

How to drop a class in Banner 9

- 1. Log in to Banner 9 Admin Pages.
- 2. At the Banner 9 Admin Pages home screen type Student Course Registration or SFAREGS.
- 3. Click the X at top left corner to close the Distribution Parameters screen.

×	Student Syster	🖬 ADD		A RELATE	o 🏘	TOOLS		
DISTR	BUTION PARAME	TERS			🖬 Insert	Delete 🖣	Сору	Y, Filter
	Schedules		Enrollments					
	Invoices		Compliance					
	Transcripts							

- 4. Enter the following information in the search screen:
 - a. Registration term code
 - b. Banner ID

× Stud	X Student Course Registration SFAREGS 9.3.10 [MC/3.1.2] (PBAN)							TOOLS
	Term:		ID:					Go
	Date:	07/03/2018	Holds:					
View Current/Active:			Print Bill:					
Curricula								
Print Se	chedule:	V		Print Bill				
				Time Status Information				

- 5. Click the Go button to find the record
- 6. Click the Next section button in the bottom left hand corner of the screen to move to the Course Information section.

Cre	edit Hours EU Hours	0 000 0	Bill Hours	73.000
*	a.			SAVE

YOU MAY <u>NOT</u> DROP A COURSE AFTER THE COURSE ADJUSTMENT PERIOD. Please check the Academic calendar for the last day to add or drop a course for each term.

7. Click in the status field of the course you would like to drop and enter DD.

COURSE	COURSE INFORMATION											
Section Detail View Detailed Results												
CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *		
81267	MUSC	1715	001	S	1.000	1.000	1.000	1.000	RW	UG		
80183	ENGL	1100	013	S	3.000	3.000	3.000	3.000	RW	UG		
80337	MATH	0045	042	S	0.000	0.000	0.000	0.000	DD	UG		
82775	HLTH	1000	025	S	2.000	2.000	2.000	2.000	RW	UG		

8. Click the Save button <u>2 times</u> in the bottom right corner of the screen to save the record.

		IT - CIGINE CONSULT ISCOLU	Colo
	Credit Hours	16.000	Bill Hours 13.000
	CEU Hours	0.000	
*	<u>×</u>		SM

9. A confirmation message will display confirming the record was updated.

×	Student Course Registration SFAREGS 9.3.10 (MC 3.1.2) (BTST)							RELATED	TOOLS	1
	Term: 2018	380	ID:	B01218983 Ardon	Lobos	Stud	ent registered. Pres	s save or Print Bil	to submit print j	jobs,
	Date: 07/03	3/2018	Holds:			roliback to return to ID.				