Change Student Time Tickets
Fall/Winter Registration
Banner 8.5

Revised May 2018
Scope: Registrar’s Office, Admissions Office, Faculty Offices

Purpose: Instructions for Changing Students’ Time Tickets for Fall/Winter Registration in Aurora

Registration Access Times (time tickets) are generated and made available to students in Aurora Student a few days before fall/winter registration opens on each campus. Visit http://umanitoba.ca/student/records/registration for applicable dates each year.

Note: Time tickets should not be loaded manually prior to the generation of time tickets.

Registration group tickets are generally assigned starting at 9:00 am, 11:00 am, and 2:00 pm. In some cases there may be four group tickets assigned at 9:00 am, 11:00 am, 1:00 pm, and 3:00 pm. Students have access to web registration 24hrs/day from their first day of access until 23:59 on the day registration closes.

Every year students contact the Registrar’s Office, Admissions Office, or their faculty with what they believe are incorrect time tickets. Time tickets are not typically changed once available in Aurora Student, although there are some exceptions.

First it should be determined if the time ticket is incorrect using the scenarios below. Corrections are made by the Registrar’s Office, Admissions Office, or the student’s faculty, depending on the scenario.

The following resources are available to determine the correct time ticket:
• Registration Schedule (distributed prior to the start of registration)
• Registration Groups with GPA/HS avg ranges (internal document only)
• Student Record (SGASTDN, SHADEGR, SWAHSGR, Advisor Transcript, Registration History)

To change a time ticket:

Step 1:
- Identify the issue and determine whether a change is required based on the scenarios below

Step 2: (if change is required)
- Access INB – SFARGRP
- Enter student ID and Term 20XX90
- Select the correct group code from the list and SAVE
- Repeat for winter term - 20XX10
Calculation of High School Average for time ticket assignment:

The average of ALL 40S and 42S courses is used to assign a registration time for Manitoba high school applicants. If calculating the average of high school courses to assign a time ticket manually, please use all 40S and 42S courses. High school courses are listed in two places – SWAHSGR or in AY in the Direct Entry section of an application.

Note: as of Fall 2018 courses with code 42U will not be assigned a percentage grade – they will be assigned standard grades. Therefore these courses will not be used in calculating the high school average for time ticket assignment.

Out of province and international applicants are assigned a time ticket using different criteria and are as indicated in the registration time chart.
<table>
<thead>
<tr>
<th>Scenario</th>
<th>Resource</th>
<th>Change Time Ticket?</th>
<th>By Office</th>
</tr>
</thead>
</table>
| Student thinks their time ticket is wrong based on GPA                  | SHADEGR  
Advisor Transcript                        | No, if the GPA changes after time tickets are generated (due to a final grade for summer being loaded) time tickets are NOT changed. | N/A             |
| Student thinks their time ticket is wrong where year class is used to calculate time ticket (applies to Asper, Education, Dentistry, UGME students) | SGASTDN  
Advisor Transcript                        | If year class is incorrect, request RO to update year class. Then change the time ticket. | Faculty Office |
| New admits often do not get a time ticket if there are no high school grades available. These students would get NO CGPA or HSNORDE in SFARGRP, which is not displayed in Aurora Student. | SWAHSGR  
is used to calculate average based on 40S, 42S and 42U level courses. | Yes | Registrar’s Office, Admissions, or Faculty Office |
| Student changes faculty which would result in a different time ticket   | SGASTDN  
Advisor Transcript  
Registration Groups with GPA/HS avg ranges | Depends on time ticket for new faculty | Student’s New Faculty |
| Student does not have a DGPA and is assigned a EXTR2DEG1or2 ticket      | SHADEGR  
Advisor Transcript  
UM Log                                         | No change                                                                                          | N/A             |
| U1 and Direct Entry students who have less than 18 attempted credit hours should be assigned the same HS time ticket as the previous year. Student may be assigned incorrect ticket or no ticket (HSNOGRADE) | Advisor Transcript  
Registration History SHARGRP  
Verify <18 attempted credit hours regardless of grades (VWs, Ds, Fs are included) | Yes – view time ticket assigned in previous year. Assign same ticket for both fall and winter. | Registrar’s Office or Admissions |
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<th>Change Time Ticket?</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Student’s campus is STB and will have a MANUAL time ticket. Student</td>
<td>SGASTDN</td>
<td>No change. Student</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>wishes to take U of M courses.</td>
<td>SFARGRP</td>
<td>should be referred to</td>
<td>Admissions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the Registrar’s Office at</td>
<td>Student’s New Faculty</td>
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<td>USB.</td>
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<tr>
<td>Student’s campus in prior term was STB but student will be/ has been</td>
<td>SGASTDN</td>
<td>Yes – if student has</td>
<td></td>
</tr>
<tr>
<td>admitted to U of M for current term.</td>
<td>SFARGRP</td>
<td>accepted admission to U</td>
<td></td>
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<td>of M</td>
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<td></td>
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<td>No – if student has not</td>
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<td></td>
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<td>yet been admitted to U</td>
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