Overview

The Student Course Registration Form (SFAREGS) provides an automated mechanism for registering students into sections. This form also assesses the tuition and fee charges related to the registration and will pass them to the Accounts Receivable module. This form also allows for student maintenance, performs the functions necessary for add/drop activity, and provides the ability to print a student’s schedule and bill.

Additional training can be found in the Digital Campus Academy on the Banner Student tab in the section called Registration:

- Performing Add/Drop
  - Introduction to Add/Drop
  - Dropping a Student’s Class
  - Adding a Student to a Class

Performing Add/Drop

After logging into Banner (INB) from your portal enter SFAREGS in the direct access field and press Enter, or double click it from the Student>Registration menu.
See Perform a Person Search for details on how to use the Person Search form.

See Perform a Term Search for details on how to search for a term.
Adding a Student to a Class

Click Save and look at the message at the bottom of the screen to determine if anything else needs to be done or if the student is registered.

Click the first empty CRN field. If you do not know the CRN click here to be taken to the Registration Section Query form (SFQSECMI) to search for sections.

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Look here for any messages indicating that something else needs to be done. This particular message is indicating that you need to select the desired option under "Fees". After doing so, you need to click Save again. Only when this line says "Student registered" have you successfully completed the registration.

Conflicts, if any, will appear here after you click Save.
If you clicked the option to be taken to the Section Query form you will see the screen below.

You will then be taken to the following form:
Dropping a Student from a Class

1. To drop a student from a course first change the status to DD (Drop Delete) and click Save until you get “Student registered” in the message at the bottom of the form.

2. After changing the status to DD and saving the registration click Next Block until you are back at the Course Information block.

3. Highlight the course you dropped (the one with the DD status).

4. Click Remove Record. Repeat steps 3 and 4 for each course that you dropped.

5. Click Save until you get “Student Registered” at the bottom.

Click Exit to leave this form.