
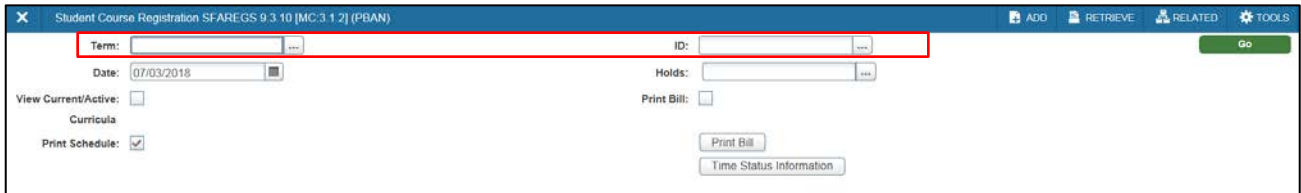


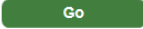
How to move a student from one section to another in Banner 9

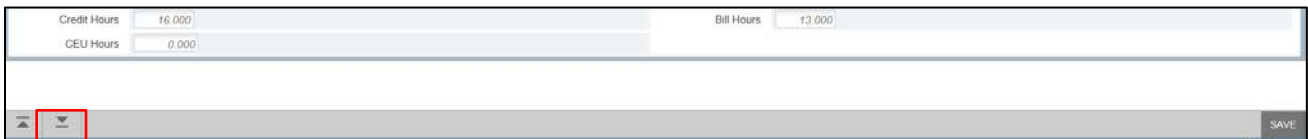
1. Log in to Banner 9 Admin Pages.
2. At the Banner 9 Admin Pages home screen type Student Course Registration or SFAREGS.
3. Click the X at top left corner to close the Distribution Parameters screen.



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



YOU MAY NOT 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	Mk
80017	MIS	2223	017	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	0
85025	ECON	2113	003	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	0
82865	PSYC	1000	004	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	0
88745	PHIL	1175	011	S	0.000	0.000	0.000	0.000	DD	UG	<input type="checkbox"/>		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	Mk
80017	MIS	2223	017	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	01
85025	ECON	2113	003	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	01
82865	PSYC	1000	004	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	01

9. A confirmation message will be displayed.

ADD
RETRIEVE
RELATED
TOOLS
1

✔ Saved successfully (1 rows saved)

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	Mk
80017	MIS	2223	017	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	01
85025	ECON	2113	003	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	01
82865	PSYC	1000	004	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	01
											<input type="checkbox"/>			

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

Option List
✕

Search for Sections

View Section Information

View Detailed Results

Cancel

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

REGISTRATION SECTION QUERY
Insert Delete Copy Filter

Basic Filter
Advanced Filter

CRN

Part of Term

Subject

Course

Section

Add Another Field ...

Clear All

Go

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 *.

REGISTRATION SECTION QUERY

Active filters: Subject: PHIL Course: 1175 Clear All Filter Again

CRN	Part of Term	Subject	Course	Section	Available Seats	Waitlist	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Time Conflict	Link	Crosslist G
85256	1	PHIL	1175	001	0	0	7	✓		✓				1230	1345			
85257	1	PHIL	1175	002	0	0	0	✓		✓				1530	1645			
85258	1	PHIL	1175	003	0	3		✓		✓				1400	1515			
85276	1	PHIL	1175	004	0	1		✓		✓				1100	1215			
85277	1	PHIL	1175	005	1	3		✓		✓				1230	1345			
85278	1	PHIL	1175	006	0	0		✓		✓				1400	1515			
85288	1	PHIL	1175	007	0	0		✓		✓				1100	1215			
85290	1	PHIL	1175	008	0	1		✓		✓				1400	1450			
85296	1	PHIL	1175	009	0	2		✓		✓				1000	1050			
85306	1	PHIL	1175	010	1	8		✓		✓				1300	1350			
86745	1	PHIL	1175	011	31	0		✓		✓				1400	1515			
86768	1	PHIL	1175	012	25	0		✓		✓				0900	0950	*		
86769	1	PHIL	1175	013	25	0		✓		✓								

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

Form fields: Credit Hours: 16.000, Bill Hours: 13.000, CEU Hours: 0.000

SAVE

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

Student Course Registration SFAREGS 9.3.10 [MC:3.1.2] (BTST)

Term: 20180 ID: B01218983 Ardon Lobos

Date: 07/03/2018 Holds:

Student registered. Press save or Print Bill to submit print jobs, rollback to return to ID.