



Get Started: Registration Basics Training Documentation

1. Type SFAREGS in the Search box and press Enter.
- 1a. The Select Printers (SOADEST) form will appear the first time you access SFAREGS after logging into Banner. Click the Exit icon to continue to SFAREGS.

Entering Courses on SFAREGS

1. Enter Term and Student ID Number or Name.
 2. Press Go
 - 3a. Check for Holds (a “Y” will appear in the Holds field).
- NOTE: the originating department must clear the hold before registration.**
- 3b. Check for Eligible Status: A student must be **ELigible** to register.

#3b Check for eligible status here

#8 Enter CRNs. F9 or click arrow to search.

#3a Student has a HOLD if there is a Y.

CRN	Subject *	Course *	Sec *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status	Level *	Appr Recd	Override	Part of Term
11189	CS	16000	07	G	4.000	4.000	4.000		UG	☐		1
11967	CS	16000	08		0.000	0.000	0.000		UG	☐		1
11468	MA	16600	04		4.000	4.000	4.000		RW	☐		1
11116	MA	17500	01	G			3.000		RW	☐		1
11009	BIOL	11700	02	G	4.000		4.000		RE	☐		1
11010	BIOL	11700	04	N	0.000		0.000		RE	☐		1

4. “Next Block” (ctrl-pgdn) to activate the course information section.
5. Enter the Course Reference Numbers (CRNs); depress Enter or Tab.

6. If you don't know CRN, click on the ellipses in the CRN field, click on "Search for Sections." (see screenshot below) This will take you to SFQSECM, this is a query form where you can search by several different options (subject is normally the easiest option). Once you find the CRN you want, click on the section, and click Select in the lower right-hand corner.

The screenshot shows the ellucian Registration Section Query SFQSECM 9.3.15 (PPRD0817) interface. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main area is divided into two sections: 'REGISTRATION SECTION QUERY' and 'STUDENT SCHEDULE'. The 'REGISTRATION SECTION QUERY' section has a 'Basic Filter' tab and a 'Subject' field highlighted with a red box. Below the filter fields are 'Clear All' and 'Go' buttons. The 'STUDENT SCHEDULE' section has a 'Master' tab and a 'SELECT' button highlighted with a red box. The bottom status bar shows 'EDIT', 'Record: 1/1', 'G\$_OPT_BLOCKSELECT_A_DESC [1]', '©2000 - 2021 Ellucian. All rights reserved.', and 'ellucian'.

7. If you need to insert an additional CRN, click on the
8. When you are done, click Save.



Dropping a Course

ENROLLMENT INFORMATION

Status * Eligible to Register Status Date 06/11/2020

Reason Process Block ☐

Minimum * 0.000 Source MHRS

Maximum * 24.000 Source MHRS

Acceptance ☐ Confirmed ☒ None ☐ Accepted

☐ Delete All CRNs

COURSE INFORMATION

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
11189	CS	16000	07	G	4.000	4.000	4.000	4.000	RW	UG	☐		1
11967	CS	16000	08	N	0.000	0.000	0.000	0.000	RW	UG	☐		1
11468	MA	16600	04	G	4.000	4.000	4.000	4.000	RW	UG	☐		1
11116	MA	17500	01	G	3.000	3.000	3.000	3.000	RW	UG	☐		1
11009	BIOL	11700	02	G	4.000	4.000	4.000	4.000	RE	UG	☐		1
11010	BIOL	11700	04	N	0.000	0.000	0.000	0.000	RE	UG	☐		1

Error Flag

Status Type

Record 1 of 6

SAVE

1. To drop a course, Next Block into the Course Information Block
2. To drop the course, enter DD over RE in the Status column.
Note: DD is only valid before the first day of the semester. Click the ellipses within the Status field to see valid drop codes.
3. Click Save

Assess Fees and Print Schedule/Bill

1. “Y-Immediate” will appear (when rate tables are set).
2. Click Save to assess fees.
3. Click OK to complete transaction.

If you have set up your printer (sleep/wake and SOADEST) for printing schedules:

1. Make sure the “Print Bill” and “Print Sched” boxes are checked.
2. Save one more time to generate schedule/bill. To skip the reports, just Start Over instead of saving.

Hint: To Check Registration – SFAREGQ

This form queries the student's registration information and presents the schedule for a given term. *Note: Use this form to see if a student is registered—not SFAREGS!*

ellucian Registration Query SFAREGQ 9.3.17 (PPRD0817) ADD RETRIEVE RELATED TOOLS

Term: 202110 Registration From Date: Registration To Date: ID: 900324573 Van D [Start Over](#)

REGISTRATION QUERY

Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Part of Term	Can
202110	11009	BIOL	11700	02	RE	N	AQ	☐	☒	☐	☒	☐	☐	☐	1630	1745	1	FW
202110	11010	BIOL	11700	04	RE	N	AR	☐	☐	☒	☐	☐	☐	☐	1130	1420	1	FW
					N			☐	☐	☒	☐	☐	☐	☐	1130	1420		
					N			☐	☐	☒	☐	☐	☐	☐	1130	1420		
202110	11116	MA	17500	01	RW	N	OX	☐	☒	☐	☒	☐	☐	☐	1330	1445	1	FW
202110	11189	CS	16000	07	RW	N	HI	☐	☒	☐	☒	☐	☐	☐	1030	1145	1	FW
202110	11468	MA	16600	04	RW	N	ZY	☒	☐	☒	☐	☐	☐	☐	1430	1520	1	FW
					N			☐	☒	☐	☒	☐	☐	☐	1500	1615		
202110	11967	CS	16000	08	RW	N	HJ	☐	☒	☐	☐	☐	☐	☐	1200	1315	1	FW

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[Co-op Education](#)

Total Credit Hours 15.000 Total CEU Hours 0.000

SAVE

READ Record: 1/9 SFVSTMS.QUERY_TERM_CODE [1] ©2000 - 2021 Ellucian. All rights reserved. ellucian

1. Enter the term code and the student ID or name
2. Press Go to roll into the student's schedule