Dropping and Adding Modules in SFAREGS (Banner)

Dropping 'first attempt' modules

If you get a request from a student **to drop a module** (due to online registration being unavailable), please do the following in **SFAREGS (Course Information Section).**

If the module/CRN should not be there or it is before the deadline for dropping unwanted modules in a specific trimester (check key dates):

- Go to relevant CRN.
- Type **DD (Drop Delete)** in the **Status** field.
- Remove the record from SFAREGS (use Delete in the section toolbar).
- DD and remove any associated tutorials, labs etc.
- Save changes.

After the deadline for dropping unwanted modules until end of week 12 or last teaching day of the trimester:

- Go to relevant CRN.
- Type **WN (Withdrawn)** in the **Status** field.
- Do not remove the record – leave it visible in SFAREGS.
- Save changes.

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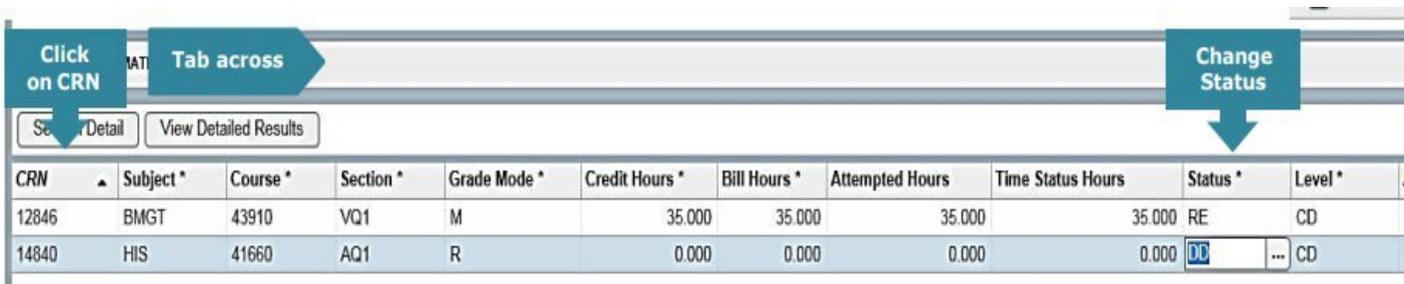
CRN		Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	
12846		BMGT	43910	VQ1	M	35.000	35.000	35.000	35.000	RE	CD	
14840		HIS	41660	AQ1	M	0.000	0.000	0.000	0.000	DD	CD	

Repeat and Resit Modules

Dropping Repeat/Resit Modules

- Go to relevant CRN in Course Information section.
- Type **DD (Drop Delete)** in the **Status field.**
- If the resit or repeat is no longer relevant, based on an Assessment Appeal or a Change of Grade, always use DD when dropping the registration.
- Remove the record from SFAREGS (use Delete on the Course Information section toolbar).
- DD and remove any associated tutorials, labs etc.

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

Registering Repeat/Resit Modules

- Enter the appropriate CRN in Course Information section.
- Use **Grade Mode R or U** (see note on Grade Modes on last page).
- Type **RR (Repeat)** or **ES (Resit)** in the **Status field.**
- Save changes.
- Assign the relevant stage to the module in InfoHub via Stage Assignment Management or the Update Stage function in UView – Student Enquiry (under Current Module Registrations).
- Register the student for any tutorials etc. as well (Repeats only).
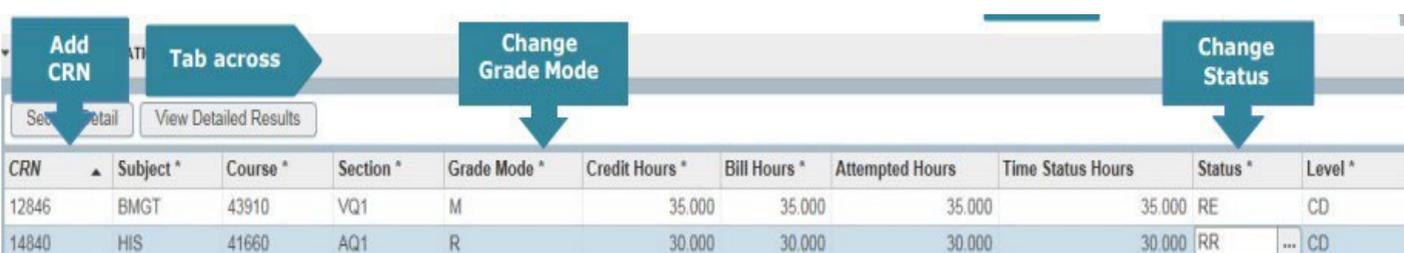
CRN	▲	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *
12846		BMGT	43910	VQ1	M	35.000	35.000	35.000	35.000	RE	CD
14840		HIS	41660	AQ1	R	30.000	30.000	30.000	30.000	RR	CD

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Alternative Modules

Enter the appropriate CRN in the Course Information section.

OPTION AND ELECTIVE MODULES

- For **Option** modules use **Grade Mode M or Q** (see note on Grade Modes on last page), **and Status RW.** Save Changes.
- Assign relevant stage (via InfoHub).
- Register to any tutorials etc.

COURSE INFORMATION												

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 or Q** as appropriate and **Status RV**. Save changes**.** Assign relevant stage (via InfoHub). Register to any tutorials etc.

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 – ORIGINAL NO LONGER ON OFFER

- These should be registered with **Grade Mode M** or **Q** as appropriate **and Status RE.** Save changes. Assign relevant stage (via InfoHub).
- Register to any tutorials etc.

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 to the Core module, 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.

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Withdrawn Modules (WN)

This information applies to students who have modules that were previously graded as WN 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 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:

• Enter relevant CRN in Course Information Section.
• Use Grade Mode **M** (or **Q** if appropriate).
• Type **RY** in the **Status field.**
• Register the student for any tutorials etc. if necessary.
• Save changes.

There may be a situation where a repeat attempt of a module was awarded a WN grade. In this case, use Status RY and Grade Mode R (or U if appropriate) when registering the subsequent attempt. This will not raise fees, and the subsequent attempt remains capped.

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

Assign the relevant stage to the module in InfoHub via Stage Assignment Management or the Update Stage function in UView – Student Enquiry (under Current Module Registrations).

Updated September 2024

Withdrawn Modules (WN)

REGISTERING FOR A DIFFERENT MODULE

Where a student has been awarded a WN 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** (or **Q** if appropriate).
- Register the student for any tutorials etc. if necessary.

				Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term
COURSE INFORMATION												Insert Delete Copy Fil	
Section Detail	View Detailed Results												
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

Assign the relevant stage to the module in InfoHub via Stage Assignment Management or the Update Stage function in UView – Student Enquiry (under Current Module Registrations).
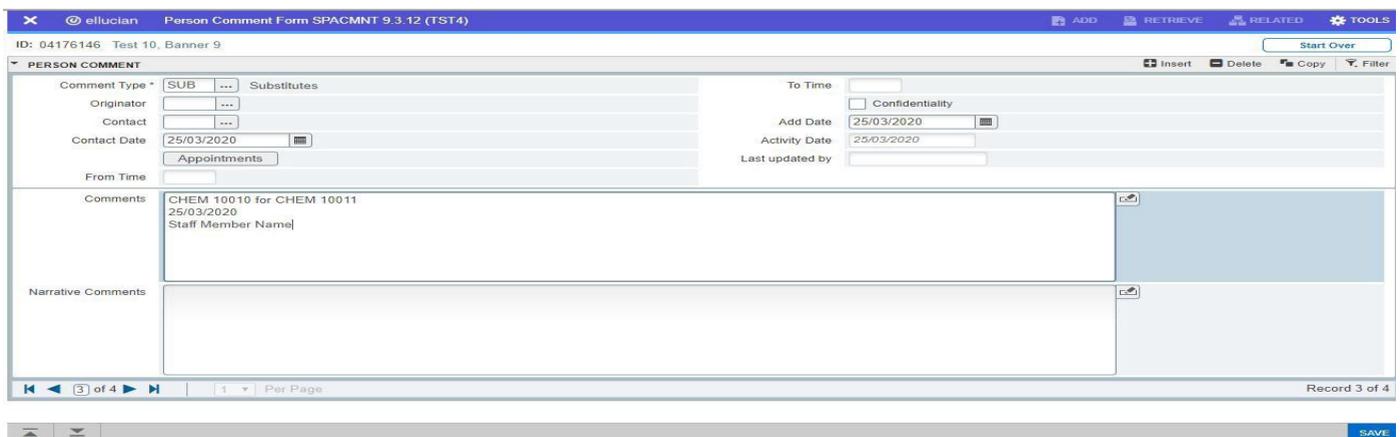
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Withdrawn Modules (WN)

REGISTERING FOR A DIFFERENT MODULE – WN 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 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.

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Further Information

Module Status	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 or Q (as appropriate). *Teaching arrangements can affect this.
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.

Grade Modes

- **Grade Mode Q** is used for first attempt modules with a Pass/Fail or Pass/Fail/Distinction grade scale (GPA Neutral).
- **Grade Mode U** is used for Repeat or Resit modules with a Pass/Fail or Pass/Fail/Distinction grade scale (GPA Neutral).
  - Resit CRNs will default to the appropriate grade mode.

Training and Reports

- How-to guides available in the Banner Access and Training section of the Support & Training web page.
- Student Workload Reporting is available in InfoHub.

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