How to...

USE SFAREGS IN BANNER FOR MODULE REGISTRATION

UCD Registry
Clárlann UCD

Contents

Introduction

Registration information for students is recorded in the Banner Student Information System.

This interactive quick guide will show you how to use the **SFAREGS page in Banner** to review and amend a student's module registrations.

A basic knowledge of Banner and InfoHub is recommended.

By the end of this guide, you should be able to:

- Understand programme and module registration statuses
- Read and understand the information held in SFAREGS
- Explain what a Course Reference Number (CRN) is
- Find CRN(s) for a module using Banner and InfoHub
- Manually register students to modules using SFAREGS
- Remove module registrations
- Assign the relevant stage to the modules

Section 1: Accessing SFAREGS

Log into Banner

Use the Staff VPN if off-campus
Requires Multi-factor Authentication (MFA)

Go to the UCD Connect page and click on the Banner icon

Enter your UCD Connect username and password

For queries about your Banner account contact systems.data@ucd.ie
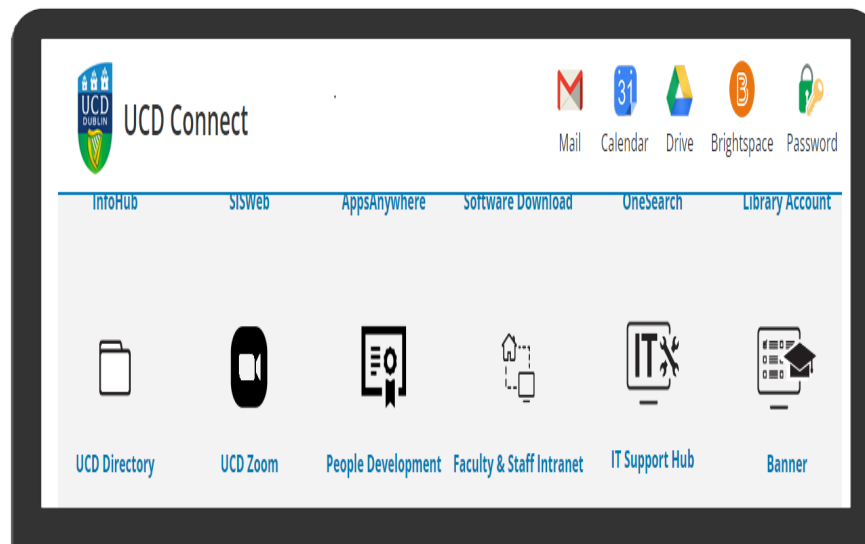
Once logged in, you will see the **Welcome Page.**

Type **SFAREGS** or the keywords 'course registration' into the box.

Press Enter or click on the screen name in the list.

If you are brought to a form called SOADEST, just exit from it (white **X** on top left-hand side) to get to **SFAREGS.**

Section 2: Looking for a specific student record

To find a student record in SFAREGS

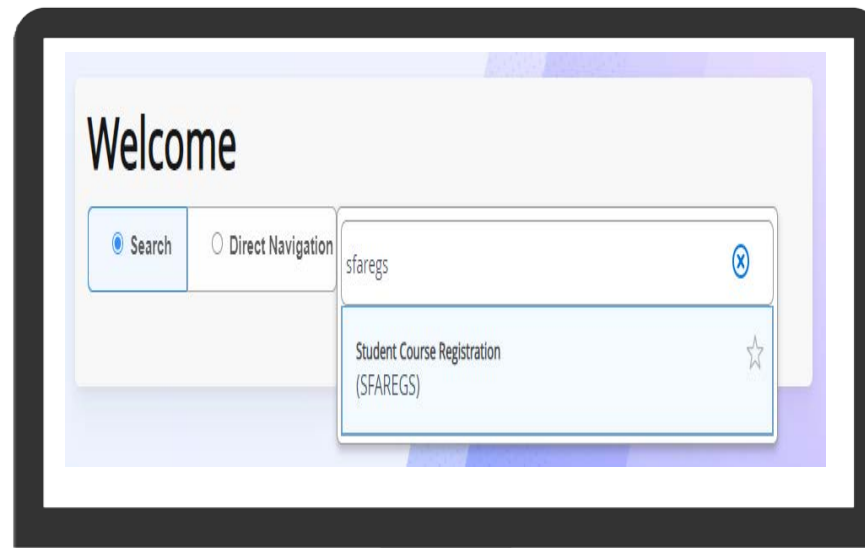- Enter a value for **Term** e.g. 202100 (for 2021/22 September)
    - If you need to check what term code to use, click on the three dots beside the field and choose from the **List of Terms**

- Enter the relevant student number in the **ID** field
    - If you need to check for a student number, click on the three dots beside the field and go to **Person Search (SOAIDEN)** or use **UView in InfoHub**

- Click on the **Go button** (top right-hand side of the page)

- This will bring you to the student's record in **SFAREGS**

Check out the Banner section of the Support & Training web page to learn more about how to use SOAIDEN

Section 3: Navigating the Screen

Section 3: Navigating the Screen

- The **SFAREGS** screen is divided into sections – e.g. the **Enrolment Information** section and the **Course Information** section. You can move between them in two ways.

  1) Use the **Previous Section** and **Next Section** arrows on the bottom left-hand side of the page to move up and down between the sections

  2) On your keyboard, use **Alt/Page Down** together to move down to the next section **Alt/Page Up** brings you back up to the previous section

- **Each section has its own tool bar** on the right-hand side (Insert, Delete etc.). It will be highlighted for the section that you happen to be in and greyed out for the others.

- The **Tools** menu (top right) has other functions e.g. Clear Record and Clear Data.

- Use the **Start Over** button at the top right-hand corner of the page to start a new search.

Section 4: Enrolment Information section

**This shows the overall programme registration status of the student.
Do not change the information in this section without checking with
the Student Record team or your College Liaison first.**
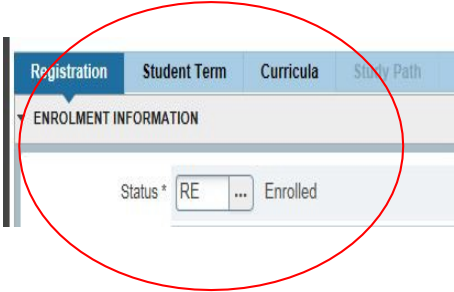
The most common codes used in this section are:

Status	Meaning
EL	Eligible to Register The student is advanced but not pre-registered. If you see this status do not make any changes to the record. Contact the Student Record team in UCD Registry for the next step.
PE	Pre-registered 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 Student is repeating a stage and needs to confirm their programme registration online.
RE	Registered The student has confirmed their registration online.
RR	Registered Not Progressed 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.

Section 5: Course Information section

Gives information about each CRN on the student's record e.g. credit hours, module type

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	☐		AUT
13438	SPOL	20050	VA1	M	5.000	5.000	5.000	5.000	RE	UG	☐		AUT
27723	SPOL	20210	VA1	M	5.000	5.000	5.000	5.000	RE	UG	☐		AUT
27215	SOC	10070	VQ1	R	5.000	5.000	5.000	5.000	RR	UG	☐		SPR

COURSE INFORMATION   Search Detail   View Detailed Results   Insert   Delete   Copy   Filter

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, seminar, tutorial group etc.

• You use CRNs to manually register students to modules

• Every module will have a 'gradable CRN' (usually the lecture) that the student must be registered to. They can then be registered to tutorial CRNs etc. as required

• CRNs can be checked **in InfoHub** using (i) **Module CRNs by Academic Year & School**, (ii) **Module Timetable Search,** (iii) **School Class Lists**. You can also check in Banner using **SSASECQ/SSASECT.**

• Always use the correct CRN!

Grade Mode is used to indicate if it is a first attempt or a repeat/resit attempt at a module.

• **M indicates a first attempt at a module**. Normally used with module registration statuses RE, RW, RV, RF, RY (go to page 20 for more about module statuses >>)
  Use **Grade Mode Q** for modules that have a Pass/Fail or Pass/Fail/Distinction grade scale.

• **R is normally used for repeats (RR) or resits (ES).** The R causes the Grade Point Value for the module to be capped. Used with module statuses RR and ES.
  Use **Grade Mode U** for modules that have a Pass/Fail or Pass/Fail/Distinction grade scale.

• Always use the correct Grade Mode (go to page 23 for more about grade modes >>)

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Section 5: Course Information section

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	☐		AUT
13438	SPOL	20050	VA1	M	5.000	5.000	5.000	5.000	RE	UG	☐		AUT
27723	SPOL	20210	VA1	M	5.000	5.000	5.000	5.000	RE	UG	☐		AUT
27215	SOC	10070	VQ1	R	5.000	5.000	5.000	5.000	RR	UG	☐		SPR

COURSE INFORMATION — Section Detail — View Detailed Results — Insert — Delete — Copy — Filter

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

Status refers to the registration status of the module*:

Common codes:

RE = Core

RW = Option

RV = Elective

RF = 1st Year Elective

RR = Repeat

ES = Resit

RA = Audit

Level is the level that the module belongs to:

UG = Undergraduate

GT = Graduate Taught

GR = Graduate Research

CD = Undergraduate Certificates/ Diplomas

OC = Occasional

Part of Term is the part of the academic year that the module belongs to:

FYR = Full Year

AUT = Autumn

SPR = Spring

SUM = Summer

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Section 6: Module registration in SFAREGS

	COURSE INFORMATION										Insert	Delete	Copy	Filt

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	☐		AUT
13438	SPOL	20050	VA1	M	5.000	5.000	5.000	5.000	RE	UG	☐		AUT
27723	SPOL	20210	VA1	M	5.000	5.000	5.000	5.000	RE	UG	☐		AUT
27215	SOC	10070	VQ1	R	5.000	5.000	5.000	5.000	RR	UG	☐		SPR

The **Course Information** section is where you will register a student to a particular CRN for a module.

Here are some things to know before you get started:

- You will need the **relevant CRN(s)** for the module(s) in question

- If you are not sure what CRN to use you can check in InfoHub using: (i) **Module Timetable Search** (ii) **Module CRNs by Academic Year & School** (iii) **School Class List.** The Banner Form **SSASECQ** can also be used.

- A module will have a CRN for each lecture slot, tutorial slot, practical slot etc.

- Always **use the 'gradable' CRN** when registering a student to a new offering of a module - this is usually the lecture CRN

- Always use the **correct Grade Mode and Status** (go to page 23 for details >>)

- Always **assign the correct stage to the CRN** via Stage Assignment Management in InfoHub

Go to the Banner section of the Support and Training web page to learn more about how to find CRNs and how to assign a stage

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Section 6(i): 'First attempt' module registration

| | Insert | Delete | Copy | Filter |

Insert a new row

Add CRN **Tab across** **Check Grade Mode** **Check Status**

| Section Detail | View Detailed Results |

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *
51572	OVSE	1004W	VQ1	M	5.000	5.000	5.000	5.000	RE
51576	OVSE	1005W	VQ1	M	5.000	5.000	5.000	5.000	RE
51577	OVSE	1006W	VQ1	M	5.000	5.000	5.000	5.000	RE

To manually register a student to a module that they are doing as a first attempt:

- Make sure you are in the **Course Information** section (use the Previous/Next arrows or Alt/Page Down to get there)

- **Create a new row** (F6 or choose Insert from the section toolbar)

- **Enter the relevant CRN** (e.g. 51576 in the example above)

- **Tab across** - the other information will populate automatically:
  - 'Gradable CRNs' (e.g. lectures) will generate Credit Hours e.g. 5.000
  - For other CRNs (e.g. tutorials or seminars) the Credit Hours will remain at 0.000

- Use the **correct Grade Mode and Status** e.g. M and RE (check the various Grade Mode/Status combinations)
  - You can change these by clicking into the box and typing the new code

- **Save your changes** using F10 on your keyboard or the save button on the bottom right of the screen – save twice!
  - You will see a registration successful message on top right-hand side of the screen

- **Assign the relevant stage** to any 'gradable' CRNs

i **Go to the Banner section of the Support and Training web page to learn more about how to assign a stage**

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Section 6(ii): Repeat module registration

Insert a new row → ➕ Insert ➖ Delete 📋 Copy 🔽 Filter

Add CRN   **Tab across**   **Change Grade Mode**   **Change Status**

Se...   etail   View Detailed Results

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

ℹ️ If a student fails a module that is on offer in the following trimester, they are entitled to repeat that module. They can normally register to repeat offerings through online registration if it is open.

To manually register a student to a repeat:

- **Find the relevant CRN** for the module and use **F6** or **Insert** create a blank CRN field

  - Enter the 'gradable CRN' for the trimester in question and Tab across

- Change the **Grade Mode to R (or U if appropriate)** and the **Status to RR**
  - Click into the boxes and type

- **Save your changes** (use F10 or the save button x2)

- Add any tutorial/practical CRNs required

- Remember to **assign the relevant stage** to the 'gradable' CRN

Section 6(iii): Resit module registration

Insert a
new row

| | Insert | Delete | Copy | Filter |

Add
CRN

Tab across

Check
Grade Mode

Change
Status

| | | Detail | | View Detailed Results | | | | | | | |

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *
51572	OVSE	1004W	VQ1	M	5.000	5.000	5.000	5.000	RE	UG
50280	BMOL	30050	ES1	R	5.000	5.000	5.000	5.000	ES ...	UG

ℹ️ If a student fails a module that is not on offer in the following trimester they may be offered a resit opportunity instead. They can normally register to resit offerings through online registration when it is open.

To manually register a student to a resit:

- **Find the relevant resit CRN** for the module

    - Use **InfoHub report - Module CRNs by Academic Year & School** to see the Resit CRNs created for your School for the trimester in question. The **School Class List reports in InfoHub** will also show them.

- Create a **new row** (F6 or Insert) and **enter the CRN**

- Check that the **Grade Mode is R (or U if appropriate)** and change the **Status to ES**
    - Resit CRNs will default to the appropriate Grade Mode

- **Save your changes** (use F10 or the save button x2)

- Remember to **assign the relevant stage** to the resit CRN

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Section 6(iv): Substituting a module

Insert a new row

Insert | Delete | Copy | Filter

Add CRN

Tab across

Check Grade Mode

Check Status

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *
51571	OVSE	1003W	VA1	M	10.000	10.000	10.000	10.000	RW ...
51570	OVSE	1002W	VA1	M	5.000	5.000	5.000	5.000	RE

ℹ️ **If a student fails a module they may select another module that is compatible with fulfilling the programme outcomes. They can normally pick a different Elective through online registration if it is open. Core and Option modules may need to be done manually.**

To manually substitute a module:

- Drop the failed module if necessary (use DD – go to page 17 for details >>)

- **Find the relevant CRN** for the new module

- Create a **new row** (F6 or Insert) and **enter the CRN**

- Use the appropriate **Grade Mode** (e.g. M or Q) and **Status** (e.g. RE, RW RV, RF)

- **Save your changes** (F10 or save button x2)

- Add appropriate **comment in SPACMNT**
  - Check out the Banner section of the Support & Training web page learn how to add a comment

- Remember to **assign the relevant stage** to the CRN

Section 7: Override an error message in SFAREGS

Click on CRN → **Tab across** →   **Select Yes** →

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	
51571	OVSE	1003W	VA1	M	10.000	10.000	10.000	10.000	RW	UG	☐		
51570	OVSE	1002W	VA1	R	5.000	5.000	5.000	5.000	RR	UG	☐	▼	
51569	OVSE	1001W	VA1	M	5.000	5.000	5.000	5.000	RE	UG	☐	Yes	
51568	OVSE	1000W	VA1	M	5.000	5.000	5.000	5.000	RE	UG	☐	All	

ℹ️ **If you enter a CRN in SFAREGS and get an error message*, you can override the error if appropriate.**

In the example above we have registered the student to OVSE 1002W as a repeat which has created a time conflict with another module (CRN 51569 – OVSE 1001W). The **Module Coordinator** has agreed that the student can still be registered to the repeat despite the timetable clash.

To override the error message:

- Click on the CRN (e.g. 51570) and tab across to the **Override** column
- Select **Yes** from the drop down list
- **Save your changes** (F10 or Save) and assign the **appropriate stage** to the module

*The usual error messages are:

- **Time Conflict with XXXX** - the CRN you have just entered clashes with another CRN on the student's record
- **Programme Places Full** - means that there are no more places available on that module for the module status you are using e.g. RE (Core/Option places). If you override this you will see the **Section Closed** error message - which you may also override
- **Pre-req and test score error** - the student does not meet the pre-requisite requirements of the module. You may also see a variation where co-requisites and incompatibles exist. If you override this error, remember to put a comment in SPACMNT explaining why.

Section 8: Removing (dropping) a module CRN

Delete

Click on CRN	Tab across								Change Status	

Section Detail | View Detailed Results

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

ℹ️ **If a student needs to drop a module CRN (repeat, resit, tutorial etc.) they can normally do that in online registration if it is open.**

To remove a CRN from SFAREGS:

- **Check what CRN you need** to remove (gradable, tutorial etc.)
    - Pay attention to the 'grade mode' and 'part of term' in case there is another registration to the module e.g. first attempt in Autumn and a repeat attempt in Spring

- **Click on the CRN** and tab across to the **Status** field

- **Change the status** to DD/WN as appropriate
    - If using DD, remove the entry completely from SFAREGS by clicking on **Delete** (right-hand side of Course Information section)

- If removing the 'gradable' CRN for a module, remove any associated CRNs as well (tutorials etc.)

- **Save your changes** (F10 or the save button x2)

Use DD if student doesn't need to be registered to module or if you are dropping them from a tutorial or audit (RA) CRN

Use WN where a student withdraws from a module after the end of week 8 and before the end of week 12 of a trimester (or last day of teaching)

Click to learn more

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Appendix 1: Enrolment Information section

Full list of codes used in this section:

Status	Meaning
EL	Eligible to Register The student is advanced but not pre-registered. If you see this status do not make any changes to the record. Contact the Student Record team in UCD Registry for the next step.
PE	Pre-registered 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 Student is repeating a stage and needs to confirm their programme registration online.
WD	Withdrawn for Academic Year
LA	Leave of Absence
CR	Cancelled Enrolment
WL	Withdrawn/Left College
VE	External Student (Postgraduate) Student is registered in another institution but is attending modules in UCD. They have access to Connect and Bightspace but not to any other services.

Appendix 1: Enrolment Information section

Full list of codes used in this section:

Status	Meaning
RE	Registered The student has confirmed their registration online.
RR	Registered Not Progressed 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.
RA	Registered Audit
RL	Registered Half Year (Postgraduate)
R1	Registered Autumn Trimester (Undergraduate student) Student is registered for Autumn only and is on leave of absence in Spring. The Student Status (SWGENQY) will indicate whether the student is RE (Registered), RR (Registered Repeat) etc.
R2	Registered Spring Trimester (Undergraduate student) Student is registered for Spring only and is on leave of absence in Autumn. The Student Status (SWGENQY) will indicate whether the student is RE (Registered), RR (Registered Repeat) etc.

Appendix 2: Module registration statuses

Found in the Status column in Course Information section.

Status Code	Meaning	When used in SFAREGS?
PE	**Pre-registered** **Indicates that the student has yet to confirm their registration online.**	Before a student confirms attendance online. Will change to RE when student confirms registration online (Manually registering a student? If the Enrolment status is PE ensure that the module status is also PE)
RE	**Registered** **Identifies a Core module confirmed by the student online.**	To register a student to Core modules
RA	**Registered Audit** **Indicates that the student is attending the module but not for credit**	To register a student to a module that they are auditing Automatically gives the grade AU (Audit)
RW	**Web Registered** **Indicates a Core or Option module that the student registered for online.**	To register a student to Option modules
RV*	**Registered Elective** **Indicates that the module is being taken as an elective by the student.**	To register a Stage 2+ student to general elective modules (including substitutes)

* If you use RV as a status prior to provisional elective allocation in September, Banner will not check for errors e.g. Pre Reqs, Co Reqs and Incompatibles.

Appendix 2: Module registration statuses

Found in Status column in Course Information section.

Status Code	Meaning	When used in SFAREGS?
RF	**First Year Elective.** **Indicates that the module is being taken as an Elective by a Stage 1 Undergraduate student**	To register a Stage 1 Undergraduate to their elective module in the Spring Trimester
RR	**Registered Repeat** **Indicates that the student is repeating the module – attending lectures, submitting work etc.** **Will appear on student's timetable**	To register a student to a repeat offering of a module Use with Grade Mode R (or U if appropriate) Grade Point Value will be capped
ES	**Registered to Resit** **Indicates that the student is taking a resit offering (not attending lectures etc.)** **Will not appear on student's timetable**	To register a student to a resit offering of a module (use specific CRN) Use with Grade Mode R (or U if appropriate) Grade Point Value will be capped at 2.00
RI	**Registered International**	To register a visiting student (e.g. Erasmus) to a module that has a specified number of international places available on it (check web timetable to see if a module has RI places) Use with Grade Mode M (or Q if appropriate)

Appendix 2: Module registration statuses

Found in Status column in Course Information section.

Status Code	Meaning	When used in SFAREGS?
RO	**Registered Open Learning**	To register Open Learning students to modules. Use with Grade Mode M (or Q if appropriate)
DD	**Drop Deleted**	To remove a CRN that should not be there. Use when there are no fee implications. Always use DD when removing modules for Study Aboard and Erasmus students. Remove the row from SFAREGS.
WN	**Withdrawn from a module**	Use where a student withdraws after the end of teaching week 8 and before the end of teaching week 12 of a trimester or the last day of teaching in the term (whichever comes sooner)
RY	**Registered to a Core or Option module with a previous grade of WN**	To register a student to a Core or Option module for which they have previously received a WN grade. Use with Grade Mode M (or Q if appropriate)
XG/XA	**Transfer Credits**	Contact the Student Record team for advice
BA	**Brightspace Access**	To allow a student with an IX grade from a previous academic year to access the module in Brightspace

Appendix 3: Grade Mode/Module Status combinations - Core Modules

Module Type	Module Registration Status	Grade Mode
Core - first attempt	RE	M or Q*
Core – attempting the same module on foot of a previous withdrawn grade (WN)**	RY	M or Q*
Core - repeat attempt	RR	R or U*
Core – resit attempt	ES	R or U*

***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

**Registrations for modules where a student gained a WN in the original attempt are not capped.
   Substituted Cores where a student gained a WN in the original attempt are not capped. Use RE with Grade
   Mode M (or Q if required). A comment is required in SPACMNT.

Appendix 3: Grade Mode/Module Status combinations - Options Modules

Module Type	Module Registration Status	Grade Mode
Option - first attempt	RW	M or Q*
Option – attempting the same module on foot of a previous withdrawn grade (WN)**	RY	M or Q*
Option - repeat attempt	RR	R or U*
Option – resit attempt	ES	R or U*

***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

**Registrations for modules where a student gained a WN in the original attempt are not capped.
  Where a student must 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. A comment in SPACMNT is required.

See next page for information on Elective Modules.

Appendix 3: Grade Mode/Module Status combinations - Electives

Module Type	Module Registration Status	Grade Mode
Elective – first attempt	RV = Elective (Stage 2 +) RF = First Year Elective	M or Q*
Elective – attempting the same module on foot of a previous withdrawn grade (WN)**	RY	M or Q*
Elective - repeat	RR	R or U*
Elective - resit	ES	R or U*

***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

** Registrations for modules where a student gained a WN in the original attempt are not capped.
   Where a student must 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. A comment in SPACMNT is required..

FAQs and Help

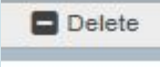| Issue	Do this
The student has EL in the Enrollement Section, what do I do?	First, check that you're in the correct term. The student could be a January or May start rather than a September start. If you are in the correct term, let the Student Record team know that the student needs a record created.
How do I move up and down a Banner page?	Use Alt/Page Down and Alt/Page Up (on keyboard) or use the Previous Block/Next Block buttons on bottom of the page.
How do I enter a new CRN?	In the Course Information section, insert a new row (F6 or Insert). Then click into the box in the CRN column and type in or copy/paste the CRN.
How do I change the Grade Mode of a CRN?	Click into the Grade Mode box for the CRN. Type over the existing grade mode with the new one or choose from the drop-down list.
How do I change a module status?	Click into the Status box for the CRN. Type over the existing status with the new one.
How do I save my changes?	Use the Save button or F10 on the keyboard. You'll need to save twice.
Where do I assign a stage for a CRN?	Through one of the menu items in Stage Assignment Management (InfoHub) (i) Update Stages (ii) My Registered Modules Missing a Stage

FAQs and Help

Question	Do this
I have a student who wants to register to a module that they have a WN grade in from their previous attempt. What do I do?	If the module is being taught, enter the gradable CRN for it into SFAREGS. Use Grade Mode M (or Q if required) and Status RY Save changes and assign relevant stage.
How do I remove a CRN?	Click on the CRN and tab across to the Status field. Type in DD or WN depending on why/when the CRN is being removed. If you use DD, click on the Delete button (look above the Campus column) to remove the CRN fully from SFAREGS.
Where can I find out when to use WN in a given Trimester?	Check the Dropping/Adding Modules document that is updated each Autumn and Spring trimester and circulated by UCD Registry
How do I bring up another student record?	Click on the the Start Over button on the SFAREGS page. This will bring you back to the search page and you can enter a different Term and/or ID.
What do I do where a student is registered as auditing a module (RA) but then decides to take it for credit?	• In SFAREGS, click on the CRN and tab across to the Status column. • Change the RA to DD and delete the record. • Reenter the CRN and tab across. • The status will then say RE. Change to RW/RV/RF/RI/RO if necessary. • Save your changes.
I would like some face-to-face training, who do I ask?	Email systems.data@ucd.ie to arrange training.
Where can I find training guides for Banner?	Go to the Banner section of the Support & Training web page.

FAQs and Help -
The main keyboard shortcuts and Banner icons

Action	Keyboard Shortcut	Banner Form	
Enter a query – e.g. using a student number or term code to find information on a particular Banner page	F7	Filter button	Filter
Execute a query – getting the information to display on the page	F8	Go button	Go
Clear the page	F5	Start Over button	Start Over
Start a new query	F7	Filter Again button	Filter Again
Move down to another section of a Banner page	Alt/Page Down	Next Section arrow	
Move up to another section of a Banner page	Alt/Page Up	Previous Section arrow	
Save information	F10	Save button	SAVE ellucian.
Insert a record e.g. a new row in SAFREGS	F6	Insert button	Insert
Remove a record e.g. a CRN that has been changed to DD	Shift and F6	Delete button	Delete

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