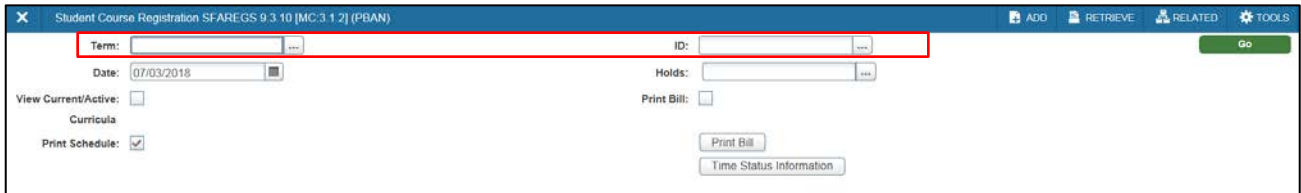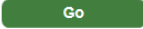# How to move a student from one section to another in Banner 9
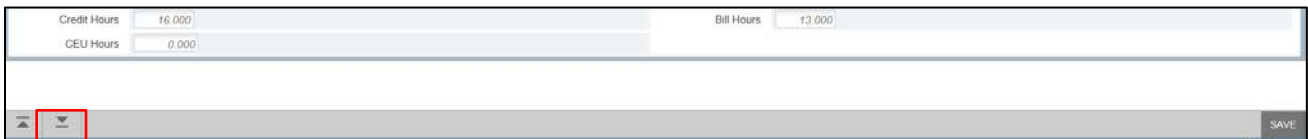
1. Log in to Banner 9 Admin Pages.

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.

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

5. Click the Go button to find the record   [Go]

6. Click the Next section button [⏷] in the bottom left hand corner of the screen to move to the Course Information section.

YOU MAY <u>NOT</u> DROP OR ADD 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 section you would like to switch and enter DD.

CRN	Subject*	Course*	Section*	Grade Mode*	Credit Hours*	Bill Hours*	Attempted Hours	Time Status Hours	Status*	Level*	Appr Recd	Override	Part of Term	M
80017	MIS	2223	017	S	3.000	3.000	3.000	3.000	RW	UG	☐		1	0
85025	ECON	2113	003	S	3.000	3.000	3.000	3.000	RW	UG	☐		1	0
82865	PSYC	1000	004	S	3.000	3.000	3.000	3.000	RW	UG	☐		1	0
86745	PHIL	1175	011	S	0.000	0.000	0.000	0.000	DD	UG	☐		1	0

8. Click the Delete button to remove the dropped section.

CRN	Subject*	Course*	Section*	Grade Mode*	Credit Hours*	Bill Hours*	Attempted Hours	Time Status Hours	Status*	Level*	Appr Recd	Override	Part of Term	M
80017	MIS	2223	017	S	3.000	3.000	3.000	3.000	RW	UG	☐		1	01
85025	ECON	2113	003	S	3.000	3.000	3.000	3.000	RW	UG	☐		1	01
82865	PSYC	1000	004	S	3.000	3.000	3.000	3.000	RW	UG	☐		1	01

9. A confirmation message will be displayed.

10. Click the insert button to add the new section.

CRN	Subject*	Course*	Section*	Grade Mode*	Credit Hours*	Bill Hours*	Attempted Hours	Time Status Hours	Status*	Level*	Appr Recd	Override	Part of Term	M
80017	MIS	2223	017	S	3.000	3.000	3.000	3.000	RW	UG	☐		1	01
85025	ECON	2113	003	S	3.000	3.000	3.000	3.000	RW	UG	☐		1	01
82865	PSYC	1000	004	S	3.000	3.000	3.000	3.000	RW	UG	☐		1	01

11. Enter the CRN of the new section or click the look up button to search for an open section with no time conflict.

12. Enter the subject go and course number and click the Go button.

13. Click the section to add and click the SELECT button. Be sure to view the available Seats column and the Time Conflict column. NOTE: You can click the column headings to sort ascending and descending for the corresponding column. A time conflict is indicated by an *.

13. Click the Save button **2 times** in the bottom right corner of the screen to save the record.

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