DROPPING & ADDING MODULES IN SFAREGS

UPDATED FOR 2020/21

Dropping 'first attempt' modules

If you get any requests from students to drop a module (i.e. where the student cannot do it via online registration), please do the following in **SFAREGS (Course Information section)**:

- Up until end of week 8 of teaching
  - Use **DD (Drop Delete)** as the registration status
  - Remove the record from SFAREGS (use Delete in the section toolbar)
- After week 8 of teaching until end of week 12 or last teaching day of the trimester:
  - Use **WN (Withdrawn)** as the registration status
  - Do not remove the record – leave it visible in SFAREGS

Study Abroad and Erasmus students are an exception to this - you should always use DD (Drop Delete) in SFAREGS and remove the record when dropping a module for those students.

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *
12846	BMGT	43910	VQ1	M	35.000	35.000	35.000	35.000	RE	CD
14840	HIS	41660	AQ1	R	0.000	0.000	0.000	0.000	DD	CD

Click on CRN — Tab across — Change Status

Dropping Repeats/Resits

- **DD (Drop Delete)** status should be used for students who wish to drop resits/repeats. If the resit or repeat is no longer relevant, based on an Assessment Appeal or a Change of Grade, you should always use DD when dropping the registration. Remember to remove the record from SFAREGS.

Registering Repeats/Resits

If you need to register a student as a repeat/resit to a module in SFAREGS; remember to use **Grade Mode R**, the module status of **RR (Repeat)** or **ES (Resit)** and assign the relevant Stage to the module via Stage Assignment Management in InfoHub.

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *
12846	BMGT	43910	VQ1	M	35.000	35.000	35.000	35.000	RE	CD
14840	HIS	41660	AQ1	R	30.000	30.000	30.000	30.000	RR	CD

Add CRN — Tab across — Change Grade Mode — Change Status

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Students taking an alternative module

OPTION AND ELECTIVE MODULES

- Enter the appropriate CRN in SFAREGS
- For **Option** modules use **Grade Mode M and Status RW** (see example below)

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term
17603	SCI	10010	VA1	M	5.000	5.000	5.000	5.000	RW ...	UG	☐		AUT

- For **Elective** modules use **Grade Mode M and Status RV**

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term
17603	SCI	10010	VA1	M	5.000	5.000	5.000	5.000	RV	UG	☐		AUT

CORE MODULES – NO LONGER ON OFFER

These should be registered in SFAREGS with **Grade Mode M and Status RE**, as in the example below. Assign the relevant stage in Update Stages.

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term
10493	SOC	20100	VA1	M	5.000	5.000	5.000	5.000	RE	UG	☐		AUT
13438	SPOL	20050	VA1	M	5.000	5.000	5.000	5.000	RE	UG	☐		AUT

Please Note: no academic penalty will be applied and a Repeat fee will be charged. Please email systems.data@ucd.ie to arrange for the lower charge to be applied.

This mechanism is not available for **Option or Elective modules.**

IN ALL CASES, PLEASE REMEMBER TO ASSIGN THE RELEVANT STAGE TO THE MODULE VIA STAGE ASSIGNMENT MANAGEMENT IN INFOHUB.

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WN and WX Grades

This information applies to students who have modules that were previously graded as WN (from 2019/20 onwards) or WX on their **most recent attempt**, and who wish to take that module again in the current trimester.

RE-REGISTERING FOR THE SAME MODULE

Students can normally re-register for WN or WX modules online.
The modules are included in the credits for free fees. However, when the student takes the same module again, there is no charge for that second attempt i.e. the module will only be counted once, or the student will only have to pay for it once, depending on the circumstances.

If registering a student in SFAREGS, use a registration status which causes no fee to be raised:

• Status **RY**
• Grade Mode **M**

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *
10350	PHYC	10050	VA1	M	5.000	5.000	5.000	5.000	RY	UG

REGISTERING FOR A DIFFERENT MODULE

Where a student has been awarded a WN or WX grade but subsequently decides to take a different module, the standard module charge applies for taking the new module. This charge will be the pro-rata module fee. If the student is eligible for free fees therefore, both modules will count towards the 'free fees' credit limit. If not, the student will have to pay for both. If the student was previously eligible for free fees but has reached or exceeded their limit by the beginning of the trimester, then they will have to pay for the new module.

These modules should be registered as standard modules:

• Status **RE** for Core
• Status **RW** for Option
• Status **RV** for Elective
• Grade Mode **M**

IN ALL CASES, PLEASE REMEMBER TO ASSIGN THE RELEVANT STAGE TO THE MODULE VIA STAGE ASSIGNMENT MANAGEMENT IN INFOHUB.

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WN and WX Grades

REGISTERING FOR A DIFFERENT MODULE – WN or WX MODULE IS NO LONGER ON OFFER

Where a student is obliged to select a new module because the module in which they obtained the WN or WX grade is no longer on offer, the procedure is the same as that for re-registering for the same module. As there is no element of choice in the matter, the student should not suffer any adverse fees consequences.

A comment also needs to be entered in SPACMNT to outline the details.

- In **SPACMNT** enter the student ID in the **ID field** and Ctrl/Page Down.
- If the student has existing comments, go to **Record** at the top of the screen and choose **Insert** to get a blank comment page.
- In **Comment Type** enter SUB (to indicate that it is a comment about substitutes).
- In the **Comments** box enter the details of the substitution. Include the following:
    - **Module Code** of the new module
    - **Module Code** of the old module
    - Date (in ddmmyy format)
    - Name of person making the comment

IN ALL CASES, PLEASE REMEMBER TO ASSIGN THE RELEVANT STAGE TO THE MODULE VIA STAGE ASSIGNMENT MANAGEMENT IN INFOHUB.

Further information

Term	Meaning
WN	**Withdrawn from a Module** Use where a student withdraws after the end of week 8 of teaching and before the end of week 12 of a trimester or end of teaching term. The student will be able to take the module again without financial or academic penalty (note the original attempt will count towards fees). If the student is being registered to the module again, use Module Status RY and Grade Mode M.
DD	**Drop Delete** Use this to remove a CRN from SFAREGS that was added in error. Use when dropping a tutorial/lab/practical. Always use for Study Abroad and Erasmus students. If a resit or repeat is no longer relevant, based on an Assessment Appeal or a Change of Grade, you should always use DD when dropping the registration. Remember to remove the record from SFAREGS before you save.

Banner 9 Support and Training

Using SFAREGS (Manual Registration) in Banner 9

Update a stage for a module via InfoHub

Using SPACMNT (Comments Screen) in Banner 9

Support and Training Website