

DROPPING & ADDING MODULES IN SFAREGS

UPDATED FOR
2023/24



Dropping 'first attempt' modules

In SFAREGS (Course Information Section):

- If the module/CRN should not be there or it is before the deadline for dropping unwanted modules in a specific trimester (check [key dates](#))
 - Use **DD (Drop Delete)** as the registration status
 - Remove the record from SFAREGS (use Delete in the section toolbar)
- After the deadline for dropping unwanted modules until end of week 12 or last teaching day of the trimester:
 - Use **WN (Withdrawn)** as the registration status
 - Do not remove the record – leave it visible in SFAREGS

Study Abroad and Erasmus students are an exception to this - you should always use DD (Drop Delete) in SFAREGS and remove the record when dropping a module for those students.

The screenshot shows the SFAREGS interface with a table of modules. Annotations include:

- 'Click on CRN' pointing to the CRN column header.
- 'Tab across' pointing to the top navigation bar.
- 'Change Status' pointing to the 'Status' column header.

 The table has columns: CRN, Subject, Course, Section, Grade Mode, Credit Hours, Bill Hours, Attempted Hours, Time Status Hours, Status, and Level. Two rows are visible:

- CRN 12846, Subject BMGT, Course 43910, Section VQ1, Grade Mode M, Credit Hours 35.000, Bill Hours 35.000, Attempted Hours 35.000, Time Status Hours 35.000, Status RE, Level CD.
- CRN 14840, Subject HIS, Course 41660, Section AQ1, Grade Mode R, Credit Hours 0.000, Bill Hours 0.000, Attempted Hours 0.000, Time Status Hours 0.000, Status DD, Level CD.

Dropping Repeats/Resits

- DD (Drop Delete)** status should be used for students who wish to drop resits/repeats. If the resit or repeat is no longer relevant, based on an Assessment Appeal or a Change of Grade, you should always use DD when dropping the registration. Remember to remove the record from SFAREGS.

Registering Repeats/Resits

If you need to register a student as a repeat/resit to a module in SFAREGS; remember to use **Grade Mode R or U** (*see note on Grade Modes on last page), the module status of **RR (Repeat)** or **ES (Resit)** and assign the relevant Stage to the module via [Stage Assignment Management in InfoHub](#).

The screenshot shows the SFAREGS interface with a table of modules. Annotations include:

- 'Add CRN' pointing to the CRN column header.
- 'Tab across' pointing to the top navigation bar.
- 'Change Grade Mode' pointing to the 'Grade Mode' column header.
- 'Change Status' pointing to the 'Status' column header.

 The table has columns: CRN, Subject, Course, Section, Grade Mode, Credit Hours, Bill Hours, Attempted Hours, Time Status Hours, Status, and Level. Two rows are visible:

- CRN 12846, Subject BMGT, Course 43910, Section VQ1, Grade Mode M, Credit Hours 35.000, Bill Hours 35.000, Attempted Hours 35.000, Time Status Hours 35.000, Status RE, Level CD.
- CRN 14840, Subject HIS, Course 41660, Section AQ1, Grade Mode R, Credit Hours 30.000, Bill Hours 30.000, Attempted Hours 30.000, Time Status Hours 30.000, Status RR, Level CD.

Students taking an alternative module

OPTION AND ELECTIVE MODULES

- Enter the appropriate CRN in SFAREGS
- For **Option** modules use **Grade Mode M or Q** (*see note on Grade Modes on last page), and **Status RW** (see example below)

COURSE INFORMATION													
Section Detail		View Detailed Results											
CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term
17603	SCI	10010	VA1	M	5.000	5.000	5.000	5.000	RW	UG	<input type="checkbox"/>		AUT

- For **Elective** modules use **Grade Mode M** (or **Q** if appropriate) and **Status RV**

COURSE INFORMATION													
Section Detail		View Detailed Results											
CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term
17603	SCI	10010	VA1	M	5.000	5.000	5.000	5.000	RV	UG	<input type="checkbox"/>		AUT

CORE MODULES – ORIGINAL NO LONGER ON OFFER

These should be registered in SFAREGS with **Grade Mode M** (or **Q** if appropriate) and **Status RE**, as in the example below. Assign the relevant stage in Update Stages.

COURSE INFORMATION													
Section Detail		View Detailed Results											
CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term
10493	SOC	20100	VA1	M	5.000	5.000	5.000	5.000	RE	UG	<input type="checkbox"/>		AUT
13438	SPOL	20050	VA1	M	5.000	5.000	5.000	5.000	RE	UG	<input type="checkbox"/>		AUT

Please Note: no academic penalty will be applied, and a Repeat fee will be charged. Please email systems.data@ucd.ie to arrange for the lower charge to be applied.

This mechanism is not available for **Option or Elective modules**.

IN ALL CASES, PLEASE REMEMBER TO ASSIGN THE RELEVANT STAGE TO THE MODULE VIA [STAGE ASSIGNMENT MANAGEMENT IN INFOHUB](#).

WN Grades

This information applies to students who have modules that were previously graded as WN on their **most recent attempt**, and who wish to take that module again in the current trimester.

RE-REGISTERING FOR THE SAME MODULE

Students can normally re-register for WN modules online.

The modules are included in the credits for free fees. However, when the student takes the same module again, there is no charge for that second attempt i.e. the module will only be counted once, or the student will only have to pay for it once, depending on the circumstances.

If registering a student in SFAREGS, use a registration status which causes no fee to be raised:

- Status **RY**
- Grade Mode **M** (or **Q** if appropriate)

There may be a situation where a repeat attempt of a module was awarded a WN grade. In this case, use Status RY and Grade Mode R (or U if appropriate) when registering the subsequent attempt. This will not raise fees and the subsequent attempt remains capped

COURSE INFORMATION										
Section Detail		View Detailed Results								
CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *
10350	PHYC	10050	VA1	M	5.000	5.000	5.000	5.000	RY	UG

REGISTERING FOR A DIFFERENT MODULE

Where a student has been awarded a WN grade but subsequently decides to take a different module, the standard module charge applies for taking the new module. This charge will be the pro-rata module fee. If the student is eligible for free fees therefore, both modules will count towards the 'free fees' credit limit. If not, the student will have to pay for both. If the student was previously eligible for free fees but has reached or exceeded their limit by the beginning of the trimester, then they will have to pay for the new module.

These modules should be registered as standard modules:

- Status **RE** for Core
- Status **RW** for Option
- Status **RV** for Elective
- Grade Mode **M** (or **Q** if appropriate)

IN ALL CASES, PLEASE REMEMBER TO ASSIGN THE RELEVANT STAGE TO THE MODULE VIA [STAGE ASSIGNMENT MANAGEMENT IN INFOHUB](#).



WN and WX Grades

REGISTERING FOR A DIFFERENT MODULE – WN MODULE IS NO LONGER ON OFFER

Where a student is obliged to select a new module because the module in which they obtained the WN grade is no longer on offer, the procedure is the same as that for re-registering for the same module. As there is no element of choice in the matter, the student should not suffer any adverse fees consequences.

A comment also needs to be entered in SPACMNT to outline the details.

- In **SPACMNT** enter the student ID in the **ID field** and Ctrl/Page Down.
- If the student has existing comments, go to **Record** at the top of the screen and choose **Insert** to get a blank comment page.
- In **Comment Type** enter SUB (to indicate that it is a comment about substitutes).
- In the **Comments** box enter the details of the substitution. Include the following:
 - **Module Code** of the new module
 - **Module Code** of the old module
 - Date (in ddmmyy format)
 - Name of person making the comment

Person Comment Form SPACMNT 9.3.12 (TST4)

ID: 04176146 Test 10, Banner 9

Start Over

PERSON COMMENT

Insert Delete Copy Filter

Comment Type * SUB Substitutes

Originator

Contact

Contact Date 25/03/2020

Appointments

From Time

To Time

Confidentiality

Add Date 25/03/2020

Activity Date 25/03/2020

Last updated by

Comments

CHEM 10010 for CHEM 10011
25/03/2020
Staff Member Name

Narrative Comments

3 of 4

1 Per Page

Record 3 of 4

SAVE

IN ALL CASES, PLEASE REMEMBER TO ASSIGN THE RELEVANT STAGE TO THE MODULE VIA [STAGE ASSIGNMENT MANAGEMENT IN INFOHUB](#).



Further information

Term	Meaning
WN	Withdrawn from a Module Use where a student withdraws after the end of week 8* of teaching and before the end of week 12 of a trimester or end of teaching term. The student will be able to take the module again without financial or academic penalty (note the original attempt will count towards fees). If the student is being registered to the module again, use Module Status RY and Grade Mode M or Q (as appropriate). *Teaching arrangements can affect this.
DD	Drop Delete Use this to remove a CRN from SFAREGS that was added in error. Use when dropping unwanted modules before trimester deadline. Check key dates Use when dropping a tutorial/lab/practical. Always use for Study Abroad and Erasmus students. If a resit or repeat is no longer relevant, based on an Assessment Appeal or a Change of Grade, you should always use DD when dropping the registration. Remember to remove the record from SFAREGS before you save.

* Grade Modes

- **Grade Mode Q** is used for first attempt modules with a Pass/Fail or Pass/Fail/Distinction grade scale (GPA Neutral).
- **Grade Mode U** is used for Repeat or Resit modules with a Pass/Fail or Pass/Fail/Distinction grade scale (GPA Neutral).
 - Resit CRNs will default to the appropriate Grade Mode
- **Grade Modes M and R** are used as normal

Banner Support and Training

The **Banner Support & Training** section of [the Support and Training web page](#) has useful How-to Guides and Videos and a link to request training if required.

