

Change of Student Data Prior to Registration

The Banner page used to change General Student data depends on if an Enrollment record exists for the term that the change is effective for. Registration can be validated using the Registration Query SFAREGQ page. A Registration Query can be performed for a specified Term or for by a Date Range. A query by Date Range enables a user to display all terms registered.

Changes of General Student data for a student that does not have registration is performed using the General Student SGASTDN page.

Changes of General Student data after the student has registration is performed using the Registration SFAREGS page. General Student data can be connected to registration fees which need to be recalculated if any General Student data is changed for a term the student has a registration record for.

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Query Enrollment Terms

A Registration Query can be performed for a specified Term or for by a Date Range. A query by Date Range enables a user to display all terms registered.

Registration Query SFAREGQ 9.3.17.E (TEST)																	
Term: Registration From Date: 01/01/2019 Registration To Date: 04/09/2020 ID: 711000006 SAISUSR, SAISUSR																	
Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Part of Term
202040	35345	DTS	228	01	RE	N											
202040	35669	APM	105	01	RE	N									2300	2301	1
202040	35579	EFB	495	03	RE	N									0930	1025	1
202020	10005	BPE	999	07	RE	N											1
202020	10026	FCH	110	01	RE	N											1
202020	10068	APM	391	01	AW	N											1

- 1) Enter SFAREGQ in the Welcome box and press the Enter Key.
- 2) Enter a Term in the Term field to query for a specific term or enter a date range in the Registration From Date field and Registration To date fields to query multiple terms.

Registration Query SFAREGQ 9.3.17.E (TEST)			
Term: <input type="text"/>	Registration From: <input type="text" value="01/01/2019"/>	Date: <input type="text"/>	Go <input type="button" value="Go"/>
Registration To Date: <input type="text" value="04/09/2020"/>	ID: <input type="text" value="711000006"/>	SAISUSR, SAISUSR	
Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.			

3) Enter the student ID in ID field (or query using the Search) and click GO.

ID: 711000006 ... SAISUSR, SAISUSR

4) Terms of Enrollment will display.

Term	CRN	Subject	Course	Section	Registration Status
202040	35345	DTS	228	01	RE
202040	35669	APM	105	01	RE
202040	36579	EFB	495	03	RE
202020	10005	BPE	999	07	RE
202020	10026	FCH	110	01	RE
202020	10068	APM	391	01	AW

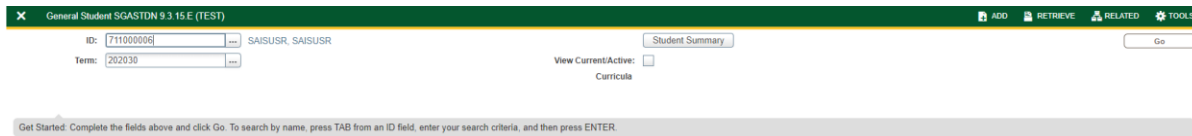
- If the Term that the change is effective for is listed, the change needs to be made in the Registration SFAREGS page. Exit and use the 'General Student – Data Changes After Registration' user document to complete the change.
- If the Term that the change is effective for is not listed, the change needs to be made in the General Student SGASTDN page. Continue to the next step.

Finding the Current General Student Record

The change of General Student data for a student that does not have registration is performed using the General Student SGASTDN page and is made for the Term that the change is effective for.

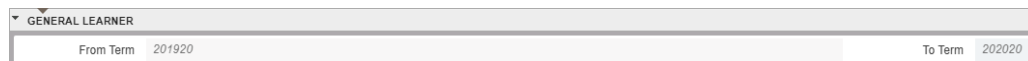
1) Enter SGASTDN in the Welcome box and press the Enter Key.

- 2) Enter the Student ID in the ID field (or query using the Search), the Effective Term of the change in the Term field (or query using the Search) and click GO.

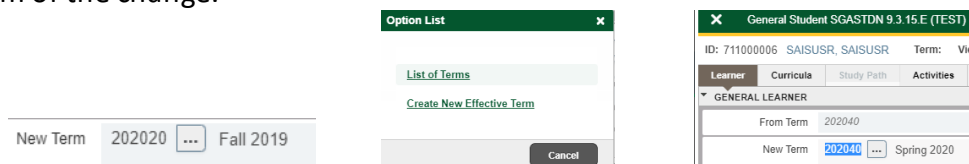


Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

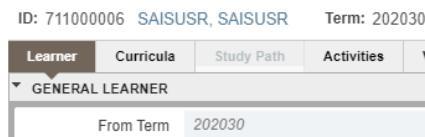
- 3) The General Student record that has the Term of the change within the range of terms listed in the 'From Term' field and the 'To Term' field is the current record. The data on the page is active only for the terms that are within the range of terms listed in the 'From Term' field and the 'To Term' field. The change needs to be made for the Effective Term forward so that it does not overwrite the history of data.
 - a. If the From Term is the same as the effective term: the change can be made on the record that is displayed.
 - b. If the From Term is not the same as the effective term, the change cannot be made on the record that is displayed. The displayed record must be copied to the effective term prior to the change.
 - c. If the To Term is not 999999, the same change will need to be on each future record.



- 4) If the Effective Term and the From Term do not match, click the Search next to the New Term field and choose Create New Effective Term to copy the existing data and create a new record for the Effective Term of the change.

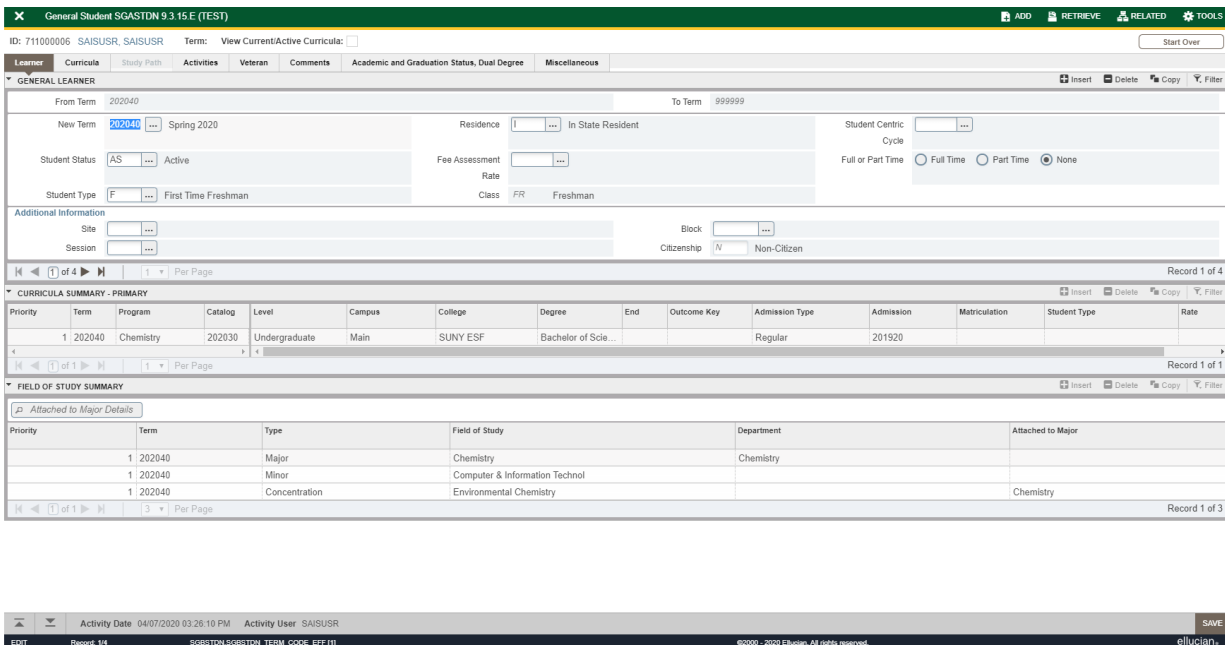


- 5) If the Effective Term and the From Term match, the change can be performed on this record.

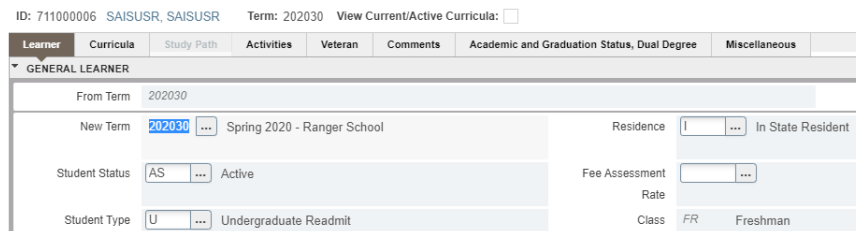


Changing General Student Data

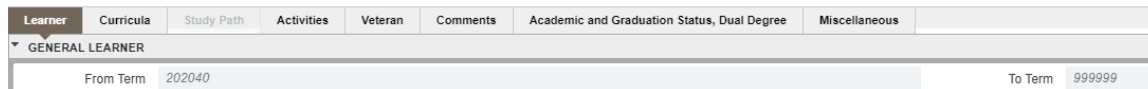
Now that it has been verified that the record displayed is eligible to be updated, changes of General Student data can be made.



- 1) Enter changes to Student Status in the Student Status field, Student Type in the Student Type field, Residency in the Residence field and Housing data in the Fee Assessment field.



- 2) Save
- 3) Verify that no future General Student record exists by determining if the To Term is 999999.



- a. If the To Term is 999999 then no future records exist, the change is complete.
- b. If the To Term field is not 999999 then a future record exists, the change is not complete.
 - i. Repeat this process using the term listed in the To Term field as the Term in the Key Block.
 - ii. Repeat this process until the term 999999 is listed in the To Term field.