ENROLMENTS UNIT

BANNER

PROCEDURES

FOR

STUDENT CENTRE

STAFF

Updated December 2007
OBJECTIVE

✓ To assist Student Centre Staff identify and report Banner data anomalies managed by Enrolments Section.

✓ To instruct Student Centre Staff in the common Banner forms and screens utilized by Enrolments Section.

✓ Student Centre Staff may from time to time be requested or directed to assist with one-off data entry jobs. Detailed procedures will be provided by Enrolments Section.
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FORMS MANAGED BY ENROLMENTS

- Enrolments Section is responsible for processing forms as listed below.
- Forms are located in MyACU, Student View, Managing Your Studies, FORMS.
- Refer students to read and follow specific procedures on the back of each form.
- All penalties applicable will be charged through My Fees on Student Connect – Managing your Studies.
- All forms submitted to Student Centres need to be immediately date stamped and sent to Enrolments.

**ACC Application to Course Complete Form**
The ACC Form is used by ACU National students who anticipate completing their studies.

**AAT Authorisation for Release of Full Academic Transcript**
This form is only to be used to provide a full copy of an academic transcript to a State Registration Board, Education or Health Authority. A separate request should be made for transcripts for any other use via the TR Request for Transcript form.

**AX Application for Cross-Institutional Enrolment Form**
For students applying to enroll in unit/s at another University on a cross-institutional basis. Not to be used by Research students. Approval from Course Co-ordinator required.

**CM Application for Change of Major Form**
For students seeking change to approved major. Approval from Course Co-ordinator is optional but recommended.

**CR Application for Credit / Recognition of Prior Learning Form**
For students seeking academic credit/RPL for previous study or prior learning. Approval from Course Co-ordinator required.

**DDT Application to Transfer from a Dual Degree to the Single Degree Form**
For students seeking transfer from an approved dual degree to a single component of that degree. Approval from Course Co-ordinator NOT required.

**FP Application for Adding a Unit on a Fee-paying Basis Form**
For students enrolled in a Commonwealth-supported place and wish to add a unit on a Fee-paying basis. Approval from Course Co-ordinator required.

**LAU Application for Late Addition of Unit/s Form**
For students requiring late enrolment in unit/s (see critical dates schedule). Approval from Course Co-ordinator required.

**RC Application for Right of Correction Form**
For students seeking correction due to enrolment error. Approval from Course Co-ordinator NOT required.

**WC Application for Withdrawal from Course Form**
For students seeking to withdraw from their course of study. Approval from Course Co-ordinator NOT required.

**WEF Application to Waive Late Enrolment Fee Form**
For students seeking exemption from late enrolment fee due to inability to re-enrol during prescribed time line. Approval from Course Co-ordinator NOT required.
# BANNER SCREENS – GENERAL SUMMARY

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOAEMAL</td>
<td>Email Address Form</td>
<td>Displays student ACU email account</td>
</tr>
<tr>
<td>GUIMAIL</td>
<td>Mail Query Form</td>
<td>Displays audit trail printed forms</td>
</tr>
<tr>
<td>SAAADMS</td>
<td>Admissions Application Form</td>
<td>Source of funding location</td>
</tr>
<tr>
<td>SFASTCA</td>
<td>Student Course Registration Audit Trial...</td>
<td>Displays unit activity – date, action and author</td>
</tr>
<tr>
<td>SFAREGS</td>
<td>Student Course Registration Form</td>
<td>Add/Delete units</td>
</tr>
<tr>
<td>SFARGRP</td>
<td>Student Registration Group Form</td>
<td>Displays Time Ticket Start/End Dates</td>
</tr>
<tr>
<td>SGASADD</td>
<td>Additional Student Information Form</td>
<td>Student’s attributes</td>
</tr>
<tr>
<td>SGASTDN</td>
<td>General Student Form</td>
<td>Degree/Major information and status</td>
</tr>
<tr>
<td>SGASTDQ</td>
<td>General Study Query Form</td>
<td>Displays sequence of terms</td>
</tr>
<tr>
<td>SHADEGR*</td>
<td>Degree and Other Formal Awards</td>
<td>Displays academic history, course completion date &amp; GPA</td>
</tr>
<tr>
<td>SHADGMQ</td>
<td>Degree Summary Form</td>
<td>Permits selection correct degree sequence</td>
</tr>
<tr>
<td>SHATRNS</td>
<td>Transfer Course Form</td>
<td>Enter approved credit</td>
</tr>
<tr>
<td>SOAHOLOD*</td>
<td>Hold Information Form</td>
<td>Reason for hold, date cleared</td>
</tr>
<tr>
<td>SOZASTD</td>
<td>ACU Student Query Form</td>
<td>Displays degree and subjects</td>
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<tr>
<td>SPACMNT*</td>
<td>Comment Form</td>
<td>Enter relevant description</td>
</tr>
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<td>SPAIDEN*</td>
<td>General Person Identification Form</td>
<td>Change of name</td>
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<tr>
<td>SSASECQ</td>
<td>Schedule Section Query Form</td>
<td>Find CRN, nos. enrolled, section, campus</td>
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<tr>
<td>SZABACO</td>
<td>Student ID Barcode report</td>
<td>Prints barcode</td>
</tr>
</tbody>
</table>

Student Centre staff have limited access to forms with *, otherwise access is read-only.
STUDENT STATUS

Please note status may differ between Banner screens. For example a current student in SHADEGR displays ‘SO’ in Degree Status. The same student with active registration displays ‘AS’ in SOZASTD and SGASTDN.

AD  Award Conferred  (student has graduated from course)
AG  Applied to Graduate  (student has submitted ACC form)
AS  Active Student  (student with current registration in units)
AC  Active Student Not Enrolled  (more than 2 years consecutive non-enrolment)
AE  Active Student Enrolled  (used for STUDENT EXCHANGE)
CC  Course Completed  (student has completed course and is awaiting graduation)
DA  Administrative Withdrawal  (Fees Unit apply this status to Upfront CSP student with no TFN who did not pay fees)
DS  Deceased Student
FD  Financial Debtor  (Fees Unit apply this status to Fee Paying student who did not pay fees and affix a ‘Hold’ [FH] for the amount outstanding.
GS  Graduated Student  (student has graduated from course)
PC  Program Completed  (student completed non-award diploma/certificate)
PG  Pending Graduation  (displays in last active enrolled term for that degree)
SA  Suspension – Appeal Pending
SC  Show Cause  (student with 50% or more failed units)
SO  Active Degree History  (student has current registration)
TC  Temporary Cancellation  (Fees Unit apply this status to students receiving Sanction letters prior to cancellation)
TA  Terminated – Appeal Pending
TR  Transferred from this Degree
TS  Terminated
WS  Withdrawn from Study
XA  Excluded – Appeal Pending
XS/XX  Excluded

Student Status Not in Use Post 2006

CD  Commencement Deferred (may be reactivated for certain courses ie BA/BSW where BA undertaken initially at host university prior to student commencing BSW at ACU.)
CX  Cross Institutional Study  (student with no current ACU course of study)
IN  Inactive  (student no longer enrolled, no longer used)
IS  Inactive Student  (student no longer enrolled, no longer used)
LA  Leave of Absence  (no longer needed due to change Academic Regulation)
SS  Suspended  (student on suspension, no longer used)
COURSE COMPLETION PROCEDURE

- At the end of each standard semester, and after results are rolled to academic history, Enrolments Section send a course completion ‘proforma’ document which lists students who have applied for course completion to relevant Course Co-ordinators for assessment and approval.
- Upon return of edited ‘proforma’ document Enrolments enter ‘Course Completed’ status in SHADEGR for those students identified as having finished their course.
- Enrolments Section endeavour to complete this process within 3 working days of receipt of returned ‘proforma’.
- For students identified as course completed at a later date, Course Co-ordinators submit an ‘additions proforma’ to Enrolments for processing.
- During the course completion periods [December-March] and [July-August] course complete transcripts are printed, checked for accuracy and posted to student’s mailing address each Thursday.
- Included with the academic transcript which incorporates the Academic Registrar’s electronic signature is a Graduation Information Flyer and Graduation Attendance Sheet.
- During the checking for accuracy process, academic transcripts identified visually as inaccurate (i.e. missing grade; interim grade not converted to a final grade) are not issued to students. These are returned to the Course Co-ordinator for further assessment and follow up. Enrolments Section must seek written approval to remove the ‘course complete’ status from the Pro-Vice Chancellor via Course Co-ordinator before removing the course completed status.

Note 1: Identifying course completed students is the responsibility of relevant Schools through their designated Course Co-ordinators with Head of School, Dean of Faculty, and Pro-Vice Chancellor (Academic Affairs) approval. It is not a Student Administration responsibility.

Note 2: Upon provision of signed, course completed academic transcript with relevant Graduation information the course completion process is concluded.

Note 3: Course completion letters are not provided by the Enrolments Section to students.

Responding to Student Enquiries re Course Completion

Initially, ask the student if he/she has submitted an Application to Course Complete.

- If the answer is Yes:
  - In Direct Access enter SHADEGR; enter Student ID, tab across to ‘Degree Sequence’, Click on arrow or (F9) to list all degrees. Select correct degree; Control Page Down, and check for Course Completion status. If CC status is showing, on the right hand side of the screen, exit.
  - In Direct Access enter GUIMAIL, enter Student ID, then Control Page Down. Check for ACU_TRANSCRIPT and print date. Ensure you check for the most recent Thursday entry, as Enrolments print and mailout transcripts every Thursday during peak periods.
  - Advise the student that the transcript has been printed and posted to their mailing address on that date.
  - If student advises they have recently changed their address and have not amended Student Connect – Managing Your Studies or activated mail re-direction through Australia Post advise them to immediately amend their address in Student Connect-Managing Your Studies. Student Centres can provide an Academic Transcript for which the student must pay the appropriate fee and do so on the spot. Provide the student with a copy of the relevant Graduation information sheets.

- If answer is No, advise student to contact their Course Co-ordinator immediately.
  - If the student returns stating their Course Co-ordinator has advised them they have been authorized as course complete contact Enrolments Section via course-completion@mary.acu.edu.au with student name, student ID, course, campus, student contact details and relevant information. Enrolments will respond to the student’s enquiry.
ENROLMENT COMMON SCREENS

GOAEMAL Email Address Form

- Student email address is created overnight once a commencing student has enrolled in a unit.
- Enrolments check if a student’s ACU email address has been activated when reinstatement is processed.
- Advise systems@acu.edu.au when a personal email address is present and Preferred box shows a tick. Send student name, SID and campus.
- Student email address remains active on web until student has graduated.

In the Direct Access field type GOAEMAL or access through SOZASTD
Press Enter, Enter Student ID, checking that name displayed is correct
Next Block [CTRL PgDown] once, Take note of address in ‘E-mail Address’ field
Exit

Student Number       Student’s ACU Email Address
Audit trail for forms produced by Banner relating to an individual student.

- Examples are ACU_TRANSCRIPT ACU Academic Transcript
  ACU_R/N ACU Result Notice (no longer used)
  SOZENRF Enrolment Form Data Extra (no longer used)

To check when a final transcript has been printed for a course complete student, locate ACU_TRANSCRIPT and note the date.

Note every transcript produced through Banner for an individual student by Course Coordinators, Student Centre or General staff will be listed in chronological order.

In the Direct Access field type GUIMAIL, Press Enter. Enter Student ID, checking that name displayed is correct

Next Block [CTRL PgDown] once.
Locate by date most recent transcript requested.
User name will identify if produced by Enrolments Unit.

Exit

User name – identifies B.Sukkel Fitzroy (Enrolments Unit)
SAAADMS Admissions Application Form

- This screen provides details of all offers processed for a student.
- Enrolments refer to this screen to determine term of admission of student seeking reinstatement.
- Shows type of offer (ie CSP, Fee-Paying, International) in Funding Source located under ‘Fees, Mail Submission, Withdrawal Data’ tab.

In the Direct Access field type SAAADMS, Press Enter.
Enter Student ID, check name displayed is correct, leave term code blank.
Next Block [CTRL PgDown] once.
Arrow up or down until correct degree (degree to be reactivated) in ‘Degree’ field is showing. Check Admit Term in ‘Entry Term’ field.
### Funding Source

- **Application Fee or Waiver:**
  - Application Fee Waivers:
  - Application Fee Detail:
  - Application Fee Amount:
  - Application Fee Rate:
  - Funding Source: 302 Fee Pay Award or Enab Fee-Paying

### Additional Data
- **Session:** Internal
- **Educational Level:** Secondary Edu School/ TAFE
- **Educational Goal:** 1st Preference
- **Recruit Type:**
- **Interview:**
- **Legacy:** Permanent Yes, definition 0
- **Citizen:** Australian Citizen

### Mail Submission
- **Letter:**
- **Wait Days:**
- **Initials:**

### Withdrawal Data
- **Withdrawal Reason:**
- **Institution Attended:**
SFASTCA Student Course Registration Audit Form

- Displays exact dates units were added or deleted by the user.
- WWW_USER confirms actions conducted by student using Student Connect – Managing Your Studies.
- Note duplicate entries indicate web enrolment request confirmed and accepted in Banner.
- If staff name displayed, initial letter identifies their campus.

In the Direct Access field type SFASTCA, Press Enter.
Enter the term (e.g. 200830).
Type in Student ID in ID field, check name displayed on screen is correct.
Next Block [CTRL PgDown] once.
Use arrow keys to scroll down and up
SFAREGS Student Course Registration Form

- Shows detailed list of units enrolled for a specific semester.
- Shows course reference number (CRN); campus and mode; load and fee level.

In Direct Access field type SFAREGS, press enter. Enter the term (e.g. 200830), type in the Student ID. Check name displayed on screen is correct. Next Block [CTRL PgDown] once to view the status field and units. Next Block [CTRL PgDown] again, this enables you to arrow up and down to look at all the units.

Term | Student Number | Status | Current Date
-----|----------------|--------|--------------

1 – Select SSASEQ located under Options to do a class search
2 – Course Reference Number (CRN)
3 – Subject Code and Course
4 – Campus and Mode
5 – Grade Mode (N = Normal Grading Mode, P = Pass/Fail grades only)
6 – Registration Status (RW = registered in units via web, RE = Unit/s registered by enrolments staff)
7 – Fee Level (H = CSP bands; F = Fee-paying)
STUDENT TERM

- Shows student’s enrolment details

In the Direct Access field type SFAREGS, enter the term (e.g. 200830). Type in Student ID, check the name displayed on screen is correct. Next Block [CTRL PgDown] once. Click on ‘Student Term’ tab.

Information displayed on this screen:

Student Status – whether student is active in term
Student Type – whether commencing or returning student
Residence – whether on or off-campus studies being undertaken
Fee Assessment Rate – displays student fee type
Last Term Attended – indicates the last term that the student completed a unit/s
Full Time or Part Time – Full or part time load being carried
Effective term – Current term entered in SFAREGS
CURRICULA

- Shows the Program the student is currently enrolled in.

Information Displayed on this screen

**Change Curriculum** - Copies and inserts new curriculum to change. Makes current curriculum inactive

**Catalog Term** - indicates the term that the student was admitted to the course

**Program** - Current degree

**Level** – UG – Undergraduate, PG – Postgraduate

**Campus** – Student’s campus

**College** – Faculty that the course is connected with
FIELD OF STUDY

- Shows the student’s major/s

Click on the ‘Field of Study’ tab.

The change of major is actioned in this screen.

Major Code
SFARGRP   Student Registration Group Form

- Displays TIME TICKET dates.

In the Direct Access field type SFARGRP, Press Enter.
Type in term and Student ID, check name displayed on screen is correct.
Next Block [CTRL PgDown] once.
Time ticket start and end times as well as dates are displayed.

Example below indicates academic year time ticket automatically allocated to continuing student who has completed enrolment.
Example below indicates admission time ticket commenced 1am on 15 October and expired 1 minute to midnight on 22 February.
SGASADD Additional Student Information Form

- Displays Cohort code and Student Attributes.
- Email fees@acu.edu.au when no attributes are displayed, as this is a data error.
- Include student name, SID, course, campus and last term attended.
- Student returning to study following an absence of two or more standard semesters cannot enroll through Student Connect – Managing your Studies when attributes are missing or outdated.

In the Direct Access field type SGASADD, Press Enter.
Type in Student ID; check the name displayed on the screen is correct.
Enter the Term (e.g. 200805)
Next Block [CTRL PgDown] twice.
Cohort Code and Attribute Codes will appear
SGASTDN  General Student Form

This screen displays the following information per study period:

- Student Status
- Student Type (Commencing/Returning)
- Residence level (i.e. on or off-campus studies being undertaken)
- Fee Assessment Rate (i.e. CSP, Fee or OS)
- Full or Part Time status
- Citizenship
- Level of Enrolment (i.e. Undergraduate/Postgraduate)
- Campus
- Faculty
- Degree
- Admission Term (i.e. when student was admitted into course)
- Major/s

Very informative screen.
SGASTDQ   General Student Summary Form

- Displays a student’s sequence of terms and relevant status.
- Confirms student’s validity if seeking re-admission.

In the Direct Access field type SGASTDQ, Press Enter.
Type in Student ID, check name displayed on screen is correct.
(If there is a term code displayed in the term field delete before you Next Block [CTRL PgDown] once.)
SHADEGR  Degree and Other Formal Awards Form

- Student degree and graduation information displayed.
- Ensure you select the correct degree to view.

In the Direct Access field type SHADEGR, enter student ID, and check the name displayed on the screen is correct.
In Degree Sequence field click on arrow or (F9) to list all degrees in SHADGMQ.
Select correct degree
Next Block [CTRL PgDown] once.

*Instructions on how to use SHADGMQ screen is located on next page.
SHADGMQ  Degree Summary Form

Ensure there is no term code listed in the Term field before you Next Block [CTRL PgDown] once.
All degrees in which the student has studied will appear.
Select the correct degree which requires checking for course completion by double clicking on the sequence number.
This will take you back to the previous page, in SHADEGR
SOAHOLD Hold Information Form

- This screen displays the reason for a hold, date hold was applied and date hold was removed.

In the Direct Access field type SOAHOLD, Press Enter.
Type in Student ID; check the name displayed on the screen is correct.
Next Block [CTRL PgDown] once.
Type of Hold, Amount, Date hold was placed and Expiry Date will appear if entered.

![SOAHOLD Hold Information Form](image)

<table>
<thead>
<tr>
<th>Type of Hold</th>
<th>Amount</th>
<th>Date hold was placed</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>$50.00</td>
<td>14-JUL-2002</td>
<td>20-NOV-2002</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</table>
SOZASTD  Degrees and Subjects Query Form

- This screen displays the students past and present degree sequences, with a link to their enrolled units.
- Used to determine student’s degree status and view subjects to check effective enrolment/s for reinstatement.
- Displays date of birth and gender;
- ‘Options Menu’ – gives access to the following screens;
  - Fees inquiry (TSAAREV), Telephone (SPATELE), Email address (GOAEMAL), Address (SOADDRQ), Printing Transcript (GJAPCTL), Barcode (SZABACO) etc.

In the Direct Access field type SOZASTD, Press Enter. Enter student ID, checking that name displayed is correct. Next Block [CTRLPgDn] twice, Note the status of the degree. Click on ‘Subjects’ tab at the top of the screen (this will list the unit/s that the student is enrolled in under this degree) Check that they have an effective enrolment (grade) in at least one unit. Exit twice.
SPACMNT Person Comment Form

- Comments entered on this screen are a permanent record so ensure a professional approach is maintained.

To record a new comment
  - In the Direct Access field type SPACMNT and Press Enter
  - Type in Student ID
  - Check the name displayed on the screen is correct
  - Next block [CTRLPgDn] once
  - Press F9 to view the comment types
  - Click on the appropriate comment type
  - Tab once to ‘Originator’
  - Press F9 to list all departments
  - Click on the appropriate department
  - Click in the comments section
  - Type in comment
  - Save and Exit

To record more than one comment
  - In the Direct Access field type SPACMNT and Press Enter
  - Type in Student ID
  - Check name displayed on screen is correct
  - Next block [CTRLPgDn] once
  - Arrow down to a blank record
  - Press F9 to view the comment types
  - Click on the appropriate comment type
  - Tab once to ‘Originator’
  - Press F9 to list all departments
  - Click on the appropriate department
  - Click in the comments section
  - Type in comment
  - Save and Exit
SPACMNT Person Comment Screen

- To view previous comments arrow up and down using the scroll bar.
SPAIDEN  General Person Identification Form

- To locate student’s address and telephone number.
- Students are responsible for accuracy of information through Student Connect – Managing Your Studies.
- Used to process a Change of Name (Student Centre staff responsibility).

To view a student’s address

In the Direct Access field type SPAIDEN, Press Enter.
Type in Student ID.
Check the name displayed on the screen is correct.
Click on ‘Address’ tab
**SSASECQ Schedule Section Query Form**

- Used to confirm availability of subject in specified term.
- Used to confirm whether vacancies exist in specific term.
- Displays course reference number (CRN); campus and mode; name of subject and load.

In the Direct Access field type SSASECQ, Press Enter.
Enter year and term if known, if not click on arrow and scroll up and down to find appropriate term code.
If you are unsure of the term code enter Year and % (wild card)
Enter Subject and Course in ‘Subject’ and ‘Course’ fields.
i.e. EDFD 102, enter Campus if known.
If unknown subject, enter Title in ‘Course/Section Title’ field or known part of title and %.
Execute query (F8).

**Information displayed on this screen:**

**Term** - Semester
**CRN** – Course Reference Number
**Subject and Course Code** – Unit code
**Section** - Campus/Mode/Site unit is being offered
**Course/Section Title** – Name of unit
**Enrollment: Maximum** - Maximum number of students permitted to enrol
**Actual** - Number of students actively enrolled
Balance outstanding.
## UNIT STATUS DEFINITION

### BANNER CODES APPLICABLE TO WITHDRAWN UNITS

<table>
<thead>
<tr>
<th>Codes Used</th>
<th>Period Codes are Used</th>
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<tbody>
<tr>
<td><strong>DD</strong> indicates staff use</td>
<td>Drop/Delete</td>
</tr>
<tr>
<td><strong>DW</strong> indicates web use</td>
<td>Unit withdrawal due to Course Co-ordinator's amendment, or WC form prior to the commencement of study period.</td>
</tr>
<tr>
<td></td>
<td><strong>NB:</strong> Only used by Enrolments staff. This is an internal code which is not recorded on academic transcript.</td>
</tr>
<tr>
<td><strong>DC</strong></td>
<td>Drop Unit</td>
</tr>
<tr>
<td></td>
<td>Unit withdrawal available after census date to the end date of central examinations due to admin error e.g. RC or CC amendment.</td>
</tr>
<tr>
<td></td>
<td><strong>NB:</strong> Only used by Enrolments staff. This is an internal code which is not recorded on academic transcript.</td>
</tr>
<tr>
<td><strong>DN</strong></td>
<td>Drop-No-Pay</td>
</tr>
<tr>
<td></td>
<td>Unit withdrawal due to admin error, CR, RC or WC form after Friday of Week 2 and before HECS Census Date.</td>
</tr>
<tr>
<td><strong>DP</strong></td>
<td>Drop and Pay</td>
</tr>
<tr>
<td>With Academic penalty and HECS liability</td>
<td>Unit withdrawal after HECS Census date but prior to commencement of examinations.</td>
</tr>
<tr>
<td></td>
<td>In special circumstances CC may allow students to withdraw from units without academic penalty after the HECS Census date but prior to commencement of examinations. In such cases CC emails Enrolments</td>
</tr>
<tr>
<td><strong>DA</strong></td>
<td>Administratively Withdrawn</td>
</tr>
<tr>
<td></td>
<td><strong>NB:</strong> Only to be entered by Fees Section.</td>
</tr>
</tbody>
</table>