



UNIVERSITY
OF MANITOBA

Registrar's Office

Aurora

**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

Scenario	Resource	Change Time Ticket?	By Office
Student thinks their time ticket is wrong based on GPA	SHADEGR Advisor Transcript	No, if the GPA changes <i>after</i> 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 HSNOGRDE 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

Scenario	Resource	Change Time Ticket?	By Office
Student's campus is STB and will have a MANUAL time ticket. Student wishes to take U of M courses.	SGASTDN SFARGRP	No change. Student should be referred to the Registrar's Office at USB.	N/A
Student's campus in prior term was STB but student will be/ has been admitted to U of M for current term.	SGASTDN SFARGRP	Yes – if student has accepted admission to U of M No – if student has not yet been admitted to U of M	Registrar's Office Admissions Student's New Faculty