



UNIVERSITY
OF MANITOBA

Registrar's Office

Processing an Academic Standing Override when Registration Exists Banner 9

May 2018

Normally the Academic Stand Override is entered in to SGASTDN. However, when registration exists in the term needed, the override will need to be entered into SFAREGS.

Procedure:

1. Go to SFAREGS
 - a. If this is the first time SFAREGS is being open on this log in, SOADEST (distribution form) will open. This can be closed by click the X in the top left corner).
2. Enter the **term to override** in the TERM field and **student number** in the ID field; click GO.

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

3. Click STUDENT TERM tab.

Student Course Registration SFAREGS 9.3.6 (BANDVL1)

Term: 201810 ID: Date: 05/01/2018 Holds:

View Current/Active Curricula: Print Bill: Print Schedule:

Registration Student Term Curricula Study Path Time Status

ENROLLMENT INFORMATION

Status * EL Eligible to Register Status Date 07/26/2017

Reason [] Delete All CRNs

Process Block

4. Enter the override in the ACADEMIC STANDING field. The OVERRIDE TERM will automatically populate.

Student Course Registration SFAREGS 9.3.6 (BANDVL1)

Term: 201810 ID: Date: 05/01/2018 Holds: Start Over

View Current/Active Curricula: Print Bill: Print Schedule:

Registration Student Term Curricula Study Path Time Status

STUDENT TERM

Student Status * AS Active Class 02 Year 2

Student Type * B Continuing Advisor

Residence * C Canadian Citizen Academic Standing []

Fee Assessment REG Regular Student Override Term []

Rate

Last Term Attended 201790 Fall 2017 Progress Evaluation []

Full or Part Time Full Time Part Time None

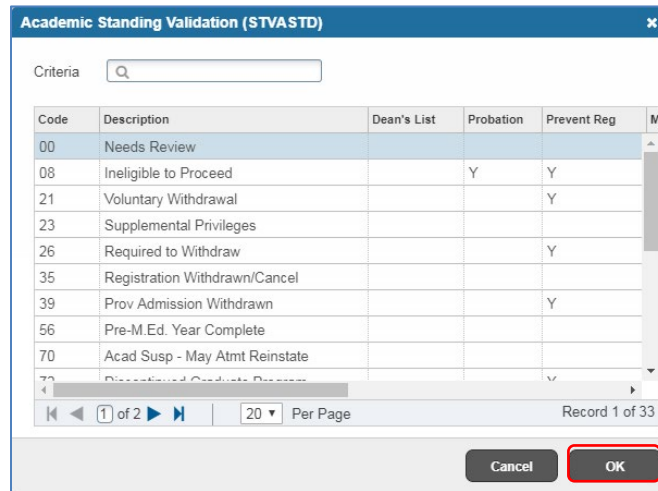
Block Schedule []

Effective Term 201790 Fall 2017

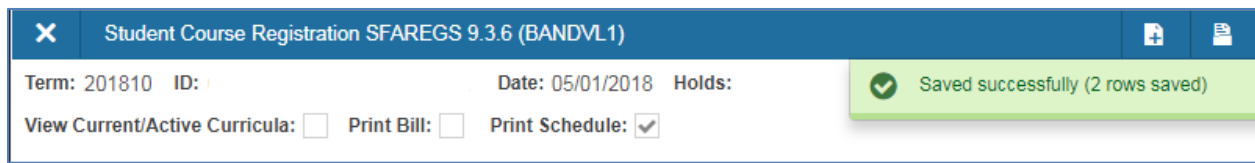
Student Centric Cycle []

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5. If needed, click the LOOKUP button [. . .] beside the ACADEMIC STANDING field to see the Academic Standing Validation (STVASTD) list. Select the code needed and click OK.



6. SAVE (bottom right corner).
 - a. Once saved, a confirmation message will show in the top right corner.



If the student is being reinstated after suspension, the override will need to be entered for both terms for which the student is allowed to register.

Note: This override becomes the new starting status for the student when the academic assessment rules are processed for the next term.