Banner Student Registration

Instructions

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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 2017 | = | 201810 |
| Spring 2018 | = | 201820 |
| Summer 2018 | = | 201830 |

|  |  |  |
| --- | --- | --- |
| Fall 2018 | = | 201910 |
| Spring 2019 | = | 201920 |
| Summer 2019 | = | 201930 |

|  |  |  |
| --- | --- | --- |
| Fall 2019 | = | 202010 |
| Spring 2020 | = | 202020 |
| Summer 2020 | = | 202030 |

• Perform a Next Block (CNTRL-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

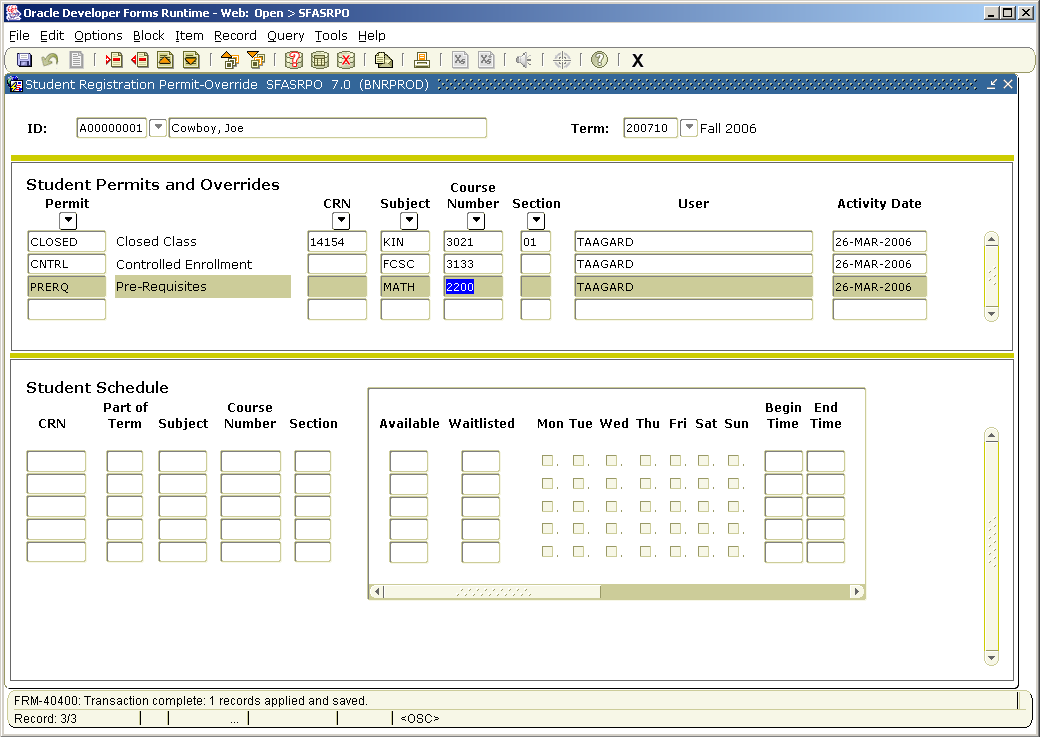
***or***

• **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 pressing F10 or clicking the Save icon



Dropping All Students from a Course

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

*(This process replaces the former one done in SFAMASS)*

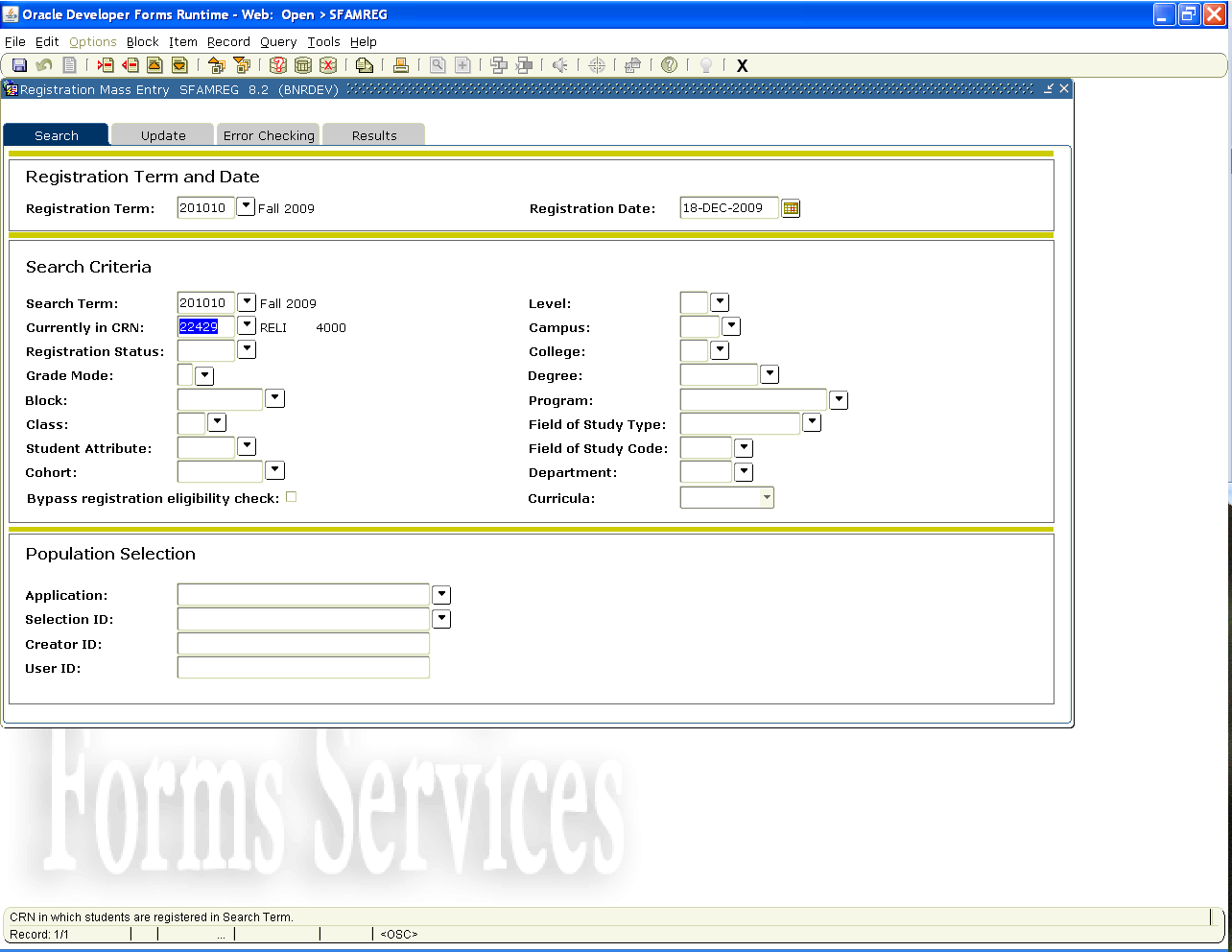
Go To… **SFAMREG**, press ENTER

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

• Tab to **Search Criteria**

• Enter the term

• Enter the CRN

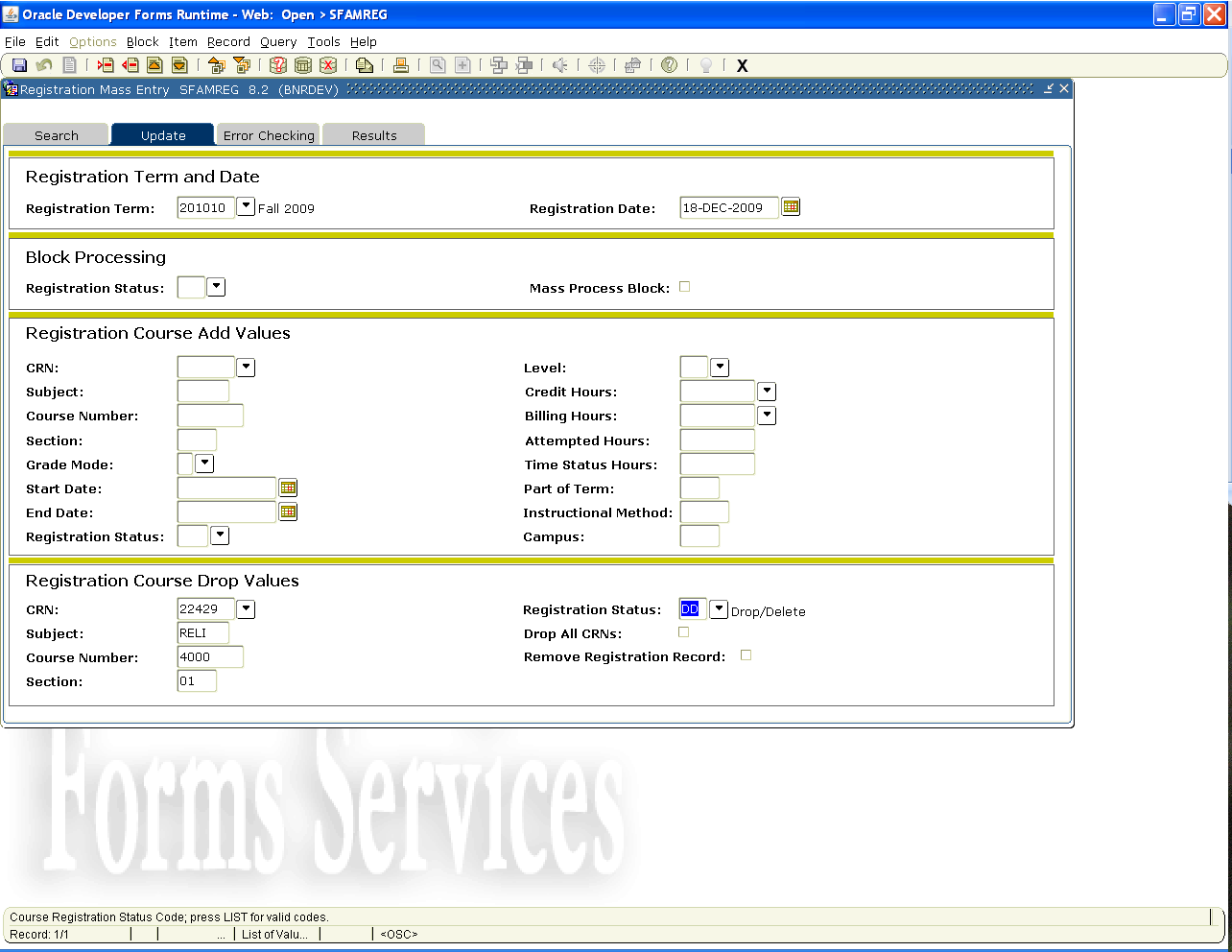


Go to the **Update** tab

• Go to **Registration Course Drop Values**

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

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

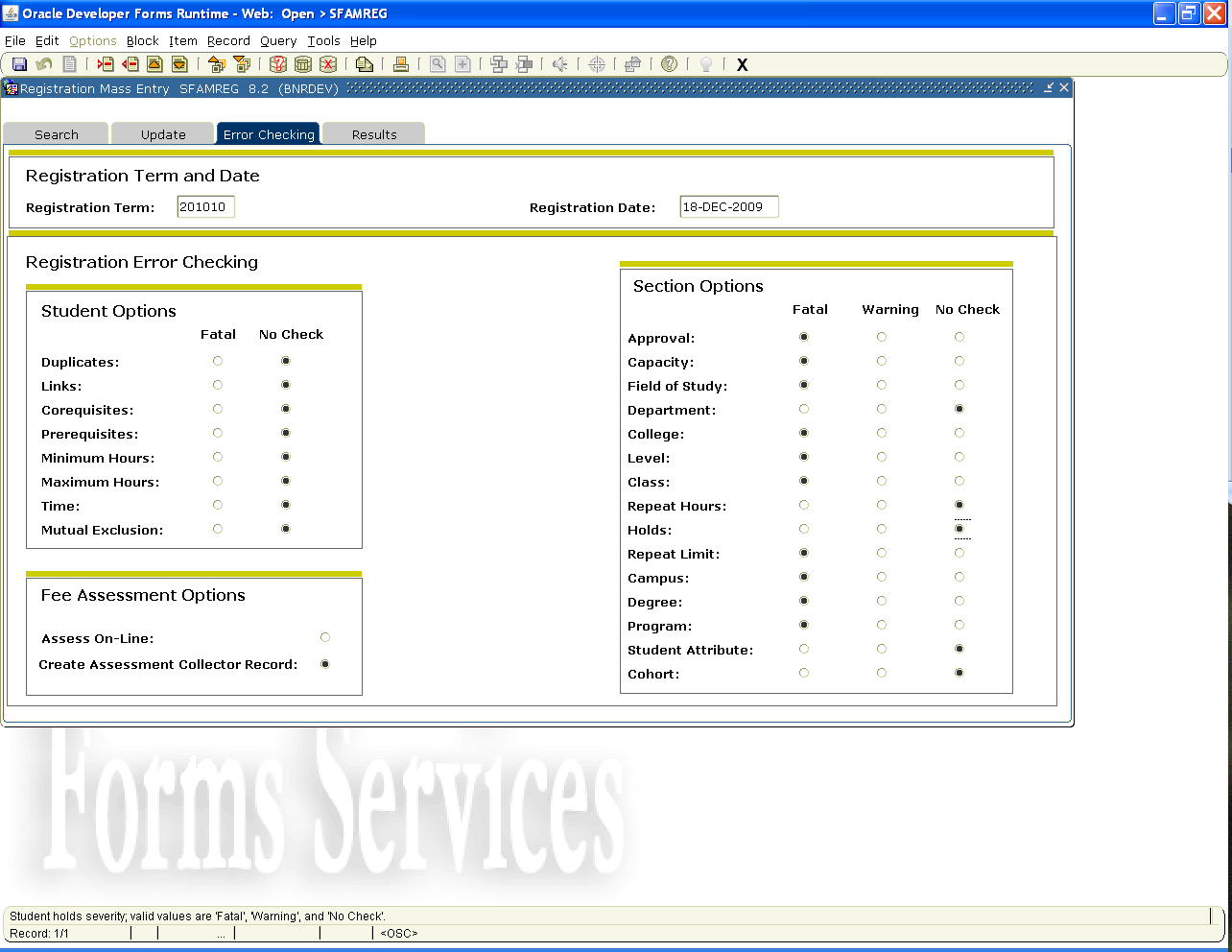


Go to the **Error Checking** tab

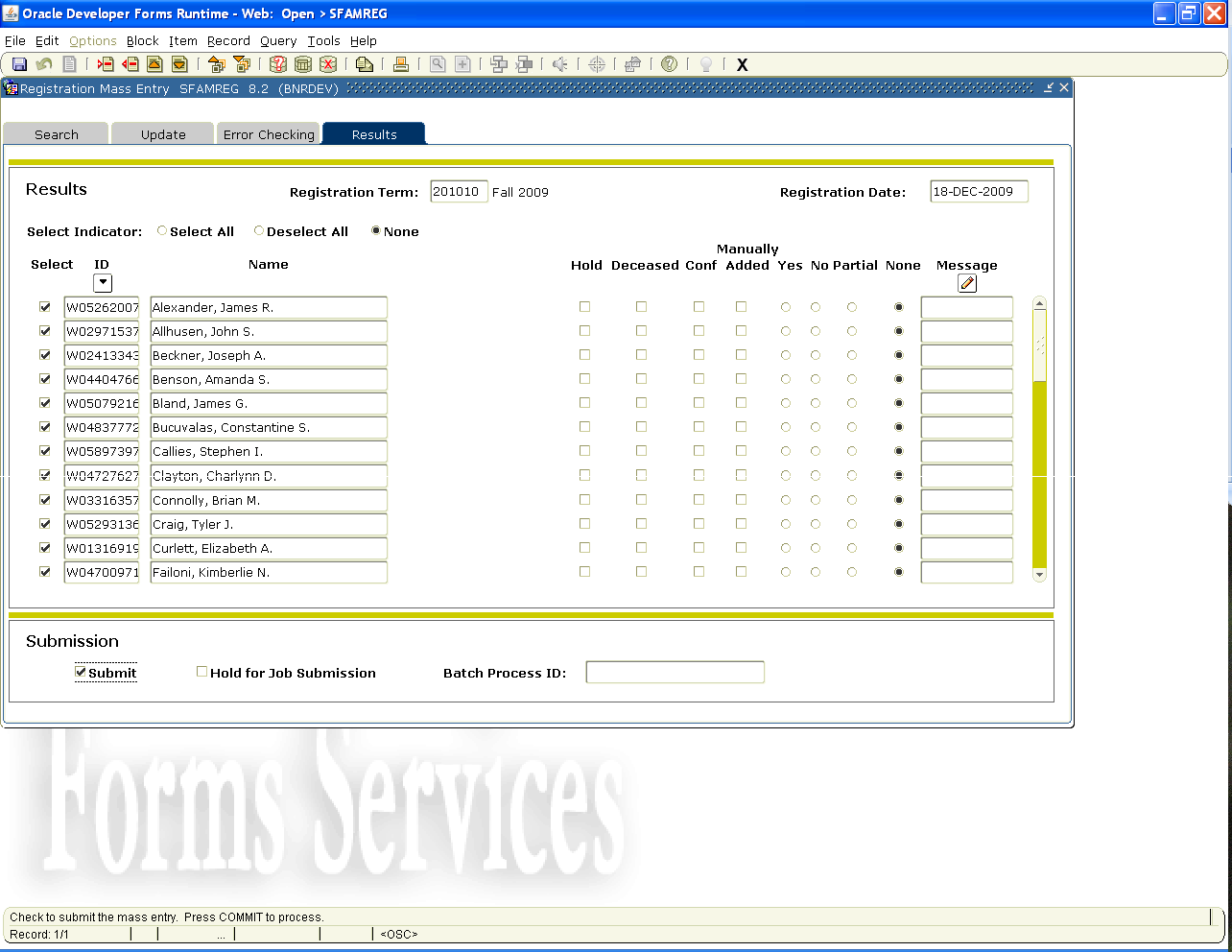
• **Student Options Box:** Click ‘No Check’ for all categories

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

Click ‘No Check.’



Go to the **Results** tab



• **Select Indicator :** 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

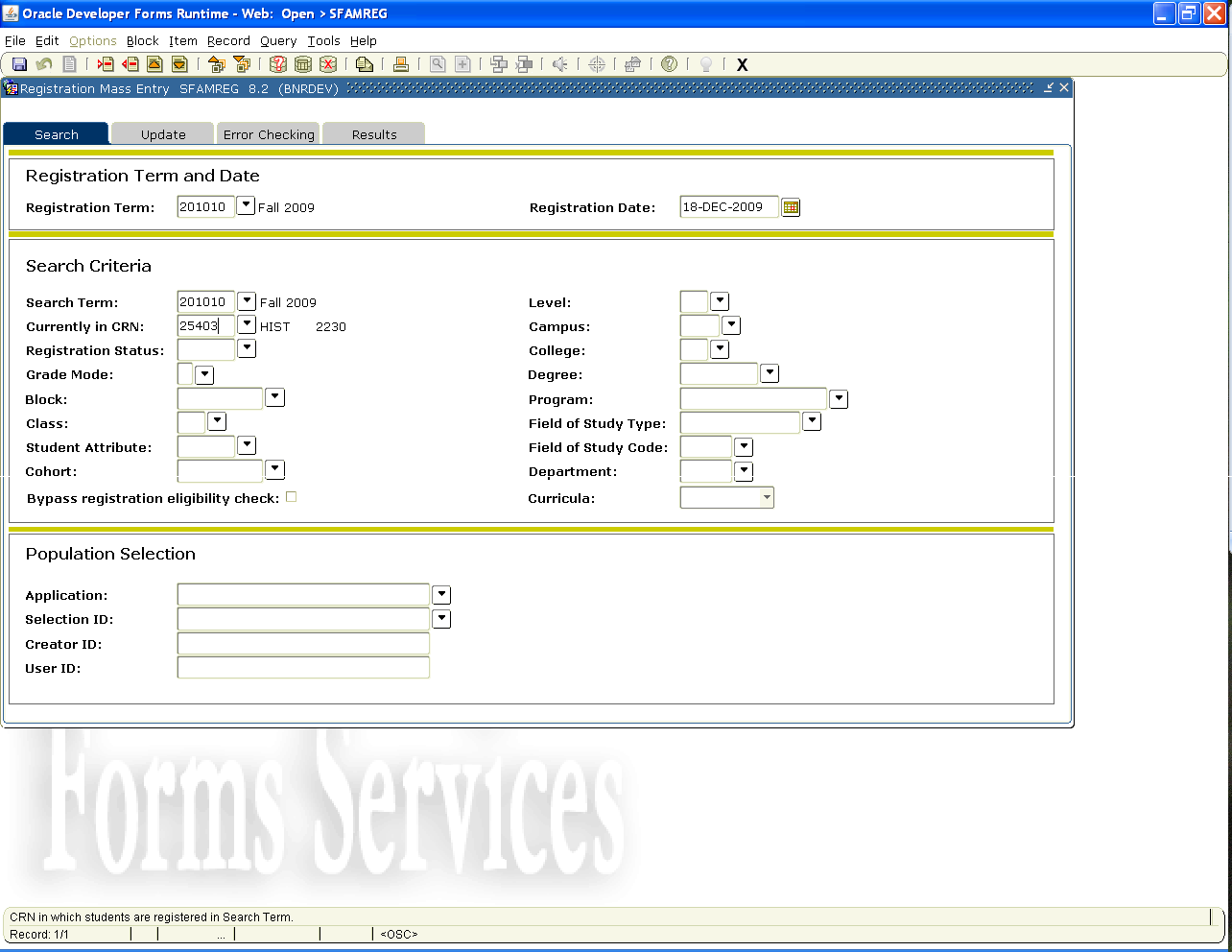
Go To… **SFAMREG**, press ENTER

• 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

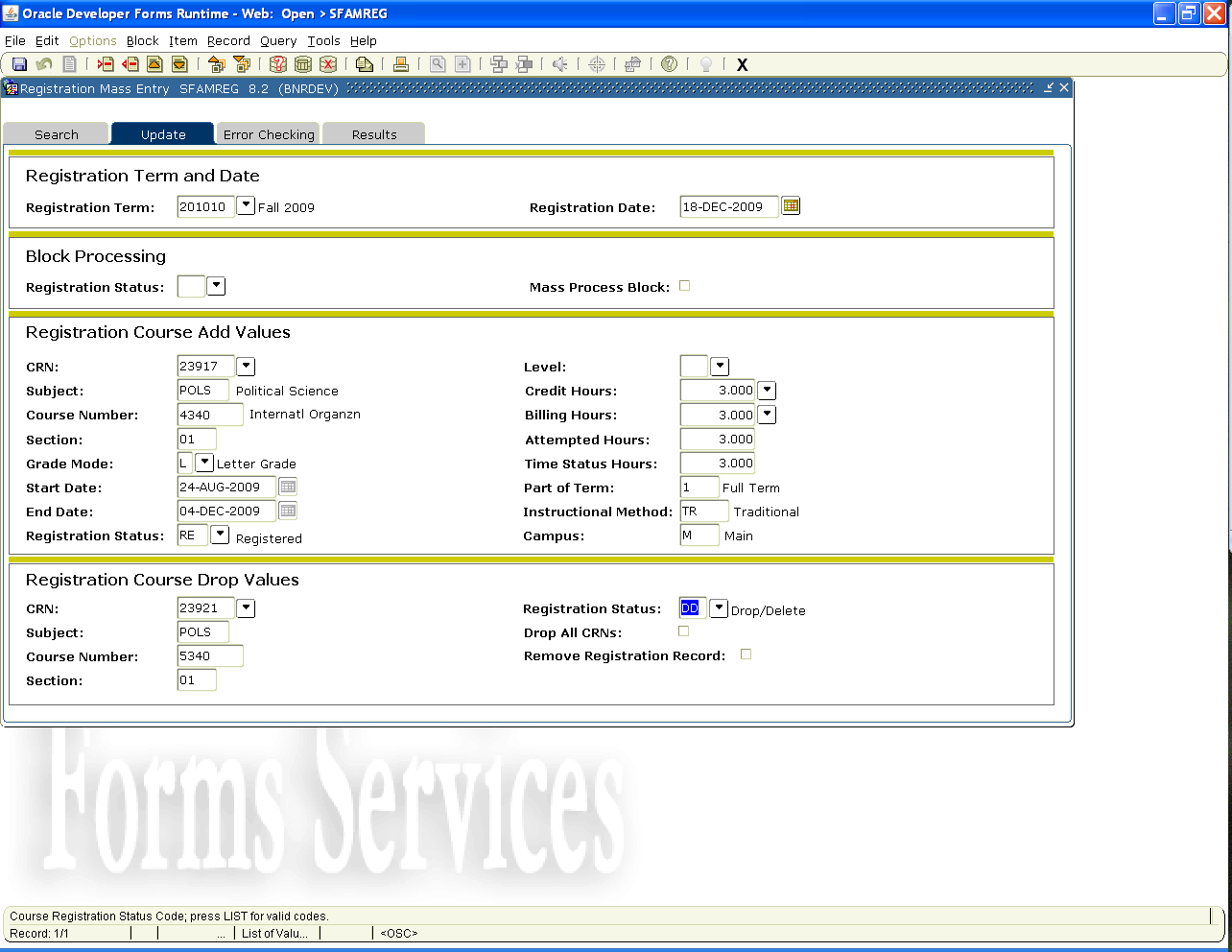


Go to the **Update** tab

• 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

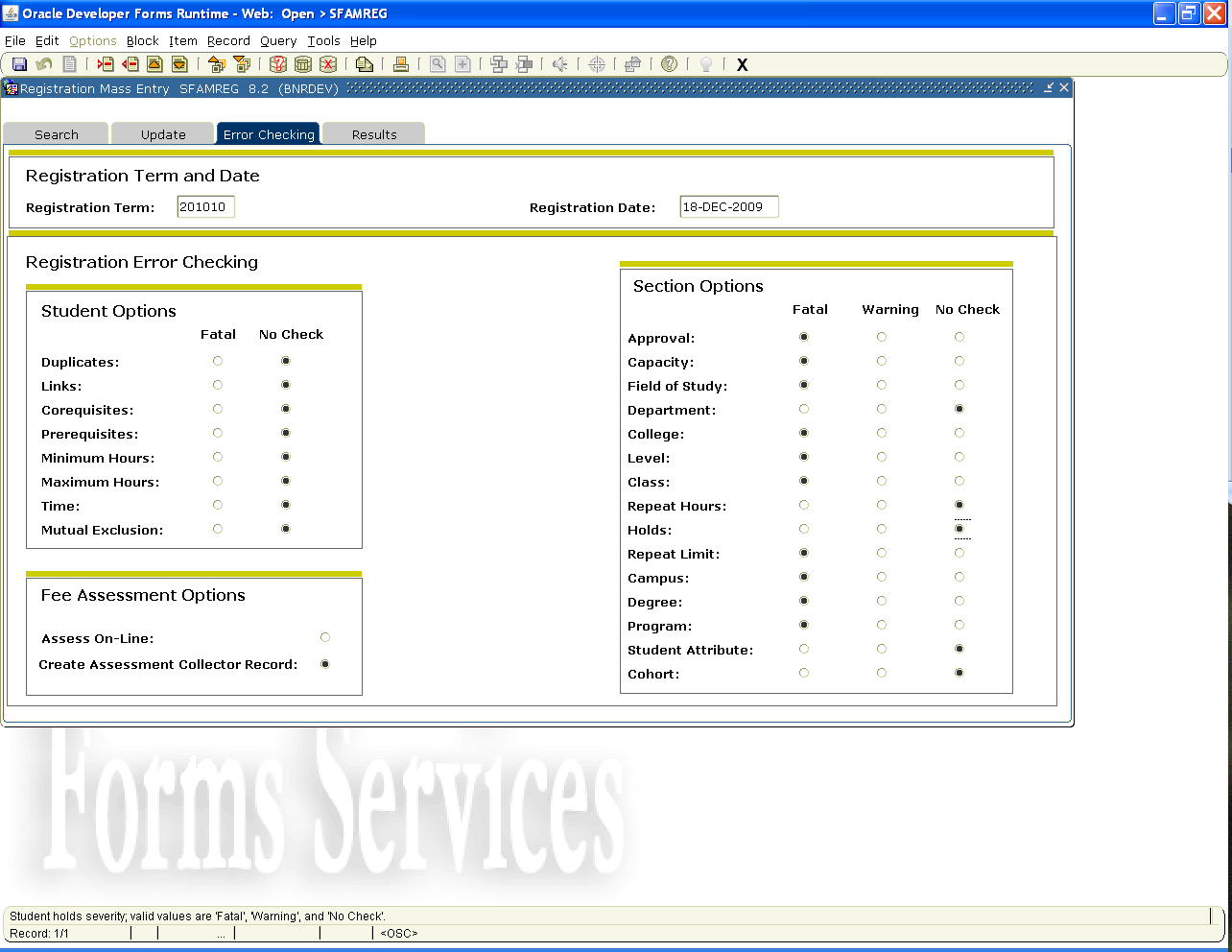
• Enter DD in the **Registration Status** field

Go to the **Error Checking** tab

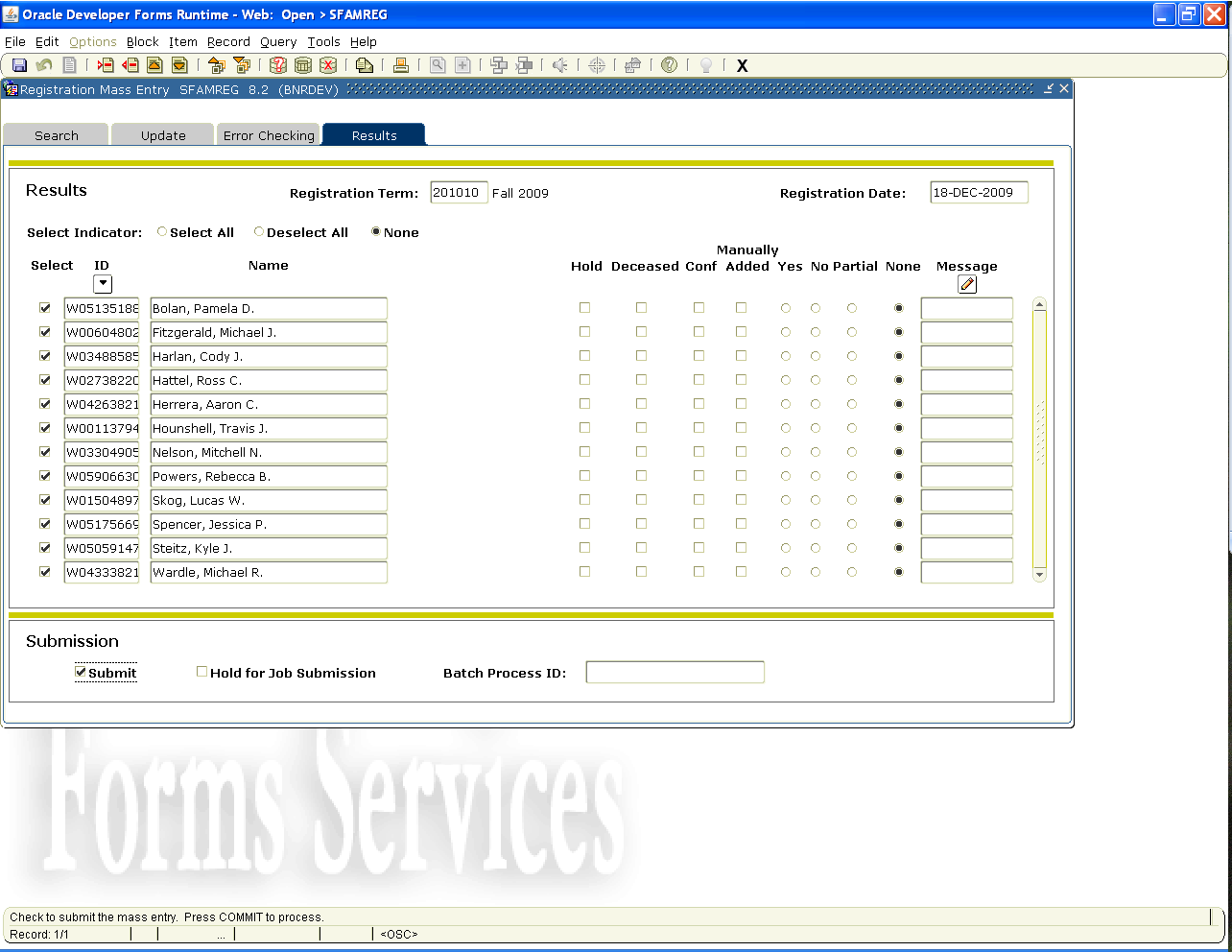
• Click ‘No Check’ for all categories in the **Student Options** box.

• 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

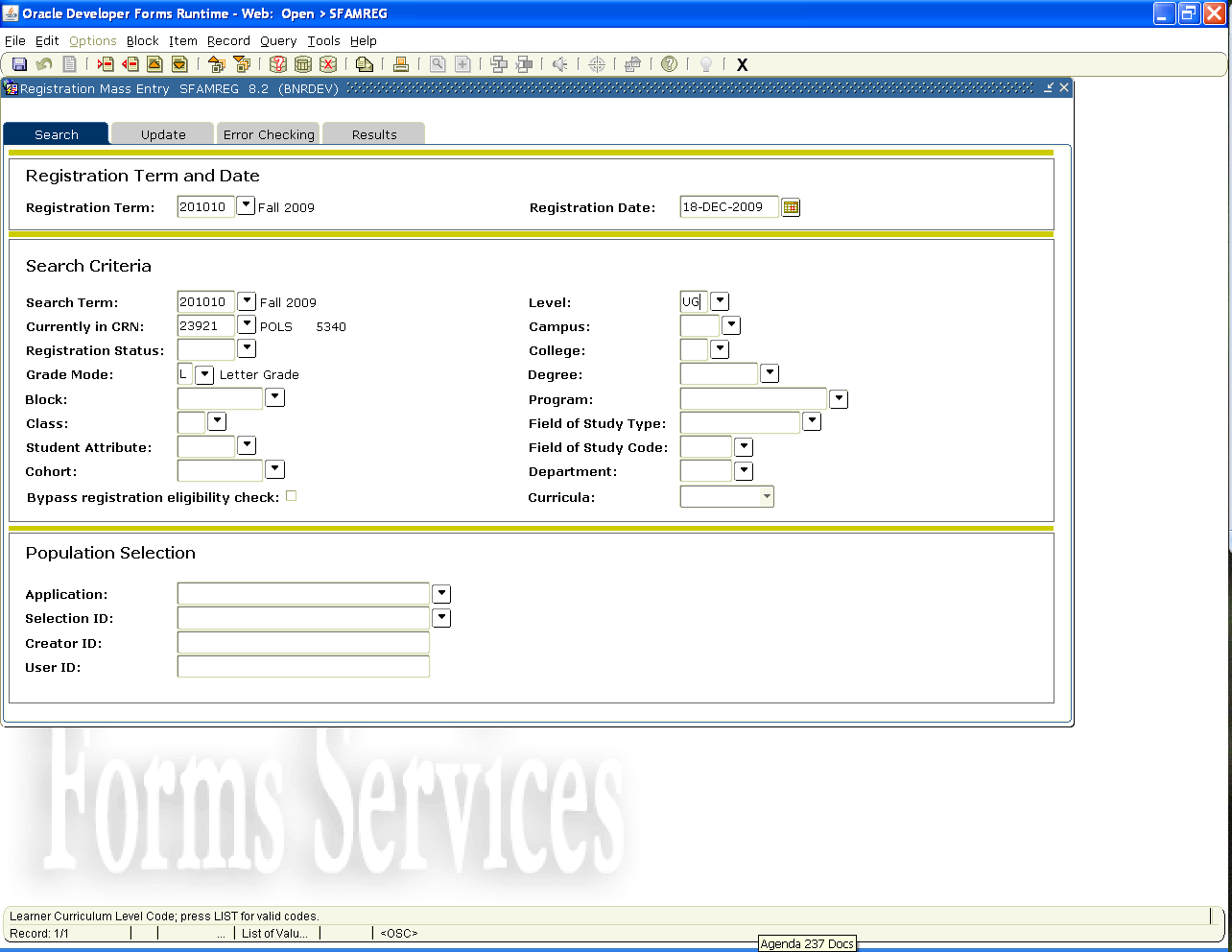
• On the **Search** tab, enter the term

• 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



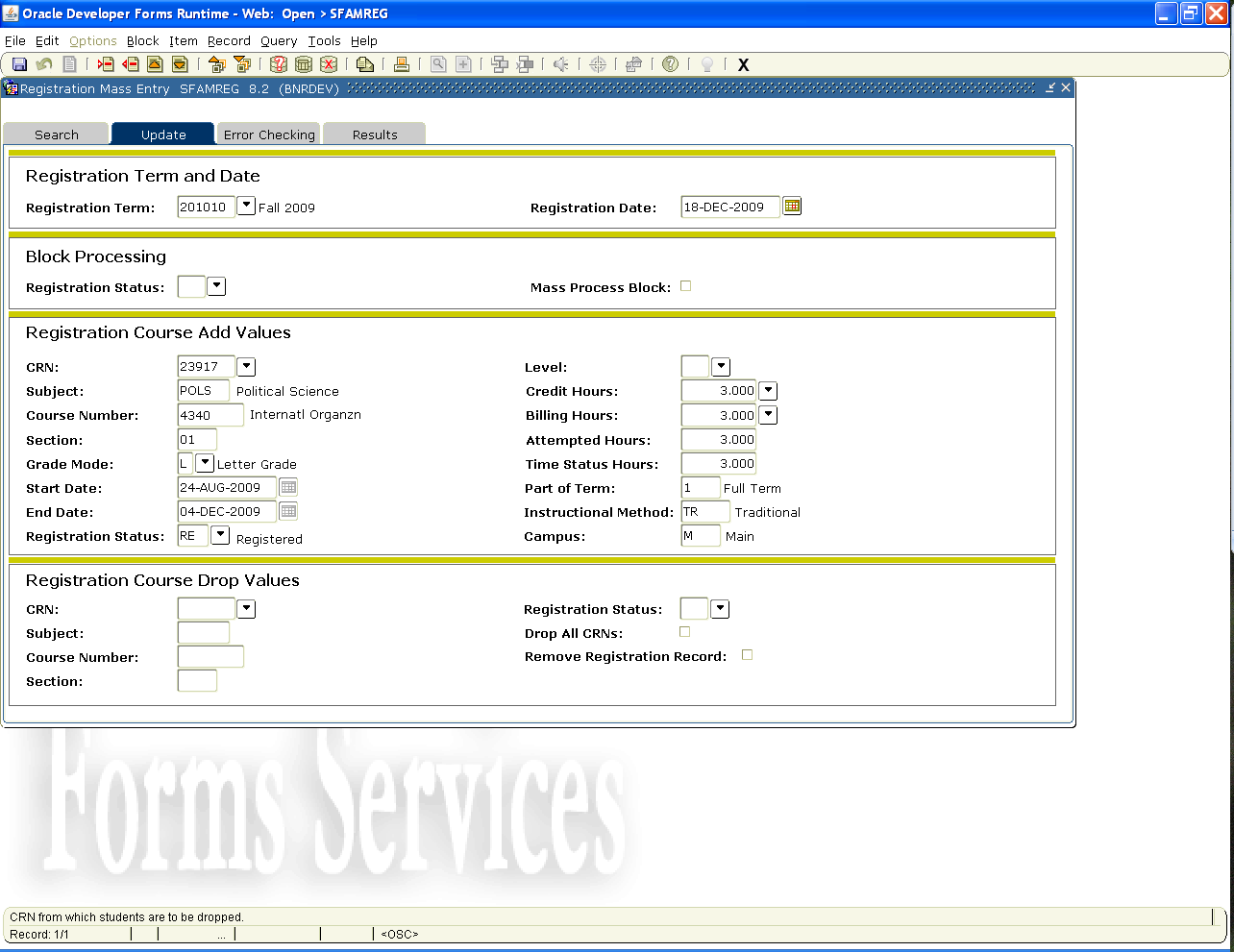
Go to the **Update** tab

• 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)

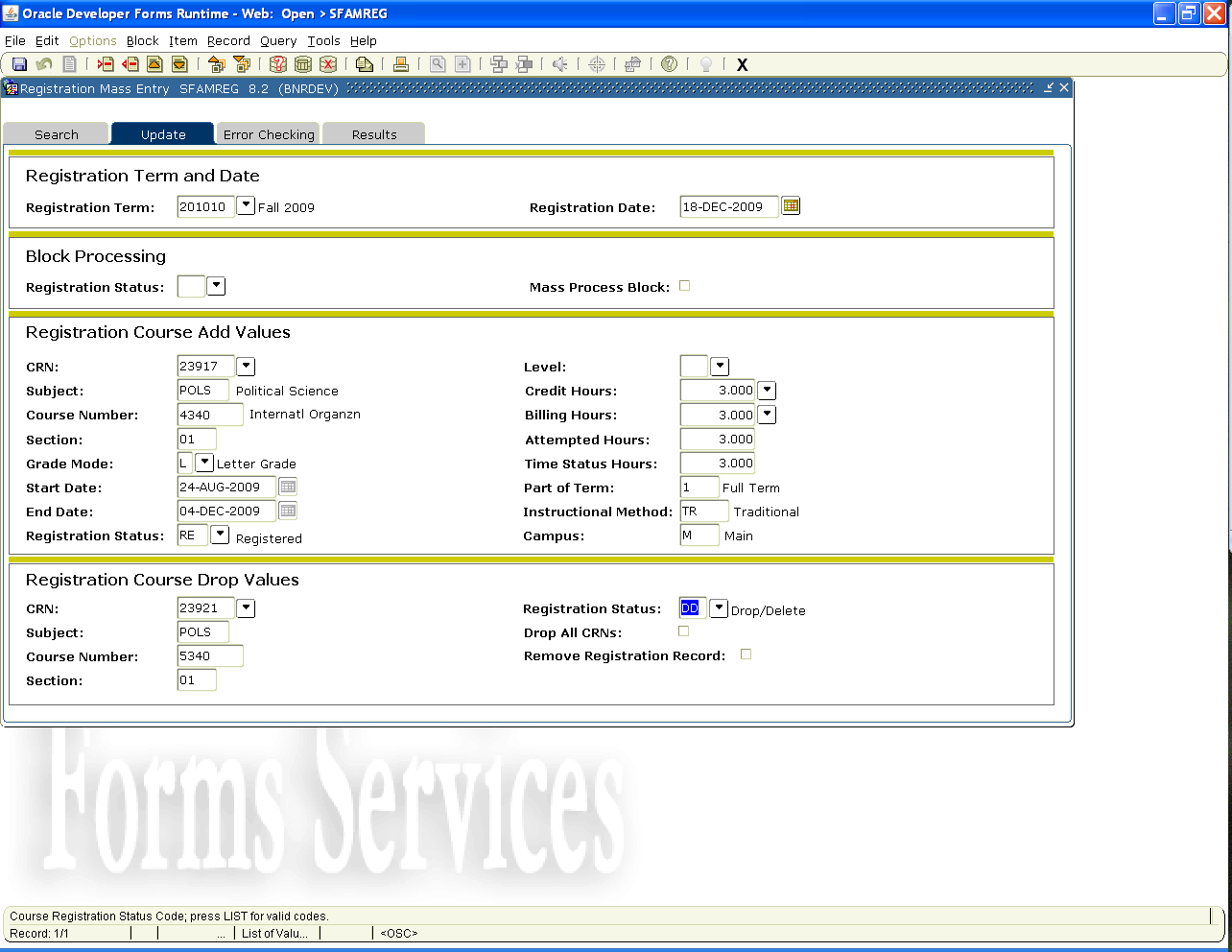
• Enter the Grade Mode for the course (L = letter grade)



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)

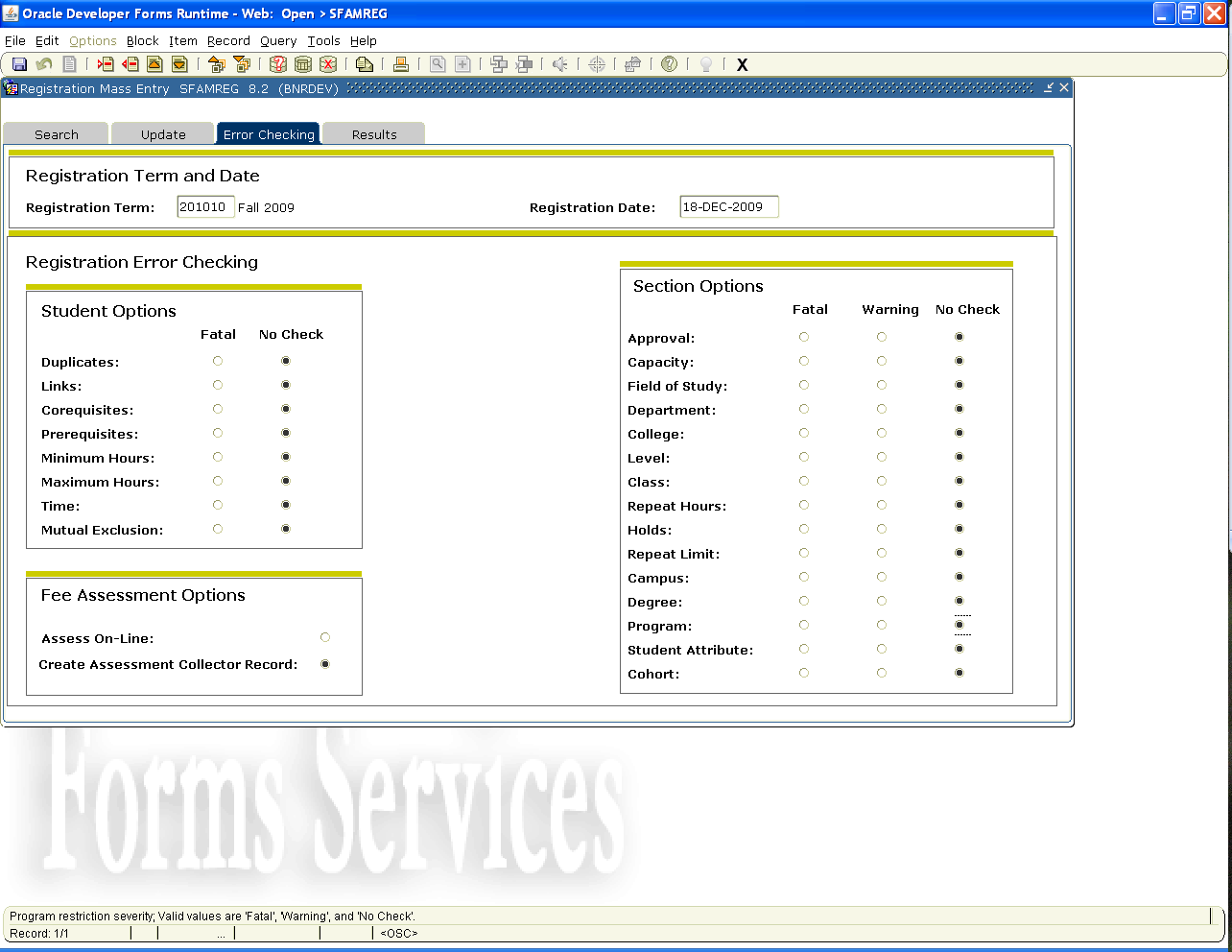
• Enter DD (Drop/Delete) in the Registration Status field



Go to the **Error Checking** tab

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

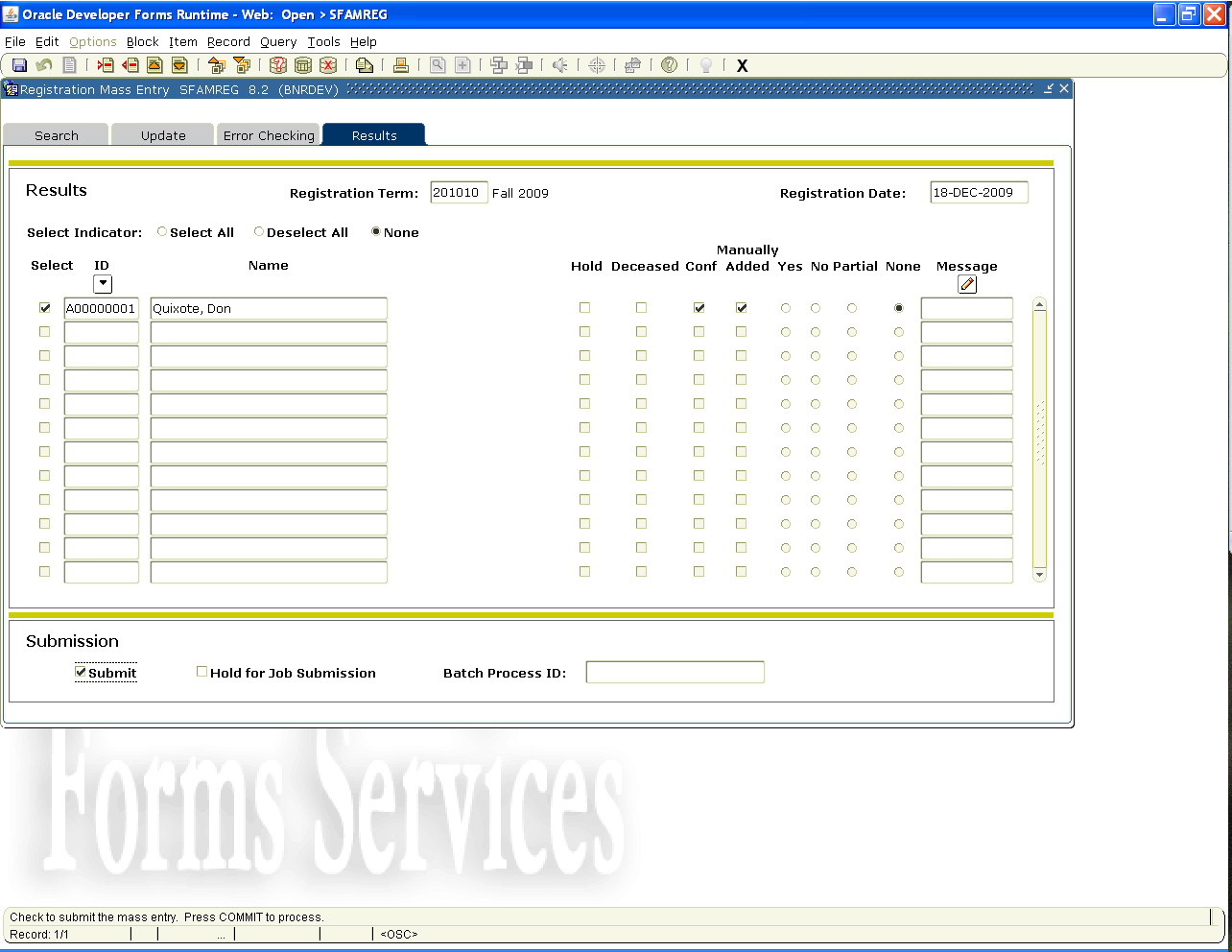
• Click ‘No Check’ for all categories in the **Section Options** box



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**

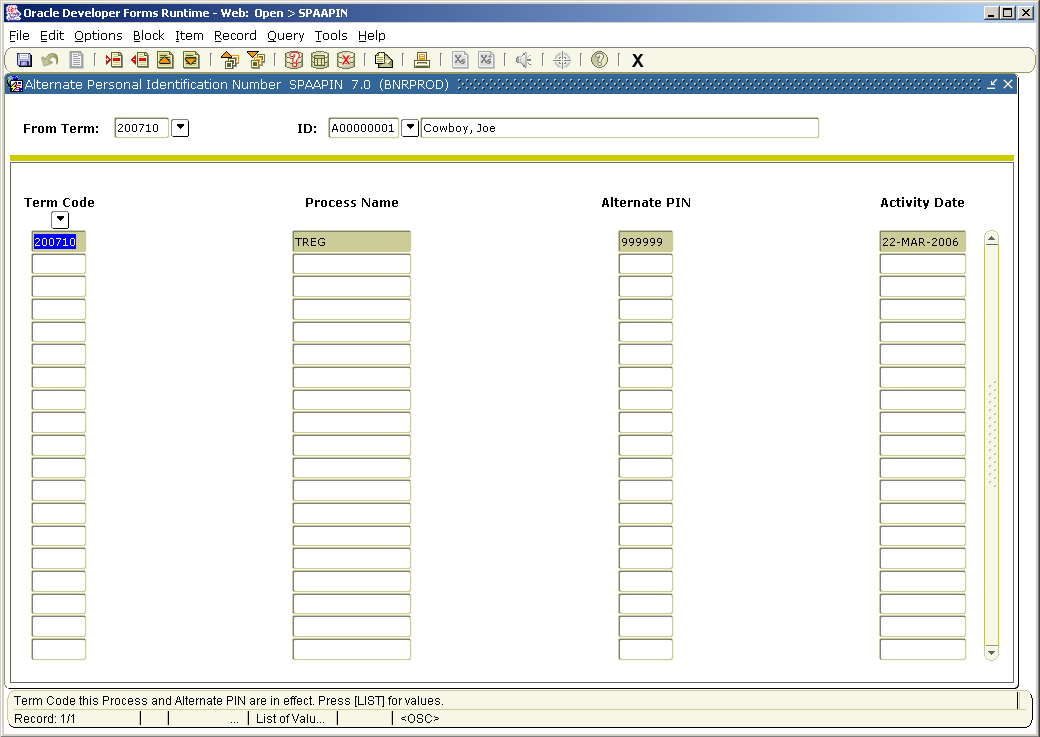
• **From Term:** Enter the term for which you need the PERC

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

• Perform a **Next Block** (Ctrl, 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 Block (Ctrl, Page Down)

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

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

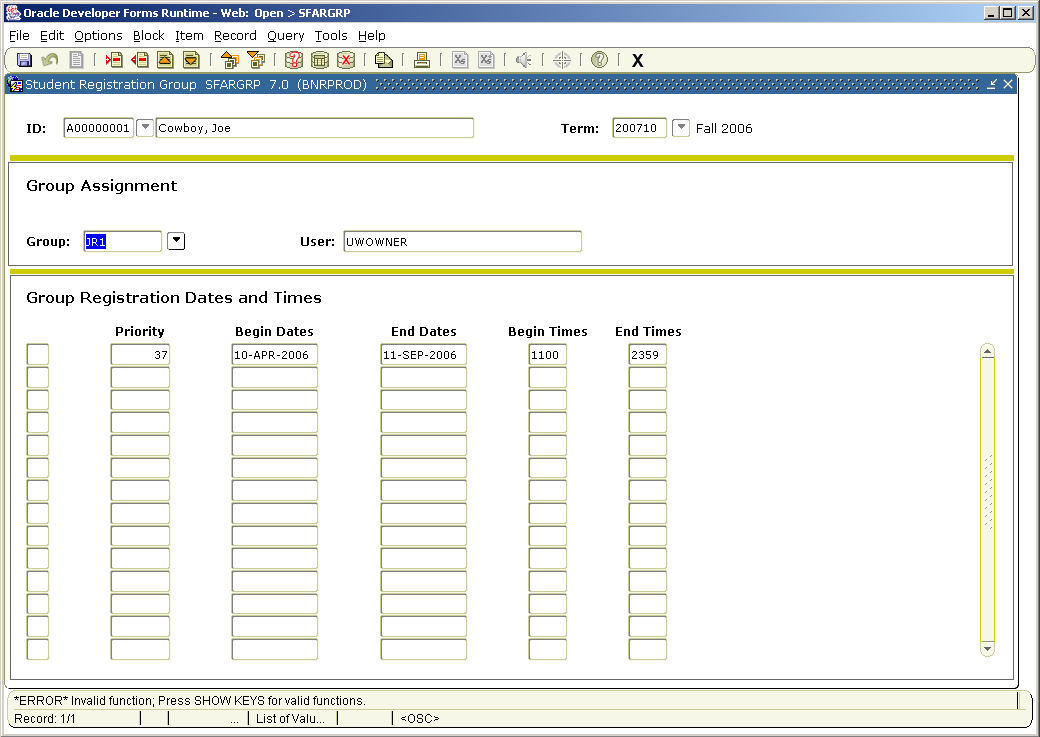
o Seniors

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 Adviser

Go to: **SGAADVR**

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

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

• Perform a Next Block (Ctrl, 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 adviser (Alt, R, R or click the Remove Record icon)

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

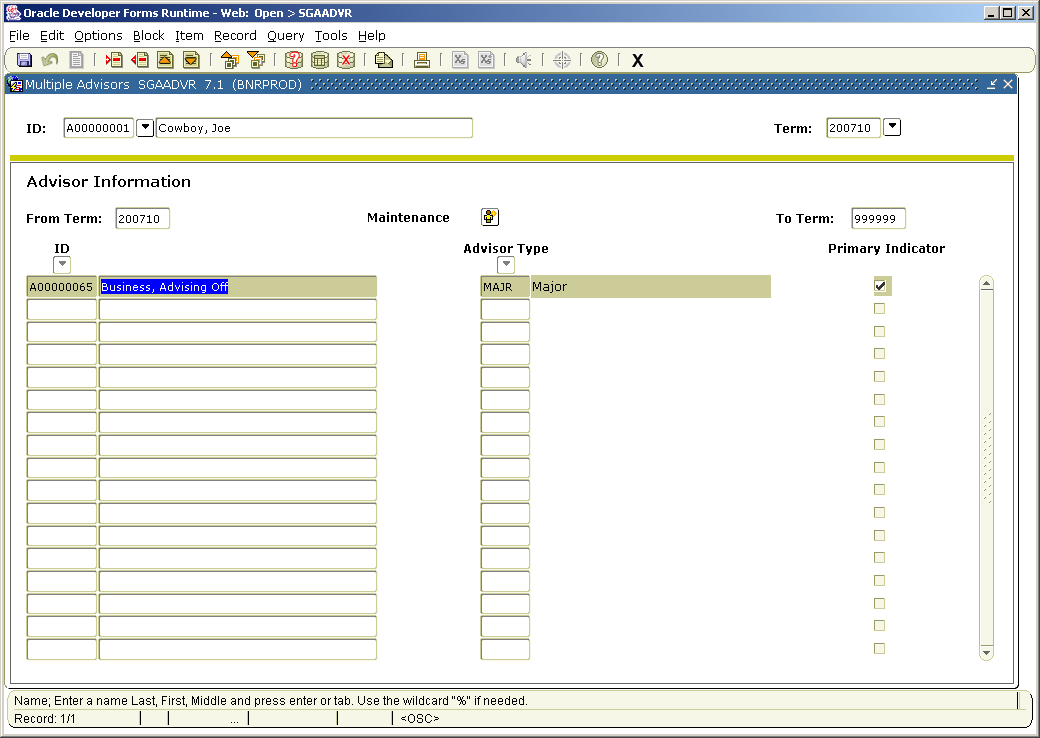
o Enter the W Number of the new adviser

o Indicate the Advisor Type (MAJR, MINR)

o SAVE changes by pressing F10 or clicking the Save icon

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

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



If changing an adviser 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 Block (CNTRL-Page Down)

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

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

• Perform a Rollback (Alt, F, R or click the Rollback icon)

• Perform a Next Block (CNTRL-Page Down)

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

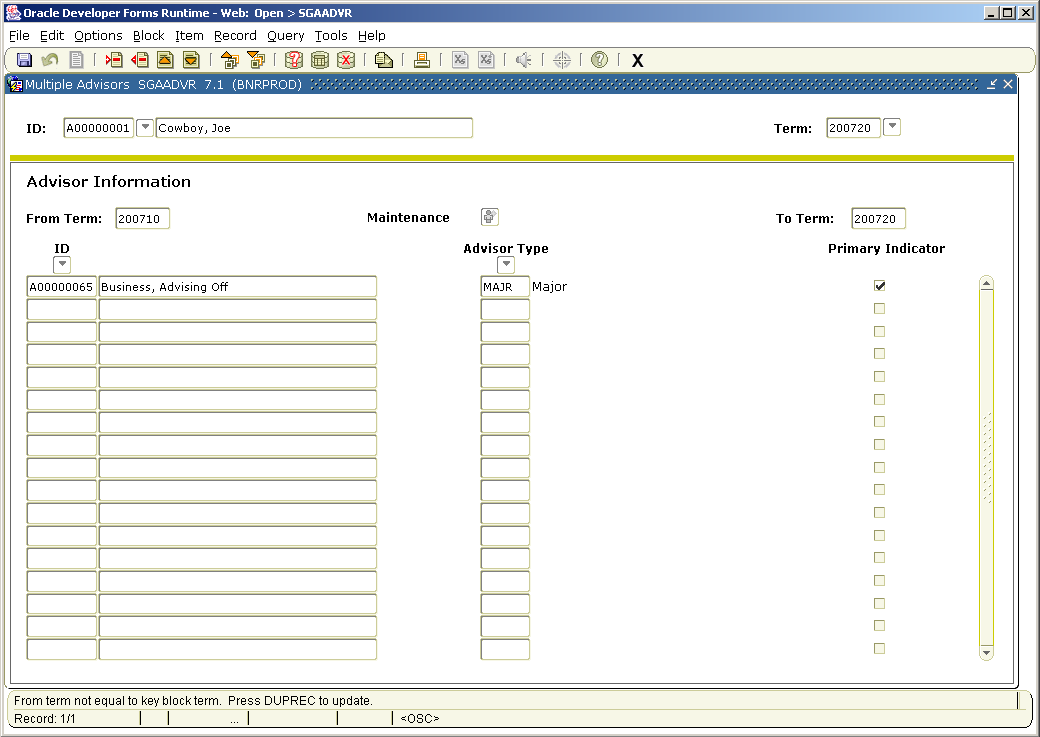
• Enter the W number of the new adviser

• Enter the adviser type

• Indicate Primary Adviser

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

• Save changes by pressing F10 or clicking the Save icon



Finding an Adviser’s W Number

**Go to:** SIAIQRY

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

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

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

• **Perform a Next Block** (Ctrl, Page Down or click the Next Block icon)

• Tab to the **Last Name** field

o Type in the last name of the instructor or adviser

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

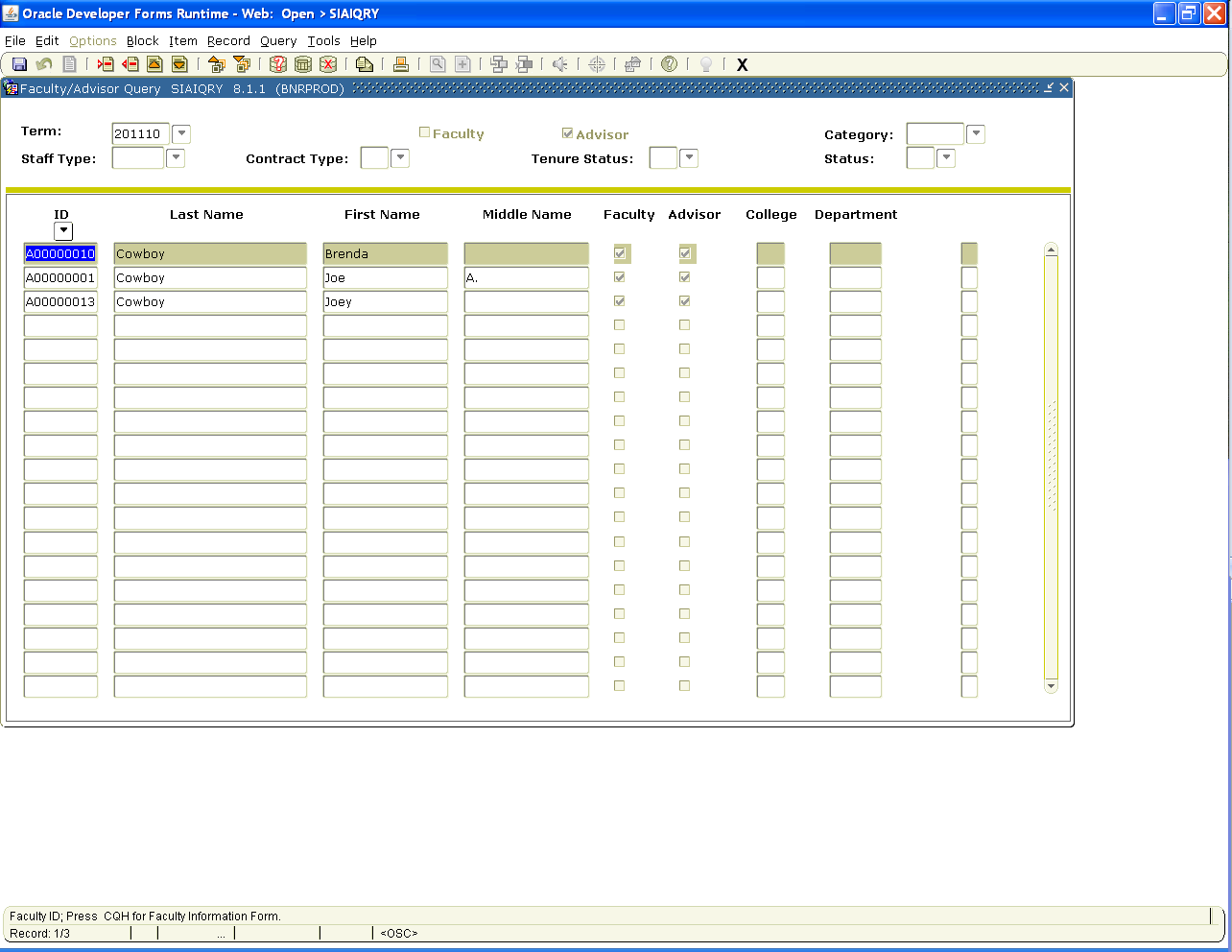
o For a hyphenated name, type in the first part, followed by %

• 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 Shift, F3



Checking for Student Holds

Go to: **SOAHOLD**

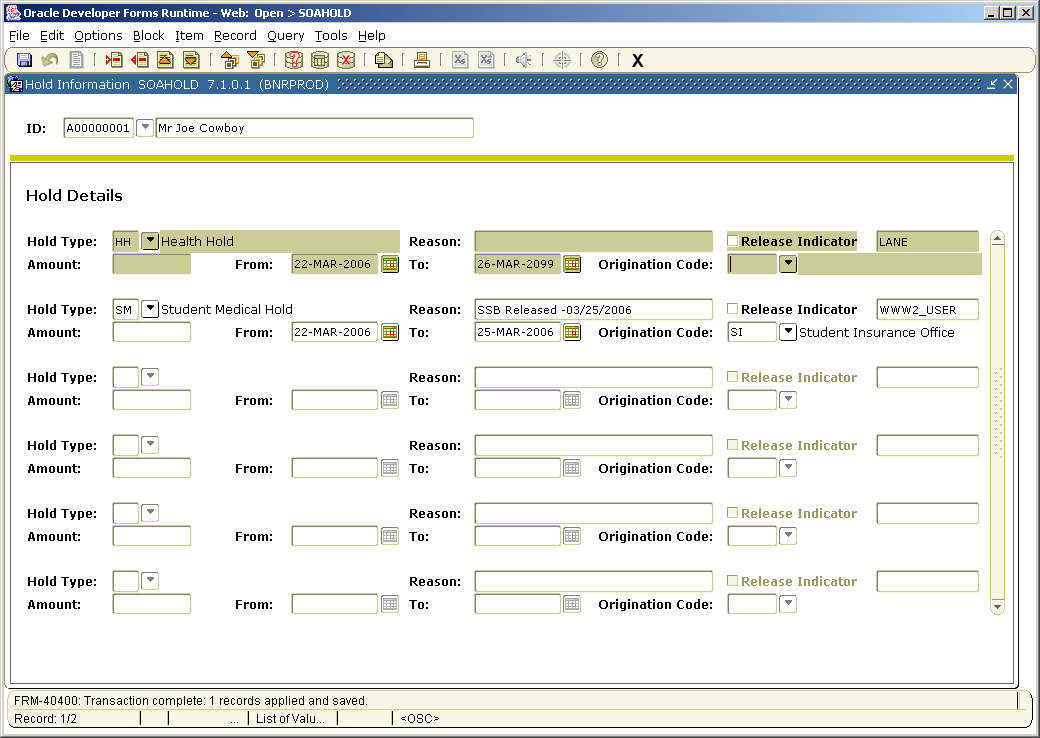
• **ID:** Enter student’s W Number or name

• **Perform a Next Block** (Ctrl, 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.

• In the Name field (to the right of the ID: field)

• Type in the student’s last name, first name

• Press Enter

o If there is only one person listed by that name, the W Number will appear in the ID: field

o If there are is more than one person listed by that name, an ID and Name

Extended Search box will appear

• Click the drop-down in the Results: field

• A list of options will appear

o Choose the correct student from this list

