



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)

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

You will find Banner support and training information on the [Registry website](#).

Kind regards,

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