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1 Introduction

There are three key registration statuses associated with students:

1. Overall student status
2. Term registration status
3. Module registration status

Every student has a student record and an overall registration status. Every student has a term record and a term registration status. Those students on modules have a module registration status.

The two key purposes of these registration statuses are:

- To record the status of the student's relationship with the university
- To enable access to services and to facilitate the management of the student during the course of the year.

The student's statuses record their standing in the university, their registration in a given year, their fees and payments status, their access to modules, their access to the Library, their access to electronic services such as Blackboard, their access to other services such as CopiPrint etc.

All students are required to carry a valid ID card. The ID card, in itself, is a photo ID but also contains electronic information which is used to check the student's status. For example, when a student swipes a card on entry to the Library the process triggered checks whether they are a valid student or not.

This document is an update to the version first published in August 2009. It explains each of the three statuses in themselves and their consequences in terms of access to services.

This document is intended as a reference for the statuses in question. For formal training in the use of Banner in these areas please contact Business Support by emailing business.support@ucd.ie

Please Note:

Under no circumstances should a staff member ever register a student to their Programme either in SIS Student Web or in SFAREGS – it is essential that UCD is confident that each student has confirmed their registration to their programme. By confirming their registration they are also accepting the Terms and Conditions of the University.

All personal and academic student information, held in the Banner System, is confidential and the University's policy on Data Protection must be adhered to at all times.



2 Overall Student Status – STST

2.1 STST Codes - Overview

The Student Status is created when the general student record is created in Banner. The STST code is created by the CAO download, Online Applications or the advance of students from one academic year to the next.

The STST code indicates the initial status of the student record. To get a complete picture of a students' current registration situation it must be reviewed along with the ESTS code (see section 4)

The STST code can have an effect on other processes and systems.

The 'student status' of the student is shown on the general enquiry screen **SWGENQY**.

The screenshot displays the 'UCD Student Enquiry Form' for student '10110275'. The form is divided into several sections:

- Student Information:** Student No. 10110275, Name Student, Test (Registration), Date of Birth 08-JAN-1985, Sex F.
- Address Information:** Address Type Permanent, Address 1 Main Street, From/To 11-MAR-2011, Entry Points. Includes fields for Holds?, Comments, Co Cavan, Telephone No. 1234567, and Ext. 1.
- Academic Information:** Academic Year 2010/2011, September, Level UG, Year 1. College / Faculty Life Sciences, Bachelor of Science (BSc). Programme BHNUR001, BSc Nursing. Major 1 / Major 2 Nursing (General).
- Registration and Status:** Student Status Active, Standing, Enrolment Status Enrolled, Enrol. Date 11-MAR-2011, Conferral Status, Conferral Date, Qualif. Date, Full/Part-Time F, Residence Type EU national Fee Rate.
- Buttons:** Registration, Acad. History Trad., Acad. History Mod., Additional Info, Attributes.



2.2 STST Codes – Meanings

2.2.1 Pre-Registration		Meaning
AR	Active (Repeat)	Eligible to register to repeat a stage i.e. attempted 60 credits and earned less than 50 credits.
AS	Active	Eligible to register.
AX	Active (Incomplete)	Eligible to register to the next stage carrying 5 or 10 credits from the previous stage.
IS	Inactive	Record is inactivated.

2.2.2 Registration		Meaning
EO	Examination Only	Remediating IX grades – Blackboard access only.
RR	Registered Repeat	Registered to repeat a stage.
RE	Registered	Registered.
RL	Registered half year	Postgraduate student registered for part of the academic year.
RX	Registered (Carrying)	Registered carrying modules from previous stage.
R5	Registered Term 1	Registered for GR/GT 90 credit programme - term 1 only
R6	Registered Term 2	Registered for GR/GT 90 credit programme - term 2 only
R7	Registered Term 3	Registered for GR/GT 90 credit programme - term 3 only
R8	Registered Term 1 and 2	Registered for GR/GT 90 credit programme - terms 1 and 2 only
R9	Registered Term 2 and 3	Registered for GR/GT 90 credit programme - terms 2 and 3 only
R0	Registered Term 1 and 3	Registered for GR/GT 90 credit programme - terms 1 and 3 only
VE	External Student	Research student registered in another institution and taking modules in UCD.



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IN	Ineligible to Progress	Student deemed to be excluded from the university (under academic regulation 5.34).
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2.2.3 Cancelled Registration		Meaning
CP	Cancelled Pre-Enrolment	Student has not registered and record has been cancelled.
CR	Cancelled Registration	Student has registered and record has been cancelled.

2.2.4 Withdrawn		Meaning
WD	Withdrawn for Academic Year	Student has informed the university that they are withdrawing for the session and intend to return.
WL	Withdrawn Left College	Student has informed the university that they are withdrawing permanently from the university.
WF	Withdrawn for Academic Year	Student has informed the university that they are withdrawing for the session, intend to return and they have been charged on a per module basis
WE	Withdrawn left College	Student has informed the university that they are withdrawing permanently from the university and they have been charged on a per module basis
WG	Withdrawn Left College	Student has informed the university that they are withdrawing permanently from the university- GR/GT 90 credit programmes



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2.2.5 Leave of Absence		Meaning
LA	Leave of Absence	Student has been approved for leave of absence for the academic year. Other registration statuses are used to reflect leave of absence for part of the academic year.



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2.3 STST Codes – Consequences

How the STST codes affect access to services.

		Connect Access	Student Card/Services	Blackboard Access	Include in head count
Pre-Registration					
AR	Active (Repeat)	Dependant on ESTS	N	Dependant on ESTS	Dependant on ESTS
AS	Active	Dependant on ESTS	N	Dependant on ESTS	Dependant on ESTS
AX	Active (Incomplete)	Dependant on ESTS	N	Dependant on ESTS	Dependant on ESTS
IS	Inactive	N	N	N	N
Registration					
EO	Examination Only (Trad only)	Y	N	Y	N
RR	Registered Repeat	Y	Y	Y	Y
R5	Registered Term 1	Y	Y	Y	Y
R6	Registered Term 2	Y	Y	Y	Y
R7	Registered Term 3	Y	Y	Y	Y
R8	Registered Term 1 and 2	Y	Y	Y	Y
R9	Registered Term 2 and 3	Y	Y	Y	Y
R0	Registered Term 1 and 3	Y	Y	Y	Y
RE	Registered	Y	Y	Y	Y
RL	Registered half year	Y	Y	Y	Y
RX	Registered (Carrying)	Y	Y	Y	Y
VE	External Student	Y	N	Y	N
IN	Ineligible to Progress	N	N	N	N
Cancelled Registration					
CP	Cancelled Pre-Enrolment	N	N	N	N



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CR	Cancelled Registration	N	N	N	N
Withdrawn					
WD	Withdrawn for Academic Year	Y	N	N	N
WE	Withdrawn left College	N	N	N	N
WF	Withdrawn for Academic Year	Y	N	N	N
WG	Withdrawn left College	N	N	N	N
WL	Withdrawn left College	N	N	N	N
Leave of Absence					
LA	Leave of Absence	Y	N	N	N



3 Registration (Enrolment) Status - ESTS

3.1 ESTS Codes – Overview

The ESTS code is initially created via the pre-enrolment process. The student's initial status in any academic year is always provisional e.g. PE, PR etc. This provisional status changes to a confirmed status such as RE, RR etc. when the student confirms registration online.

ALL students must confirm registration. **Changes to a student's ESTS code may only be made by staff in the Registration/Records unit.**

3.2 ESTS Codes – Meanings

3.2.1 Pre-Registration		Meaning
PE	Provisional Registration	Student is eligible to register
PR	Provisional Repeat	Student is eligible to register to repeat a stage
PX	Provisional Registration Incomplete	Student is eligible to register, carrying modules from previous stage
PV	Prov External Student	Research student from another institution taking modules in UCD who is eligible to register
3.2.2 Registration		Meaning
EO	Examination Only	Remediating IX grades only – for Blackboard access.
RE	Enrolled	Registered.
RR	Enrolled Repeat	Registered to repeat a stage.
RX	Registered (Carrying)	Registered carrying modules from previous stage.
RL	Enrolled half-year	Postgraduate student registered for part of the academic year.
R1	Registered Semester 1	Undergraduate student registered for semester 1 only
R2	Registered Semester 2	Undergraduate student registered for semester 2 only
R3	Registered Semester 1	Undergraduate student registered for semester 1 only - paying fees on a per module basis
R4	Registered Semester 2	Undergraduate student registered for semester 2 only - paying fees on a per module basis



R5	Registered Term 1	Registered for GR/GT 90 credit programme - Term 1 only
R6	Registered Term 2	Registered for GR/GT 90 credit programme - Term 2 only
R7	Registered Term 3	Registered for GR/GT 90 credit programme - Term 3 only
R8	Registered Term 1 and 2	Registered for GR/GT 90 credit programme - Terms 1 and 2 only
R9	Registered Term 2 and 3	Registered for GR/GT 90 credit programme - Terms 2 and 3 only
R0	Registered Term 1 and 3	Registered for GR/GT 90 credit programme - Terms 1 and 3 only
VE	External Student	Student is registered in another institution and taking modules in UCD.
IN	Ineligible to Progress	Student deemed to be excluded from the university (under academic regulation 5.34).
3.2.3 Cancelled Registration		Meaning
CP	Cancelled Pre-Enrolment	Student has not registered and record has been cancelled.
CR	Cancelled Enrolment	Student has registered and record has been cancelled.
3.2.4 Withdrawals		Meaning
WD	Withdrawn for Academic Year	Student has informed the university that they are withdrawing for the session and intend to return.
WE	Withdrawn - left College	Student has informed the university that they are withdrawing permanently from the university and they have been charged on a per module basis
WF	Withdrawn for Academic Year	Student has informed the university that they are withdrawing for the session, intend to return and they have been charged on a per module basis



WG	Withdrawn - left College	Student has informed the university that they are withdrawing permanently from the university-GR/GT 90 credit programmes
WL	Withdrawn - left College	Student has informed the university that they are withdrawing permanently from the university.
3.2.5 Leave of Absence		
LA	Leave of Absence	Student has been approved for a leave of absence for the academic year. Other registration statuses are used to reflect leave of absence for part of the year.



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3.3 ESTS Codes – Consequences

How the ESTS codes affect access to services.

	Connect Access	Student Card/Services	Blackboard Access	Include in Head Count
Pre-Registration				
PE Provisional Registration	Y	N	N	N
PR Provisional Repeat	Y	N	N	N
PX Provisional Registration Incomplete	Y	N	N	N
PV Prov External Student	Y	N	N	N
Registration				
EO Examination Only(Trad only)	Y	N	Y	N
RE Enrolled	Y	Dependant on STST	Y	Y
RR Enrolled Repeat	Y	Dependant on STST	Y	Y
RX Registered (Carrying)	Y	Dependant on STST	Y	Y
RL Enrolled half-year	Y	Dependant on STST	Y	Y
R1 Registered Semester 1	Y	Dependant on STST	Y	Y
R2 Registered Semester 2	Y	Dependant on STST	Y	Y
R3 Registered Semester 1	Y	Dependant on STST	Y	Y
R4 Registered Semester 2	Y	Dependant on STST	Y	Y
R5 Registered Term 1	Y	Dependant on STST	Y	Y
R6 Registered Term 2	Y	Dependant on STST	Y	Y
R7 Registered Term 3	Y	Dependant on STST	Y	Y
R8 Registered Term 1 and 2	Y	Dependant on STST	Y	Y
R9 Registered Term 2 and 3	Y	Dependant on STST	Y	Y
R0 Registered Term 1 and 3	Y	Dependant on STST	Y	Y
VE External Student	Y	N	Y	N
IN Ineligible to Progress	N	N	N	N
Cancelled Registration				
CP Cancelled Pre-Enrolment	N	N	N	N
CR Cancelled Enrolment	N	N	N	N



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Withdrawn					
WD	Withdrawn for Academic Year	Y	N	N	N
WE	Withdrawn - left College	N	N	N	N
WF	Withdrawn for Academic Year	Y	N	N	N
WG	Withdrawn - left College	N	N	N	N
WL	Withdrawn - left College	N	N	N	N
Leave of Absence					
LA	Leave of Absence	Y	N	N	N



UCD REGISTRATION STATUSES

4 STST/ESTS Combinations (Only these combinations can be used on a student's record. Any other combinations of statuses are inaccurate and should be highlighted to Admin. Services)

4.1 Standard registered students

STST	ESTS	Meaning	Tuition fees	Registration fees
AS	-	Active	No Fee Raised	No Fee Raised
AS	PE	Active/Provisionally Registered	Full Charges	Full Charges
AS	RE	Active/Enrolled	Full Charges	Full Charges
RE	RE	Registered/Enrolled	Fees Paid	Fees Paid
AR	-	Active Repeat	No Fee Raised	No Fee Raised
AR	PR	Active Repeat/Provisional Repeat	Charges per modules	Full Charges
AR	RR	Active Repeat/Registered Repeat	Charges per modules	Full Charges
RR	RR	Registered Repeat/Registered Repeat	Fees Paid	Fees Paid
AX	-	Active Carrying	No Fee Raised	No Fee Raised
AX	PX	Active Carrying/Provisionally Registered Carrying	Full Charges	Full Charges
AX	RX	Active Carrying/Registered Carrying	Full Charges	Full Charges
RX	RX	Registered Carrying/Registered Carrying	Fees Paid	Fees Paid

Full Charges = The total fee for the programme/stage

Note: AS/PE interchangeable with AX/PX or AR/PR as above



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4.2 Students on Leave of Absence for Academic Year

	STST	ESTS	Meaning	Tuition fees	Registration fees
Leave of Absence	AS	PE	Active/Provisionally Registered	Full Charges	Full Charges
	LA	LA	Leave Of Absence/ Leave of Absence	Fees Backed Out	Fees Backed Out

4.3 Students registered for part of Academic Year (student is on leave of absence for part of the academic year or has completed during the year)

UG AND 60 CREDIT PROGRAMMES PAYING PROGRAMME FEES

	STST	ESTS	Meaning	Tuition fees	Registration fees
Registered for Semester 1	AS	RE	Active/Enrolled	Full Charges	Full Charges
	AS	R1	Active/ Registered Semester 1	Half fees charged	Half fees charged
	RE	R1	Registered/Registered Semester 1	Half fees paid	Half fees paid
Registered for Semester 2	AS	RE	Active/Enrolled	Full Charges	Full Charges
	AS	R2	Active/ Registered Semester 2	Half fees charged	Half fees charged
	RE	R2	Registered/Registered Semester 2	Half fees Paid	Half fees paid



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UG AND 60 CREDIT PROGRAMMES (PAYING FEES PER MODULE (in use from 2010/11))

	STST	ESTS	Meaning	Tuition fees	Registration fees
Registered for Semester 1	AS	RE	Active/Enrolled	Charges per module	Full Charges
	AS	R3	Active/ Registered Semester 1	Charges per module	Half fees charged
	RE	R3	Registered/Registered Semester 1	Fees Paid	Half fees paid
Registered for Semester 2	AS	RE	Active/Enrolled	Charges per module	Full Charges
	AS	R4	Active/ Registered Semester 2	Charges per module	Half fees charged
	RE	R4	Registered/Registered Semester 2	Fees Paid	Half fees paid



UCD REGISTRATION STATUSES

GR AND 90 CREDIT PROGRAMMES (In use from 2010/11)

	STST	ESTS	Meaning	Tuition fees	Registration fees
Registered for Term 1	AS	RE	Active/Enrolled	Full Charges	Full Charges
	AS	R5	Active/ Registered Term 1	One third fees charged	One third fees charged
	R5	R5	Registered Term 1	One third fees paid	One third fees paid
Registered for Term 2	AS	RE	Active/Enrolled	Full Charges	Full Charges
	AS	R6	Active/ Registered Term 2	One third fees charged	One third fees charged
	R6	R6	Registered Term 2	One third fees paid	One third fees paid
Registered for Term 3	AS	RE	Active/Enrolled	Full Charges	Full Charges
	AS	R7	Active/ Registered Term 3	One third fees charged	One third fees charged
	R7	R7	Registered Term 3	One third fees paid	One third fees paid
Registered for Term 1 and 2	AS	RE	Active/Enrolled	Full Charges	Full Charges
	AS	R8	Active/ Registered Term 1 and 2	Two thirds fees charged	Two thirds fees charged
	R8	R8	Registered Term 1 and 2	Two thirds fees paid	Two thirds fees paid
Registered for Term 2 and 3	AS	RE	Active/Enrolled	Full Charges	Full Charges
	AS	R9	Active/ Registered Term 2 and 3	Two thirds fees charged	Two thirds fees charged
	R9	R9	Registered Term 2 and 3	Two thirds fees paid	Two thirds fees paid
Registered for Term 1 and 3	AS	RE	Active/Enrolled	Full Charges	Full Charges
	AS	R0	Active/ Registered	Two thirds fees charged	Two thirds fees charged
	R0	R0	Registered Term 1 and 3	Two thirds fees paid	Two thirds fees paid



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4.4 Students who are not attending

	STST	ESTS	Meaning	Tuition fees	Registration fees
Inactive	AS		Active	No Charges	No Charges
	IS		Inactive	No Charges	No Charges
Cancelled Pre-Enrolment	IS	CP	Inactive/Cancelled Pre Enrolment	No Charges	No Charges
Cancelled Enrolment	IS	CR	Inactive/Cancelled Enrolment	No Charges	No Charges
Cancelled Registration	CR	CR	Cancelled Registration/Cancelled Enrolment	No Charges	No Charges
Ineligible to Progress (in use from 2008/09)	IN	IN	Ineligible to Progress/Ineligible to Progress	Fees Charges are date dependant	Fees Charges are date dependant



UCD REGISTRATION STATUSES

4.5 Students who have withdrawn

Withdrawal statuses are only used when the Registration & Records Team, Registry are informed officially by the relevant Programme Office/School

UG AND 60 CREDIT PROGRAMMES PAYING PROGRAMME FEES

	STST	ESTS	Meaning	Tuition fees	Registration fees
Withdrawn for Academic Year	AS	RE	Active/Enrolled	Full Charges	Full Charges
	RE	RE	Registered/Enrolled	Fees Paid	Fees Paid
	WD	WD	Withdrawn Left College/Withdrawn Left College	Fees Charges are date dependant	Fees Charges are date dependant
Withdrawn Left College	AS	RE	Active/Enrolled	Full Charges	Full Charges
	RE	RE	Registered/Enrolled	Fees Paid	Fees Paid
	WL	WL	Withdrawn Left College/Withdrawn Left College	Fees Charges are date dependant	Fees Charges are date dependant



UCD REGISTRATION STATUSES

UG AND 60 CREDIT PROGRAMMES PAYING FEES PER MODULE (in use from 2010/11)

	STST	ESTS	Meaning	Tuition fees	Registration fees
Withdrawn for Academic Year	AS	RE	Active/Enrolled	Full Charges	Full Charges
		RE	Registered/Enrolled	Fees Paid	Fees Paid
		WF	Withdrawn Left College/Withdrawn Left College	Fees Charges are date dependant	Fees Charges are date dependant
Withdrawn Left College	AS	RE	Active/Enrolled	Full Charges	Full Charges
		RE	Registered/Enrolled	Fees Paid	Fees Paid
		WE	Withdrawn Left College/Withdrawn Left College	Fees Charges are date dependant	Fees Charges are date dependant

GR AND 90 CREDIT PROGRAMMES (In use from 2010/11)

	STST	ESTS	Meaning	Tuition fees	Registration fees
Withdraw	AS	RE	Active/Enrolled	Full Charges	Full Charges
		RE	Registered/Enrolled	Fees Paid	Fees Paid
		WG	Withdrawn Left College/Withdrawn Left College	Fees Charges are date dependant	Fees Charges are date dependant



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4.6 Students requiring Blackboard access for IX grades

	STST	ESTS	Meaning	Tuition fees	Registration fees
Examination Only	EO	EO	Examination Only	No Charges	No Charges

4.7 Students from other institutions who are attending modules in UCD

	STST	ESTS	Meaning	Tuition fees	Registration fees
External Student	VE	VE	External Student	No Charges	No Charges



5 Module Registration Statuses - RSTS

5.1 RSTS Codes - Overview

The RSTS code indicates the status of a students' module registration.

It appears once a student is registered to a module (CRN) either by the pre-enrolment process, online registration or manual registration.

All CRNs belonging to a module (lecture, tutorials etc.) will have an RSTS status. The RSTS code appears in the SFAREGS screen in Banner.

5.2 RSTS codes – meanings

Below are some of the more commonly used RSTS codes, especially when manually registering students in SFAREGS.

RSTS Code	Meaning	When is it used?
PE	Pre-registered	Before a student confirms attendance online. Will change to RE when student confirms registration online
RE	Registered	Identifies a module confirmed by the student online. Should only be used for Core modules. Use RE if manually registering students to Core modules.
RA	Registered Audit	Student is attending the module but not for credit.
RW	Web Registered	Indicates a core or option module that the student registered to online. Use RW if manually registering students to option modules (including substitutes)
RV	Registered Elective	Indicates that the module is being taken as an elective by the student. Use RV if manually registering students to general elective modules ((including substitutes).
RP	Registered Programme Elective	Used to indicate an "in- programme" elective. Use RP if manually registering students to in-programme elective modules ((including substitutes).
RR	Registered Repeat	Used for a module that is being repeated by the student. Use with Grade Mode R.
ES	Registered to Re-sit	Used for modules that are being offered as a re-sit option. Use with Grade Mode R



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RSTS Code	Meaning	When is it used?
RI	Registered International	Used when registering a visiting student (e.g. Erasmus) to a module that has a specified number of international places available on it (check web timetable). Use with Grade Mode M.
DD	Drop Deleted	Used to remove a CRN from a students record that should not be there. Use when there are no fee implications.
WA	Withdrawn after 6 weeks	Modules student has dropped after six weeks – if the student wishes to retake this module it will be treated as a repeat attempt, i.e. they will be capped – entered via SFAREGS form on Banner
WB	Withdrawn before 6 weeks	Modules student has dropped before the sixth week of term. If the student retakes the module it will be treated as a first attempt, i.e. they will not be capped – entered via SFAREGS form on Banner
RY	Registered WX Option	Used when registering a student for a second attempt at a core or option module originally graded as WX Use with Grade Mode M.
RZ	Registered WX Elective	Used when registering a student for a second attempt at an elective originally graded as WX Use with Grade Mode M.
BA	Blackboard Access (applied by Central Admin)	Used when a student with an IX grade in a module needs access to Blackboard to complete that module. Does not appear in GradeBook.
XG	Transfer Credits	Used only for transfer credits – entered via SFAREGS form on Banner Use appropriate CRN.
XA	Transfer Credits (included in charging)	Used only for transfer credits. Unlike XG, credits count towards free fees credit limit. Entered via SFAREGS form on Banner Use appropriate CRN.



SFAREGS screen in Banner

5.3 RSTS Codes – Consequences

How RSTS codes affect access to services.

RSTS Codes		Blackboard	Gradebook	Include in FTE
5.3.1 Pre-Registration				
PE	Provisional Enrolment	N	N	N
5.3.2 Registration				
AO	Assessment Only (Trad only)	Y	N	N
BA	Blackboard Access	Y	N	N
EO	Examination Only (Trad only)	Y	Y	N
ES	Resit Assessment	Y	Y	Y
RA	Registered Audit	Y	N	Y
RE	Registered	Y	Y	Y
RG	Registered - Autograde Pending	Y	Y	Y
RI	Registered International	Y	Y	Y
RP	Registered Programme Elective	Y	Y	Y
RR	Registered Repeat	Y	Y	Y



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RSTS Codes		Blackboard	Gradebook	Include in FTE
RV	Registered Elective	Y	Y	Y
RW	Web Registered	Y	Y	Y
RY	Registered WX Option	Y	Y	Y
RZ	Registered WX Elective	Y	Y	Y
XE	Exempt	N	N	N
XG	Transfer	N	N	N
XA	Transfer Credits (included in charging)	N	N	N
XT	Transfer incl GPA	N	N	N
5.3.3 Cancelled				
CP	Cancelled Pre-Enrolment	N	N	N
CR	Cancelled Registration	N	N	N
DD	Drop/Delete	N	N	N
DW	Web Drop/Delete	N	N	N
5.3.4 Withdrawn				
WA	Withdrawn after 6 weeks	N	N	N
WB	Withdrawn less than 6 weeks	N	N	N
WD	Withdrawn - Deferred	N	N	N
WL	Withdrawn	N	N	N