



UNIVERSITY
OF MANITOBA

Registrar's Office

Graduate Students in Undergrad Courses Outside of their Program Banner 9

May 2018

General Information

When a graduate or Pre-Masters student takes an Undergraduate level course that is not part of their program, they can have the course excluded in their Graduate level cumulative GPA.

Note: DO NOT use the 'exclude' (E in the repeat indicator on SHADEGR) to have the course not count in the GPA. Exclude is only used for repeats.

If you encounter a registration error while registering the student in the course and are permitted to enter an override, it can be entered on Aurora Student Self Service or in the INB form, SFASPRO.

Procedure

Students MUST be registered manually in SFAREGS.

1. Go to SFAREGS. Enter the applicable term into the TERM field and student ID into the ID field.

Student Course Registration SFAREGS 9.3.6 (BANDVL1)

Term: [] ... ID: [] ... Go

Date: 05/01/2018 Holds: [] ...

View Current/Active: Print Bill:

Curricula

Print Schedule: Time Status Information

ADD RETRIEVE RELATED TOOLS 1

ERROR Person has holds, cannot register. Press LIST to view.

- a. If the student is ON HOLD, you will be notified in the top right corner. Under no circumstance should a hold be overridden in order to register a student. The hold type can be verified in Self Service or in INB (either SOAHOLD or by clicking the LOOKUP button [. . .] next to the ID field). If the hold was placed there by your unit and you have authority to remove it, you may do so. DO NOT remove a hold that was not place there by your unit, unless permission has been given.
2. Ensure the status in the ENROLLMENT INFORMATION section indicates "EL" (Eligible to Register).

Registration Student Term Curricula Study Path Time Status

ENROLLMENT INFORMATION

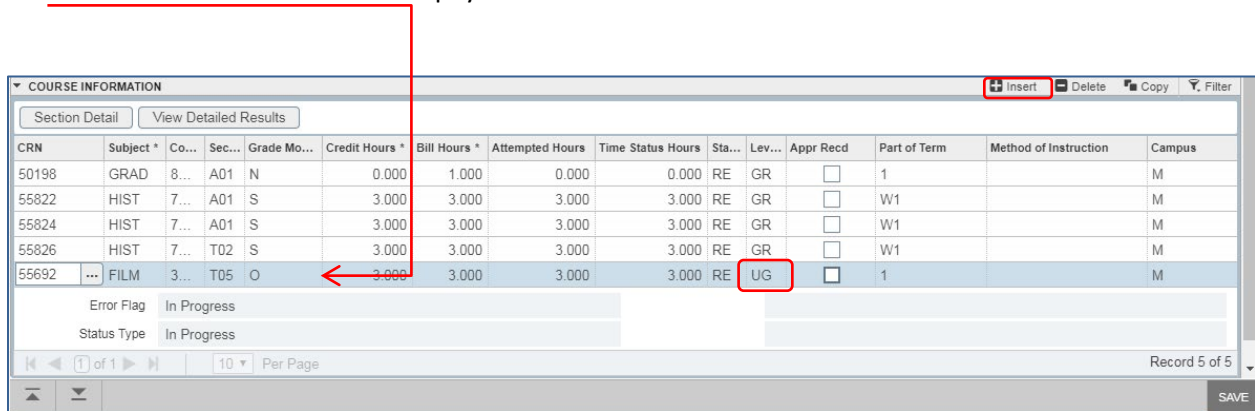
Status * EL ... Eligible to Register

Reason [] ...

Process Block

3. Use the **Next Section** arrow (bottom left corner) to navigate in to the COURSE INFORMATION section.

4. To get to a blank line, click INSERT or use the arrow keys to add a new blank line in the COURSE INFORMATION section.
5. Enter the CRN and then tab. The rest of the section information will auto populate.
6. Change the GRADE MODE field to either:
 - a. – Occasional student; student will have to pay for the course.
 - b. – 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 field to UG (for Undergraduate) as this field does not automatically populate. This will ensure that the course will not count in the graduate level (GR) GPA.
8. SAVE twice (bottom right corner).

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. It will not be necessary to un-apply these courses from the Graduate degree record.

9. Unlike Aurora Student Self Service, INB does not automatically register the student in Part B of a Spanned Course when the student registers in Part A. If the course to be registered is a Spanned Term Course, perform the steps above for both Part A and Part B of the course in the appropriate terms.

Note: If the student is in a Course Based program, the steps just taken will cause 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 a reversal of the additional fees.