Argos-Banner-Courses-Degree Works

Learning the A-B-C-D's of the Registrar's Office & More!

Christie Roberts| Casey Sanchez| Mary Sanchez

Christie Roberts

Associate Registrar

Schedule@tamucc.edu

- Course Schedule Building & Classroom Scheduling
- Much More!

Mary Sanchez

Assistant Registrar

DegreePlanner@tamucc.edu

- Degree Works Scribe
- Much More!

Casey Sanchez

Assistant Registrar

Registrar@tamucc.edu

- Student Registration and Term Set Up
- Much More!

Tools

Ad Astra

- **Align**
  - Align is the place to be if you are interested in reviewing an upcoming class schedule and comparing your currently planned courses and seats with course recommendations.
- **Schedule**
  - Schedule is where classroom assignments and ad hoc meetings are scheduled. .
- **Monitor**
  - Live registration tracking tool.

Banner

- Banner is a Student Information System (SIS) for higher education institutions, providing easy access, essential features, and workflows for students, faculty, and staff. The system has the following components: Banner (Administration) , S.A.I.L (Others)

Degree Works

- Easy-to-use online set of academic planning tools that help students and advisors see what courses and requirements students need to graduate. This Degree Audit System Provides a clear picture of degree requirements, interactive “what-if?” scenarios and Student Educational Planner (“Plans” tab).

Standard Time Block Schedule Guide

- Fall and Spring Template & Summer Template
  - Regular 3 hr. lecture classes MUST follow the standard time block schedule
  - Any course not meeting in standard time blocks will be reviewed by the University Registrar and scheduled in the 2nd round of scheduling

ARGOS REPORTS

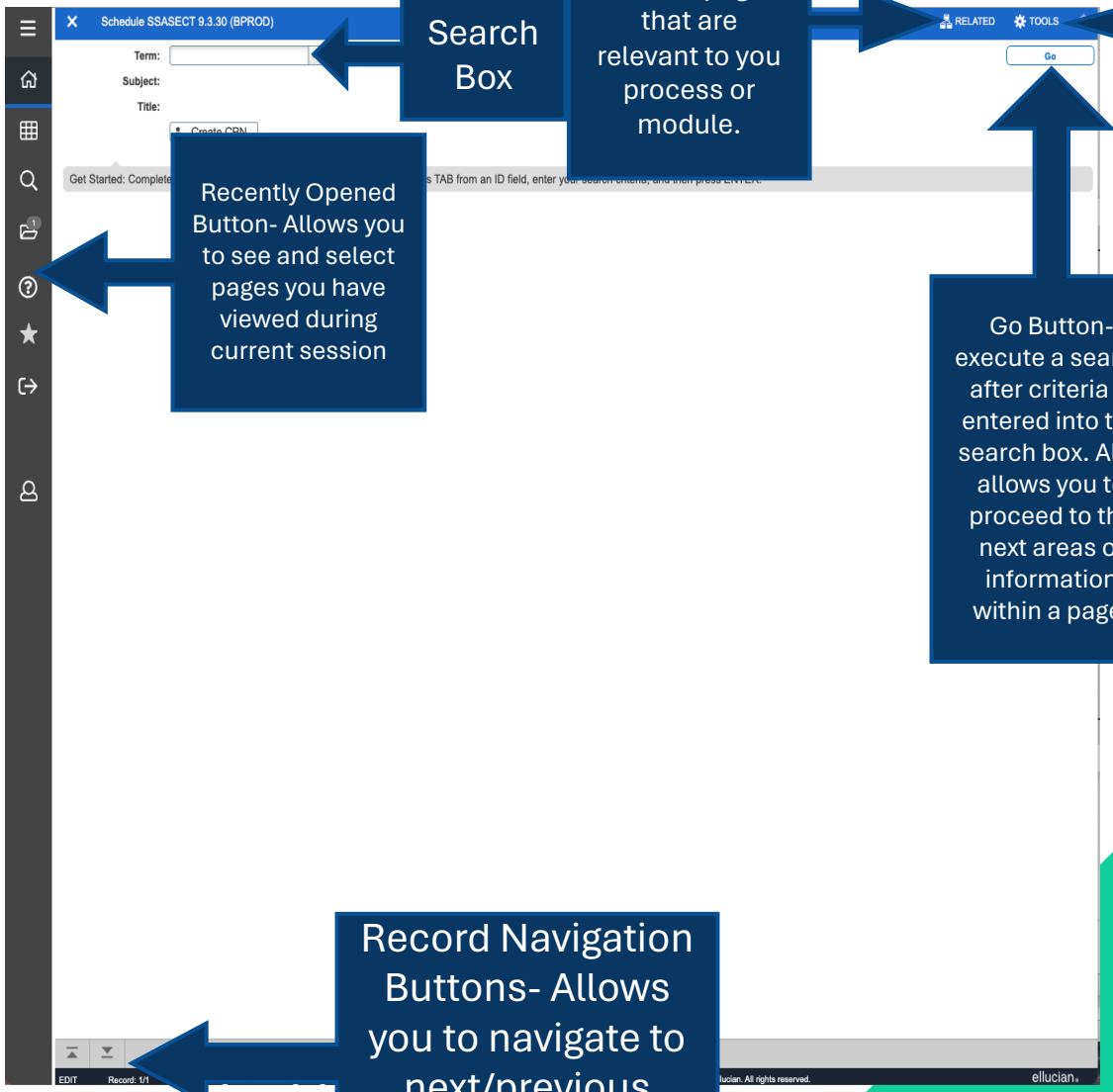
- To check that you did work as you intended

UNIVERSITY CATALOG

- To confirm that section pre-requisites and restrictions match the catalog

Banner Navigation & Basic Forms

Parts of Banner Pages



Search Box

Related Button- Allow you to link to other pages that are relevant to you process or module.

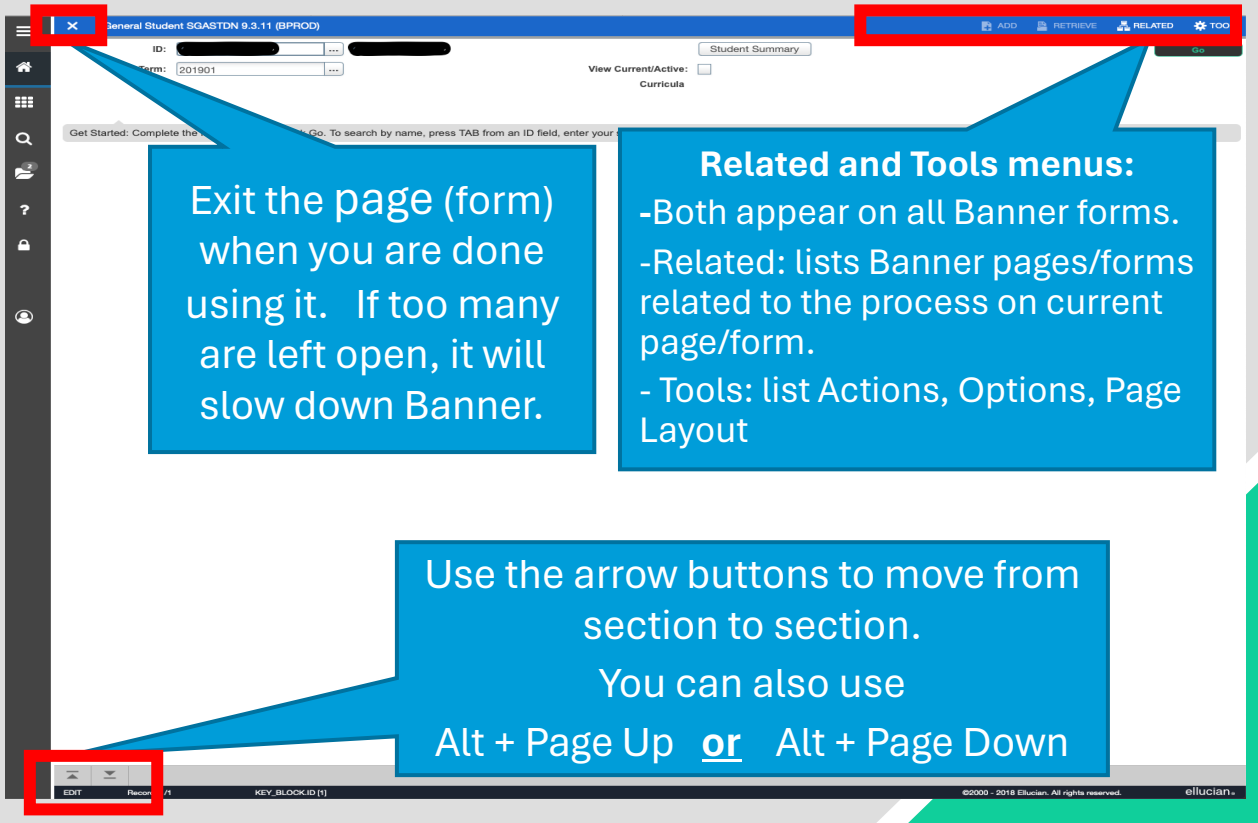
Tools Button- Allow you to update, print export, etc. the contents of particul page. Tools items may change depending on the page you are viewin

Recently Opened Button- Allows you to see and select pages you have viewed during current session

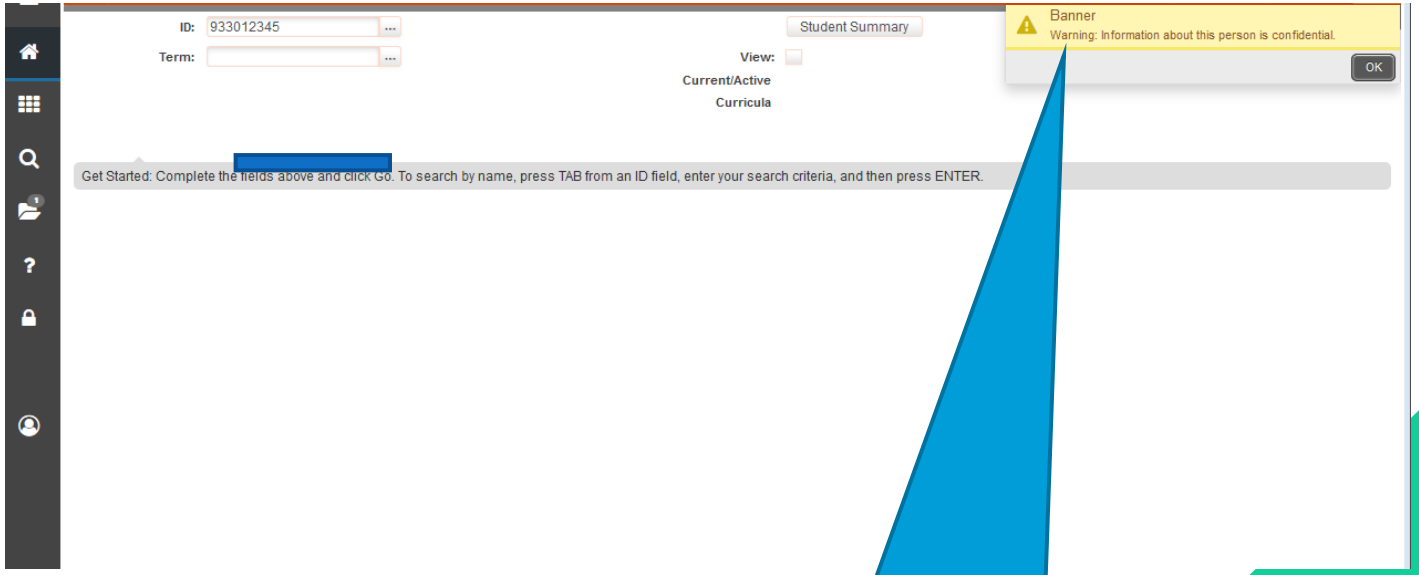
Go Button- execute a search after criteria is entered into the search box. Also allows you to proceed to the next areas of information within a page.

Record Navigation Buttons- Allows you to navigate to next/previous page, section or record

Banner General Tips & Tricks



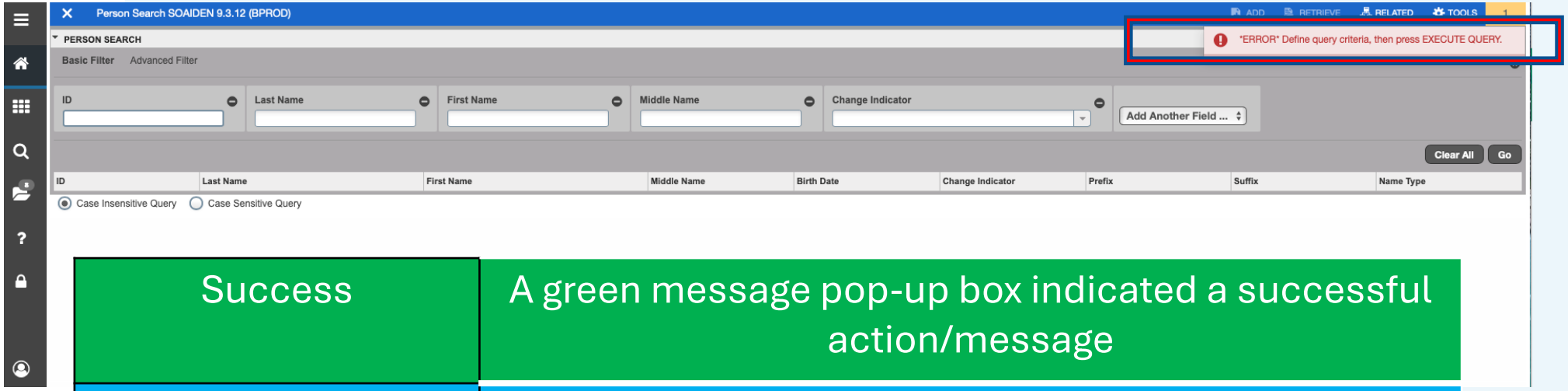
Banner General Tips & Tricks



Notification Center

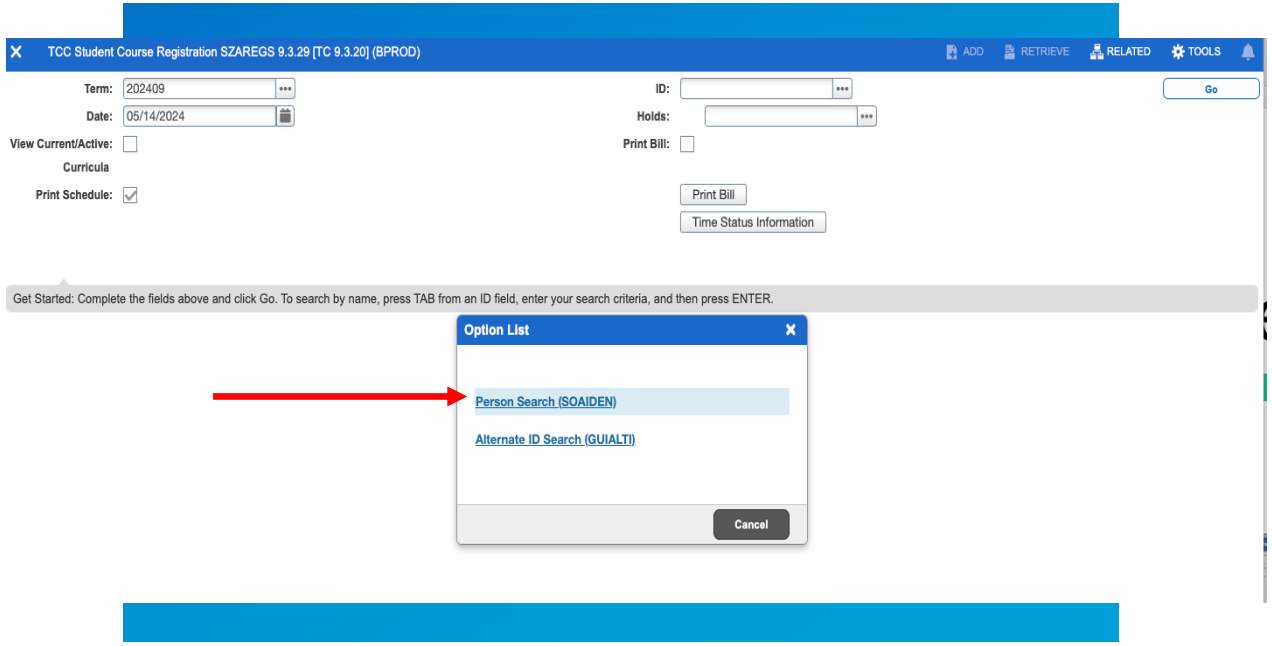
Message will go away if you press Enter (or Return) key.

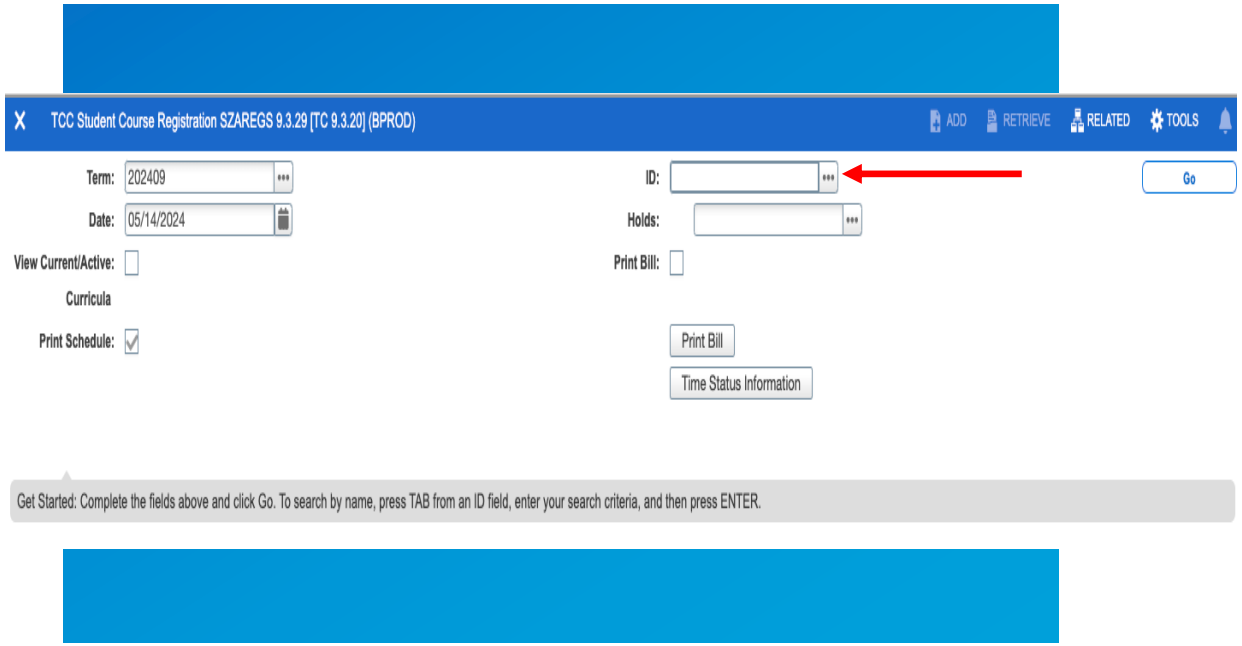
Message Notification Window



Success	A green message pop-up box indicated a successful action/message
Information	A blue message pup-up box is displayed for information message.
Warning	A yellow message pop-up box indicates a warning message.
Error	A red pop- up box indicates an error message.

Searching in Banner



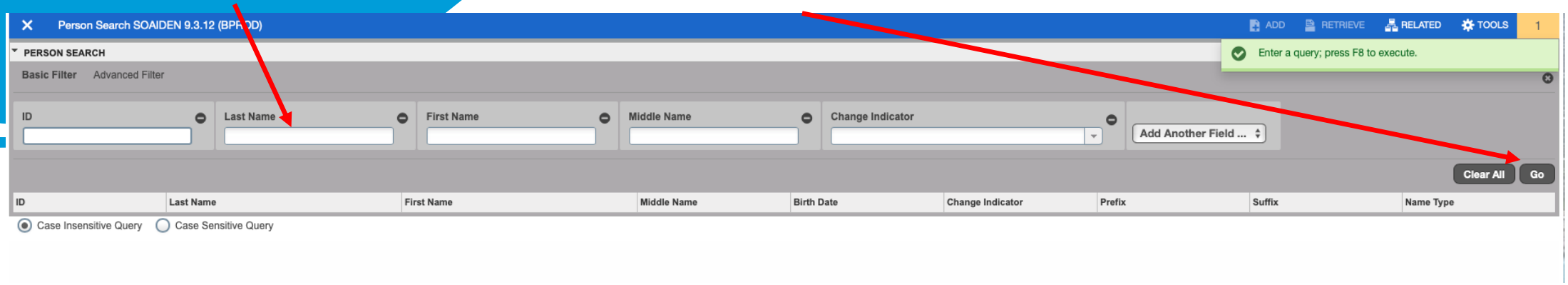


Helpful Tips

- The search and filter features of Banner has been modernized and expanded. Click on the ellipsis button to display the search option list.
- Select “person search” to enter query mode.

Query/Filtering

Select the field options and parameter sets. To execute the query, click the ”GO” button.



SSARRES

College and Major Restrictions

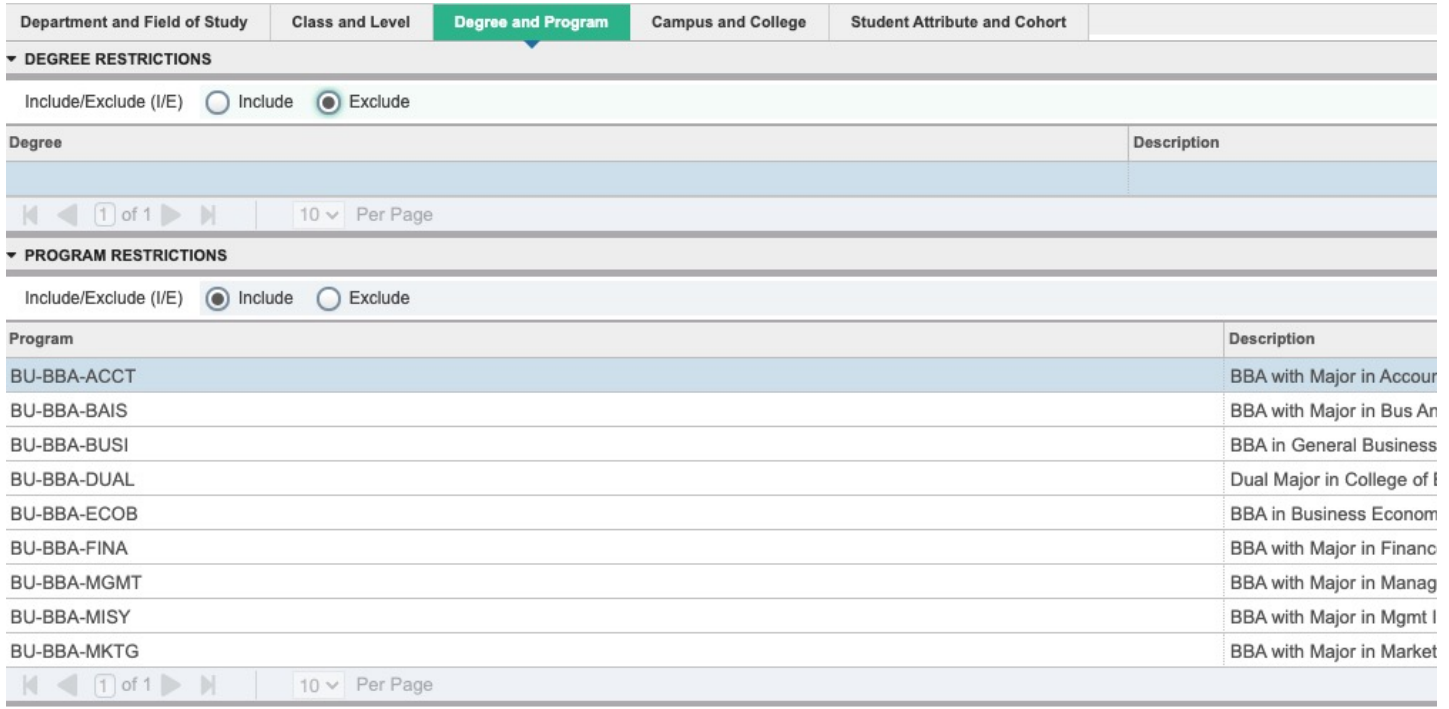
Remember to INCLUDE when adding restrictions. Banner defaults to exclude.

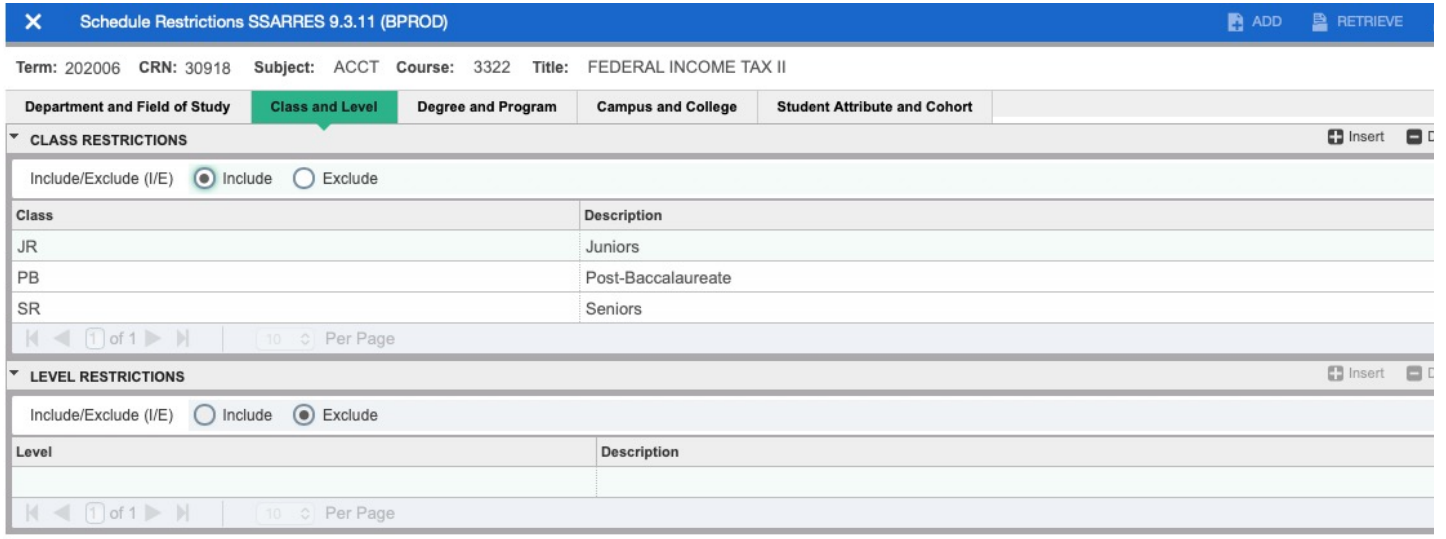
Freshman= 0-29 hrs.

Sophomore= 30-59 hrs.

Junior= 60-89 hrs.

Senior= 90+ hrs., but no degree





SSAPREQ

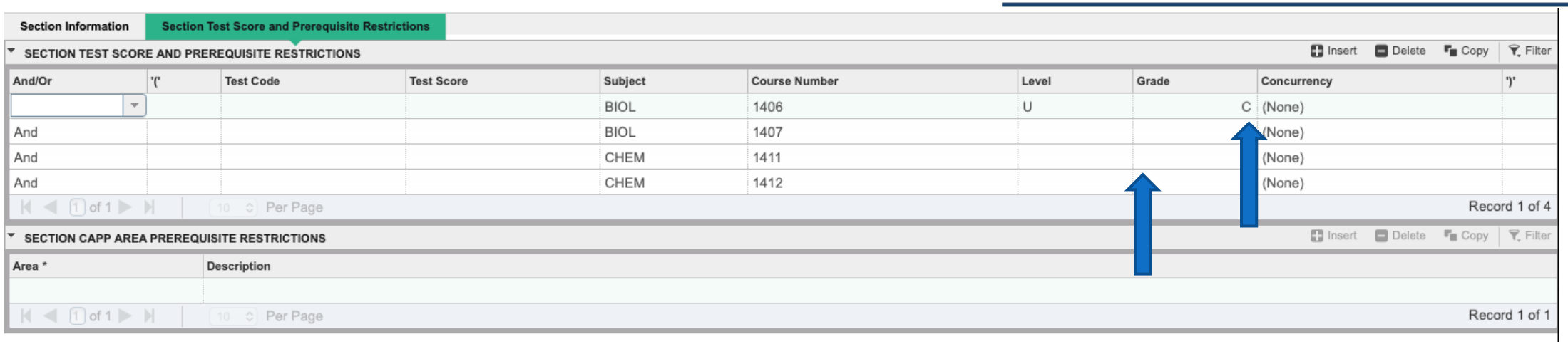
Prerequisites

Information driven from catalog

If a grade is entered, a permit must be placed to allow registration for students who are currently enrolled in pre-req course to register.

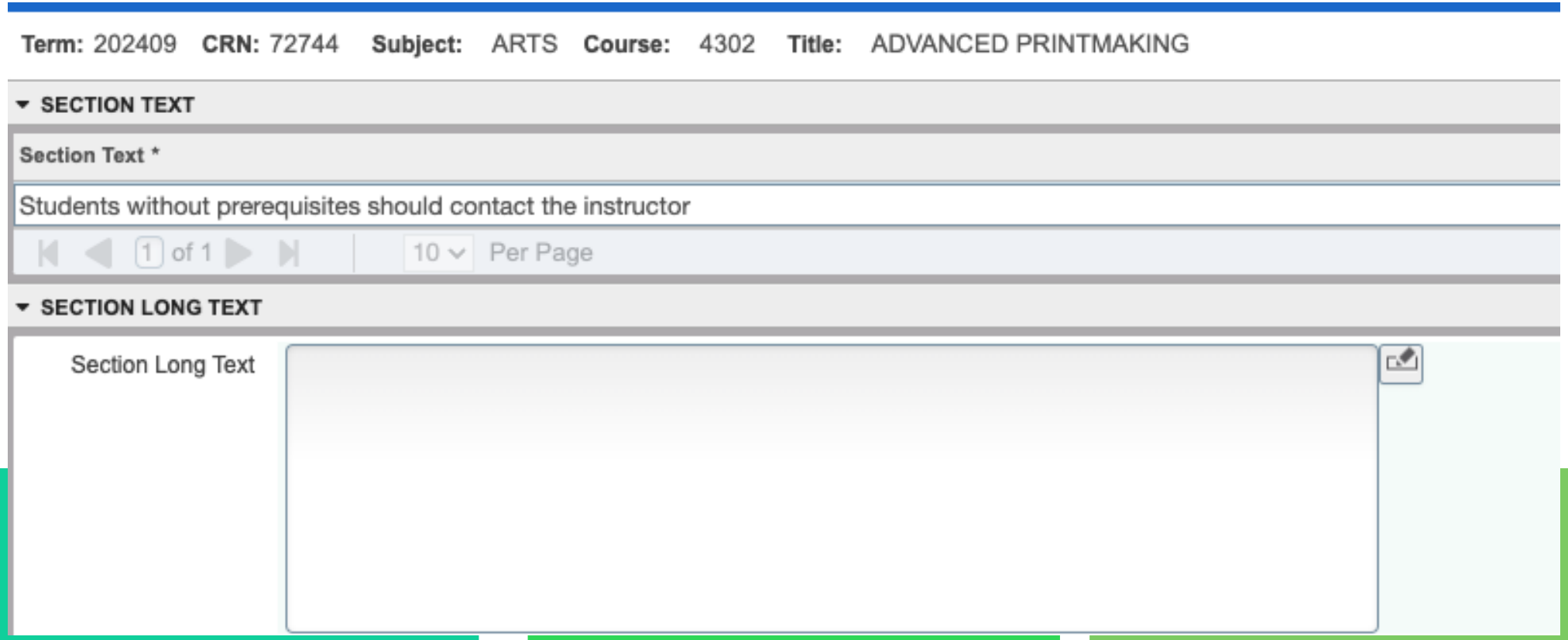
If no grade is entered, students who are enrolled in pre-req will be able to register for the course.

Pre-Req report available in Argos to review after term is complete. Looks at students who are enrolled in course but did not pass the pre-req.



SSATEXT

Special Comments



One comment per line.

Only for essential things because it prints in the schedule and, when overused, clutters up the page.

This appears on the Notes section when registering but not shown on transcript when printed.

SSATEXT

Special Comments

Remember to INCLUDE
when adding restrictions.
Banner defaults to exclude.

One comment per line.

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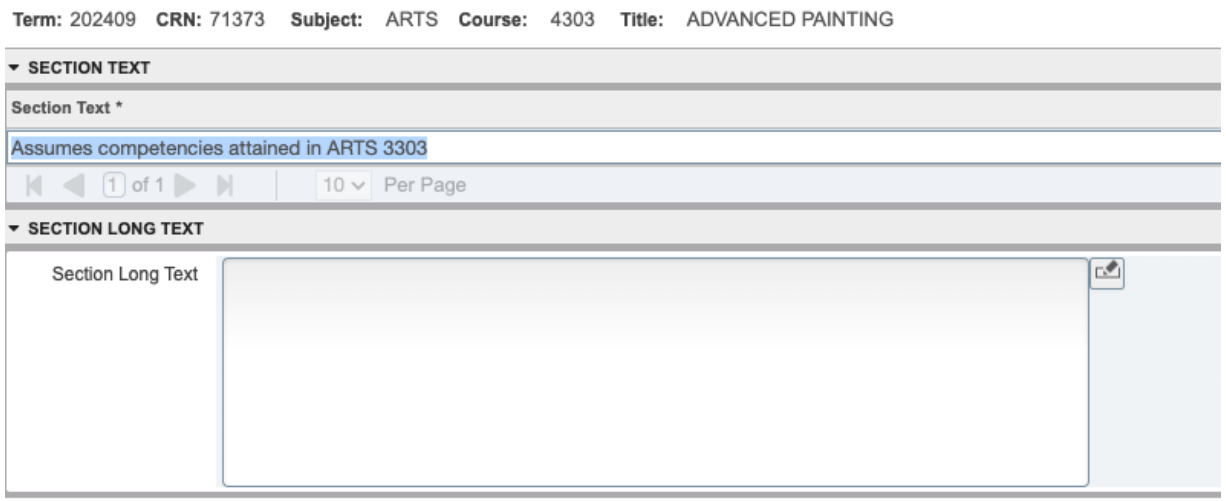
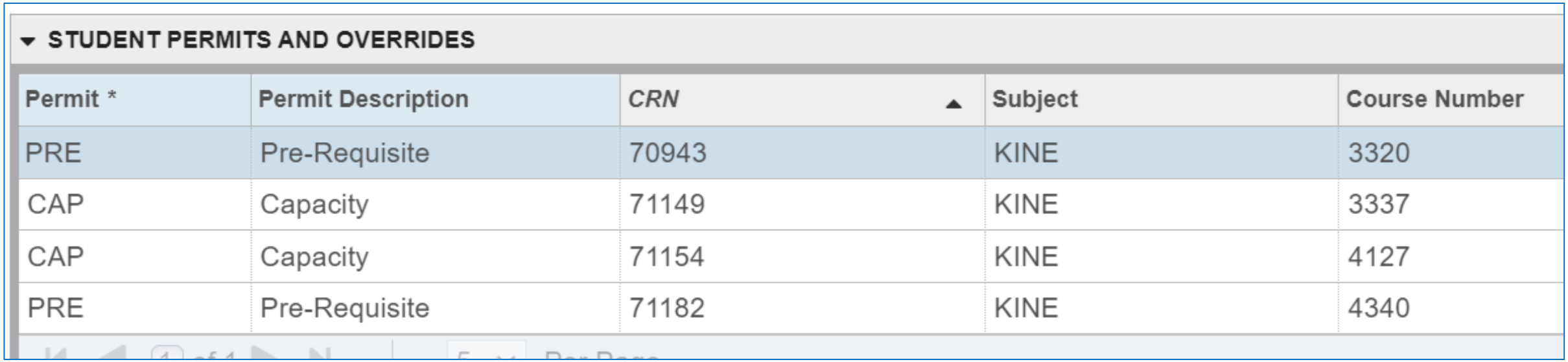


SFASRPO

Student Registration Permit-Override Form



STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN	Subject	Course Number
PRE	Pre-Requisite	70943	KINE	3320
CAP	Capacity	71149	KINE	3337
CAP	Capacity	71154	KINE	4127
PRE	Pre-Requisite	71182	KINE	4340

Students must have the correct permits to successfully register for courses.

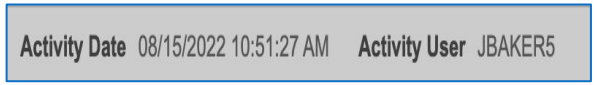
Example: If the course is full and the student receives an “instructors” or “department” permit, they still will still not be able to register because for a closed section they need a “capacity” permit.

SFASTCA

Course Registration Audit

Course Status:

- AU= Audit
- DC= Drop Crouse- Post Census Date
- DD= Drop/Delete- Before Census
- DS- Drop Course- 6 drop rule
- DW= Web Drop
- NP= Drop for no—payment
- RE- Registered by TAMUCC Staff
- RW= Web Registered by Student
- W1= Withdrawal- Before Census Date
- W2= Withdrawal- After Census Date
- WL=Waitlist



Grey bar at bottom of page will indicate the date/time and user of the course status change.

Messages

- Record deleted on XX-XX-20XX : Dropped from course as never attended.
- Prerequisite and Test Score Error: student did not have the pre-req or test score for course trying to register.
- Open- Reserved for Waitlist: Student reserved a waitlist seat.
- Time Conflict with CRN XXXXX: course that is trying to be registered for has a time conflict with already registered course.
- Record Deleted: student dropped from a course before census date.

Registration Audit | Registration Error Message

STUDENT COURSE REGISTRATION AUDIT

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source	Course Status
1	202209	72025	COMM	1318	001	M	U	G	3.000	3.000	3.000	BASE	RE
2	202209	72025	COMM	1318	001	M	U	G	0.000	0.000	0.000	BASE	DD
3	202209	72888	HIST	1301	003	M	U	G	3.000	3.000	3.000	BASE	RE
4	202209	71325	KINE	2375	W01	M	U	G	3.000	3.000	3.000	BASE	RE
5	202209	70988	PHYS	1401	001	M	U	G	4.000	4.000	4.000	TEMP	RE

SFASLST

Class Attendance Roster

SFASLST

Status Date- when the student registered for the course

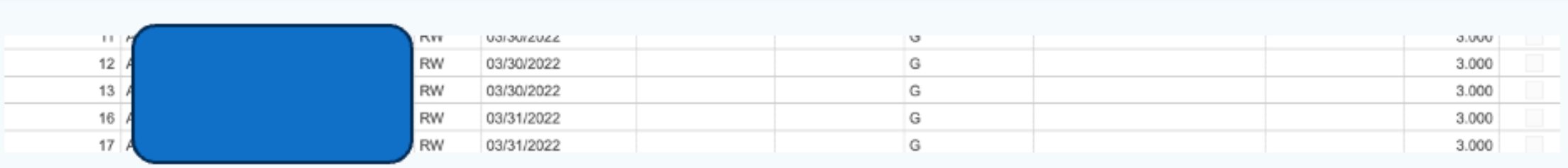
NA= Never Attended

SA= Stopped Attending

Mid Term Grade- grade given at midterm.

Final Grade- final grade given at the end of the term.

Hours- hours student is registered for



12	A		RW	03/30/2022			G			3.000
13	A		RW	03/30/2022			G			3.000
16	A		RW	03/31/2022			G			3.000
17	A		RW	03/31/2022			G			3.000

SZAREGS/SOAHOLD

Registration Holds

1

Students are not permitted to register if they have registration holds. In SZAREGS you can click the 3 dots to see which specific holds are preventing registration

2

▾ HOLD DETAILS

Hold Type *	Hold Type Description	Reason	Origination Code	From *	To *
BS	BO Account on State Hold	Outstanding Balance	BUO	03/05/2024	12/31/2099
85	Unpaid Application Fee	202309 Unpaid Application Fee	ADS	01/24/2024	12/31/2099
A0	Contact IAC advisor x 3453	Mandatory Academic Advising	AAS	09/14/2023	12/31/2099
MV	Bacterial Meningitis Vaccine	SB1107 Bacterial Meningitis	ADS	08/27/2023	12/31/2099

You should not override any registrations holds. Students should be instructed to reach out to the originator of the hold to get the hold cleared for registration.

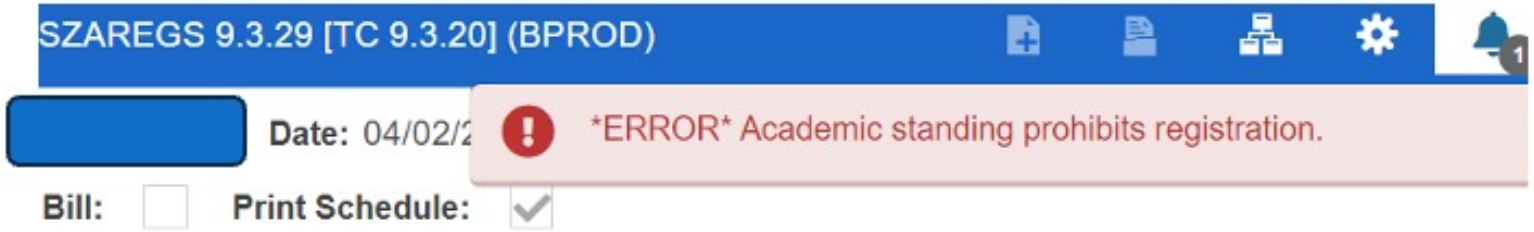
Registration Errors

DO NOT OVERRIDE REGISTRATION HOLDS IN SZAREGS

73315	ACCT-3311.Z01		LEC	INTERMEDIATE ACCOUNTING I	1. Restricted to BBA students in online programs; 2. ONLY Juniors or Post-Baccalaureate or Seniors; 3. ONLY BU-BBA-ACON or BU-BBA-BEON or BU-BBA-BUON or BU-BBA-FNON or BU-BBA-MGON or BU-BBA-MKON; 4. (Prerequisite course required-ACCT2301 or Prerequisite course required-ACCT2301) and (Prerequisite course required-ACCT2302 or Prerequisite course required-ACCT2302);

FALL 2024		
BIO		70324/70325
BIOMED	SMTE-0092	70326
CHEM	SMTE-0093	72297
GEOL	SMTE-0094	70876
PHYS	SMTE-0095	70877
ESCI	SMTE-0096	70879
ART	SMTE-0097	71685
THEA	SMTE-0098	
MEEN / ENGR	SMTE-0099	71714

- **PRE-REQ AND TEST SCORE ERROR**: student did not met the necessary pre-requisites (test score, course, or number of hours) for the course.
  - Prerequisite & test score restrictions can be viewed on SCAPREQ
- **LINK ERROR:** indicates that the course you are trying to register for has a lab/lecture. Please check the schedule for the lab/lecture that corresponds with your course. Must enter all course numbers together.
- **INSTRUCTOR PERMISSION:** indicates that the course in which you are trying to register for requires the permission of the instructor for enrollment. Please contact the instructor to receive permission for course. The instructor/department must have entered a permit into the system before you will be allowed to register.
- **MAJOR RESTRICTION:** indicates that the course in which you are trying to enroll is restricted to certain majors and your major, as recorded in the Banner system, does not.



Academic Standing

Students returning from suspension must schedule a meeting with either an advisor or an academic coach before registering for classes. Following this meeting, the advisor or academic coach will email the Registrar's Office (registrar@tamucc.edu) with the student's information to request a waiver of academic standing.

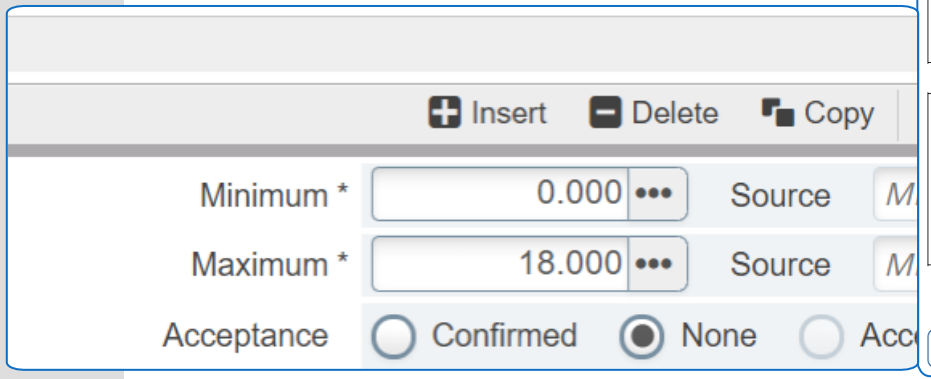
Course Overload

Credit hours are preset in SZAREGS

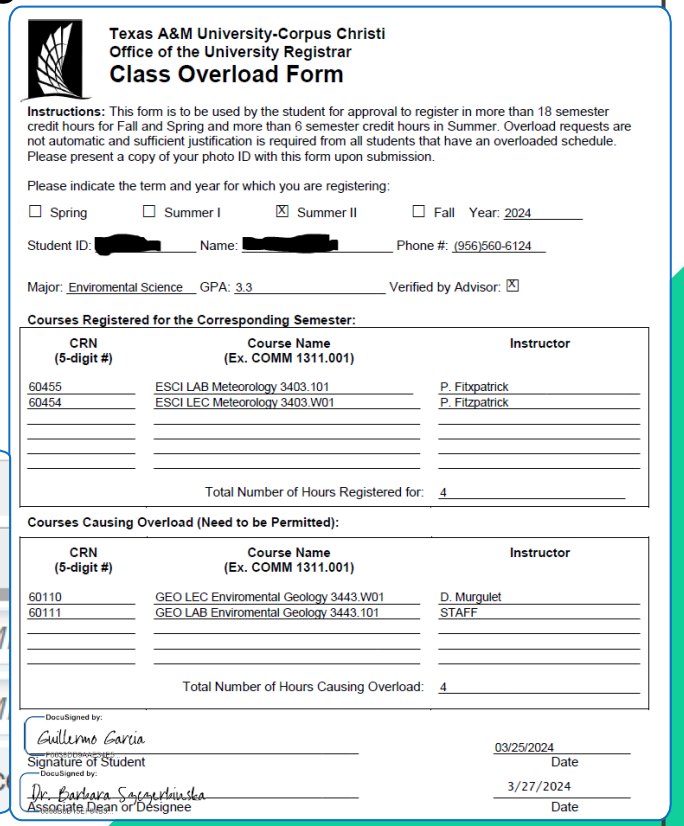
- Fall = 18 hours
- Summer= 7 hours
- Some student's hours have been reduced due to their academic standing
- DO NOT UPDATE THESE HOURS IN SZAREGS

MAX credit hours

- Fall = 18 & Summer = 7



Course Overload Form



Texas A&M University-Corpus Christi
Office of the University Registrar
Class Overload Form

Instructions: This form is to be used by the student for approval to register in more than 18 semester credit hours for Fall and Spring and more than 6 semester credit hours in Summer. Overload requests are not automatic and sufficient justification is required from all students that have an overloaded schedule. Please present a copy of your photo ID with this form upon submission.

Please indicate the term and year for which you are registering:

☐ Spring ☐ Summer I ☒ Summer II ☐ Fall Year: 2024

Student ID: [redacted] Name: [redacted] Phone #: (956)560-6124

Major: Enviromental Science GPA: 3.3 Verified by Advisor: ☒

Courses Registered for the Corresponding Semester:

CRN (5-digit #)	Course Name (Ex. COMM 1311.001)	Instructor
60455	ESCI LAB Meteorology 3403.101	P. Fitxpatrick
60454	ESCI LEC Meteorology 3403.W01	P. Fitzpatrick

Total Number of Hours Registered for: 4

Courses Causing Overload (Need to be Permitted):

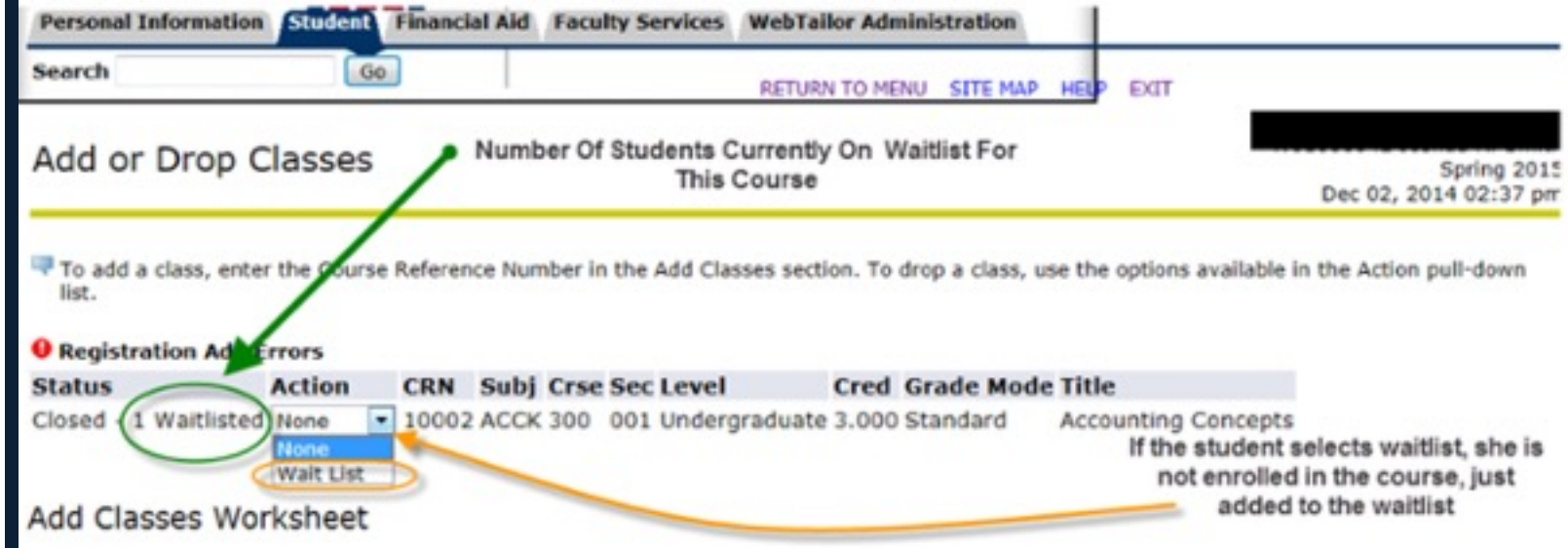
CRN (5-digit #)	Course Name (Ex. COMM 1311.001)	Instructor
60110	GEO LEC Enviromental Geology 3443.W01	D. Murgulet
60111	GEO LAB Enviromental Geology 3443.101	STAFF

Total Number of Hours Causing Overload: 4

DocuSigned by: Guillermo Garcia — Signature of Student — 03/25/2024 Date

DocuSigned by: Dr. Barbara Szczerbinska — Associate Dean or Designee — 3/27/2024 Date

Waitlisting



Waitlist Information

SCAN ME

https://www.tamucc.edu/academics/registrar/faculty-staff/training-resources.php

- **Waitlists serve as queues for students awaiting seats in full classes.**
- **Departments may enable waitlists for full classes, offering students the chance to join.**

1. Joining the Waitlist
    1. When a class reaches full capacity, students can opt to join the waitlist.
    2. If permitted by the department, students can secure a spot on the waitlist.
2. Seat Notification
    1. The first student on the waitlist receives notification via their Islander email when a seat becomes available.
    2. They have 24 hours to register for the class after receiving the notification.
3. Department Overrides
    1. Departments hold the authority to override waitlists using CAP permits.
    2. Upon registration, departments are advised to increase class enrollment accordingly.

Course Changes

After Registration Begins

1. Departments will notify students of the changes to the section via email. (Pull course roster from Argos).

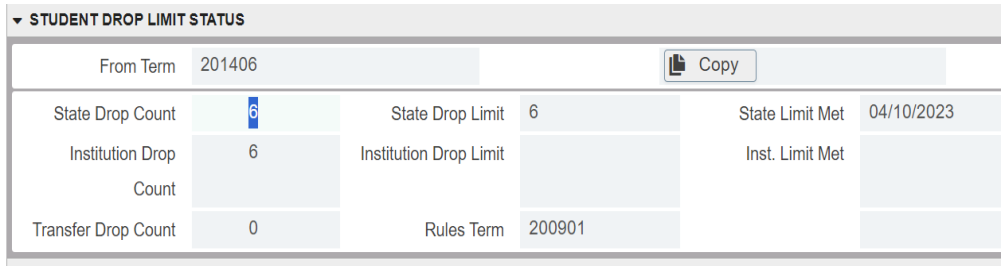
- If instructional method is being changed, they will notify increased/decreased fee.

2. We ask departments to also loop in advisors if a course is being canceled so they're able to assist students as well.

- Course change request are sent to the Registrar's Office schedule@tamucc.edu

Once the Registrar's office has completed the moves, we will notify the department.

Should not happen after the last posted day to add a class.



Code	Desc	Reg Hold
D0	Zero State Drops Remaining	Y
D1	1 State Drop-Able to Register	
D2	2 State Drops-Able to Register	
D3	3 State Drops-Able to Register	

6 Drop Policy

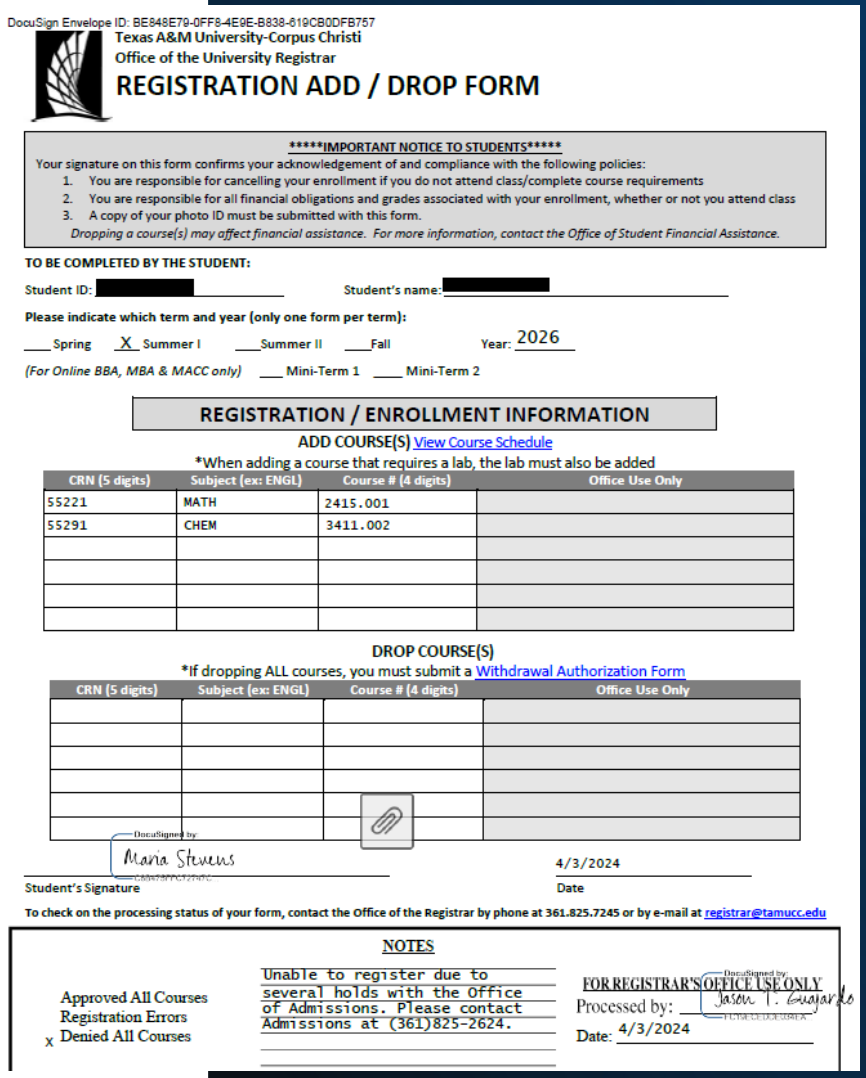
Under Section 51.907 of the Texas Education Code, “an institution of higher education may not permit at student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.”

- Students with 5 drops or less can Register. See **SZASDLM** – Student Drop Limit Status.
- Students with 6 drops (reached maximum allowed by state of Texas – 0 drops left)
  - D0 hold, student must contact Registrar’s Office. Registrar’s Office must notify the student they do not have any drops left as this is a state rule and register via class add / drop form.

REGISTRATION ADD / DROP FORM

Registration Forms

- Do not register students without a paper trail
  - Registration documentation is required and uploaded to students Laserfiche record
  - Place all notes in banner SPACMNT, Registrar's Office does not use Starfish
- Student's making registration updates for multiple terms must fill out a separate form for each term (Summer I, Summer II, Fall)
- Students who are requesting to "drop" all the courses they're registered for that term must complete a *Withdrawal Authorization form*
- With DocuSign students will receive an automatic notification that their request is "complete." They must open the PDF to see if request was approved or if there were any errors.



DocuSign Envelope ID: BE848E79-0FF8-4E9E-B838-619CB0DFB757

Texas A&M University-Corpus Christi
Office of the University Registrar

REGISTRATION ADD / DROP FORM

*****IMPORTANT NOTICE TO STUDENTS*****

Your signature on this form confirms your acknowledgement of and compliance with the following policies:

1. You are responsible for cancelling your enrollment if you do not attend class/complete course requirements
2. You are responsible for all financial obligations and grades associated with your enrollment, whether or not you attend class
3. A copy of your photo ID must be submitted with this form.

Dropping a course(s) may affect financial assistance. For more information, contact the Office of Student Financial Assistance.

TO BE COMPLETED BY THE STUDENT:

Student ID: [redacted] Student's name: [redacted]

Please indicate which term and year (only one form per term):

___Spring X Summer I ___Summer II ___Fall Year: 2026

(For Online BBA, MBA & MACC only) ___ Mini-Term 1 ___ Mini-Term 2

REGISTRATION / ENROLLMENT INFORMATION

ADD COURSE(S) View Course Schedule

*When adding a course that requires a lab, the lab must also be added

CRN (5 digits)	Subject (ex: ENGL)	Course # (4 digits)	Office Use Only
55221	MATH	2415.001	
55291	CHEM	3411.002	

DROP COURSE(S)

*If dropping ALL courses, you must submit a Withdrawal Authorization Form

CRN (5 digits)	Subject (ex: ENGL)	Course # (4 digits)	Office Use Only

DocuSigned by: Mara Stevens

Student's Signature

4/3/2024

Date

To check on the processing status of your form, contact the Office of the Registrar by phone at 361.825.7245 or by e-mail at registrar@tamucc.edu

NOTES

Unable to register due to several holds with the Office of Admissions. Please contact Admissions at (361)825-2624.

Approved All Courses
Registration Errors
x Denied All Courses

FOR REGISTRAR'S OFFICE USE ONLY

DocuSigned by: Jason T. Guajardo

Processed by:

Date: 4/3/2024

Degree Works &
the Catalog

University Catalog

- **Pre-requisites and Restrictions**
- **MUST be printed in the University Catalog**

CHEM 3412 Organic Chemistry II
4 Semester Credit Hours (3 Lecture Hours, 3 Lab Hours)
A continuation of CHEM 3411 . The course concludes with a survey of the structures of biomolecules. Laboratory involves spectroscopy and qualitative analysis techniques. This course is offered in Fall, Spring and typically during the Summer II session.
Prerequisite: CHEM 3411.
Co-requisite: SMTE 0093.

MEDA 3301 Television Criticism
3 Semester Credit Hours (3 Lecture Hours)
Exploration of how TV communicates through the study of programming content, production practices, and audiences. Includes a laboratory for screening assigned programs.
Prerequisite: MEDA 1307.

MGMT 4305 Organization Staffing
3 Semester Credit Hours (3 Lecture Hours)
Examines the concepts, methods, and problems encountered in the development, validation, and utilization of employee recruitment, selection, training, and career development. Legal defensibility, and organizational effectiveness of staffing and development will be discussed.
Prerequisite: MGMT 3320.

Catalog + Degree Works = Graduate

General Requirements for BBA Degree

Requirements	Credit Hours
Core Curriculum Program (p. 46)	42
First-Year Seminars (when applicable)[1]	0-2
Business Core	45
General Business Major Requirements	24
Electives	9
Total Credit Hours	**120-122**

[1] Full-time, first time in college students are required to take the first-year seminars.
- UNIV 1101 First-Year Seminar I (1 sch)
- UNIV 1102 First-Year Seminar II (1 sch)

Program Requirements

Code	Title	Hours
Full-time, First-Year Students		
UNIV 1101	First-Year Seminar I *	1
UNIV 1102	First-Year Seminar II *	1
Core Curriculum Program		
University Core Curriculum		42
Business majors are required to complete the following courses as part of their University Core Curriculum Program:		
ECON 2301	Macroeconomics Principles *	
MATH 1324	Mathematics for Business and Social Sciences [1]	
Business Core		
BUSI 0011	Cob Student Code of Ethics and Plagiarism [2,*]	0
ACCT 2301	Financial Accounting	3
ACCT 2302	Managerial Accounting	3
BLAW 3310	Legal Environment of Business *	3
BUSI 0088	Graduation Requirements Review	0
ECON 2302	Microeconomics Principles *	3
FINA 3310	Financial Management *	3
MATH 1325	Calculus for Business & Social Sciences [1]	3
MGMT 3310	Principles of Management	3
MGMT 3315	Business Communications *	3
MGMT 4388	Business Strategy *	3
MISY 2305	Computer Applications in Business *	3
MISY 3310	Management Information Systems Concepts *	3
MKTG 3310	Principles of Marketing *	3
OPSY 4314	Operations Management *	3

ECON 3315	International Economic Issues (for Business Economics Major)	
FINA 4315	International Finance (for Finance Major)	
MGMT 4315	Multinational Management (for Management Major) *	
BUSI 4310	International Business (for all other Majors)	
General Business Major Requirements		
Accounting		
Select one of the following:		3
ACCT 3311	Intermediate Accounting I *	
ACCT 3314	Cost Accounting *	
ACCT 3315	Multinational Entities: Accounting and Consolidations *	
ACCT 3316	Governmental and Not-for-Profit Accounting	
ACCT 3317	Oil, Gas, & Energy Accounting *	
ACCT 3321	Federal Income Tax I *	
ACCT 3340	Fraud Examination *	
ACCT 4355	Accounting Information Systems *	
Finance		
Select one of the following:		3
FINA 3312	Financial Markets and Institutions	
FINA 3320	Intermediate Corporate Finance	
FINA 3331	Investments	
FINA 3354	Real Estate Principles *	
Management		
Select one of the following:		3
MGMT 3320	Human Resource Management *	
MGMT 4320	Leadership Development *	
Marketing		
Select one of the following:		3
MKTG 3315	Advertising and Promotional Strategy *	
MKTG 3325	Entrepreneurial Marketing *	
MKTG 4360	Social Media Marketing *	
Business Electives		
Select one Business Elective		3
Select 9 hours of upper-level Business Electives		9
Electives		
Upper-level Business Elective		3
Business Elective		3
Non-Business Elective		3
Total Hours		**122**

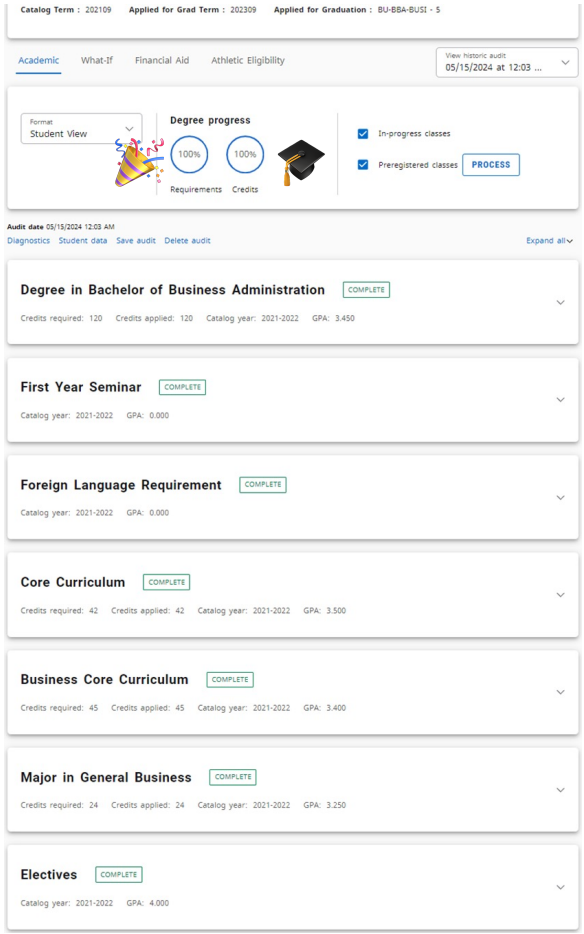
[1] Higher level mathematics course may be accepted as a substitute with approval.

[2] All Business Majors and Minors must complete BUSI 0011 Cob Student Code of Ethics and Plagiarism (0 sch) before or during their first semester enrolled in upper-division Business courses.

[3] ACCT 3315 Multinational Entities: Accounting and Consolidations (3 sch) may be taken as either International Business Course or as an

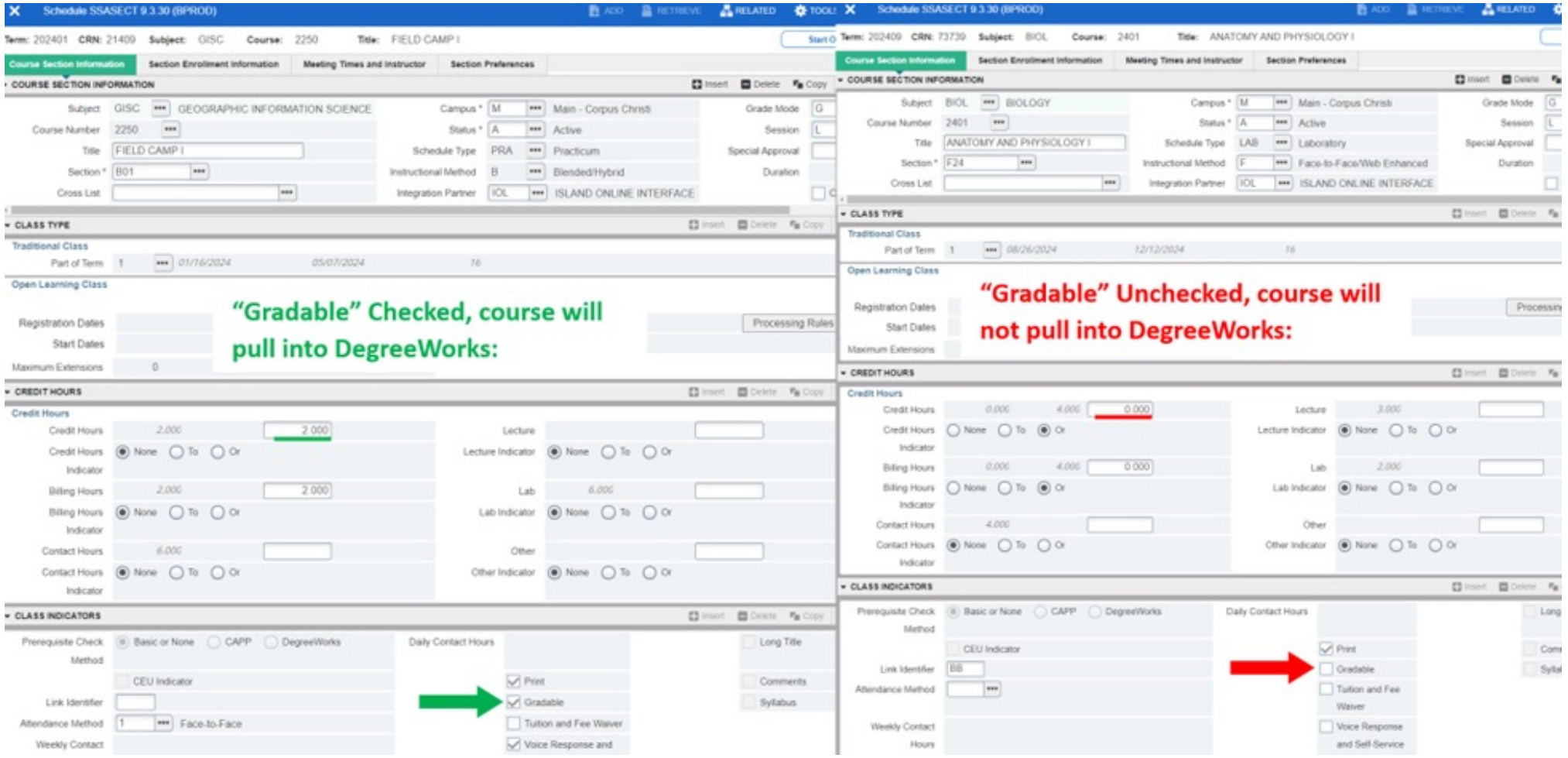
Course Sequencing

Course	Title	Hours
First Year		
Fall		
BUSI 0011	Cob Student Code of Ethics and Plagiarism	0
Creative Arts Core Requirement		3
ECON 2301	Macroeconomics Principles	3
ENGL 1302	Writing and Rhetoric	3
HIST 1301	U.S. History to 1865	3
Life & Physical Science Core Requirement		3
UNIV 1101	First-Year Seminar I	1
	Hours	**16**
Spring		
COMM 1311	Foundation of Communication	3
HIST 1302	U.S. History Since 1865	3
ECON 2302	Microeconomics Principles	3
Language, Philpsophy & Culture Core Requirement		3
MATH 1324	Mathematics for Business and Social Sciences	3
UNIV 1102	First-Year Seminar II	1
	Hours	**16**
Second Year		
Fall		
ACCT 2301	Financial Accounting	3
Business Elective		3
Component Area Option Core Requirement		3
MATH 1325	Calculus for Business & Social Sciences	3
POLS 2305	U.S. Government and Politics	3
	Hours	**15**
Spring		
ACCT 2302	Managerial Accounting	3
Component Area Option Core Requirement		3
Life & Physical Science Core Requirement		3
MISY 2305	Computer Applications in Business	3
POLS 2306	State and Local Government	3
	Hours	**15**
Third Year		
Fall		
MGMT 3315	Business Communications	3
MGMT 3310	Principles of Management	3
FINA 3310	Financial Management	3
MISY 3310	Management Information Systems Concepts	3
Non Business Elective		3
	Hours	**15**
Spring		
MKTG 3310	Principles of Marketing	3
Fourth Year		
Fall		
Upper Level MANAGEMENT		3
Upper Level MARKETING		3
OPSY 4314	Operations Management	3
BLAW 3310	Legal Environment of Business	3
Upper Level Business Elective		3
	Hours	**15**
Spring		
Upper Level Business Elective		3
Upper Level Business Elective		3
Upper Level Business Elective		3
Upper Level Business Elective		3
MGMT 4388	Business Strategy	3
	Hours	**15**
	Total Hours	**122**

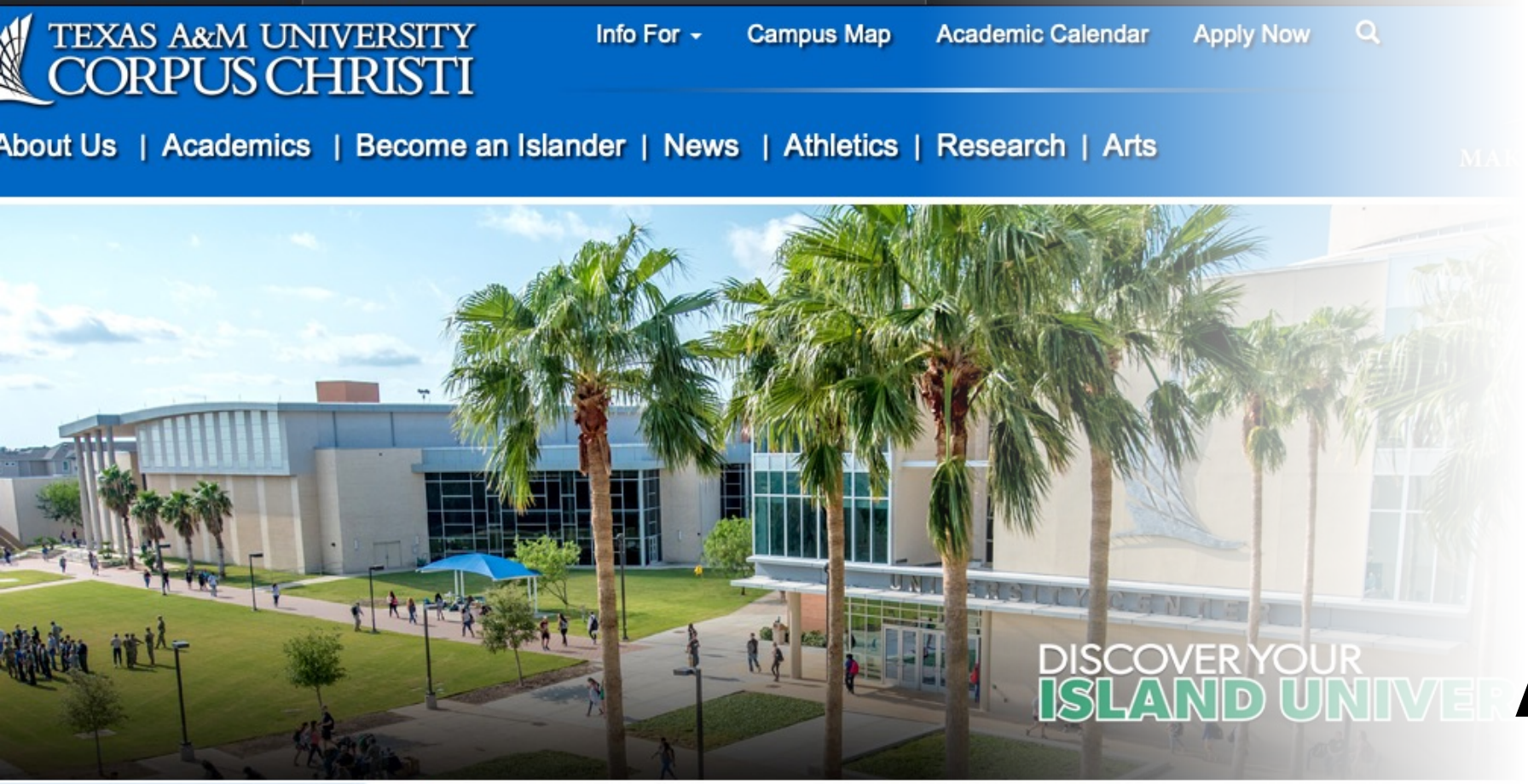


Gradable Indicator

Courses that are 0 credit courses must have the gradable indicator unchecked as to not appear in Degree Works.

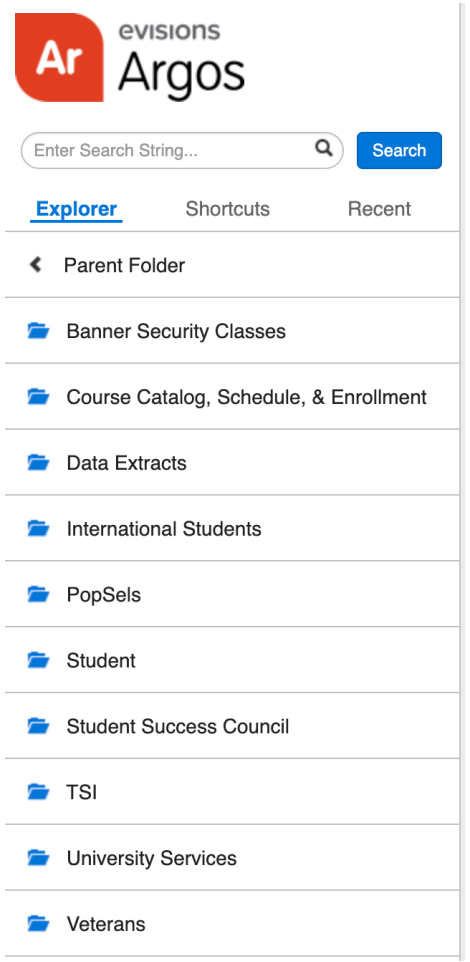


Argos
| Reporting Tool |



Argos

- http://argos.tamucc.edu/
- Select “Login to Argos”
- Enter your AD username and password



Argos

- Know what type of report you are looking for.
  - Use the search bar-to-search keywords
- Helpful course schedule reports
  - Course Catalog, Schedule, & Enrollment
- Helpful missing grades
  - Student
- Helpful roster
  - Course Catalog, Schedule, & Enrollment

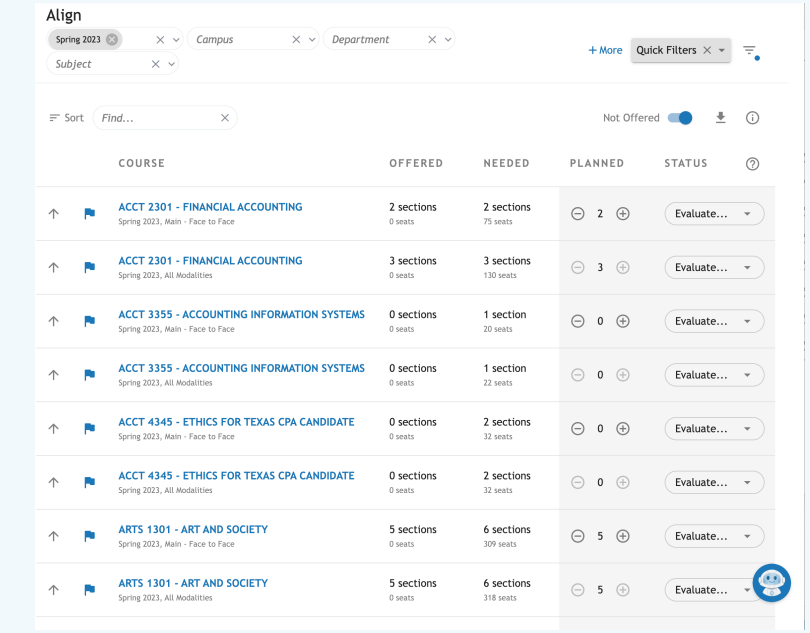
Ad Astra
Align| Monitor | Schedule

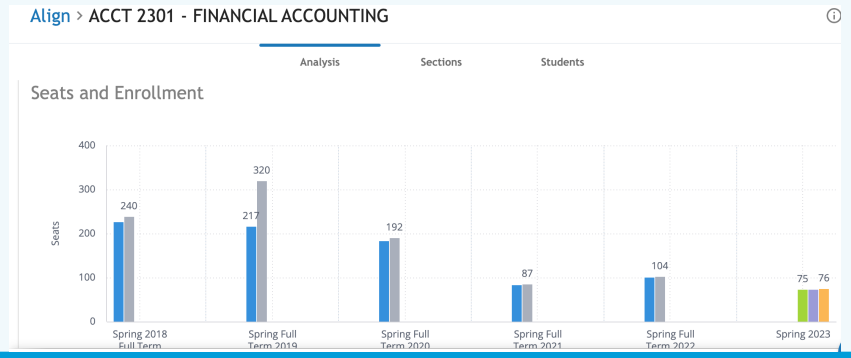
Ad Astra Align

Predictive Data

- Review recommended changes to course offerings for the upcoming term.
- Analysis identifies high-impact addition and reduction candidates for departmental action.

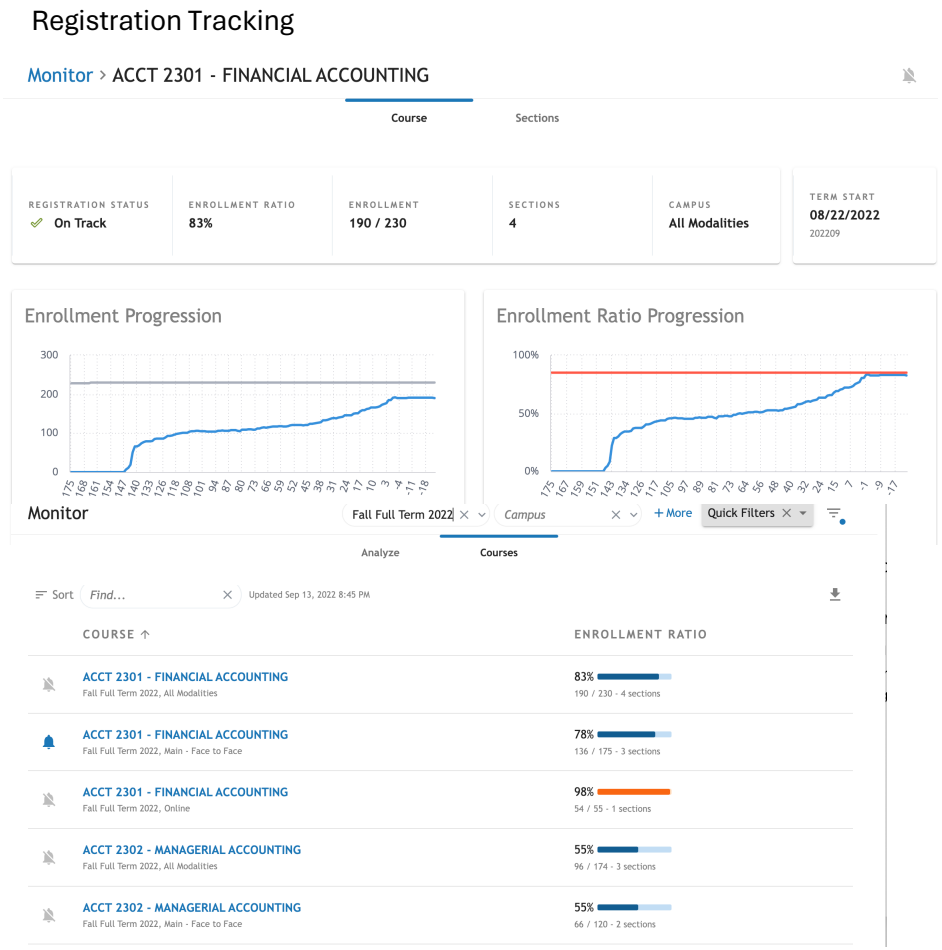
1. Candidate Selection
    1. Identify courses suitable for addition or reduction based on analysis findings.
    2. Target courses with significant potential impact on student enrollment and departmental resources.
2. Course Drill-Down
    1. Focus on a single course to delve into detailed analysis and section specifics.
    2. Gain insights to facilitate informed decision-making regarding course adjustments.





Ad Astra Monitor

Registration Tracking



- ***Monitor*** tracks registration and monitors trends over time leading up to the start of the term.
- Follow courses you are interested in for courses and get alerts when they start to fill up.
- Keep an eye on registrations for key courses before the start of a term.
  - High and low enrollment ratios may require action to be taken.
  - See something interesting? Dive into a single course and learn more.

Ad Astra Schedule

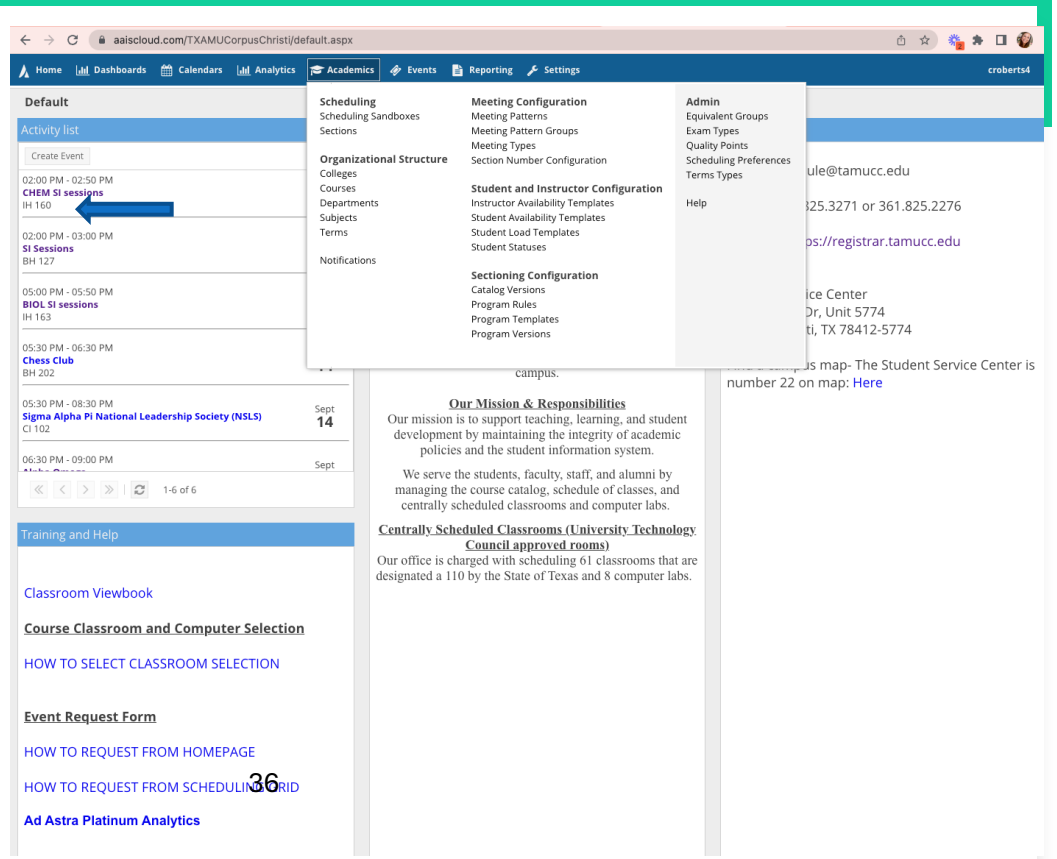
Room Assignments

Review in Argos

- Course assignments by reviewing the 'Course Schedule' report as outlined on slide 54.

Review in Ad Astra Schedule

- Log in using AD credentials to https://astra.tamucc.edu
- Select the 'Academics' tab
  - Select 'Sections"



Classroom Viewbook

A Complete Catalog of the Classrooms and Computer Labs as listed in AdAstra.

TEXAS A&M UNIVERSITY CORPUS CHRISTI 1947

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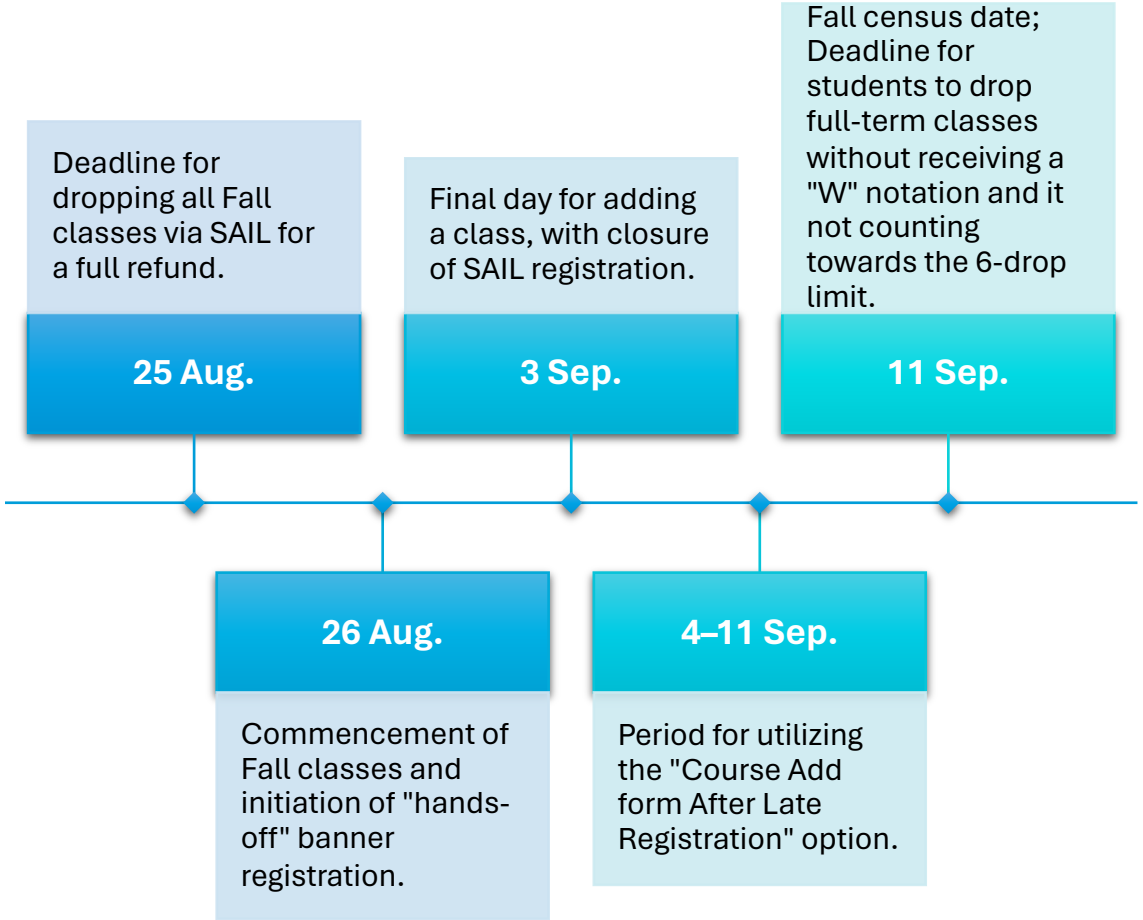
Classroom Viewbook

SCAN ME SCAN ME SCAN ME SCAN ME

https://online.fliphtml5.com/prslv/mlki/#p=1

Important Dates



Helpful Sites

Academic Calendar

https://www.tamucc.edu/academics/registrar/academic-calendar/index.php

Registrar Website

https://www.tamucc.edu/academics/registrar/

Registrar Training

https://www.tamucc.edu/academics/registrar/faculty-staff/training-resources.php

Thank you

Registrar's Office

Student Services Center

(Round Building)

361.825.7245 (SAIL)

registrar@tamucc.edu