

## **UCD REGISTRY**

## Reminder: Delete any CRNs that you make DD in SFAREGS (Banner)

To: SFAREGS Users

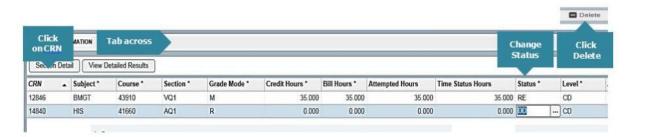
Dear Colleague,

This is a reminder that when you use DD (Drop Delete) for a module CRN in SFAREGS you must then delete the row completely from the Course Information section.

Failure to remove the row impacts on online module registration and can prevent students from selecting modules.

## How do I DD (Drop Delete) a CRN in SFAREGS?

- In the **Course Information** section, go to the CRN in question
- Change Status to DD
- Click on **Delete** in the toolbar of the Course Information section.
  - The CRN will then disappear from the student's record, but you will still be able to see the registration activity for it in SFASTCA (registration audit screen in Banner).
- Save your changes (F10 x 2 or the Save button x2)



You will find Banner support and training information on the Registry website.

Kind regards,

**Caroline Barrett** 

Systems and Data Services Administrative Services UCD Registry

## **Get in Touch**



**UCD Registry** 



**Tierney Building** 

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