



UNIVERSITY
OF MANITOBA

Registrar's Office

Challenge for Credit or Audit Registration Banner 9

April 2018

General Information

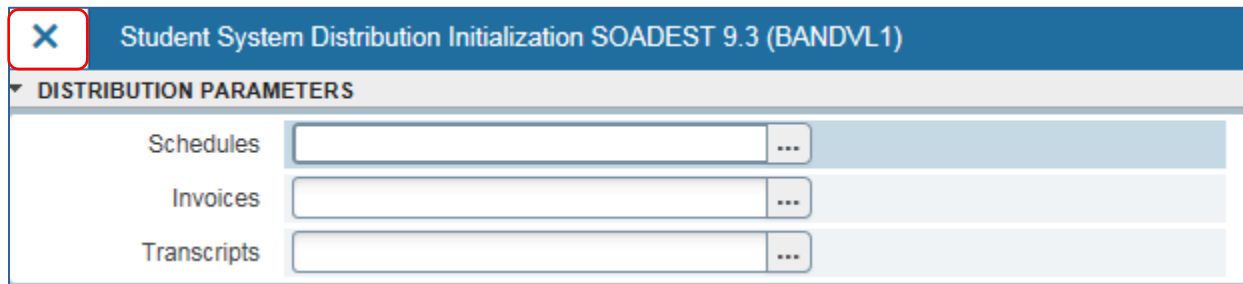
Some students are admitted to the University of Manitoba as Auditing students. Others are enrolled at the University of Manitoba as regular students, but wish to audit one or more courses. This protocol covers the procedure for the latter.

Registering a student to challenge a course for credit will often require Department Head Approval; an override will need to be entered using either the INB form SFASPRO, or through Aurora Student Self Service.

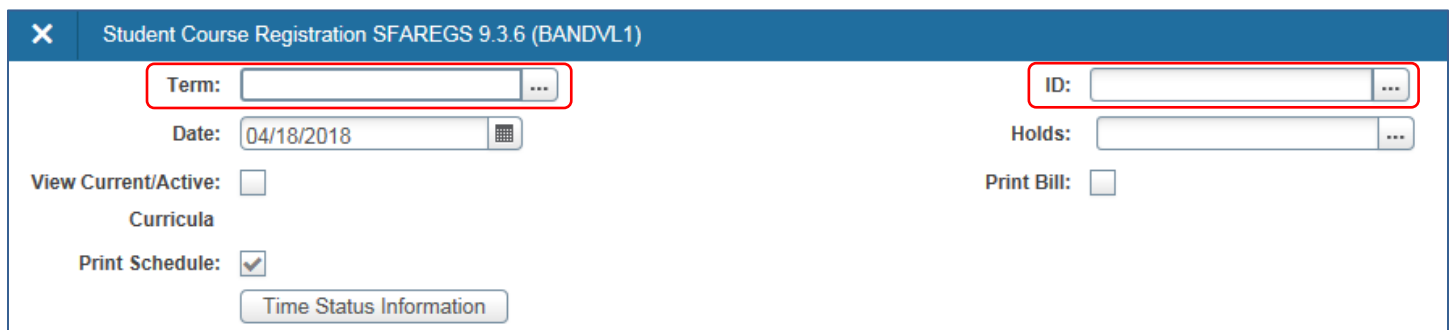
If you encounter a registration error while registering the student into the course, and you are permitted to enter an override, this can be done either in Aurora Student Self Service, or in the INB form SFASPRO.

Procedure

1. Go to SFAREGS (students **must** be registered manually).
 - a. If this is the first time you are opening SFAREGS on INB, a distribution form (SOADEST) will open, this can be closed by clicking the X in the top left hand corner.



2. Enter in the **term** in the TERM field and **student number** in the ID field; Click GO.



3. If the student is **on hold**, you will be notified (see below). Under no circumstances should a hold be overridden in order to register the student. You can verify the hold type in Self Service, or in the INB form SOAHOLD (click the LOOKUP button [. .] to see the hold type in SOAHOLD). If the hold was placed there by your unit and you have the authority to remove it, you may do so. Do not remove a hold that was not placed there by your academic unit, unless you have permission to do so.

Student Course Registration SFAREGS 9.3.6 (BANDVL1)

Term: 201710 ID: Date: 04/18/2018 Holds: Y

***ERROR* Person has holds, cannot register. Press LIST to view.**

- Ensure the STATUS field in the ENROLLMENT INFORMATION section indicates “EL” (Eligible to Register).

Term: 201710 ID: Date: 04/18/2018 Holds:

Registration Student Term Curricula Study Path Time Status

ENROLLMENT INFORMATION

Status * EL ... Eligible to Register

Reason

- Click the **Next Section** arrow (bottom left corner).
- If you are registering the student to audit a course**, enter the CRN in the COURSE INFORMATION section then press tab. This will allow the rest of the section information to auto populate.
- Change the GRADE MODE to **A** (Audit Student – student will be assessed 50% of the course tuition fees, and will not receive a final grade).
- SAVE twice (bottom right hand corner).

Term: 201710 ID: Date: 04/18/2018 Holds: View Current

Registration Student Term Curricula Study Path Time Status

ENROLLMENT INFORMATION

Status * EL ... Eligible to Register

Reason

Process Block

COURSE INFORMATION

Section Detail View Detailed Results

CRN	Subject *	Course *	Section *	Grade Mode * ▲	Credit Hours *
53087	PSYC	2360	A01	A	3.000

- If you are registering the student to challenge a course for credit, first verify in the Calendar whether a Challenge for Credit section exists for this course. If one does not, contact the faculty scheduler and inquire whether one should be created.

10. If the faculty is using a special section for Challenge for Credit, enroll the student in this section by entering the CRN in the Course Information block. Press tab to allow the rest of the section information to auto populate.
11. SAVE twice (bottom right corner).

Term: 201710 ID: [REDACTED] Date: 04/18/2018 Holds: View Current/

Registration Student Term Curricula Study Path Time Status

ENROLLMENT INFORMATION

Status * EL ... Eligible to Register

Reason [REDACTED] ...

Process Block

COURSE INFORMATION

Section Detail View Detailed Results

CRN	Subject *	Course *	Section *	Grade Mode * ▲	Credit Hours *
53087	PSYC	2360	A01	C	3.000

12. If the course in which the student is being registered is a spanned term course, make sure to perform the steps listed above for both Part A and Part B of the course, in their respective terms. Unlike Aurora Student Self-Service, Aurora INB does not automatically register the student in Part B of a spanned course when a student is registered in Part A.