



UNIVERSITY
OF MANITOBA

Registrar's Office

Confirm Program Maximum Hours and Update if Required Banner 9

April 2018

In Banner 9, when a student's program *within the same faculty* is changes on SGASTDN or SFAREGS, their Maximum Hours on SFAREGS **will not** update. The maximum hours per term for the new program *may* be different than for the old program.

When making a change on a student's program on SGASTDN or SFAREGS:

The screenshot shows the Banner 9 interface for Curriculum/Field of Study. The 'ENROLLMENT INFORMATION' block is highlighted with a red box. It contains the following fields:

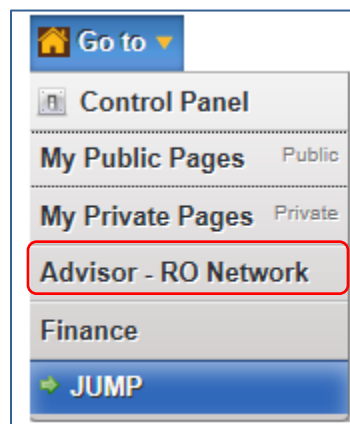
Status *	EL	...	Eligible to Register	Status Date	04/20/2018	Minimum *	0.000	...
Reason		...		<input type="checkbox"/> Delete All CRNs		Maximum *	16.000	...
Process Block		<input type="checkbox"/>				Acceptance	<input type="radio"/> Confirmed	<input checked="" type="radio"/>

Check the Maximum Hours field in the Enrollment Information block on SFAREGS

The screenshot shows the Banner 9 Enrollment Information block. The 'Maximum *' field is highlighted with a red box, showing a value of 16.000. Other fields include Status * (EL), Reason, Process Block, Status Date (04/20/2018), and Acceptance (Confirmed).

Compare the Maximum Hours on SFAREGS to the Maximum Hours for the new program in the Max Hours table on JUMP.

- Log in to JUMP.
- Under Go To, select Advisor – RO Network group.



- Under FOLDERS, select REGISTRATION.

Confirm Program Maximum Hours and Update
Created April 2018

Documents and Media Display

▼ Folders

Folder
Academic Calendar
Policy Changes
REAG Subfolders: 2010-2011 , 2011-2012 , 2012-2013 , 2013-2014 , 2014-2015
Registration Subfolders: Registration Groups and Times
Reserve reports The Registrar's Office has prepared a Reserve Report listing all Fall Term courses that have reserves, and identifying the percentage of space reserved for each group. All sections with 100% of space reserved for an individual group have been singled out at the top of the report. The remainder of the report is in Faculty Code then Course Number order. This report is being provided as an advising tool .

- Under DOCUMENTS, select *Term Maximum Hours for Registration*.

Documents and Media Display

Registration « Back

Last Updated 5/15/18 11:27 AM | 1 Subfolder | 1 Document

▼ Subfolders

Folder
Registration Groups and Times

Showing 1 result.

▼ Documents

Name
<div style="border: 1px solid red; padding: 5px; display: inline-block;"> <p>Term Maximum Hours for Registration <i>Describes each programs max term hours</i></p> </div>

Showing 1 result.

Update the Maximum Hours field in the ENROLLMENT INFORMATION section on SFAREGS if necessary (e.g., if max hours for the new program is more or less than the old program).

Term: 201810	ID:	Date: 04/20/2018	Holds:	View Current/Active Curricula: <input type="checkbox"/>	Print Bill: <input type="checkbox"/>	Print Schedule: <input checked="" type="checkbox"/>
Registration	Student Term	Curricula	Study Path	Time Status		
ENROLLMENT INFORMATION + In						
Status *	<input type="text" value="EL"/> ...	Eligible to Register	Status Date	<input type="text" value="04/20/2018"/>	Minimum *	<input type="text" value="0.000"/> ...
Reason	<input type="text"/> ...		<input type="checkbox"/> Delete All CRNs		Maximum *	<input type="text" value="17.000"/> ...
Process Block	<input type="checkbox"/>				Acceptance	<input type="radio"/> Confirmed <input checked="" type="radio"/>

Important Note:

Prior to registration, a student’s maximum hours are 999.99. The maximum hours will change to the correct hours after a student (or staff) registers for the first time. However, when a student changes programs within a Faculty, a process actually enters the OLD program’s max hours in SFAREGS.

Any program or faculty *not listed* in the table receives maximum hours of 15 per term (the default).

An update will be run once annually prior to the opening of fall/winter registration to change the maximum hours for any students who have changed programs and the maximum hours if different. *If you have changed a student’s maximum hours on an exception basis prior to this update, your change will be overwritten by this automate process and will have to be re-entered.* After the automated update is run each year, the maximum hours must be verified and updated if necessary as per this protocol whenever you make a change to a student’s program on SGASTDN or SFAREGS.

Members of the Advisor/Registrar’s Office Network will be informed by email the day this automatic update is run.