Student Registration Query Form: SFAREGQ

The Registration Query Form (SFAREGQ) provides an online view of a student's schedule. The form is query-only and displays all registered courses and related information for the term or date range and student specified. Use the date range to search on open learning courses.

Why use this form?

If you are advising a student and need to view their current schedule or the courses he or she has taken, this form provides a view of that information. Courses taken prior to the implementation of Banner Student are available in EagleNET or the Banner form SGASTN.
What is the difference between EagleNET Transcript or Student Schedule and this form?

**SFAREGQ** displays courses a student has registered for since September of 2006. **SFAREGQ** displays the grading method the student selected, but not the grade earned. **SFAREGQ** includes the CRN number, as well as the subject area, course, and section number. This form includes the instructor of record for the class, the meeting place, time and days of the week.

A transcript viewed in EagleNET provides: complete course status, including courses the student withdrew from; grades awarded; student GPA; and a running total of credits earned from the time the student first enrolled at EWU. The transcript includes transfer credits, but no detail.

The student schedule in EagleNET is very similar to **SFAREGQ**, but will only show the student’s schedule for the term selected. **SFAREGQ**, accessed through Banner INB, displays a range of terms when the registration from and to dates are selected.

Who should use this form?

Department secretaries or personnel with access to Banner Student, as well as advisors can use this form to look up student schedules or assist students in locating courses they are registered for.

How to use this form.

Once the form is open you need to:

1. Type in or search for the term to be viewed in the **Term** field  **OR**
2. Select a range of dates using the **Registration From** and **To** fields **AND**
3. Type in the student’s ID number  **OR** search for the student’s ID number  **OR**
4. Type in the student’s name (last name, first name)
5. Click **Next Block** to display the student’s information.

6. Use the Auto Hint / Status line to review how many records are available. Use the scroll bar to view all the records or press **Next Record** or **Previous Record** to move through the records available.

7. The number of credits displayed at the bottom of the screen are for the dates selected in the Key Block.

8. To view a different student, click **Rollback** to return to the Key Block. Tab to the date fields and delete the dates selected.

9. Tab to the **ID** field and type in or select a new student’s id, or type in the student’s last name, first name.

10. Click **Next Block** to display the student’s information.
11. The information for the new student will be displayed.

12. When finished viewing student information, clear the form of all data. Click **Rollback** to remove data from the information block. Clear all data from the Key Block; this requires tabbing to each field and pressing the DELETE keyboard key.

**Terminology**

**Term** – a specific term to view a schedule for. Quarters are displayed with as Year##, with each quarter assigned a specific sequence.

- Winter = 10
- Spring = 20
- Summer = 30
- Fall = 40

**ID** – contains the student’s identification number, which must start with leading zeroes and be 8 characters in length.

**Co-op Education** - navigate to SGACOOP when the cursor is on a CRN which allows co-op assignment (the schedule type for the section is flagged on STVSCHD to allow co-op). Button activation is determined by the CRN your cursor is on.

The Co-op button has three modes:

- Data - A valid co-op is assigned for that student, term, and CRN. The button is enabled, and the message bubble says Data.
- No Data - A valid co-op record exists for the CRN. The button is enabled, and the message bubble says No Data.
- Disabled - There is no co-op record attached to the CRN. The button is not enabled.

**Registration From Date & To Date** - allows you to search on registration information based on a range of dates using the calendars located next to the field.

**Part of Term** - is the part of term number for a traditional course. Courses that are not contained within a term will be displayed as OL (Open Learning).
**Begin Time** - displays the beginning time from the meeting time record. Please note that open learning courses may or may not be associated with meeting time records.

**End Time** - displays the ending time from the meeting time record. Please note that open learning courses may or may not be associated with meeting time records.

**Instructional Method** - displays the course delivery method information associated with the registration record.

**Instructor** - is populated by the name of the assigned instructor or tutor defined for the section.