

Banner 9 - SFAMREG - Section Switches



1. Always notify and get approval from students before processing any section switches.
2. SFAMREG can only be used prior to the first class day of the semester.

1. SFAALST:

- a. Check registration status for each student. You can only move students with a Registration Status code of **RW** or **RA**. Check SFAALST before using SFAMREG to see if any student has a different status code and do not select them when choosing which students to move. (Contact the Registrar's Office if you have a student with a status code other than RW.)
- b. Check the grade mode for each student. If a student has a grade mode other than "S" or "Z" or "L" -contact the Registrar's Office before moving students.

2. Enter SFAMREG in the main search bar.

Search tab:

3. In the Registration Term & Date Block: Enter the applicable Registration Term

4. In the Search Criteria Block:

- a. Enter the applicable term in the Search Term field
- b. Enter the current CRN for the course which has the students that you want to move. (You can use the LOV if necessary to look up the CRN.)

The screenshot displays the Banner 9 SFAMREG 9.3.19 (PPRD) interface. The top navigation bar includes 'Search', 'Update', 'Error Checking', and 'Results'. The 'SEARCH CRITERIA' section is expanded, showing the following fields:

- Registration Term and Date:** Registration Term (202120), Spring 2021
- Search Criteria:** Search Term (202120), Spring 2021; Currently in CRN (21391)
- Registration Status:** [Dropdown]
- Grade Mode:** [Dropdown]
- Block:** [Dropdown]
- Class:** [Dropdown]
- Student Attribute:** [Dropdown]
- Cohort:** [Dropdown]
- Level:** [Dropdown]
- Campus:** [Dropdown]
- College:** [Dropdown]
- Degree:** [Dropdown]
- Program:** [Dropdown]
- Field of Study Type:** [Dropdown]
- Field of Study Code:** [Dropdown]
- Department:** [Dropdown]
- Curricula:** None
- Population Selection:** Application [Dropdown], Selection ID [Dropdown]
- Creator ID:** [Text Field]
- User ID:** [Text Field]

5. Next Block or click to go to the Update Tab.

Update tab:

6. In the Registration Course Add Values Block: Enter the CRN for the new course to which **you want to move the students** -
 - a. Enter the correct Grade Mode (S- Standard (A-F), L- Dual Credit Numeric Grade*, Z- Non-Gradable)
 - i. *L grade mode is only used for sections in which ALL REGISTERED students are in high school. If the section has a mixture of L grade mode and other grade modes, use “S” grade mode for all students. We will run an IT process to correct back to “L” grade mode on the needed dual credit students.
 - ii. “A” grade mode -If a student is auditing the course, do not move the student. You will need to notify the Registrar’s Office.

The screenshot shows the 'Registration Mass Entry SFAMREG 9.3.19 (PPRD)' application. The 'Update' tab is active. The 'REGISTRATION TERM AND DATE' section shows 'Registration Term' as '202120' and 'SPRING 2021'. The 'Registration Course Add Values' section includes fields for CRN (21394), Subject (SPCH), Course Number (1315), Section (502), Grade Mode (highlighted in yellow), Start Date (01/08/2021), End Date (03/05/2021), and Registration Status (RE). A 'Grade Mode (STVGMOD)' dialog box is open, displaying a table of grade modes:

Code	Desc	Activity Date	VR Msgo
L	Dual Credit Numeric Grade	05/02/2018	
S	Standard	01/05/2009	
W	Withdrawal WP/WF	11/05/2009	

The dialog box also includes a search criteria field, navigation buttons (Cancel, OK), and pagination information (Record 2 of 3).

7. Change the “Registration Status” field from RE to RA. You can select the LOV button or type in “RA.”

Registration Mass Entry SFAMREG 9.3.19 (PPRD)

Search Update Error Checking Results

REGISTRATION TERM AND DATE

Registration Term: 202120 SPRING 2021

Block Processing

Registration Course Add Values

CRN: 21394 Level: ...

Subject: SPCH SPEECH Credit Hours: 3.000

Course Number: 1315

Section: 502

Grade Mode: S Standard

Start Date: 01/08/2021

End Date: 03/05/2021

Registration Status: RE REGISTERED

Registration Course Drop Values

CRN: ...

Subject: ...

Course Number: ...

Section: ...

Registration Status for Add Course

Criteria:

Code	Desc	Enterable	Incl Enrl	Incl Assess
AU	Audit	Y	Y	Y
CC	Concurrent Enrollment (HS)	Y	Y	Y
RA	Reg -Acad Dept registration	Y	Y	Y
RE	Registered	Y	Y	Y
RO	Reg -NC in Census-O/state,Intl	Y	Y	Y
RW	Web-Registered	Y	Y	Y

1 of 1 Per Page Record 3 of 6

Cancel OK

8. In the Registration Course Drop Values Block: Enter the course that the students are currently registered for that you want to drop them out of.

Registration Mass Entry SFAMREG 9.3.19 (PPRD)

Search Update Error Checking Results

REGISTRATION TERM AND DATE

Registration Term: 202120 SPRING 2021

Block Processing

Registration Course Add Values

CRN: 21394 Level: ...

Subject: SPCH SPEECH Credit Hours: 3.000

Course Number: 1315 Billing Hours: 3.000

Section: 502 Attempted Hours: 3.000

Grade Mode: S Standard Time Status Hours: 3.000

Start Date: 01/08/2021 Part of Term: 81 FIRST 8 WEEK

End Date: 03/05/2021 Instructional Method: WEB ONLINE

Registration Status: RA REG -ACAD DEPT REGISTRATION Campus: 8WW ONLINE

Registration Course Drop Values

CRN: 21391 Registration Status: DD DROP/DELETE-BEFORE CENSUS DATE

Subject: SPCH

Course Number: 1315

Section: 501

9. Change the Registration Status field from DD to DA. When you change the status from DD to DA it might take you back to the Search Tab. This is a known glitch, all you need to do is Next Block to the Search Tab and all areas should be filled in.

ellucian Registration Mass Entry SFAMREG 9.3.19 (PPRD)

Search Update Error Checking Results

REGISTRATION TERM AND DATE

Registration Term: 202120 SPRING 2021

Block Processing

Registration Course Add Values

CRN: 21394
 Subject: SPCH SPEECH
 Course Number: 1315
 Section: 502
 Grade Mode: S Standard
 Start Date: 01/08/2021
 End Date: 03/05/2021
 Registration Status: RA REG-ACAD DEPT REGISTRATION

Level: ...
 Credit Hours: 3.000
 Billing Hours: 3.000
 Attempted Hours: 3.000
 Time Status Hours: 3.000
 Part of Term: 81 FIRST 8 WEEK
 Instructional Method: WEB ONLINE
 Campus: 8WW ONLINE

Registration Status: DD DROP/DELETE-BEFORE CENSUS DATE

Registration Status for Drop Course

Criteria: Q

Code	Desc	Enterable	Incl Enrl	Incl Assess
DA	Drop by Acad Dept before term	Y	N	N
DD	Drop/Delete-Before Census Date	Y	N	N
DW	Web-Drop	Y	N	N

Record 1 of 3

Cancel OK

ellucian Registration Mass Entry SFAMREG 9.3.19 (PPRD)

Search Update Error Checking Results

REGISTRATION TERM AND DATE

Registration Term: 202120 SPRING 2021

Block Processing

Registration Course Add Values

CRN: 21394
 Subject: SPCH SPEECH
 Course Number: 1315
 Section: 502
 Grade Mode: S Standard
 Start Date: 01/08/2021
 End Date: 03/05/2021
 Registration Status: RA REG-ACAD DEPT REGISTRATION

Level: ...
 Credit Hours: 3.000
 Billing Hours: 3.000
 Attempted Hours: 3.000
 Time Status Hours: 3.000
 Part of Term: 81 FIRST 8 WEEK
 Instructional Method: WEB ONLINE
 Campus: 8WW ONLINE

Registration Status: DA DROP BY ACADEMIC DEPARTMENT BEFORE TERM

Registration Course Drop Values

CRN: 21391
 Subject: SPCH
 Course Number: 1315
 Section: 501



10. If you forget to change the Registration Status from RE to RA and DD to DA you will receive error codes on the final Results Tab and your section switch **will NOT process**. (see example of error in the Results Tab training section)

11. Next block to Error Checking tab

Error Checking tab:

12. You will only see three error checking options: Duplicates, Corequisites, and Holds. Use this feature CAREFULLY. You may need to change the error checking option to the No Check field on Corequisites if the course has a required corequisite course.

The screenshot shows the 'Error Checking' tab in the 'Registration Mass Entry SFAMREG 9.3.19 (PPRD)' application. The interface includes a top navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below the navigation bar, there are tabs for 'Search', 'Update', 'Error Checking', and 'Results'. The 'Error Checking' tab is active, showing a 'REGISTRATION TERM AND DATE' section with 'Registration Term' set to '202120' and 'SPRING 2021', and 'Registration Date' set to '12/09/2020'. Below this is the 'REGISTRATION ERROR CHECKING' section, which is expanded to show 'Student Options', 'Fee Assessment Options', and 'Section Options'. Under 'Student Options', there are three rows of radio buttons: 'Duplicates' with 'Fatal' and 'No Check' options (where 'No Check' is selected), 'Corequisites' with 'Fatal' and 'No Check' options (where 'Fatal' is selected), and 'Holds' with 'Fatal', 'Warning', and 'No Check' options (where 'No Check' is selected).

13. Next block to Results tab.

Results Tab:

14. You will notice a list of the students currently enrolled in the course you specified to drop students from.

The screenshot shows the 'Results' tab in the 'Registration Mass Entry SFAMREG 9.3.19 (PPRD)' application. The interface includes a top navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below the navigation bar, there are tabs for 'Search', 'Update', 'Error Checking', and 'Results'. The 'Results' tab is active, showing a 'RESULTS' section with 'Registration Term' set to '202120' and 'SPRING 2021', and 'Registration Date' set to '12/09/2020'. Below this is the 'RESULTS DETAIL' section, which is expanded to show a table of student records. The table has columns for 'Select', 'ID', 'Name', 'Hold', 'Deceased', 'Conf', 'Manually Added', 'Update Results', and 'Message'. The 'Select' column contains checkboxes, with the first one checked. The 'Name' column lists student names: Adams, Marshall C., Becraft, Justin A., Demoney, Marlie E., Ebron, Jaslyn V., Halls, Marshal L., Lovell, Connor L., May, Brooke K., Mckee Wilmes, Imani A., Moore, Allie B., and Moulden, Grace L. The 'Hold' column has checkboxes, with the first and eighth checked. The 'Deceased' column has checkboxes, all of which are unchecked. The 'Conf' column has checkboxes, all of which are unchecked. The 'Manually Added' column has checkboxes, all of which are unchecked. The 'Update Results' column has a dropdown menu, all of which are set to 'None'. The 'Message' column is empty. Below the table, there is a pagination control showing '1 of 2' pages and '10 Per Page'. At the bottom, there is a 'SUBMISSION' section with 'Submit' and 'Hold for Job Submission' buttons, and a 'Batch Process ID' field.

15. In the Results Detail Block you can click the Select box beside each student that you want moved or you can in the Results Block check the Select All box. Also, notice that there could be multiple pages of names listed to scroll through if you are selecting each student individually.

16. Once you have completed your selection, go to the Submission Block and click the “Submit” box. Then click “Save” to complete.

Registration Term: 202120 SPRING 2021
Registration Date: 12/09/2020
Results: Select All Deselect All None

Select	ID	Name	Hold	Deceased	Conf	Manually Added	Update Results	Message
<input type="checkbox"/>	[REDACTED]	Adams, Marshall C.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
<input type="checkbox"/>	[REDACTED]	Becraft, Justin A.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
<input checked="" type="checkbox"/>	[REDACTED]	Demoney, Marlie E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
<input checked="" type="checkbox"/>	[REDACTED]	Ebron, Jaslyn V.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
<input checked="" type="checkbox"/>	[REDACTED]	Halls, Marshal L.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
<input checked="" type="checkbox"/>	[REDACTED]	Lovell, Connor L.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
<input checked="" type="checkbox"/>	[REDACTED]	May, Brooke K.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
<input type="checkbox"/>	[REDACTED]	Mckee Wilmes, Imani A.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
<input type="checkbox"/>	[REDACTED]	Moore, Allie B.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
<input type="checkbox"/>	[REDACTED]	Moulden, Grace L.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	

10 Per Page Record 1 of 15

SUBMISSION: Submit Hold for Job Submission Batch Process ID: _____

17. You can determine the success of the move by the Yes & No indicators of the Update Results column as well as info displayed in the Message column. You can always double check your work by reviewing both the old section and new section on SFAALST.

Registration Term: 202120 SPRING 2021
Registration Date: 12/09/2020
Results: Select All Deselect All None

Select	ID	Name	Hold	Deceased	Conf	Manually Added	Update Results	Message
<input type="checkbox"/>	[REDACTED]	Adams, Marshall C.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	No updates performed, p...
<input type="checkbox"/>	[REDACTED]	Becraft, Justin A.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	No updates performed, p...
<input checked="" type="checkbox"/>	[REDACTED]	Demoney, Marlie E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Drop request successful...
<input checked="" type="checkbox"/>	[REDACTED]	Ebron, Jaslyn V.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Drop request successful...
<input checked="" type="checkbox"/>	[REDACTED]	Halls, Marshal L.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Drop request successful...
<input checked="" type="checkbox"/>	[REDACTED]	Lovell, Connor L.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Drop request successful...
<input checked="" type="checkbox"/>	[REDACTED]	May, Brooke K.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Drop request successful...
<input type="checkbox"/>	[REDACTED]	Mckee Wilmes, Imani A.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	No updates performed, p...
<input type="checkbox"/>	[REDACTED]	Moore, Allie B.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	No updates performed, p...
<input type="checkbox"/>	[REDACTED]	Moulden, Grace L.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	No updates performed, p...

10 Per Page Record 1 of 15

SUBMISSION: Submit Hold for Job Submission Batch Process ID: _____

18. Here are some screen shots of errors that you might see. Other errors might be Prerequisite, Co-requisite, Major/Minor, Attribute, etc..

ADD RETRIEVE RELATED TOOLS 1

Mass Entry processing has been completed.

Insert Delete Copy Filter

Update Results	Message
Yes	Drop request successfully processed.
Yes	Drop request successfully processed.
Yes	Drop request successfully processed.
Yes	Drop request successfully processed.
No	Error on CRN 21652 - Closed - 0 Waitlist...
No	Error on CRN 21652 - Closed - 0 Waitlist...
No	Error on CRN 21652 - Closed - 0 Waitlist...
No	Error on CRN 21652 - Closed - 0 Waitlist...
No	Error on CRN 21652 - Closed - 0 Waitlist...
No	Error on CRN 21652 - Closed - 0 Waitlist...
No	Error on CRN 21652 - Closed - 0 Waitlist...

Record 1 of 25

Insert Delete Copy Filter

Batch Process ID

ADD RETRIEVE RELATED TOOLS 1

Mass Entry processing has been completed.

Insert Delete Copy Filter

Added	Update Results	Message
<input type="checkbox"/>	No	A minimum hours restriction has preve...
<input type="checkbox"/>	No	Error on CRN 21597 - Time conflict wit...
<input type="checkbox"/>	No	Error on CRN 21597 - Time conflict wit...
<input type="checkbox"/>	No	Error on CRN 21597 - Special Dept pe...
<input type="checkbox"/>	No	A minimum hours restriction has preve...
<input type="checkbox"/>	None	No updates performed, person not sele...
<input type="checkbox"/>	None	No updates performed, person not sele...
<input type="checkbox"/>	None	No updates performed, person not sele...

Record 1 of 8

Insert Delete Copy Filter

Batch Process ID

ADD RETRIEVE RELATED TOOLS 1

Mass Entry processing has been completed.

Insert Delete Copy Filter

Update Results	Message
No	Error on CRN 21431 - Time conflict with ...
No	Error on CRN 21431 - Time conflict with ...
Yes	Drop request successfully processed.
Yes	Drop request successfully processed.
Yes	Drop request successfully processed.
Yes	Drop request successfully processed.
None	No updates performed, person not select...
None	No updates performed, person not select...
None	No updates performed, person not select...
None	No updates performed, person not select...

Record 1 of 25

Insert Delete Copy Filter

Batch Process ID

See below error that you will receive if you do not change the RE to RA and the DD to DA.

ADD RETRIEVE RELATED TOOLS 1

Mass Entry processing has been completed.

Registration Date 12/09/2020

Insert Delete Copy Filter

Update Results	Message
No	ORA-20114: sfkmods.p_update_sftregs_row -28115 ORA-28115: policy with check option violation
No	ORA-20114: sfkmods.p_update_sftregs_row -28115 ORA-28115: policy with check option violation
No	ORA-20114: sfkmods.p_update_sftregs_row -28115 ORA-28115: policy with check option violation
No	ORA-20114: sfkmods.p_update_sftregs_row -28115 ORA-28115: policy with check option violation
No	ORA-20114: sfkmods.p_update_sftregs_row -28115 ORA-28115: policy with check option violation
No	ORA-20114: sfkmods.p_update_sftregs_row -28115 ORA-28115: policy with check option violation
No	ORA-20114: sfkmods.p_update_sftregs_row -28115 ORA-28115: policy with check option violation
No	ORA-20114: sfkmods.p_update_sftregs_row -28115 ORA-28115: policy with check option violation
No	ORA-20114: sfkmods.p_update_sftregs_row -28115 ORA-28115: policy with check option violation
No	ORA-20114: sfkmods.p_update_sftregs_row -28115 ORA-28115: policy with check option violation
No	ORA-20114: sfkmods.p_update_sftregs_row -28115 ORA-28115: policy with check option violation

Record 1 of 22

Insert Delete Copy Filter

Job Submission Batch Process ID

19. If you are cancelling section and you have successfully completed the section switch, you can now go to SSASECT and change the status field from “O” to “X” to mark it as canceled. If you cancel the old section before you do the section switch with SFAMREG then you will receive an ORA message error.
20. Within your department you may want to create an archival process to note the section switches. Suggestions include using our previous template to archive or, if you have access, you can add a comment in the Banner 9 form SPACMNT per student.