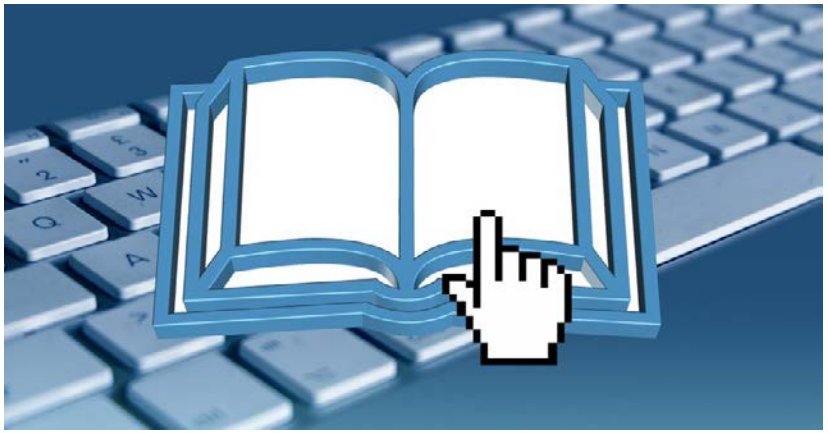
Clárlann UCD
UCD Registry

Guide to Registration Statuses



Student Records Team

Fees and Data Management

Updated May 2023

Please Note:

Under no circumstances should a staff member ever register a student to their Programme either in SISWeb or in SFAREGS (Banner) – 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

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

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			
Total						**60.0**	**50.0**	**50**			

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)

Check SOAHOLD to see what type of hold a student has

ellucian Hold Information SOAHOLD 9.3.22 (tst9)

ID: 04176391 Mr ~CPD - Life Sci PTS2

HOLD DETAILS

Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Ori
FQ	Fee Query Hold		☐		23/01/2023	31/12/2099	
GH	Graduation Hold		☐		23/01/2023	31/12/2099	

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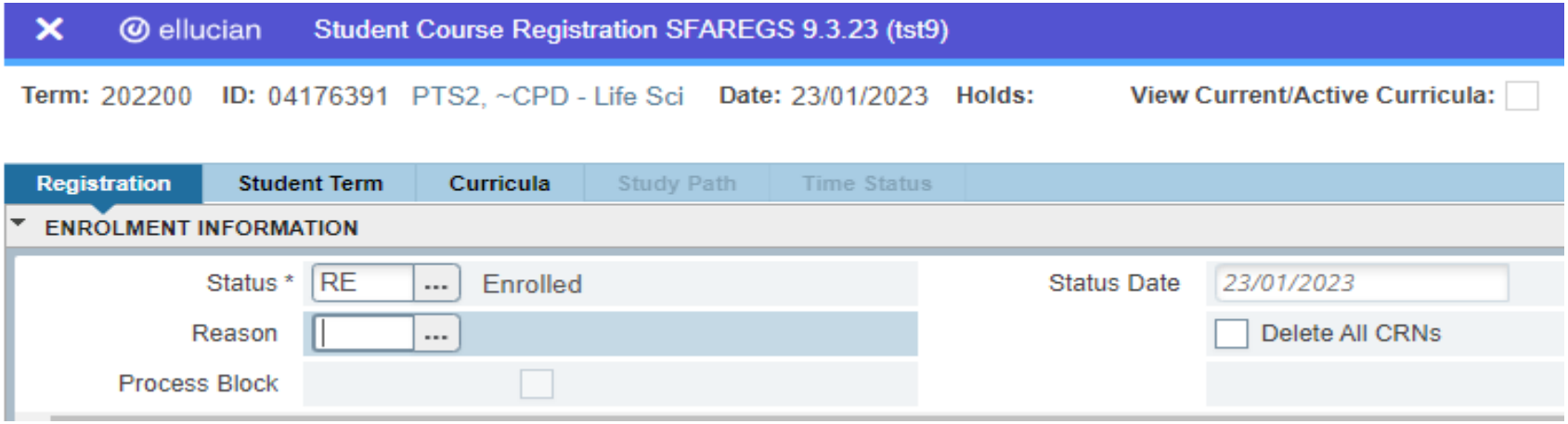
Common holds:

Fee Query Hold (FQ) – applied to a student's record when fees are outstanding. Will prevent student from seeing results on SISWeb. 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 SISWeb 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



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 student.records@ucd.ie
PE	**Provisional registration** The student 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

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/RB	**Registered Trimester 3** (Graduate Research & Graduate Taught 90 credit programmes)
R8/RC	**Registered Trimester 1 and 2** (Graduate Research & Graduate Taught 90 credit programmes)
R9/RD	**Registered Trimester 2 and 3** (Graduate Research & Graduate Taught 90 credit programmes)
R0/RH	**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

Insert Delete Copy Filter

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
55566	MEEN	41080	JV1	M	20.000	20.000	20.000	20.000	RW	GT			PYS
13476	MEEN	40430	VQ1	M	5.000	5.000	5.000	5.000	RW	GT			SPR
17306	MIS	40920	VQ1	M	7.500	7.500	7.500	7.500	RW	GT			SPR
16448	MKT	40970	VQ1	M	7.500	7.500	7.500	7.500	RW	GT			SPR
26954	MEEN	40930	BV1	M	20.000	20.000	20.000	20.000	RW	GT			PYS

Explaining the fields in Course Information

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 or via InfoHub using the Module Timetable Search, Structures reports or School Class lists.

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.

Use **Grade Mode Q** for modules that have a Pass/Fail or Pass/Fail/Distinction grade scale.

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 student. Used with module statuses RR and ES.

Use **Grade Mode U** for modules that have a Pass/Fail or Pass/Fail/Distinction grade scale.

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.

Explaining the fields in Course Information

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

Explaining the fields in Course Information

Status refers to the registration status of the Module CRN

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

Explaining the fields in Course Information

Status refers to the registration status of the Module CRN

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)

Explaining the fields in Course Information

Status refers to the registration status of the Module CRN

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

Explaining the fields in Course Information

Status refers to the registration status of the Module CRN

Status Code	Meaning	When used?
DD	Drop Deleted	Used to remove a CRN from a student's 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 Check the key dates calendar for details

Explaining the fields in Course Information

Status refers to the registration status of the Module CRN

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	Used when a student with an IX grade in a module needs access to Brightspace to complete that module Does not appear in Grade Entry System
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 or Q*
Core – attempting on foot of a previous WN	RY	M or Q*
Core - repeat attempt	RR	R or U*
Core – resit attempt	ES	R or U*
Core – original no longer on offer Subject to Programme Board approval Email systems.data@ucd.ie to get appropriate fee raised	RE	M or Q*

*__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

Options: Module Statuses and Grade Modes

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

*__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

Electives: Module Statuses and Grade Modes

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

***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

Contact details and useful links

Contact the Student Records Team with any queries about student registration.

Contact Systems & Data Services for Banner and InfoHub support.

Check out the UCD Registry website for more Banner and InfoHub training and support