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:

1. Log in to JUMP.
2. Under Go To, select Advisor – RO Network group.
3. Under FOLDERS, select REGISTRATION.

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

Compare the Maximum Hours on SFAREGS to the Maximum Hours for the new program in the Max Hours table on JUMP.
• Under DOCUMENTS, select Term Maximum Hours for Registration.
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).

**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.