

Administrative Services

Registration Statuses in Banner:

Progression statuses

Programme Registration statuses

Module statuses

Grade Modes



UCD Registry.

ClárIann UCD.

This is an update on the March 2010 document and contains information on new registration statuses. The need for new statuses has arisen to facilitate new fee charging mechanisms and to accurately reflect registrations for part of the academic year.

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.



UCD Registry.

Cláríann UCD.

Introduction

This document is designed for UCD Registry, Programme Office and School Office staff and explains the various registration statuses that appear in Banner screens such as Student Enquiry (SWGGENQY) and the Student Course Registration Form (SFAREGS).

It covers:

Progression Statuses - SWGENQY

Programme Registration Statuses – SWGENQY and SFAREGS

Module Registration Statuses and Grade Modes - SFAREGS

Viewing Progression statuses in Banner – use the Student Enquiry Form (SWGGENQY)

UCD Student Enquiry Form SWGGENQY

Student No. Name Date of Birth Sex

Address Type Address From/To Entry Points

Holds?

Type Telephone Prefix No. Ext.

Academic Year Level Year

College / Faculty

Programme

Major 1 / Major 2

Minor

Concentrations

Date ID Card Printed

Registration

Acad. History Trad.

Acad. History Mod.

Additional Info

Attributes

Student Status

Enrolment Status Enrol. Date

Conferral Status Conferral Date

Qualif. Date

Full/Part-Time Residence Type

Click on the Academic History Modular button

Viewing Progression statuses – look at the Stage GPA information in Academic History

Once you click on the Academic History Modular button you will see the stored **UCD GPA by Term** information for the student.

Under **Stage GPA** you will see the current progression status for the student in a given stage.

In the example below the student has completed Stage 1 but has not yet completed Stage 2.

A full list of Progression Statuses is shown on the next page.

<u>Stage GPA</u>							Term
Stage	Status		Credits			Stage GPA	
			Attempted	Earned	Passed	GPA	
S2	IN	INCOMPLETE	30	30	30	30	
S1	CA	COMPLETE	60	60	60	60	2.82

Progression Status - codes and descriptions

Status Code	Meaning	When used?
CA	Complete Authorised	When the student has successfully completed the stage (e.g. earned 60 credits)
IA	Incomplete Authorised	Student has not completed the stage but may progress carrying outstanding modules (e.g. earned 50+ credits)
IN	Incomplete	Student has not completed the stage and may not progress (e.g. earned less than 50 credits)

Programme Registration status is shown on the Student Enquiry Form (SWGGENQY) in Banner

UCD Student Enquiry Form SWGGENQY

Student No. Name Date of Birth Sex

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Holds?

Type Telephone Prefix No. Ext.

Academic Year Level Year

College / Faculty

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Date ID Card Printed

Registration

Student Status

Enrolment Status

Conferral Status


Full/Part-Time

Qualif. Date

Residence Type

Overall Programme Registration Status information appears here. Both the Student Status and the Enrolment Status should be checked.

Programme Registration Life Cycle of a Standard Student as they appear in SWGENQY




(i) CAO load/Online Applications/Advance to next academic year happens	
Student Status	Active
Enrolment Status	
(ii) Provisional enrolment happens	
Student Status	Active
Enrolment Status	Provisional Registration
(iii) Student confirms online	
Student Status	Active
Enrolment Status	Enrolled
(iv) Fees are paid	
Student Status	Registered
Enrolment Status	Enrolled

Fees Hold created (FH) on Student Record

The Fee Hold is lifted once the student is registered and the appropriate Student Service Charge or Student Levy is paid.



Programme Registration Life Cycle of a student who is Repeating a Stage - as they appear in SWGENQY




(i) Advance happens	
Student Status	Active (Repeat)
Enrolment Status	
(ii) Provisional enrolment happens	
Student Status	Active (Repeat)
Enrolment Status	Provisional Repeat
(iii) Student confirms online	
Student Status	Active (Repeat)
Enrolment Status	Enrolled to Repeat
(iv) Fees are paid	
Student Status	Registered Repeat
Enrolment Status	Enrolled to Repeat

Fees Hold (FH) created on Student Record.

The Fee Hold is lifted once the student is registered and the appropriate Student Service Charge or Student Levy is paid.

Programme Registration Life Cycle of a student who is Progressing/Carrying - as they appear in SWGENQY



(i) Advance happens	
Student Status	Active (Incomplete)
Enrolment Status	
(ii) Provisional enrolment happens	
Student Status	Active (Incomplete)
Enrolment Status	Prov. Registration Incompl
(iii) Student confirms online	
Student Status	Active (Incomplete)
Enrolment Status	Registered (Carrying)
(iv) Fees are paid	
Student Status	Registered (Carrying)
Enrolment Status	Registered (Carrying)

Fees Hold (FH) is created on student record

The Fee Hold is lifted once the student is registered and the appropriate Student Service Charge or Student Levy is paid.

SWGENQY will tell you if a student has a hold on their record.

UCD Student Enquiry Form SWGENQY

Student No. 05999880	Name Test, Modular	Date of Birth 01-JAN-2004	Sex M
Address Type Permanent	Address 36 hillgrove terrace Raglew Cameroon	<p>If a student has a hold on their record, e.g. a Fees Hold, the Holds? box will be ticked.</p>	
Holds? <input checked="" type="checkbox"/>	Comments		



Check SOAHOLD to see what type of hold it is.

Hold Information SOAHOLD 7.1.0.1 (USIS)

ID: 05998880 Dr Modular Test

Hold Details

Hold Type:	<input type="checkbox"/> FQ Fee Query Hold	Reason:		<input type="checkbox"/> Release Indicator	MHUTCHSN
Amount:		From:	01-FEB-2008	To:	31-DEC-2099
				Origination Code:	
Hold Type:	<input type="checkbox"/> FH Reg/Fees Hold	Reason:		<input type="checkbox"/> Release Indicator	ONLAPP
Amount:		From:	01-JAN-2007	To:	31-DEC-2099
				Origination Code:	

Common holds:

Registration/Fees Hold (FH) – applied to all student records when the Advance happens. Lifted once the student is registered and appropriate fee is paid.

Fee Query Hold (FQ) – applied to a student’s record when fees are outstanding. Will prevent student from seeing results on SIS. Can also prevent student from graduating.

Graduation Hold (GH) – applied to a student’s record when fees are outstanding. Will prevent student from seeing results on SIS and also from graduating.

 A full list of holds can be viewed by clicking on the **Hold Type** drop down menu.

SFAREGS shows programme and module registration details

Student Course Registration Form SFAREGS 7.2.1.2 (USIS)

Term: 200800 ID: 99149249 Test, Student Date: 23-JUL-2008 Holds:

Print Bill Print Schedule

Registration Student Term Curricula Time Status

Enrollment Information

Status: RE Enrolled Status Date: 23-JUL-2008 Acceptance: N Maximum Hours: 99.990

Reason: Delete All CRNs Process Block: NCS1_S2

The status in the **Enrolment Information** section of SFAREGS will correspond with the information displayed in the **Enrolment Status** field on the SWGENQY form.

SFAREGS - Enrolment Information section (Programme Registration)

STANDARD REGISTRATION STATUSES	
Status	Meaning
EL	Eligible to Register The student is advanced but not provisionally registered. If you see this do not proceed and contact your Programme School Liaison
PE	Provisional registration The student needs to confirm their programme registration online
PX	Provisional Registration incomplete Student is progressing carrying modules and needs to confirm their programme registration online
PR	Provisional Repeat Student is repeating a stage and needs to confirm their registration online
RE	Registered The student has confirmed their registration online.
RR	Registered Repeat The student is repeating a stage and has confirmed their registration online
RX	Registered Carrying The student is progressing into the next stage but still has modules from previous stage to complete. They have confirmed their registration online

SFAREGS - Enrolment Information section (Programme Registration)

REGISTRATION FOR PART OF THE ACADEMIC YEAR

Status	New in 2010 /11	Meaning
R1		Registered Semester 1 (Undergraduate/Diploma and Graduate Taught 60 credit programmes paying programme fees) The Student Status (SWGGENQY) will indicate whether the student is RE (Registered), RR (Registered Repeat) etc.
R2		Registered Semester 2 (Undergraduate/Diploma and Graduate Taught 60 credit programmes paying programme fees) The Student Status (SWGGENQY) will indicate whether the student is RE (Registered), RR (Registered Repeat) etc.
R3	✓	Registered Semester 1 (Undergraduate/Diploma and Graduate Taught 60 credit programmes paying fees per module) The Student Status (SWGGENQY) will indicate whether the student is RE (Registered), RR (Registered Repeat) etc.
R4	✓	Registered Semester 2 (Undergraduate/Diploma and Graduate Taught 60 credit programmes paying fees per module) The Student Status (SWGGENQY) will indicate whether the student is RE (Registered), RR (Registered Repeat) etc.
R5	✓	Registered Term 1 (Graduate Research & Graduate Taught 90 credit programmes)
R6	✓	Registered Term 2 (Graduate Research & Graduate Taught 90 credit programmes)
R7	✓	Registered Term 3 (Graduate Research & Graduate Taught 90 credit programmes)
R8	✓	Registered Term 1 and 2 (Graduate Research & Graduate Taught 90 credit programmes)
R9	✓	Registered Term 2 and 3 (Graduate Research & Graduate Taught 90 credit programmes)
R0	✓	Registered Term 1 and 3 (Graduate Research & Graduate Taught 90 credit programmes)

SFAREGS - Enrolment Information section (Programme Registration)

WITHDRAWAL/LEAVE OF ABSENCE/CANCELLED REGISTRATION

Status	New in 2010 /11	Meaning
LA		Leave of Absence Student is on leave of absence for the full academic year
CP		Cancelled pre-enrolment
CR		Cancelled registration
WD		Withdrawn for Academic Year (Undergraduate/Diploma and Graduate Taught 60 credit programmes paying programme fees)
WL		Withdrawn - left College (Undergraduate/Diploma and Graduate Taught 60 credit programmes paying programme fees)
WF	✓	Withdrawn for Academic Year (Undergraduate/Diploma and Graduate Taught 60 credit programmes paying fees per module)
WE	✓	Withdrawn - left College (Undergraduate/Diploma and Graduate Taught 60 credit programmes paying fees per module)
WG	✓	Withdrawn (Graduate Research & Graduate Taught 90 credit programmes)

SFAREGS - Enrolment Information section (Programme Registration)

EXTERNAL STUDENT		
Status	New in 2010/11	Meaning
VE		External Student Student is registered in another institution but is attending modules in UCD. Such students have access to Connect and Blackboard but not to any other services.

Course Information section of SFAREGS (Module Registration)

Course Information															
CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Status	Level	Approval Recd	Override	Part of Term	Method of Instruction	Campus	Error Flag	Status Type
▼	▼	▼	▼	▼	▼	▼	▼	▼							
14520	PHYC	10060	VQ1	M	5.000	5.000	RE	UG	<input type="checkbox"/>	<input type="checkbox"/>	2	MODC1	A	<input type="checkbox"/>	R
34215	PHYC	10080	VQ1	M	5.000	5.000	RE	UG	<input type="checkbox"/>	<input type="checkbox"/>	2	MODC1	A	<input type="checkbox"/>	R
30488	PHYC	10050	VA1	M	5.000	5.000	RE	UG	<input type="checkbox"/>	<input type="checkbox"/>	4	MODC1	A	<input type="checkbox"/>	R
30491	PHYC	10070	VA1	M	5.000	5.000	RE	UG	<input type="checkbox"/>	<input type="checkbox"/>	4	MODC1	A	<input type="checkbox"/>	R
41150	PHYC	10170	RA1	M	5.000	5.000	RE	UG	<input type="checkbox"/>	<input type="checkbox"/>	4	MODC3	A	<input type="checkbox"/>	R

Explaining the fields in Course Information.

CRN stands for Course Reference Number and is used to identify a particular meeting time for an element of the module e.g. lecture slot, tutorial group etc.

CRNs can be checked in Banner using SSASECQ/SSASECT, via SIS using the Web Timetable or by running BOXI report SIS137.

Grade Mode:

M is used for modularised modules - indicates a first attempt, or a deemed first attempt. Normally used with module registration statuses RE, RW, RV, RP, RI, RY and RZ

R will be used if the student is repeating (RR) or re-sitting (ES) a module (exceptions apply). The R causes the Grade Point Value for the module to be capped at 2.00 for that particular student. Used with statuses RR and ES.

Credit Hours shows how many credits the module is worth e.g. 5.00. Only the gradable CRN (usually the lecture CRN) will display the credits. If you register a student to a tutorial or practical CRN the credit hours will say 0.00.

Further details about the fields in Course Information.

Level = level that the module belongs to.



UG = Undergraduate

GT = Graduate Taught

CD = UG certificates and UG diplomas

OC = Occasional

Part of Term = the semester the module belongs to.



4 = semester 1

2 = semester 2

1 = full year

Status refers to the registration status of the module

Status Code	Meaning	When 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.

Status refers to the registration status of the module

Status Code	Meaning	When used?
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)

Status refers to the registration status of the module

Status Code	Meaning	When used?
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.
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.

Status refers to the registration status of the module

Status Code	Meaning	When used?
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

Status refers to the registration status of the module

Status Code	Meaning	When used?
RY	Registered WX Core/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 module 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.

Cores: Module Statuses and Grade Modes

Module Type	Module Registration Status	Grade Mode
Core - first attempt	RE	M
Core – attempting on foot of a previous W*	RE	M
Core – attempting on foot of a previous WX*	RY	M
Core - repeat attempt	RR	R
Core – resit attempt	ES	R
Core - substituted module ** Subject to Programme Board approval.	RE	R

*Registrations for modules where a student gained a W or WX in the original attempt are not capped – Grade Mode M is used. See General Regulations 5.20

**Substituted cores where a student gained a W or WX in the original attempt are not capped. Use RE with Grade Mode M.

Options: Module Statuses and Grade Modes

Module Type	Module Registration Status	Grade Mode
Option - first attempt	RW	M
Option - attempting on foot of a previous W*	RW	M
Option - attempting on foot of a previous WX*	RY	M
Option - repeat attempt	RR	R
Option - resit attempt	ES	R
Option - substitute module	RW	M

*Registrations for modules where a student gained a **W** or **WX** in the original attempt are **not capped** (i.e. use Grade Mode M rather than R).



Electives: Module Statuses and Grade Modes

Module Type	Module Registration Status	Grade Mode
Elective – first attempt	RV = General Electives RP = In Programme Electives	M
Elective - attempting on foot of a previous W*	RV = General Electives RP = In Programme Electives	M
Elective - attempting on foot of a previous WX*	RZ	M
Elective - repeat	RR	R
Elective - resit	ES	R
Elective – substituted	RV = General Electives RP = In Programme Electives	M

*Registrations for modules where a student gained a **W** or **WX** in the original attempt are **not capped** (i.e. use Grade Mode M rather than R).



Contact details and useful links

❖ Administrative Services

Administrative Services can respond to your query regarding student registration. They may also be contacted for any training and support requirements including technical queries that relate to the use of Banner and SISWeb.

Contact your [College Liaison](#) with any queries about student registration.

Go to [Business Support](#) for information on Banner and SISWeb support and training.

