

# Registration FAQs

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1. **What are the valid codes for the Override Indicator on the Student Enrollment Transactions Screen (SM4010)?**

The Override Indicator is a one-character code that identifies override functions or operands used in registration. The valid codes are:

C	Class overload
U	Unusual action override
P	Permission only override
R	Prerequisite override
M	Maximum credit override
D	Pro-data drop override
F	Past due fees override
Y	Minimum age override
T	Time conflict

2. **When I create a DataExpress procedure, is there an easy way to indicate if a student had registered for a quarter and then withdrew from all his or her classes?**

In the Stu-Yrq-M dataset (SM database), there is a data element that indicates whether a student has withdrawn from all classes. This data element is Stu-Qtr-Stat. The values for this data element are:

<b>A</b>	The student has enrolled in classes (has at least one Stu-Class-D record).
<b>W</b>	The student has withdrawn from all of his or her classes (W grade in all of the student's Stu-Class-D records).
<b>X, Blank</b>	The student is not enrolled in any classes (no Stu-Class-D records). The student may have been enrolled and then was dropped from classes or a transaction was done on the Registration screen (SM7001 or SM700A) that created a quarterly record (Stu-Yrq-M) for the student. This transaction may have added quarterly biographic information, such as fee pay status, student intent, or program enrolled.

**3. What does the "1 of 1" or "2 of 2" mean in the upper-left hand corner of the Registration screen (SM7001 or SM700A)?**

The first number is the number of the last class displayed on the screen; the second number is the number of classes in which the student is enrolled. For example, if a student is enrolled in six classes, "5 of 6" is displayed on the first screen of class data and "6 of 6" is displayed on the second screen of class data.

**4. When I set up a time schedule on the Registration Appointment Time Schedule screen (SM4007), how can I copy from line to line?**

You can duplicate data on the Registration Appointment Time Schedule screen (SM4007) by typing asterisks (\*) in the fields you want to copy.

1. On the Registration Appointment Time Schedule screen, SM4007, type the year/quarter, batch number and registration appointment type for the specific batch. Press F2 (or Update button).
2. On the first time slot line, type the appropriate information
3. Move the cursor to the second line; hold down the Shift key and the asterisk (\*) key. Use this method to fill in as many time slot lines as needed with \*s. Press the Enter Key.

The time slot lines are cleared of data.

4. Type the year/quarter, batch number, and registration appointment type for the specific batch. Press F2 (or Update button).

The time slot lines are redisplayed. The data on line 1 is repeated on each line into which you entered \*s in step 3.

5. Change the duplicate data as appropriate, and press the Enter key.

The time slot lines are cleared of data.

6. To copy additional time slot lines:
  1. Press the Update button.  
The original 11 time slot lines are displayed.
  2. Press the Enter key.  
Another 11 time slot lines are displayed.
  3. On the first new time slot line, type the appropriate information.
  4. Repeat steps 3 through 5.

**5. What optional data elements are available to print on the Class Rosters (SM4106 and SM7106) and Class/Grade Rosters (SM4107 and SM7114)?**

You may choose up to three optional data elements to print on the Class Roster (SM4106 and SM7106) and the Class/Grade Roster (SM4107 and SM7114). Enter the data element short name in the Rostr Data Elmt fields on the College Optional screen (SM4003). The data elements will appear in the order you enter them on the College Optional screen. Choose the data elements for the Rostr Data Elmt fields from the following list:

Data Element Short Name	Data Element Description
ADD-DATE	Add date of the class
CITZ-STAT	Quarterly citizenship status
DROP-DATE	Drop date of the class
FEE-PAY-STAT	Student's quarterly or enrollment fee paying status
OPT-1	Student data entered in the Opt 1 field on SM5001
OPT-2	Student data entered in the Opt 2 field on SM5001
OPT-3	Student data entered in the Opt 3 field on SM5001
OPT-4	Student data entered in the Opt 4 field on SM5001
OPT-5	Student data entered in the Opt 5 field on SM5001
OPT - 6	Student data entered in the Opt 6 field on SM5001
QTR-CR-REG	Student's number of quarterly registered credits

Data Element Short Name	Data Element Description
RES-STAT	Student's quarterly residency status
STU-CITY	Student's mailing address city
STU-DAY-PHONE	Student's day phone number
STU-EVE-PHONE	Student's evening phone number
STU-INT	Student's quarterly intent
STU-PRG-ENR	Student's program of enrollment from Program Enrollment (SM3001)
STU-TYP	Student's quarterly type
VET-BENE	Student's veterans status
ENR-HR-DAY	Student's enrolled class hours per day (clock hour based class)
STU-EXIT-DATE	Student's exit date from a clock hour based class

**6. How can I tell what method of registration was used to register a student for classes?**

The method of registration is logged along with other registration transaction information. Current methods of registration include web, online, and batch registration. You can access this information:

- on the Student Enrollment Transaction Screen (SM4010)
- on the Registration Transaction Activity Log - Part B (SM4124B)
- by using DataExpress

The following is the information you will see for each method of registration:

Method of Registration	Process ID Field	Location ID Field	User ID Field
Online registration	SM7001	ID of the terminal where the transaction occurred	ID of the person logged on when the transaction occurred
Web registration	SM4050	Blank	WWW
Batch registration	SM4229	Blank	Blank

**Note:** The above information is displayed on the Student Enrollment Transaction Screen (SM4010) only if the screen is in format 2 or 4.