



UNIVERSITY OF MANITOBA

Aurora Student

**Graduate Students in UG Courses Outside
of their Program
BANNER 8**

Scope: Departments

Purpose: Instructions for registering a Graduate Studies student into an Undergraduate course that is outside of their program of study.

General Information

When a graduate or Pre-Masters student takes an undergraduate course that is not a part of their program, this is the procedure to NOT have the course included in their graduate level cumulative GPA.

DO NOT use the 'exclude' (E in the repeat indicator in SHADEGR) to have the course not count in the students GPA. This field is for REPEATS ONLY!!!

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. Students **MUST** be registered manually in **SFAREGS**.
2. Enter the term and the student number, and Next Block.
3. **If the student is On Hold**, you will be notified at this time. 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. 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 unit, unless you have permission to do so.
4. Ensure the Status, in the **Enrollment Information block**, indicates "EL" (Eligible to Register). Next Block.
5. Enter the **CRN** then **Tab** so that the rest of the section information will auto populate.
6. Change the **grade mode** to either: **O** (occasional student – student will have to pay for the course) or **X** (Auxiliary student – must take the course as part of their program, but it **WILL NOT** count in the Graduate level GPA). Students do not pay additional fees for AUX courses.
7. Change the **Level** to UG. This will ensure that the course will not count in the graduate level (GR) GPA. **Save twice.**

Note: Courses that are taken as undergraduate level will by default not be applied to the degree SHADEGR, nor will they count in the graduate level degree GPA. There will be no need to un-apply these courses from the graduate degree record.

- Unlike Aurora Student Self Service, INB does not automatically register the student in Part B of a Spanned course when a student is registered in Part A. 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.

The screenshot shows the SFARSTS - SFAREGS web application interface. At the top, there is a navigation bar with 'File Edit Options Block Item Record Query Tools Help'. Below this is a toolbar with various icons. The main content area is titled 'Student Course Registration SFAREGS 8.0 (BANNEXT)'. It includes a header with 'Term: 201110', 'ID: [empty]', and 'Date: 16-FEB-2011'. There are checkboxes for 'View Current/Active Curricula', 'Print Bill', and 'Print Schedule'. Below the header are tabs for 'Registration', 'Student Term', 'Curricula', 'Study Path', and 'Time Status'. The 'Enrollment Information' section shows 'Status: EL Eligible to Register' (highlighted with a red box), 'Reason: [empty]', 'Process Block: [empty]', 'Status Date: 16-FEB-2011', 'Delete All CRNs' checkbox, 'Minimum: .000', 'Maximum: 999999.999', 'Hours' dropdown, 'Source: MHRS', and 'Acceptance' radio buttons for 'Confirmed', 'None', and 'Accepted'. The 'Course Information' section is a table with columns: CRN, Subject, Course, Section, Grade Mode, Credit Hours, Bill Hours, Attempted Hours, Time Status, Status, Level, Appr Recd, Override, Part of Term, Method of Instruction, and Campus. The first row is filled with: CRN 25102, Subject ENGL, Course 3271, Section A01, Grade Mode O, Credit Hours 3.000, Bill Hours 3.000, Attempted Hours 3.000, Time Status 3.000, Status RE, Level UG (highlighted with a red box), Appr Recd [empty], Override [empty], Part of Term 1, Method of Instruction [empty], and Campus STB. Below the table are 'Error Flag' and 'Status Type' sections. The 'Error Flag' section shows 'Fees: Y - Immediate assessment', 'Date: 16-FEB-2011', 'Credit Hours: 3.000', 'Bill Hours: 3.000', and 'CEU Hours: .000'. At the bottom, there is a status bar with the message 'Student registered. Press save to submit print jobs, rollback to return to ID.' and 'Record: 1/1'.

- If the student is in a Course Based program, the steps just taken will have caused the student to be double assessed the fees for this course. If this is the case, please contact the Graduate Studies Records Advisor in the Registrar's Office to request the reversal of the additional fees.