Graduate Students in UG Courses Outside of their Program

BANNER 8

Revised May 27, 2011
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.
8. 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.

9. 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.