The following QuickFlow was created to assist with registration. Once you enter REG-SC in the "Go To" box, then you simply navigate from one form to the next by clicking on the "X" to close the form. If you need to exit the QuickFlow without having the close each form, then select 'File' and then 'Exit QuickFlow'

Check SFAREGQ. Is the student registered?
> If not, check to see if the student is eligible to register:

Check SAADCRV for admission status. Significant Decision?
> If not, contact Admissions if no items appear outstanding.

Check SGASTDN to see if student is active; check academic standing.
> If not "Good Standing" or "Probation," student cannot register. If they should be eligible because academic appeal or sat out suspension, then contact Records or Admissions depending on circumstances.

Check SPAAPIN for PIN.
> If no pin, needs advising.

Check SOAHOLD for registration holds.
> If registration holds with "TO" date after today's date, refer to department that set hold (such as Business office, Library, etc.) Note, AD, BC, and BR holds do not prevent registration.

Check SZAADEF for academic deficiencies and prescribed course requirements.
> If prescribed courses, must register for those first. Academic deficiencies must be completed in first 64 hours for freshmen or 30 hours for transfer students.

Check SHACRSE if there is a question about a course completed at MTSU.
Check Self-Service Banner for transfer courses.
Check SFASTCA for error messages student received while registering.
> See overrides/error messages sheet for resolution.

Check TSAAREV for account information.
Check TZASTSF to see if the student has confirmed attendance.
Check RaiderNet for course information. Click on CRN on Look Up Classes page and drill down to course prerequisites.
Register student on SFAREGS...can also see if student has confirmed attendance.
Check registration history on SFARHST beginning 200780.

Banner Form	Description/Tips
SFAREGQ	Use this screen to view a student's schedule in Banner. Enter term and name. Next block to view meeting pattern of classes and location of classes.
SAADCRV	Admission Decision Form Note: Only 200780 students (new freshmen, new transfers, and re-enrollees will have an admission application in Banner)
SGASTDN	Review status, curriculum information, academic standing
SPAAPIN	RaiderNet will not allow registration unless there is a pin on SPAAPIN. SFAREGS will allow registration without a pin. However, NEVER register a student on SFAREGS if they do not have a pin on SPAAPIN.
SOAHOLD	View student account holds. Check "To:" date to see if hold has expired.
SZAADEF	A89 High School Deficiencies and Prescribed Course Requirements. View this screen for requirements, to view in-progress courses, and completed courses. Placement scores may be viewed on SOATEST.
SHACRSE	Enter ID/name; Remove Term; Next Block View all terms; Query for specific course information (F7 - clear screen/enter query and F8 - execute query)
SFASTCA	View error messages that the student receives while registering on Self-Service. Enter Query to enter information for Subject and CRN, this displays the class in question.
TSAAREV	Account Detail Review Form (408, 409)-details of student's account
TZASTSF	Student Term Payment Status Form- tracks student payment and confirmation
SFAREGS	Registration form in Banner. Only one person may be in a student's registration record at a time whether it is on SFAREGS or the student is in his RaiderNet account on Add or Drop Classes. See SFAREGS instructions.
SFARHST	Registration history beginning 200780. Because we are not converting registration history but academic history, the first term to be listed will be 200780, our first term on Banner.