


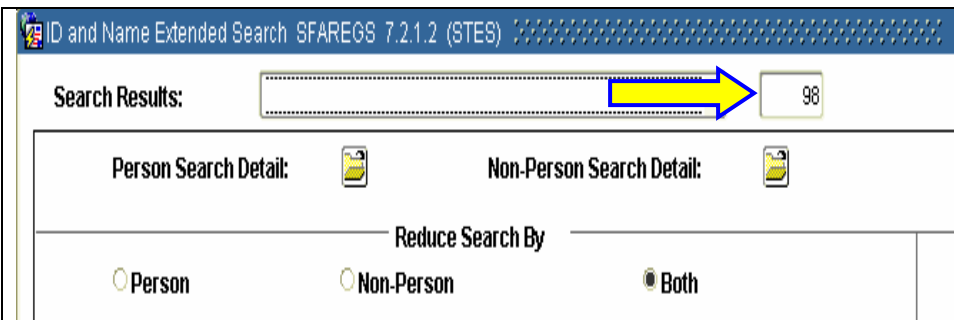
## Mock Registration Role play scenario:

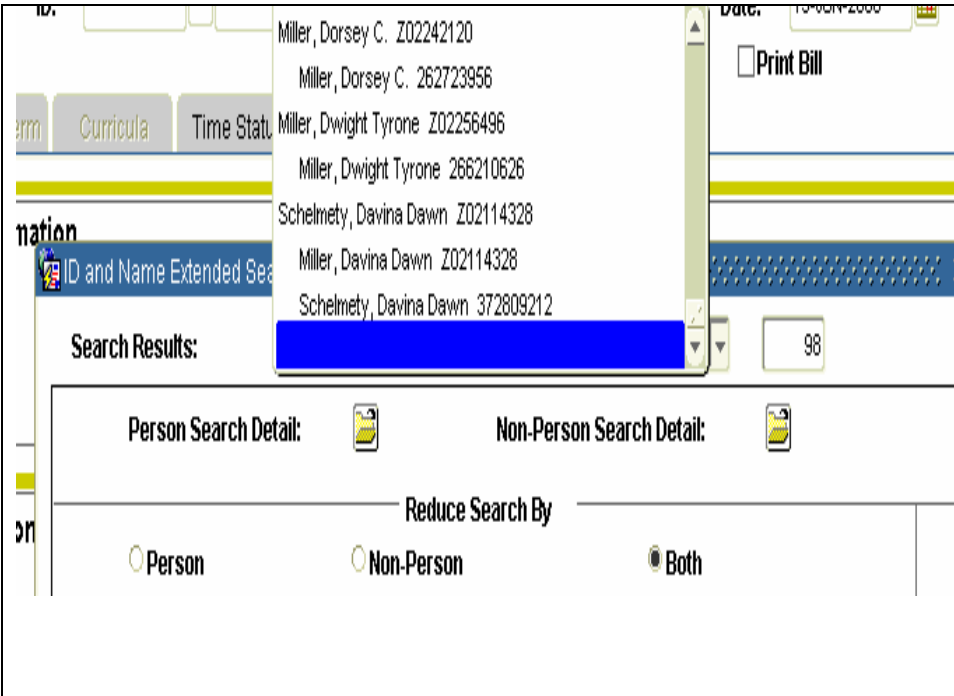
To find a student to use in the role play, use the following steps:

Open the SFAREGS form

In the Key block, search for a student with a common last name and a first name that starts with whatever letter. In the example below, I am looking for any student with a last name of Miller and a first name that starts with a D.

	<ul style="list-style-type: none"><li>• Enter the last name, first initial, and the wildcard character %</li><li>• Press the Enter key</li></ul>
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	<ul style="list-style-type: none"><li>• A dialog box opens and indicates that, in this case, 98 names start with a D for a last name of Miller</li><li>• Click the drop down arrow to see the list of names</li></ul>
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	<ul style="list-style-type: none"><li>• Double-click one of the names with a Z number</li><li>• You will be returned to the SFAREGS form (or whatever form you started the search in)</li><li>• Perform a Next Block</li><li>• If the person you selected is a valid student, you will see the following message on the Hint line:<ul style="list-style-type: none"><li>○ FRM-40350: Query caused no records to be retrieved</li></ul></li><li>• If the message indicates that the person is not a student, try the process again!</li></ul>
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**Begin the Mock Registration Scenario with your student:**

Student \_\_\_\_\_ is at the front counter and wants to register for five courses.

Go to SGASTDN to pull up this student’s record (use the search feature to find him/her).

Check to be sure they have not already taken these courses at SHACRSE (remove the term value, then perform a Next Block to see a list of all the courses they have already taken)

Course ANT 2000 section 001 Course ANT 2000 section 003 Course ARH 4450 section 001  
 Course ENC 1101 section 001 Course JST 4930 section 001

Use searching to find the CRN: enter the three-letter subject in the Subject field, enter the course number in the Course number field; press the search drop-down arrow under the Course label to initiate a search; this takes you to SFQSECM, a registration section query form. Press F8 to query for the CRN. Double-click the CRN, which takes you back to the SFAREGS form.

- Go to SFAREGS to add these courses and add these courses
- Override any restrictions, and save them

**Note:** if you accidentally enter the same CRN twice and get a duplicate section error, click on Record tab and select **Clear** to get rid of the duplicate CRN.

The student wants to know the total fees for these courses – go to SFAREGF, then click on the Options tab and select the **Fee Assessment with Min/Max** to see the total fees.

	<ul style="list-style-type: none"> <li>• Click the Options tab</li> <li>• Click on Fee Assessment with Min/Max applied to see detailed fees</li> </ul>
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Detail Code	Description	Detail Code Category	Charge	CRN
1000	Matriculation - Undergraduate	TUI	214.68	33400
1000	Matriculation - Undergraduate	TUI	214.68	33408
1700	Local Fees-Undergrad Res	FEE	111.24	33400
1700	Local Fees-Undergrad Res	FEE	111.24	33408
1802	Late Registration Fee	FEE	50.00	
1808	Transportation Access Fee	FEE	50.00	

- An example of the detailed fees

**Drop/add Courses:** The student has changed their mind and wants to drop course ARH4450 and add course ARH 2000 section 001. Where should you go to do add/drop? SFAREGS

Select the Course, tab to the Status field and enter DD to drop the course.

Be sure to save the changes and the fees will be re-assessed.

**Change a course to Audit:** The student wants to audit course ANT 2000 section 001 (change the Status mode field using the drop-down to **AU**).

### Course Information

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Status	Level
33400	ANT	2000	001	S	3.000	3.000	RE	UG

- To change the course to audit, tab to the Status field
- Click the drop down arrow to open the form SFQRSTS

### Course Registration Status Dates

Status	Description	Effect by Student Status	Start Date	End Date
AU	Audit	N	08-NOV-2005	03-MAY-2007
DC	Drop Course	N	08-NOV-2005	03-MAY-2007
DD	Drop/Delete	N	08-NOV-2005	03-MAY-2007
DH	Dropped with F grade	N	03-MAR-2006	03-MAY-2007
DR	Drop Retained	N	17-JAN-2006	22-JAN-2007
DS	Dropped with W grade	N	23-JAN-2006	02-MAR-2007
DW	**Web Dropped**	N	08-NOV-2005	12-JAN-2007

- In the form, double-click AU
- You will be returned to the SFAREGS form with the Status now updated to AU

**Change a course to Pass/Fail** The student wants to take course ARH 2000 as pass/fail (change the Grade mode field using the drop-down to **P**).

### Course Information

CRN	Subject	Course	Section	Grade Mode
33400	ANT	2000	001	S
33402	ANT	2000	003	S
33408	ARH	2000	001	S

Find %

Code	Description	Stvgmod_Activity...	Stvgm...
A	Audit	16-SEP-91	
P	Pass/Fail	16-SEP-91	
S	Standard Grade Mode	17-NOV-05	

Find
OK
Cancel

- Change a grade from standard mode to pass/fail mode by clicking the Grade Mode drop down arrow while in the course record, as shown in the example to the left
- A dialog box with grade codes opens
- In the dialog box, double-click on P – Pass/fail
- The dialog box will close and the grade mode is now a P

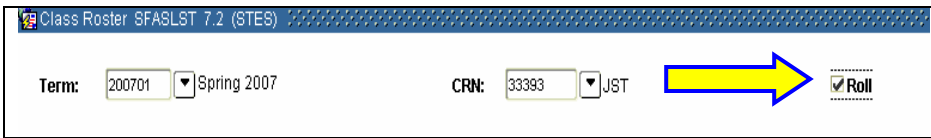
Check the student's schedule at SFAREGQ (shows each course and course details such as meeting days, time, classroom, and instructor)

Review the student's term registration at SFAREGF (shows a list of their registered courses).

Check the class roster at SFASLST to ensure the student is listed in the class.

Review the audit trail that shows the sequence of registration transactions – SFASTCA (student course registration audit).

**Enter grades:** The class is now over and you need to enter the grades for the each of the student's classes. Go to SFASLST to enter just your student's grades for each class (no A's). Check the Roll box in the top of the form as shown in the figure below:

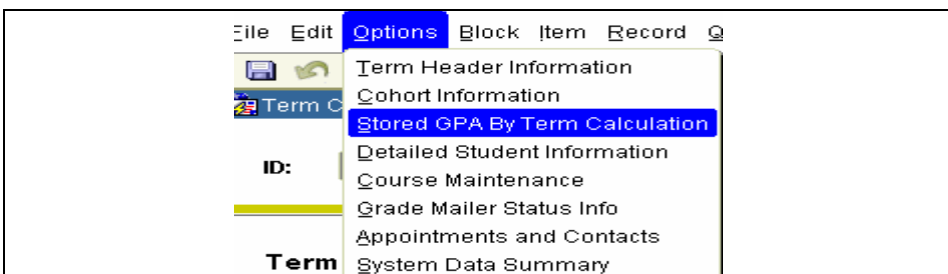


- Check the Roll box
- Perform a Next Block function

Enter the grade for your student and click the **Save** icon. This rolls the grades (moves them to academic history). Repeat this process for each course.

Review the student's registration history to review his/her grades at SFARHST (shows a list of their courses for the term and their final grade).

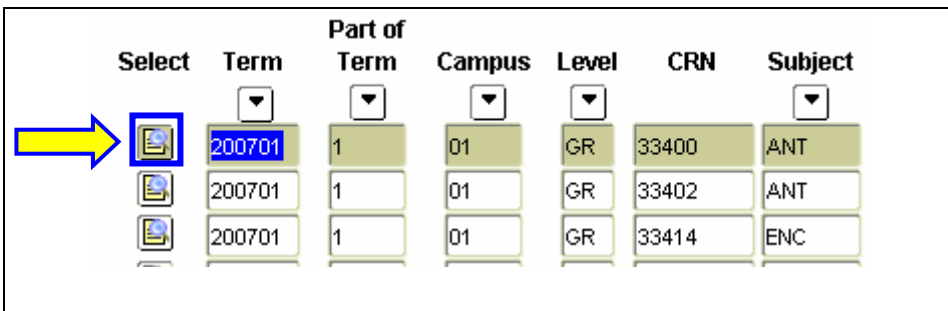
**Calculate their GPA:** What is their GPA? Go to SHAINST, perform a Next Block, select the Options **Stored GPA...**, click on the Recalculate GPA icon  $\Sigma$ . What is their GPA? \_\_\_\_\_



- Click the Options tab
- Click Stored GPA By Term Calculation
- Click on  $\Sigma$

**Change a Grade in Academic History:** A mistake was made in the grade for course \_\_\_\_\_! It should be an A – instructor error!

Go to SHACRSE to make this change (remember to click the icon to the left of the course to open the next form to make the change.)



Select	Term	Part of Term	Campus	Level	CRN	Subject
	200701	1	01	GR	33400	ANT
	200701	1	01	GR	33402	ANT
	200701	1	01	GR	33414	ENC

- Click in the Course row
- Click the Select icon to the left of the Term field
- That will open the SHATCKN
- Perform a Next Block function into the Grades Information Block

In the next form, perform a Next Block into the Grades information block. Insert a record: Click Record on the Menu bar and click Insert.



- An example of Inserting a new record
- Must have a new record to make the grade change

Enter the new grade on the new line. Enter S for grade mode, enter 3 (or the correct number of hours) in the Hours field, and tab to the reason for change field. Select the Change Reason by clicking the drop down arrow. Select Instructor Correction (IC). Save the change.

Grades									
Sequence Number	Grade	Grade Mode	Hours	Change Reason	Extension Date	Grade Date	Grade Comment	User	
2	A	S	3.000	IC	Instructor Correction	14-JUN-2006			TRAIN22
	B+	S	3.000			15-JUN-2006			
1	A-	S	3.000	OE	Original Entry	14-JUN-2006			TRAIN22

- The new record has been inserted
- Enter the new grade
- Enter the grade mode – S in this case
- Enter the Hours
- Select the Change Reason by clicking on the drop down arrow

Select Instructor Correction (IC) and click the OK button (or double-click IC) and you will return to the form.

Grade Change Code Validation (STVGCHG)			
Find %			
Code	Description	Permit Dupes	ACTIVITY
CC	Composite Calculation	N	01-DEC-
CR	Capped Resit	N	01-DEC-
DL	Degraded Late	N	01-DEC-
IC	Instructor Correction	Y	30-JAN-
MC	Make-up Work Complete	N	30-JAN-
OE	Original Entry	N	13-AUG-
RC	Re-Calculated	N	01-DEC-
SG	Substitute Grade	N	03-SEP-

Buttons: Find, OK, Cancel

- In the Grade Change Code Validation dialog box, select the reason for the grade change
- Click the OK button

Save the grade change. The figure below shows the results of the saved grade change: the sequence number for the grade change is set to 3, the date and user who made the change are listed.

Grades									
Sequence Number	Grade	Grade Mode	Hours	Change Reason	Extension Date	Grade Date	Grade Comment	User	
2	A	S	3.000	IC	Instructor Correction	14-JUN-2006			TRAIN22
3	B+	S	3.000	IC	Instructor Correction	15-JUN-2006			TRAIN23
1	A-	S	3.000	OE	Original Entry	14-JUN-2006			TRAIN22

- The changed grade along with the date of the change and the user who made the grade change

Go back to SHAINST and recalculate their GPA using same procedure as before. Now what is it? \_\_\_\_\_