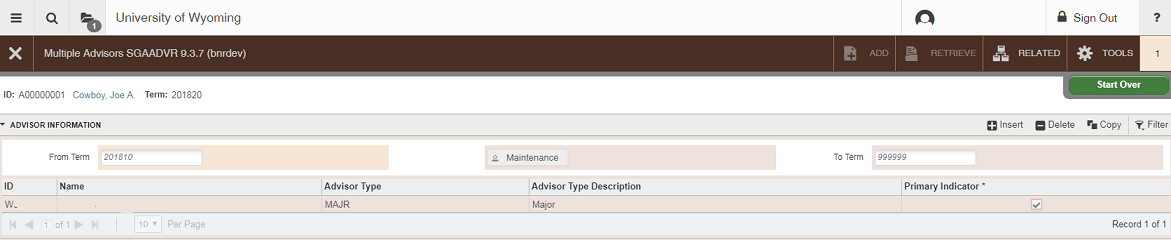
o SAVE your changes by pressing F10 or clicking the Save icon

o Enter the W Number of the new advisor

o Indicate the Advisor Type (MAJR, MINR)

o SAVE changes by pressing F10 or clicking the Save icon

• Indicate which advisor is Primary by clicking in the Primary Indicator box.

o *Note: only one advisor can be listed as Primary.*

If changing an advisor for a term other than the one listed in the **From Term** field, click on the **Maintenance** button (above the Advisor Type field)

• ID: Enter the student’s W Number

• Term: Enter the term in which the change is to become effective

• Perform a Next Section (Alt-Page Down)

• Click on the **Maintenance** button (above the Advisor Type field)

• Click on **End Advisor** in the dialogue box

• Perform a rollback (F5 or click the Start Over button)

• Perform a Next Section (Alt-Page Down)

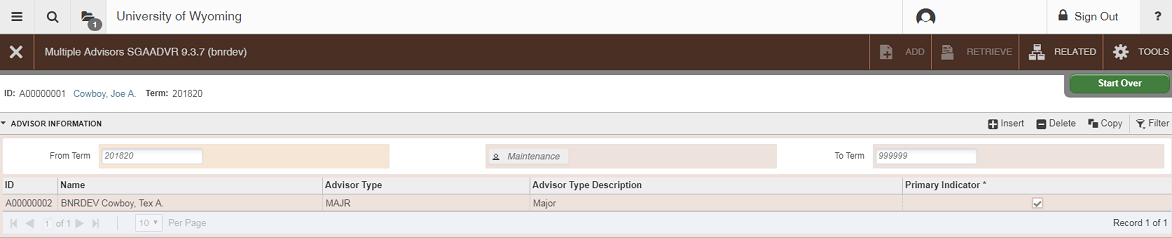
o The new effective term will now appear in the **From Term** field

• Enter the W number of the new advisor

• Enter the advisor type

• Indicate Primary Advisor

o *Note: only one advisor can be listed as Primary.*

• Save changes by clicking the SAVE icon or pressing F10.

Finding an Advisor’s W Number

**Go to:** SIAIQRY

This query screen will allow you to search for instructor or advisor W numbers

• **Term:** Enter the most current registration term

• Click on either **Faculty** or **Advisor**, based on the information you need

• **Perform a Next Section** (Alt, Page Down or click the Go button)

• Click the “Add Another Field …” dropdown and click Last Name.

o Type in the last name of the instructor or advisor

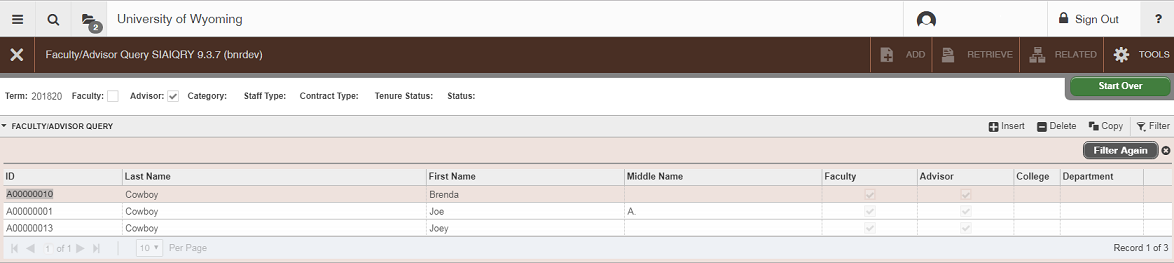
o This field is case sensitive, so be sure to capitalize the first letter

o For a hyphenated name, type in the first part, followed by %

• Leave all other fields empty

• Press F8 to execute a query

• A list of names will appear

o Choose the correct name and either double-click on it, or highlight the name and press Alt + S

Checking for Student Holds

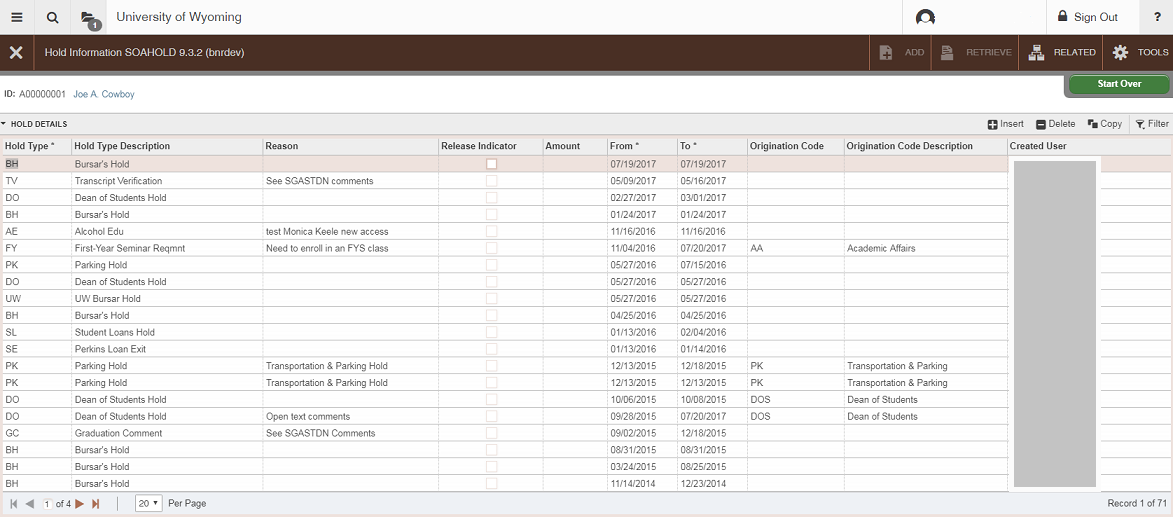
Go to: **SOAHOLD**

• **ID:** Enter student’s W Number or name

• **Perform a Next Section** (Alt, Page Down)

Active holds are those holds that have a **To:** date later than the current date.

*Note: The Student Medical Hold is active for all domestic students who have not made a selection regarding the UW Student Medical Insurance coverage. Students can clear this hold by making an Insurance selection on WyoWeb*.

**You will NOT be able to register any student who has an active hold on their account.**

Finding a Student’s W Number

If you do not know the student’s W number, you can perform a search from any student-related screen.

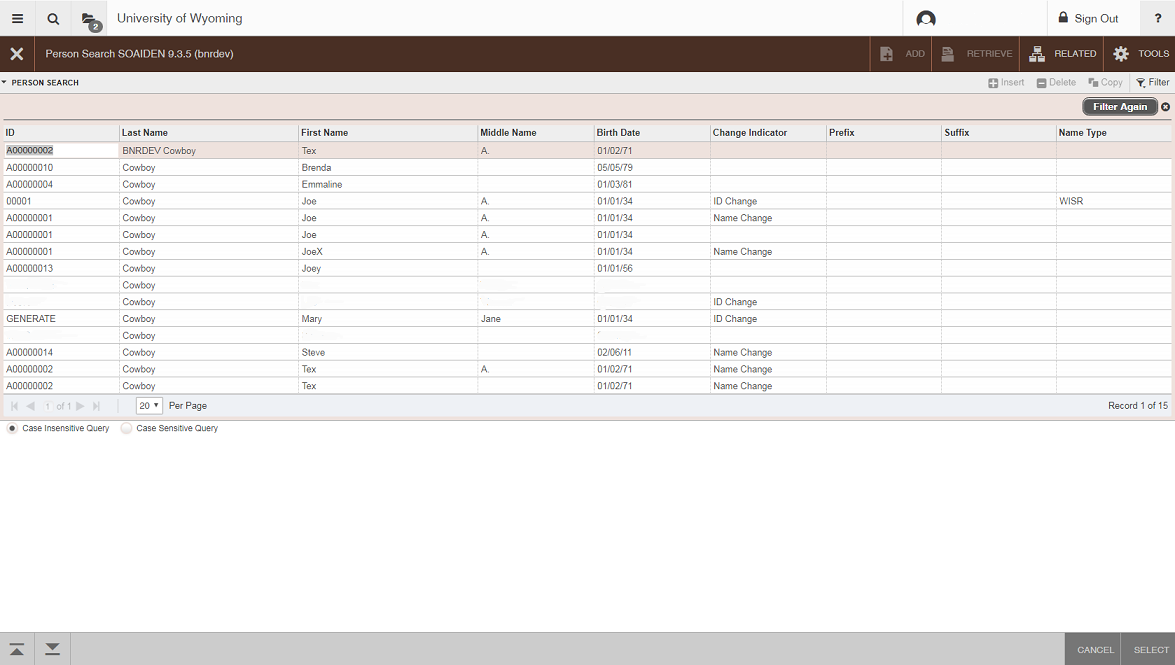
• Next to the ID field, click the the “…” button.

• Choose “Person Search (SOAIDEN)”

• From the “Add Another Field …” dropdown select a search field

• Enter the search criteria depending on the field selected, % can be used as a wildcard

• A list of options will appear

o Choose the correct student from this list, choose “Select” in the bottom right