

HOW TO REGISTER STUDENTS IN COURSE SECTIONS IN BANNER SIS Student Course Registration Form (SFAREGS)

General:

The *Student Course Registration Form* provides an automated mechanism for registering students into course sections created by the Course Schedule Module. The student must first have a General Student Record encompassing the term, and the course schedule has to have been created beforehand.

Once courses have been added to the student's record, or "registration information" has been saved, resulting in an E-term record, you can no longer change certain general student information on the *General Student Form (SGASTDN)*, it must be done through this form (SFAREGS). Click on "Update Student's Term Information" from the navigation frame. The student's general information can still be updated even if the student status is "inactive".

Note: *Saving in the Student Course Registration Form -*

When **online assessment is turned off**: The first "save" commits the registration and the 2nd save produces a bill and/or schedule if they are checked.

When **online assessment is turned on**: The first "save" commits the registration; the 2nd save is for the online assessment and the 3rd save produces a bill and schedule. Check the auto-hint line for details.

SFAREGS also assesses the charges related to registration and passes them to the Accounts Receivable module. This form further allows for student maintenance, performs the functions necessary for add/drop activity, and provides the ability to print a student's schedule/bill.

Student How To's Supplemental Documentation:

Student Program and Registration Forms Comparison of IMS Forms and Banner Forms

Check List:

Prior to registering a student:

- ❖ The course and section information must have been entered via the Catalog and Schedule modules
- ❖ Student information must be created via the General Person and Admission modules
- ❖ The following Registration tables must have been updated for the term prior to registration:
 - **STVTERM** (defines the term)
 - **SSAEXCL** (defines non-class days, e.g. Thanksgiving)
 - **SOATERM** (flags to allow reg, set course reg controls, Web reg dates)
 - **SFAMHRS** (maximum credit hours a student may take based on level)
 - **STVASTD** (valid standings and max credit hours a student may take based on standing)
 - **SFAESTS** (enrolment status, e.g. 'EL' and when they can reg and refund rules)
 - **SFARSTS** (course registration status values and allowed dates and refund rules)
 - **SOACTRM** (continuant rules to generate a new student type, e.g. 'F'[new Fall student] to 'C'[continuing student])
 - **SFAAFEE** (additional fees control form)
 - **STVTMST** (time status codes)
 - **SFATMST** (time status rules form)
- ❖ To add courses the *student status* on SGASTDN must be "**active**" and the *enrollment status* on SFAREGS must be "**eligible to register**".
If the student has a student status code on SGASTDN that doesn't allow registration (e.g. 'IG' as opposed to 'AS'), as long as there is no "E-term" record (SFBETRM) the status can be changed to 'AS' by clicking on "[Detailed Student Information](#)" in the navigation frame on SGASTDN or if an E-term record has been saved click on "[Update Student's Term Information](#)" to make a change on SFAREGS.
- ❖ To be able to register for 2 terms at a time, for example fall and winter, dates in SOATERM must be set up so that it can be done and SFAREGS must be exited after updating data on the first term and re-entered for the second.

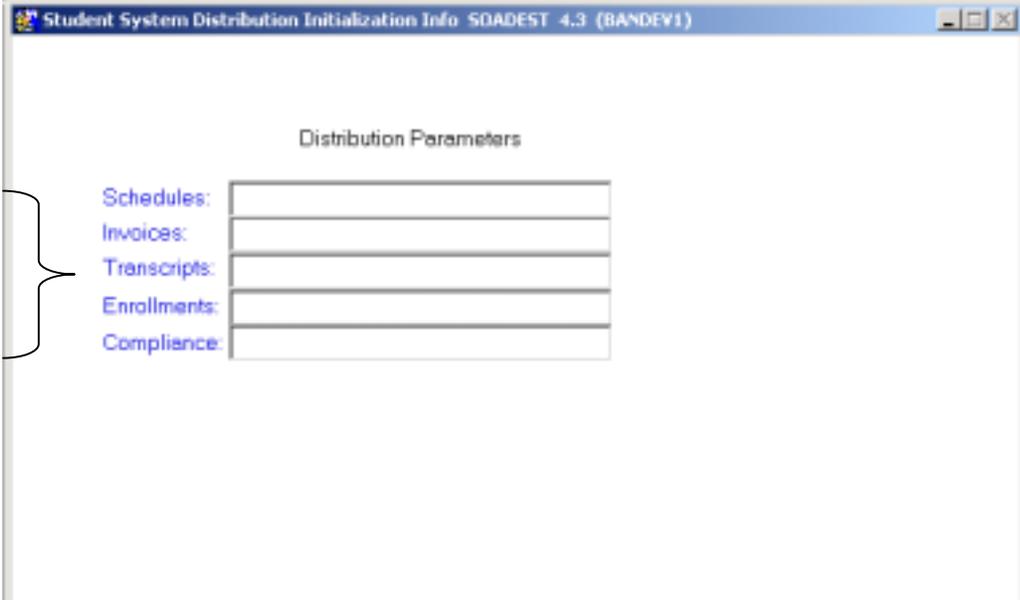
Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields, as it provides important information such as warnings and errors that do not necessarily block your progress.

Accessing the "Student Course Registration Form" (SFAREGS)

Type the name of the form [SFAREGS](#) in the Direct Access field.

If you are entering SFAREGS for the first time in a Banner session, the [Student System Distribution Initialisation Info Form \(SOADEST\)](#) will open first (see screenshot). Simply **Exit** this form by clicking on the exit icon on your toolbar. The [Student Course Registration Form](#) will then open automatically and you can proceed as usual.

If you have already accessed SFAREGS in your Banner session, then you will be brought straight to the form. See Next page for details.



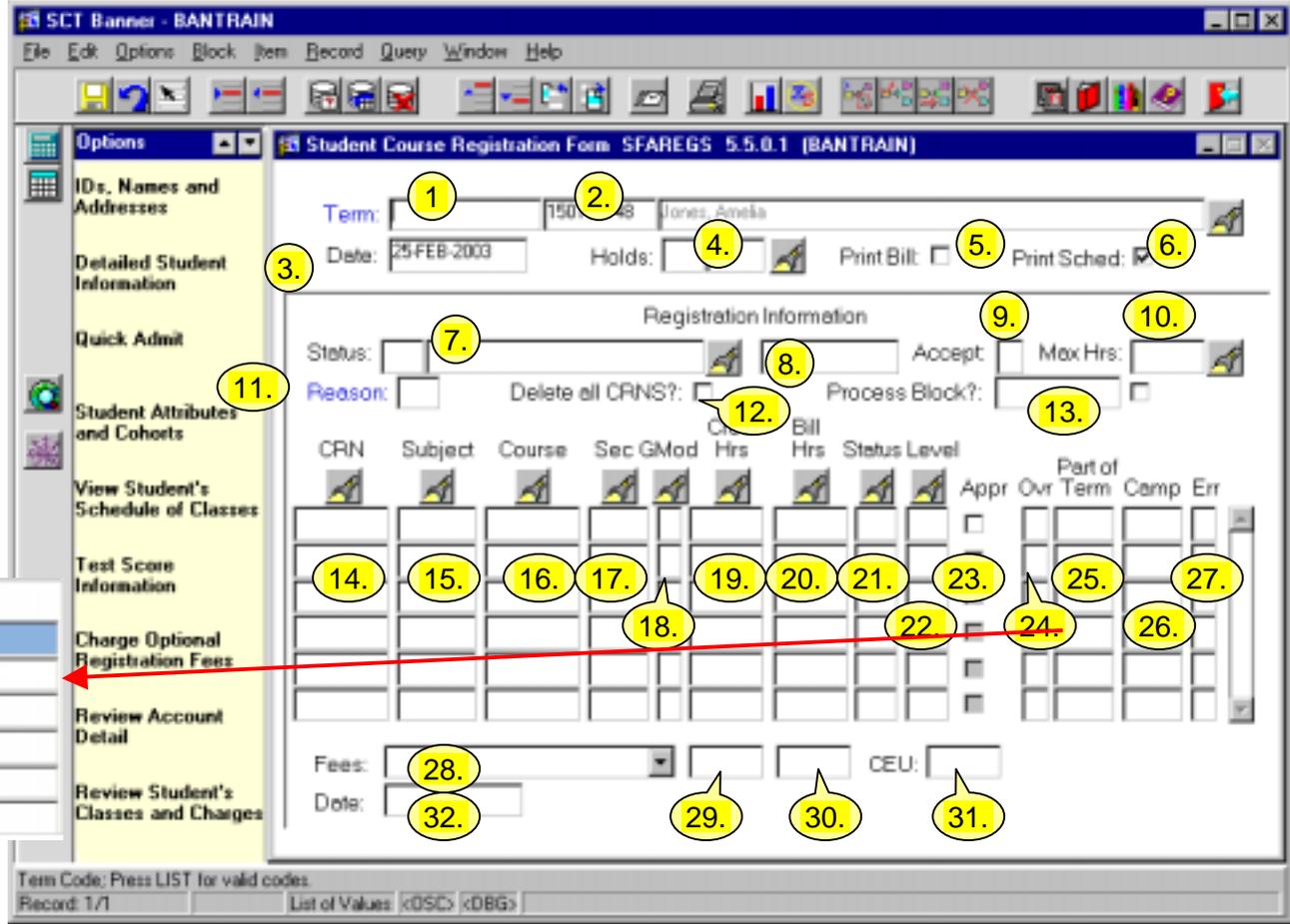
The screenshot shows a window titled "Student System Distribution Initialization Info - SOADEST 4.3 (BANDEV1)". The main content area is titled "Distribution Parameters" and contains five input fields, each with a label to its left: "Schedules:", "Invoices:", "Transcripts:", "Enrollments:", and "Compliance:". A bracket on the left side of the form groups these five input fields.

Student Course Registration Form (SFAREGS)

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

In the table below, text inside {} brackets refer to Banner functions that are performed with buttons, menu items, or keystrokes.

Tab past the override (Ovr) field to open the Message field.



| Req'd | # | Field | Action | Reaction | Explanation/Description | Related Documentation |
|-------|----|-------|----------------------------------|----------|---|---|
| ✓ | 1. | Term | Enter a valid 6-digit term code. | | Term codes consist of the calendar year and month when that term normally commences. For example, the term code for Fall 2002 will be 200209 (year 2002, month 09 September). Note: A general student record must exist for the | Validation Table referenced: Term Code Validation Table (STVTERM) |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Documentation</i> |
|--------------|----------|--------------|--|-----------------------|---|--|
| | | | | | term specified. | |
| ✓ | 2. | ID | Enter a valid 9-digit ID number or {Search} for a person by clicking the flashlight. | Name will default in. | Student Identification number and name of the student being registered. | Form referenced: Person Search Form (GYASINS) |
| | 3. | Date | | | Defaults to the current date, however can be overridden with an earlier or later date. Note: overriding the date could have serious RECU and fee implications. Overriding should only be done with extreme care | |
| | 4. | Holds | | | Holds are activated to prevent a student from registering. e.g. Student has overdue fees. Double clicking the flashlight displays the holds the student has. Refer the student to the Student Accounts Office or ARR office to resolve the hold. | Form referenced: Holds Only Query Form (SOQHOLD) |
| | 5. | Print Bill | | | Allows for the printing of the student's bill. Y = Print's bill when save record | Form referenced: Student System Distribution Initialisation Info (SOADEST) |
| | 6. | Print Sched | | | Allows for the printing of the student's schedule. Y = Print's schedule when | Form referenced: Student System Distribution Initialisation Info |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Documentation</i> |
|---|----------|--------------|------------------------------|-----------------|---|--|
| | | | | | save record | (SOADEST) |
| ✓ | | | Proceed to the {Next Block}. | | | |
| <p>Registration Information: Make sure that all criteria listed under "Check List" (page 1) are met before attempting to register a student. After entering the Registration Information section, all changes must be saved and errors corrected, before the user may exit the form.</p> | | | | | | |
| | 7. | Status | | | <p>Student enrollment status code for the term stored on the E-term record. This code determines whether a student is eligible to register or not. If there is no E-term record, 'EL' defaults in, and an E-term record will be created when the record is saved.</p> <p>Code must be defined on SFAESTS with a date range inclusive of the key block date to be valid.</p> <p>e.g. EL = eligible WU = withdrawn from university</p> <p>Note: The value "EL - eligible to register" is the only system-required value. This value, once saved, creates an "E-term" record.</p> | <p>Double click the flashlight to select a defined enrollment status code.</p> <p>Form referenced: Enrollment Status Query Form (SFQESTS)</p> |
| | 8. | Date | | | Enrolment Status Date. Display only. Once an e-term record is saved this date remains even if courses | |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Documentation</i> |
|--------------|----------|------------------|---------------|-----------------|---|--|
| | | | | | are later deleted. | |
| | 9. | Accept | | | Term charges acceptance indicator. The use of this field is under discussion. Default is N (No). | |
| | 10. | Max Hrs | | | Maximum credit hours a student can register for based on their level and academic standing. E.g new UG students and those returning in good standing may take up to 18 credits. This value can be overridden on a student-by-student basis. | List referenced: Academic Standing Validation (STVASTD) |
| | 11. | Reason | | | McGill will not be using this field. | |
| | 12. | Delete all CRNs? | | | This field allows the user to delete all the current CRN's (courses) for the student and the term in the key block. To use this function , click in the box to mark it as checked, then either go to the {Next Block} or simply tab to the next field. All CRNs will then be deleted. This field was added to support block scheduling, but may be used for any student's registration. | |
| | 13. | Process Block? | | | Process Schedule Block indicator. Checking this box will | |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Documentation</i> |
|--------------|----------|--------------|--|-----------------|--|---|
| | | | | | default the group of courses (CRNs) associated with the student's block code to the registration form. | |
| ✓ | | | Proceed to the {Next Block}. | | | |
| ✓ | 14. | CRN | <p>Enter a valid CRN or perform a {Search} by double-clicking the flashlight. An option list will appear with the following choices:</p> <p>a) Search for Sections b) View Section Information c) View Detailed Results – do not use</p> <p>Search for Sections: Activates Registration Section Query Form (SFQSECM). Execute a query to search for all CRN's related to a particular session. View Section Information: Activates Registration Course Query Form</p> | | <p>Course reference number associated with the class section.</p> <p>Once a CRN is selected, the remaining fields on that line automatically default in. These fields include: course subject, course number, section, grading mode, credit/hours, billing hours, status, part of term and campus.</p> | <p>Form referenced: Registration Section Query Form (SFQSECM)</p> <p>Registration Course Query Form (SFQSECT)</p> |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Documentation</i> |
|--------------|----------|--------------|--|-----------------|--|---|
| | | | (SFQSECT). Provides details on a particular CRN, such as where and when the course is scheduled. | | | |
| | 15. | Subject | | | Subject area associated with the class section. Defaults from the class schedule if you enter the course reference number instead of the subject, course number and section. Note: This field is required in order to add a section. | Form referenced: Registration Section Query Form (SFQSECM) |
| | 16. | Course | | | Course code associated with the class section. This field will default from the class schedule if you enter the course reference number instead of the subject, course number and section. Note: This field is required in order to add a section. | Form referenced: Registration Section Query Form (SFQSECM) |
| | 17. | Sec | | | Section number associated with a class section. Defaults from the class schedule if you enter a course reference number instead of subject, course number and section. | Form referenced: Registration Section Query Form (SFQSECM) |
| ✓ | 18. | GMod | Enter the grading mode valid for the class section in which the student is | | Grade mode associated with this CRN. If only one grading mode is valid then it will default to this one and | |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Documentation</i> |
|--------------|----------|--------------|---------------|-----------------|---|--|
| | | | enrolling. | | no action is required. If multiple grading modes are valid for the class section, then it will default to the one indicated in the catalog as the default and the default mode can be confirmed by overtyping the same value or tabbing past the field. | |
| | 19. | Cred Hrs | | | Credit hours associated with the CRN. Indicates the number of credit hours the student is enrolled in for the class section. This field will default in with the CRN (except in rare situations). | Form referenced: Registration Course Query Form (SFQSECT) |
| | 20. | Bill Hrs | | | Billing hours associated with the CRN. Displays the amount of billing hours the student is enrolled in for this class section. This field will default in with the CRN (except in rare situations). | Form referenced: Registration Course Query Form (SFQSECT) |
| | 21. | Status | | | Course registration status associated with this CRN. e.g. drops, withdrawals, reinstatement, etc. RE = Registered (default) RW = Registered on Web The user is able to select a course registration status code that is valid for that | Form referenced: Course Registration Status Query Form (SFQRSTS) |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Documentation</i> |
|--------------|----------|--------------|---------------|-----------------|--|---|
| | | | | | <p>term. Must make sure all values needed for that term have been set in SFARSTS.</p> <p>Note: In Banner there is a registration status code associated with each course.</p> <p>Note: There are also refund rules that can be set up for each registration code.</p> | |
| | 22. | Level | | | <p>Level the registrant is enrolled in for this CRN. Defaults to the level of the student, if it is a valid level for that class section. The level has to be valid for the CRN.</p> <p>Note: If more than one level is valid and none of the levels is the student's level, the system will not know which is appropriate, and will default to the student's level even though it is invalid. You will be unable to save the record with the invalid level and will be forced to choose one of the valid levels.</p> | Form referenced: Level Code Validation Form (STVLEVL) |
| | 23. | Appr | | | <p>Special approval received indicator for this CRN.</p> <p>Checked – Special approval is required to enroll students in this class section</p> <p>Applies to the following restrictions on SSASECT:</p> | |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Documentation</i> |
|--------------|----------|--------------|---------------|-----------------|---|------------------------------|
| | | | | | <p>Instructor Approval, Placement Test, Advisor Approval, Department Approval restrictions.</p> <p>Unchecked – Special approval is not required. Tabbing past these fields accesses the SFAREGS Message box, which shows the level of approval required.</p> | |
| | 24. | Ovr | | | <p>Error override indicator. Permits the user to override registration errors.</p> <p>Applies to the following restrictions: <i>CO-PRE-REQ</i>: Used to override Co and Pre Requisite restrictions. <i>CAPACITY</i>: Overrides seating capacity restriction. <i>PROGRAM</i>: Overrides Program, Level, College, Degree, Major and Class restrictions.</p> <p>The message "student schedule has errors. Correct or delete to continue" displays when there is an error. The actual error message appears in the "message" field.</p> <p>Placing a "Y" (yes) in this field and saving the record</p> | |

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|--------------|----------|--------------|---------------|-----------------|---|------------------------------|
| | | | | | <p>will override that particular error only; you will have to repeat this for each error. Placing an "A" (all) in this field and saving the record will override all the errors associated with the class section, however McGill's policy is not to use 'A'.</p> <p>Note: Maximum Hours error cannot be overridden. Courses that bring the student registration over the max hours allowed must be deleted, or the max hours must be increased in the student registration block. For each error you will have to check the override field. Once all errors have been overridden the student will be registered. To view a list of all the registration errors, open the Student Course Registration Audit Form (SFASTCA).</p> | |
| | 25. | Part of Term | | | Part-of-term the course is scheduled for. Defaults in with course. | |
| | 26. | Camp | | | This is the campus offering the course. Defaults in with course. | |
| | 27. | Err | | | Indicates whether or not the course registration was | |

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|--------------|----------|----------------|----------------|-----------------|--|------------------------------|
| | | | | | course registration was overridden. Display only. | |
| | 28. | Fees | | | <p>Fees field is used to indicate if tuition and fees will be assessed immediately or later.</p> <p>Y = assesses tuition and fees immediately N = for batch updates B = for batch processing only</p> <p>Note: When online assessment is turned off: The first "save" commits the registration; the 2nd save produces a bill and schedule. When online assessment is turned on: The first "save" commits the registration; the 2nd save is for the online assessment, 3rd save produces a bill and schedule. Check the auto-hint line for details.</p> | |
| | 29. | Total Cred Hrs | | | Total number of credit hours. | |
| | 30. | Total Bill Hrs | | | Total number of billable hours. | |
| | 31. | CEU | | | Continuing Education Units. | |
| | 32. | Date | | | Fees last accessed date. | |
| ✓ | | | Proceed to the | | | |

| Req'd | # | Field | Action | Reaction | Explanation/Description | Related Documentation |
|-------|---|-------|---------------|----------|-------------------------|-----------------------|
| | | | {Next Block}. | | | |

Student Information Window

This window is used to view and detailed information about the student such as level, campus, degree, faculty, major(s) and program.

Saving changes in this window and returning to the (Enrollment) Status field in the main window, causes the registrations to be re-checked against current student information. Re-checking re-applies all restriction checking, maximum hours checking or other checking for enrollments which have not had a previous error override. This insures that the user is notified of registrations that should no longer be allowed based upon the rules for the new student data.

Tip: Double click in the fields that have blue titles to see valid options.

Note: Minors and 2nd program info cannot be updated from this form but can be done on SGASTDN

Student Information SFAREGS 4.3.3 (BANDEV1)

Status: 1. Active 12. Cot Term: 200209 Fall 2002 - 2003 13.

Student Type: 2. Continuing Level: UG Undergraduate 1 13.

Residence: 3. Undeclared 14. Campus: 1 Downtown 15.

Rate: 4. 16. Degree: BA Bachelor of Arts 15.

Admit Term: 200209 Fall 2002 - 2003 16. Program: BA-H B Arts Honours 17.

Last Attd: 5. 6. 18. Major1: ECN1 Economics - Hon 19.

F/P: 7. 8. 20. Dept: 0101 Economics 19.

Class: 8. 9. 21. Major2: AFS African Studies 21.

Advisor: 9. 22. Block: 22.

Acad Sldg: 10. 11. 23. Update Student: 23.

Override: 11. 24. Exit Without Changes: 24.

| Req'd | # | Field | Action | Reaction | Explanation/Description | Related Documentation |
|-------|----|--------------|--------|----------|---|--|
| ✓ | 1. | Status | | | View only except for ARR. Status associated with the student for that particular term. A status code is required e.g. AS = Active IS = Inactive | Form referenced: Student Status Code Validation (STVSTST) |
| | 2. | Student Type | | | Student type for the effective term. | Form referenced: Student Type Code Validation (STVSTYP) |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Documentation</i> |
|--------------|----------|--------------|---------------|-----------------|--|---|
| | 3. | Residence | | | <p>This field is used for view only on this form, because it affects fees and requires proof it will be updated centrally through other forms</p> <p>This field identifies the residency status of the student for the effective term. The resident code indicates if the student is either a:</p> <ol style="list-style-type: none"> 1. Quebec resident <u>or</u> 2. An out of province Canadian resident <u>or</u> 3. An international student <u>or</u> 4. A non-Quebec resident, who by exemption may pay Quebec fees. | Form referenced: Residence Code Validation (STVRES) |
| | 4. | Rate | | | Identifies a specific assessment rate of the student for the effective term. | Form referenced: Student Fee Assessment Rate Validation (STVRATE) |
| | 5. | Admit Term | | | Cannot update this field. Display only. | |
| | 6. | Last Attnd | | | Cannot update this field. Display only. | |
| | 7. | F/P | | | Field appears on ARR from only. | |
| | 8. | Class | | | Classification of the student. e.g. U1 = Undergraduate, | Form referenced: Class Code Validation Form (STVCLAS) |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Documentation</i> |
|--------------|----------|--------------|---------------|-----------------|--|---|
| | | | | | year 1 | |
| | 9. | Advisor | | | Cannot update this field. Display only. | |
| | 10. | Acad Stdg | | | Academic Standing. This is the student's standing from the previous term. It may be overridden for registration purposes. | Form referenced: Academic Standing Validation (STVASTD) |
| | 11. | Override | | | Error override term indicator. If an override standing is in effect, this is the term it is in effect for. Display only | |
| | 12. | Cat Term | | | Term of the academic catalog that outlines the curriculum requirements the applicant must meet in order to graduate. The catalog term is usually equal to the admit term. It can be updated but this has repercussions for degree & audit etc. | Form referenced: Valid Catalog Term Codes |
| | 13. | Level | | | Student level for which the applicant has applied. | Form referenced: Level Code Validation (STVLEVL) |
| | 14. | Campus | | | View only except for ARR. Campus. | Form referenced: Campus Validation (STVCAMP) |
| | 15. | College | | | Faculty. | Form referenced: College Validation (STV COLL) |
| | 16. | Degree | | | Primary degree. Includes degrees, diplomas, certificates, etc. and may | Form referenced: Degree Code Validation (STVDEGC) |

| <i>Req'd</i> | <i>#</i> | <i>Field</i> | <i>Action</i> | <i>Reaction</i> | <i>Explanation/Description</i> | <i>Related Documentation</i> |
|--------------|----------|----------------------|---------------|-----------------|--|---|
| | | | | | also contain non-degrees (in case of special, visiting and exchange). | |
| | 17. | Program | | | Program. | List referenced: All Program Codes Curriculum Rules Form (SOACURR) |
| | 18. | Major1 | | | First major of the first Program. | List referenced: All Major Codes |
| | 19. | Dept | | | Department. | List referenced: Attached Majors/Departments (related to program) |
| | 20. | Conc1 | | | Primary concentration. | List referenced: All Concentration Codes |
| | 21. | Major2 | | | Second major. | List referenced: All Major Codes Attached Majors/Departments |
| | 22. | Block | | | Block (group of courses) associated with the student. | Form referenced: Block Code Validation (STVBLCK) |
| | 23. | Update Student | | | Click this button to update the student's records | |
| | 24. | Exit Without Changes | | | Click this button to exit without changing any of the student's information. | |

Options in the Navigation Frame (links on the left):

The following options are available from the **first block of SFAREGS:**

The following options are available from the **first block of SFAREGS:**

- | | |
|---------------------------------------|---|
| 1) Id's, Names and Addresses | 9) Review Student's Classes and Charges |
| 2) Detailed Student Information | 10) Summary Student Information |
| 3) Quick Admit | 11) View Student Holds |
| 4) Student Attributes and Cohorts | 12) Person System Identification |
| 5) View Student's Schedule of Classes | 13) Admissions Application Detail |
| 6) Test Score Information | 14) Define Time Status Rules |
| 7) Charge Optional Registration Fees | 15) View Time Status Information |
| 8) Review Account Detail | |

The following options are available from the **second block of SFAREGS:**

The following options are available from the **second block of SFAREGS:**

- | | |
|---------------------------------------|--|
| 1) Detailed Student Information | 8) <i>Review Student's Classes and Charges</i> |
| 2) Update Student's Term Information | 9) <i>Summary Student Information</i> |
| 3) Student Attributes and Cohorts | 10) <i>Person System Identification</i> |
| 4) View Student's Schedule of Classes | 11) <i>Admissions Application Detail</i> |
| 5) Test Score Information | 12) <i>Define Time Status Rules</i> |
| 6) Charge Optional Registration Fees | 13) <i>View Registration Messages</i> |
| 7) Review Account Detail | |

The following options are available from the **third block of SFAREGS**:

The following options are available from the **third block of SFAREGS**:

- | | |
|---|--|
| 1) Detailed Student Information | 11) Summary <i>Student Information</i> |
| 2) Update Student's Term Information | 12) Person <i>System Identification</i> |
| 3) Student Attributes and Cohorts | 13) Schedule Restrictions |
| 4) View Student's Schedule of Classes | 14) Schedule Detail |
| 5) Section Information | 15) <i>Admissions Application Detail</i> |
| 6) View Class Roster | 16) <i>Define Time Status Rules</i> |
| 7) Test Score Information | 17) Assign Permits/Overrides to Student |
| 8) Charge Optional Registration Fees | 18) <i>View Registration Audit Trail</i> |
| 9) Review Account Detail | 19) <i>View Registration Messages</i> |
| 10) Review <i>Student's Classes and Charges</i> | |

Option Descriptions

| | |
|---|---|
| Id's, Names and Addresses | Review Account Detail |
| <p>This option is available only when you are in the first block of the form. Clicking on this link will open the Identification Form (SPAIDEN). See SPAIDEN documentation.</p> | <p>Clicking on this link will open the Student Account Detail Form (TSAAREV). This form is used to add/remove fee detail codes attached to the student for a particular term. It shows the student's account balance and the amount due. See TSAAREV documentation.</p> |
| Detailed Student Information | Review Student's Classes and Charges |
| <p>Clicking on this link will open the General Student Form (SGASTDN). Use this form to view detailed information about the student such as level, campus, degree, college, major(s), and program. This information can be modified prior to the student registering for a term. See SGASTDN documentation.</p> | <p>Clicking on this link will open the Student Course/Fee Assessment Query Form (SFAREGF). This forms displays the term summary including courses and calculated fees for the term. See documentation for SFAREGF.</p> |
| Quick Admit | Summary Student Information |
| <p>Clicking on this link will open the Quick Entry Form (SAAQUIK). Use this form to view detailed information about the student's admission's information. Once a student has registered for courses one can no longer change information on this form. See SAAQUIK documentation.</p> | <p>Clicking on this link will open the General Student Summary Form (SGASTDQ). This form displays the student's status for each term. See SGASTDQ documentation.</p> |
| Student Attributes and Cohorts | View Student Holds |

Clicking on this link will open the [Additional Student Information Form \(SGASADD\)](#). This form is used to update cohort information and student attributes information. This can be done even if a registration exists for the student. See SGASADD documentation.

Clicking on this link will open the [Hold Information Form \(SOAHOLD\)](#). This form displays any existing holds the student may have and allows one to enter any new holds. The different hold codes must first be defined in STVHLDD. See SOAHOLD documentation.

View Student's Schedule of Classes

Person System Identification

Clicking on this link will open the [Registration Query Form \(SFAREGO\)](#). This form is used to see what courses a particular student is taking for a particular term. It also shows the sections of the courses as well as the days and times they are offered. This is a query form only. A term and ID can be entered. Search on name can also be done. See SFAREGO documentation.

Clicking on this link will open the [System Identification Form \(GUASYST\)](#). This form is used to identify which aspects the person has information stored for.

Test Score Information

Update Student's Term Information

Clicking on this link will open the [Test Score Information Form \(SOATEST\)](#). This form is used to enter test score information for admission requirements. It is not term dependant. See documentation for SOATEST.

Clicking on this link will open the [Student Information](#) part of the SFAREGS form. This is where you can change student information after the student has registered for the term.

Charge Optional Registration Fees

Clicking on this link will open the [Registration Additional Fees Form \(SFAEFEE\)](#). This form is used to enter additional fees. See SFAEFEE documentation.