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INTRODUCTION AND PURPOSE

A student may enroll for courses during their assigned registration period via R’Web. After their initial enrollment appointment, a student may make changes to their schedule during open enrollment via R’Web. Please visit the Academic Calendar online at www.registrar.ucr.edu for dates.

Undergraduate students may continue to make changes to their class schedule after R’Web closes by completing an online Enrollment Adjustment Form (EAF) available at MyForms.ucr.edu. Graduate Students seeking to make changes to their enrollment after R’Web closes may obtain a paper EAF from their department’s graduate program coordinator.

The EAF is utilized to add or drop a course(s) and/or change the grading basis, or unit value, of a course(s). Please note, once the EAF becomes available the Office of the Registrar will make changes to a student’s enrollment when an EAF is received on a student’s behalf. Please visit the Academic Calendar to determine when the EAF requires a $4.00 processing fee.

This guide will demonstrate the following procedures when adding a student to a course(s) while enrollment is open via R’Web:

- Adding a Student to a Course If the CRN Is Known
- Adding a Student to a Course If the CRN Is Not Known
- Adding Linked Courses
- If Subject, Course Number, and Section Are Known but the CRN Is Unknown
- If Only Subject and Course Numbers Are Known
- View the Student Schedule with Days and Times Listed

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

All enrollment adjustments after open enrollment are completed by the Registrar’s Office.

A student may add a course up to the Friday of the second week of instruction. With the approval of the instructor and advisor, a student may also add a course through the Thursday of the third full week of instruction.

A course dropped after Friday of the second week of instruction will remain as a permanent transcript entry showing course number and title, with a transcript symbol of W, signifying withdrawal, entered in the grade column.
IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. College Offices
2. Academic Departments (Enrollment Managers)
3. Registrar’s Office
4. Graduate Division of Academic Affairs

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R’ Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The pages listed below are covered in this training.

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<th>Page</th>
<th>Page Name</th>
<th>Description</th>
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<tbody>
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<td>SFAREGS</td>
<td>Student Course Registration</td>
<td>Used to add, drop, or withdraw a student from a course or courses.</td>
</tr>
<tr>
<td>SFQSECM</td>
<td>Registration Section Query Form</td>
<td>Shows information pertinent to the registration of a section.</td>
</tr>
<tr>
<td>SFAREGQ</td>
<td>Registration Query Form</td>
<td>Provides an online view of a student’s schedule.</td>
</tr>
</tbody>
</table>
NOTES

1. **SOADEST Screen**: Appears the first time you go to SFAREGS, each time you log into Banner.
   a. Simply **exit** to close it.

PROCEDURES

1. Go to **SFAREGS**.
2. Enter the **Term** and **SID**. Click Go.
   a. **Note**: If the student has a hold, you will receive an error message and the student will have to resolve the hold before you can register the student.
3. **Next Section** (alt+page up) twice so that your cursor is in the **Course Information** block.
   a. **Note**: If you receive a message that enrollment status prohibits registration, ensure that the Status in the Enrollment Information box is **EL** (Eligible to Register). If the value is not **EL**, the student has cancelled or withdrawn.
4. Navigate to the first blank **CRN** field. The **CRN** (Course Reference Number) is the unique 5-digit call number for the course, the Subject and Course numbers are each 3-5 characters, and the Section is a 3-digit number that differentiates multiple sections of the same course.
   a. **Proceed** to the next section if you know the **CRN**: “Adding a Student to a Course if a CRN is Known”
   b. **Skip to the section** “Adding a Student to a Course If the CRN Is Not Known” if you don’t know the CRN.
1. Enter the **CRN** for the course.
2. Press **Tab**.
   a. The **Grade Mode (GM)** will default as approved for the course.
   b. The student can change the GM once the EAF is available. Please visit the [Academic Calendar](#) online for additional details.
   c. Verify the **Credit Hours** and the **Bill Hours** match.
3. If it is a **variable unit** course, enter the same number of units under **Credit Hours** and **Bill Hours**.
4. “**RE**” will automatically populate in the **Status field**. Please Note: The “**RE**” is a code that signifies the student was registered by staff and should always be used when you are enrolling a student.
5. To add an additional course, select **Insert** for a new course information row.
6. Repeat steps 1-4 if the student must be concurrently enrolled in linked courses such as a discussion or lab.
7. **Save twice**.
   a. The page will refresh and these confirmation dialogs will appear, indicating you have successfully adjusted the student’s record.

![Image of the interface](#)

Save once more.
ADDING A STUDENT TO A COURSE IF THE CRN IS NOT KNOWN

1. Select the look-up button next to CRN to perform a query.

![Image of the Student Course Registration page](image)

2. When the Option List dialog box appears, select "Search for Sections".

![Image of the Option List dialog box](image)

3. The Registration Section Query (SFQSECM) opens.

4. Enter any fields which you would like to use to find sections such as Subject, Course, and Section. Select Add Another Field to search by preferred search method. It is possible to search multiple fields.

5. Execute the Query (F8) or Press Go. The results will display.
Adding a Student to a Course

**Note:** If the student is already enrolled in a course(s), their schedule will appear at the bottom under the Student Schedule section.

6. Press Filter Again to do another search.
7. Navigate through until you arrive to your desired course and select the CRN.
   a. This form will only let you bring back one class at a time to SFAREGS, so you need to make note of the CRNs that have a linked section. Once you have returned to SFAREGS, you can enter the linked CRNs manually or search again for those sections.

8. After selecting a CRN, you will automatically be routed to SFAREGS and the course information will auto populate. Verify the Credit Hours and the Bill Hours match.
9. If it is a variable unit course, enter the same number of units under Credit Hours and Bill Hours.
10. Save twice.
   a. The page will refresh and these confirmation dialogs will appear, indicating you have successfully adjusted the student’s record.

ADDITIONAL COURSES

1. An error message will appear informing the user the course requires additional enrollment in a linked course(s) (i.e. lab or discussion).
2. Navigate to the highlighted course. The error message describes the error and, if applicable, the additional action needed to complete registration. Use your mouse to click and drag to the right to read the whole message.
3. Navigate through until you arrive to your desired course and select the CRN.
4. Insert a row and add the corresponding CRN for course that needs addition courses
5. **Save twice.**
6. Once saved, you should get a message stating the student is registered for the course
IF SUBJECT, COURSE NUMBER, AND SECTION ARE KNOWN, BUT THE CRN IS UNKNOWN

1. Navigate to the first blank CRN field and enter the subject, course number, and section number.

2. Press Tab until the rest of the information will populate.
   a. Verify the Credit Hours and the Bill Hours match.

3. Save twice.
Adding a Student to a Course

IF ONLY SUBJECT AND COURSE NUMBERS ARE KNOWN

1. Navigate to the first blank CRN field and enter the subject and course number.
2. Select one of the look-up buttons below Subject, Course, or Section.

3. You will be routed to SFQSEC M.
   a. The subject and the course information is transferred in from SFAREGS.

4. Execute the Query, or search by clicking Go.
5. Navigate through until you arrive to your desired course and select the CRN.
   Note: This page will only let you bring back one class at a time to SFAREGS, so you need to make note of the CRNs that have a linked section and enter the CRNs manually once you have returned to SFAREGS, or search again for those sections.
6. You will automatically be routed to SFAREGS and the course information will auto populate.
   a. Verify the Credit Hours and the Bill Hours match.

7. Save twice.
VIEW THE STUDENT SCHEDULE WITH DAYS AND TIMES LISTED

1. Go to SFAREGQ to see the days and times for the student’s enrolled courses.
2. Check to make sure the Key Block Term and Student ID number are correct.
3. Press Go.

4. When the schedule appears, use the scroll bar to view all enrolled courses.