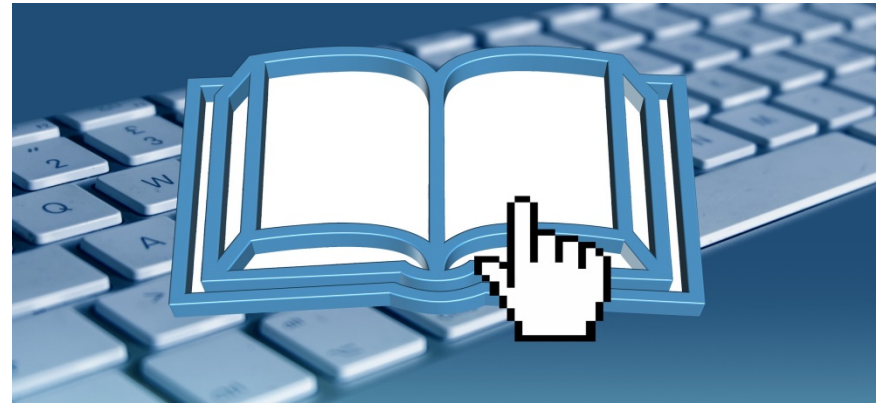




Clárann UCD  
UCD Registry

# Guide to Registration Statuses





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## 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.

# Introduction

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This document is designed for UCD Registry and School/College Office staff and explains the various registration statuses that appear in Banner screens such as UView (InfoHub) and the Student Course Registration Form in Banner (SFAREGS).

It covers:

- Progression Statuses – UView
- Programme Registration Statuses – UView and SFAREGS
- Module Registration Statuses and Grade Modes - SFAREGS

# Viewing Progression Statuses – look at the Stage GPA information in UView

- Log into **InfoHub**
- Go to **Students > UView**
- Enter the student ID and click on More Details
- Under **Overall Results Summary** you will see the Stage GPA and Status of the student

**Overall Results Summary**

Please note results may be unavailable during the grade approvals process or if there are holds on your records

Academic Year	Programme	Major	Stage	Status	Current GPA	Attempted	Earned	Passed	Award Classification	Award GPA	Award Date
2018/2019 September	BHSOC010-BSc Social Sciences	Economics (ECJ3)	Stage 1	Incomplete	2.10	60.0	50.0	50			
<b>Total</b>						<b>60.0</b>	<b>50.0</b>	<b>50</b>			

# 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 in UView

- Log into **InfoHub**
- Go to **Students > UView**
- Enter the student ID and click on **More Details**
- Under **Programme Summary** you will see the Programme Registration Status of the student
- Both the **Student Status** and the **Enrolment Status** should be checked.

## Programme Summary

Academic Year	Full/Part Time	Level Description	Student Status	Enrollment Status	Enrolment Date	Stage	Year	Programme	Major
2018/2019 September	Part Time	Graduate Taught	Registered	Enrolled	22 Aug 2018	1	1	MTSCI002- Master of Science	Major In Data Analytics (F084)



# Programme Registration Life Cycle of a Standard Student

(i) CAO load/Online Applications/Advance to next academic year happens

Student Status	Enrollment Status
Active	

Fees Hold created (FH) on Student Record

(ii) Provisional enrolment happens

Student Status	Enrollment Status
Active	Provisional Registration

(iii) Student confirms online

Student Status	Enrollment Status
Active	Enrolled

(iv) Fees are paid

Student Status	Enrollment Status
Registered	Enrolled

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 has not progressed out of their stage

## (i) Advance happens

Student Status	Enrollment Status
Active (Not Progressed)	

Fees Hold (FH) created on Student Record.

## (ii) Provisional enrolment happens

Student Status	Enrollment Status
Active (Not Progressed)	Provisional Repeat

## (iii) Student confirms online

Student Status	Enrollment Status
Active (Not Progressed)	Not Progressed

## (iv) Fees are paid

Student Status	Enrollment Status
Registered not Progressed	Not Progressed

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

## (i) Advance happens

Student Status	Enrollment Status
Active (Incomplete)	

Fees Hold (FH) is created on student record.

## (ii) Provisional enrolment happens

Student Status	Enrollment Status
Active (Incomplete)	Prov. Registration Incomplete

## (iii) Student confirms online

Student Status	Enrollment Status
Active (Incomplete)	Registered (Carrying)

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

## (iv) Fees are paid

Student Status	Enrollment Status
Registered (Carrying)	Registered (Carrying)



# Check SOAHOLD to see what type of hold a student has

Hold Information SOAHOLD 7.1.0.1 (USIS)

ID: 05999880 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 in UView

# 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 Not Progressed (may also show as Provisional Repeat) Student is repeating a stage and needs to confirm their programme registration online
RE	Registered The student has confirmed their programme registration online.
RR	Registered Not Progressed The student is repeating a stage and has confirmed their programme 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 programme registration online

# SFAREGS - Enrolment Information section (Programme Registration)

REGISTRATION FOR PART OF THE ACADEMIC YEAR	
Status	Meaning
R1	Registered Trimester 1 (Undergraduate/Diploma and Graduate Taught 60 credit programmes paying programme fees) The Student Status (UView) will indicate whether the student is RE (Registered), RR (Registered Not Progressed) etc.
R2	Registered Trimester 2 (Undergraduate/Diploma and Graduate Taught 60 credit programmes paying programme fees) The Student Status (UView) will indicate whether the student is RE (Registered), RR (Registered Not Progressed) etc
R3	Registered Trimester 1 (Undergraduate/Diploma and Graduate Taught 60 credit programmes paying fees per module) The Student Status (UView) will indicate whether the student is RE (Registered), RR (Registered Not Progressed) etc.
R4	Registered Trimester 2 (Undergraduate/Diploma and Graduate Taught 60 credit programmes paying fees per module) The Student Status (UView) will indicate whether the student is RE (Registered), RR (Registered Not Progressed) etc.
R5	Registered Trimester 1 (Graduate Research & Graduate Taught 90 credit programmes)
R6	Registered Trimester 2 (Graduate Research & Graduate Taught 90 credit programmes)
R7	Registered Trimester 3 (Graduate Research & Graduate Taught 90 credit programmes)
R8	Registered Trimester 1 and 2 (Graduate Research & Graduate Taught 90 credit programmes)
R9	Registered Trimester 2 and 3 (Graduate Research & Graduate Taught 90 credit programmes)
R0	Registered Trimester 1 and 3 (Graduate Research & Graduate Taught 90 credit programmes)

# SFAREGS - Enrolment Information section (Programme Registration)

WITHDRAWAL/LEAVE OF ABSENCE/CANCELLED REGISTRATION	
Status	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)
VE	External Student Student is registered in another institution but is attending modules in UCD. Such students have access to Connect and Brightspace but not to any other services.

# Course Information section of SFAREGS (Module Registration)

Course Information				Time							Method				
CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Status Hours	Status	Level	Appr Recd	Override	Part of Term	of Instruction	Campu
17603	SCI	10010	VA1	M	5.000	5.000	5.000	5.000	RE	UG	<input type="checkbox"/>		AUT	MODCC	A
10279	CHEM	10050	VQ1	M	5.000	5.000	5.000	5.000	RE	UG	<input type="checkbox"/>		SPR	MODCC	A
13564	BIOL	10110	VQ1	M	5.000	5.000	5.000	5.000	RE	UG	<input type="checkbox"/>		SPR	MODCC	A



# Explaining the fields in Course Information.

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**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, RI, RY and RF

**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 treated as a remediation attempt 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.

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**Level** = level that the module belongs to.

UG = Undergraduate

GT = Graduate Taught

CD = UG certificates and UG diplomas

OC = Occasional



**Part of Term** = the trimester the module belongs to.

FYR = Full Year

AUT = Autumn Trimester

SPR = Spring Trimester

SUM = Summer Trimester

# Status refers to the registration status of the module

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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 – Stage 2+ students	Indicates that the module is being taken as an elective by the student Use RV if manually registering Stage 2+ students to elective modules (including substitutes)
RF	Registered First Year Elective	Indicates that the module is being taken as an elective by the student Use RF if manually registering Stage 1 UG students to elective modules (including substitutes)

# Status refers to the registration status of the module

Status Code	Meaning	When used?
RR	Registered Not Progressed	Used for a module that is being repeated by the student  Use with Grade Mode R
ES	Registered to Resit	Used for modules that are being offered as a resit option  Use with Grade Mode R
RI	Registered International	Used when registering an incoming Exchange 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
WN	Withdrawn From Module	Use where a student withdraws after the end of week 8 and before the end of week 12 of a trimester or end of teaching term



# Status refers to the registration status of the module

Status Code	Meaning	When used?
RY	Registered to previous WN or WX Core/Option/Elective	Used when registering a student for a second attempt at a Core, Option or Elective module originally graded as WN or WX  Use with Grade Mode M
BA	Brightspace Access (applied by UCD Registry)	Used when a student with an IX grade in a module needs access to Brightspace 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 WN or WX*	RY	M
Core - repeat attempt	RR	R
Core – resit attempt	ES	R
Core - substituted module Subject to Programme Board approval Email <a href="mailto:systems.data@ucd.ie">systems.data@ucd.ie</a> to get appropriate fee raised	RE	M

\*Note: From 201900, WX grades will not be awarded.

# 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 WN or WX*	RY	M
Option - repeat attempt	RR	R
Option – resit attempt	ES	R

\*Note: From 201900, WX grades will not be awarded





# Electives: Module Statuses and Grade Modes

Module Type	Module Registration Status	Grade Mode
Elective – first attempt	RV = General Electives RF = First Year Electives	M
Elective - attempting on foot of a previous WN or WX*	RY	M
Elective - repeat	RR	R
Elective - resit	ES	R

\*Note: From 201900, WX grades will not be awarded



# Contact details and useful links

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## ❖ 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 InfoHub.

Contact the [Student Records Team](#) with any queries about student registration.

Go to [Systems & Data Services](#) for Banner and InfoHub support and training.

