Frequently Used Registration Functions

Removing a Course

Removing a course is done *before* the start of the term when a student determines they will not be able to attend. The date reflected in the Key Block must reflect a date prior to the start of the term. As the student never attended the course, they do not owe any money.

Once a student's course schedule is displayed on SFAREGS:

1. Place the cursor on the row that corresponds with the course to be removed.
2. [Tab] to the **Status** field.
3. Enter **DD** (Delete Course) into the field.
4. With your cursor on the same row, click **Delete** to remove the registration record.
5. Click the **Save** icon twice.

If the term has already started when the student determines they can't attend the course, it will be necessary to backdate the Date field in the Key Block to a date prior to the start of the term in order to avoid being charged for the course. This is assuming they have not attended the course at all.

If the student actually attended the course before determining they do not want to continue, it will actually be considered a dropped course and they may be required to pay for it regardless. Instructions to drop a course are on the following page.

Drop a Course

Dropping a course is done *after* the start of the term and is not eligible for a refund. It is UMB policy that if a course is the only course a student is taking, you *must* cancel or withdraw the registration. You cannot just drop it.

Once a student's course schedule is displayed on SFAREGS:

1. Place the cursor on the row that corresponds with the course to be dropped.
2. [Tab] to the **Status** field.
3. Enter **DC** (Drop Course) into the field.
4. Click the **Save** icon twice.

Audit a Course

Auditing a course is used for students who attend courses not for credit.

Once a student's course schedule is displayed on SFAREGS:

1. Place the cursor on the row that corresponds with the course to be audited.
2. [Tab] to the **Status** field.
3. Enter **AU** (Audit) into the field.
4. Click the **Save** icon twice.

Cancel Term (All Courses)

Canceling a term is done *before* the start of term when a student determines they will not be able to attend any of their courses. The date reflected in the Key Block must reflect a date prior to the start of the term. This is similar to removing a course, however, this is to cancel all courses for a term.

IMPORTANT: If the term has started, you should always contact the Financial Aid office first to determine if the student receives Financial Aid. Canceling a term results in a full refund and if a student receives Financial Aid, this could negatively affect them.

1. Verify that the **Date** field in the Key Block is prior to the start of term and then click **Next Section**.
2. In the Status field enter **CA** (Cancel All).
3. Click the **Next Section** icon and verify that the status changed for all courses.
4. Click the **Save** icon twice.

Un-Cancel Term (All Courses)
Un-Canceling a term reverses a cancellation of courses. This can be done at anytime. It will result in the reassessment of the student's tuition and re-register the student in their courses.

1. Verify that the **Date** field in the Key Block is the effective registration date and then click **Next Section**.
2. In the Status field enter **UC** (Un-Cancel All).
3. Click the **Next Section** icon and verify that the status changed for all courses.
4. Click the **Save** icon twice.

Restrictions on courses will reappear and need to be overridden.

Withdraw
Withdrawing from a term is done *after* the start of the term and may result in a prorated refund of the student's tuition if appropriate. This procedure changes the student's registration status to WD for all active courses.

1. Verify that the **Date** field in the Key Block is the actual date the student withdrew and then click **Next Section**.
    a. The accuracy of the date is important as it may affect their refund if they are eligible for one.
2. In the Status field enter **WD** (Withdraw).
    a. You can enter a reason into the Reason field if desired. For list of reason codes, click on the LOV (drop-down arrow) icon.
3. Click the **Next Section** icon and verify that the status changed for all courses.
4. Click the **Save** icon twice.

Un-Withdraw

Un-Withdraw will reverse a withdrawal.

1. Verify that the Date field in the Key Block is after the start of term and then click **Next Section**.
2. In the Status field enter **UW** (Un-Withdraw).
3. Click the **Next Section** icon and verify that the status changed for all courses.
4. Click the **Save** icon twice.