Time Ticketing is the process of establishing the registration date and time the student is eligible to register. The student may register on or after their eligible registration date and time, just not before.

The Time Ticket group code is maintained on SFARGRP.

Representatives from each Academic Department and/or Dean’s office will be responsible for entering the appropriate registration time ticket during the advising process for new undergraduate and former Tech students.

The Process
Basically the process of setting the Time Ticket group codes which is located on SFARGRP is an easy process.

The biggest challenge you need to be aware of is which **Time Ticket group code** should be used. You need to determine if the student has completed the required advising or other requirements which allows the student to be eligible to register.

**Current Students**
All currently enrolled students will be automatically assigned a registration time ticket by the Registrar’s Office based on the student’s classification. This process is done by a batch process.

**New Undergraduate Students**
New undergraduate students include freshmen, transfers, and 2nd degree students who have never been enrolled at TTU.

New undergraduate students **MUST** attend an Orientation session prior to registration. New undergraduate students are required to visit with the college during the orientation to which they are admitted to receive a registration time ticket.

Representatives from each Academic Department and/or Dean’s office will be responsible for entering the appropriate registration time ticket during the advising process.

**Do Not** give a registration time ticket to student’s who have not check-in and attended an orientation session.

**Former Tech Students**
Former Tech students are required to visit with the college in which they are admitted to receive a registration time ticket.

Representatives from each Academic Department and/or Dean’s office will be responsible for entering the appropriate registration time ticket during the advising process.

Former Tech Students are eligible to register the day **after** the last day of advance registration.

**Graduate Students – New and Former**
All Time Ticketing will be maintained by Graduate Admissions and the Graduate School.
How to set the Time Ticket Code

- Go to... SFARGRP
- Enter in the Tech ID or do Name Search
- Enter in the appropriate Term
- [Next Block]

- In the Group Assignment Block
- Click on the Group drop-down arrow to select the appropriate Group Code (Time Ticket code)
  - ORNTJN16 (example)
    - Refer to the Registration Groups legend (if needed)
    - This code is what sets the eligible registration date and time

- [Save]

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How to Remove a Time Ticket

- Go to... SFARGRP
- Enter in the Tech ID or do Name Search
- Enter in the appropriate Term
- [Next Block]

- Highlight the Group code (ORNTJN16)
  - Record | Remove
  - [Save]
General Guidelines
Academic Departments and Dean’s will determine who will be the responsible representative that will be maintaining the time ticket on SFARGRP. Once the appropriate training has been completed, the additional security to SFARGRP will be granted.

Guidelines for Current Students
These are students who are currently enrolled.
- Time Tickets are automatically generated by the Registrar’s Office by the batch process.
- The registration dates are assigned according to the last name and/or classification.
- Departments can set Academic holds and/or “move” the hold for future terms (if needed).
- Below are a few examples of Time Ticket codes for current students (refer the Group drop-down arrow on SFARGRP for all Time Ticket codes).
  - SENIOR
  - JUNIOR
  - SOPH1
  - SOPH2
  - FR1
  - FR2
  - FR3
  - SCHLRSHIP
  - CURSCHLR
  - STDDISA

Guidelines for New Students
These are students entering TTU for the first time.
- Time Tickets are maintained by the Academic Departments and Dean’s office.
- Academic Advising holds can be placed for future terms (if needed)
- Orientation attendance is mandatory.
- The registration time is the 3rd day of their orientation session beginning at 9:30 am.
- Registration Time Ticket group guidelines follow this standard:
  - ORNT(month)(day)
    - ORNTJN12
    - ORNTAUG4

Guidelines for New Students who are registering just prior to the term
These are students who did not register during the Summer Orientation and are entering in the Spring/Fall.
- Time Tickets are maintained by the Academic Departments and Dean’s office.
- Academic Advising holds could be placed for future terms (if needed)
- An Orientation is available for new students who need to attend an orientation prior to the beginning of the semester.
  - SP10ORNTA
  - SP10ORNTB

Guidelines for Former Tech Students
These are students who are returning to TTU.
- Former Tech student is readmitted into the college/program in which they left.
- The registration time is the day following the last day of advanced registration.
- The registration Time Ticket Group is FRMRTECH.
- Academic Advising holds could be placed for future terms (if needed)

Students who are attending Summer 1, Summer 2, and Fall.
A Time Ticket must be entered for the current and future terms for the student.
FAQs

Why is the process of using Time Ticketing vs. Academic Advising Holds changing?
This change is to help alleviate the need to mass academic advising holds. Update access to place and remove registration time tickets on SFARGRP is given to eligible staff members as specified by the Associate Academic Dean’s office of each college.

Is a Time Ticket Code required?
Yes, the student will not be able to register for the term if a time ticket code is not on SFARGRP. If the Time Ticket group code is left blank, the student will not be able to register.

Student has not completed the required advising, what should I do?
The answer depends on if your department requires students to be advised. Regardless, all students must have a time ticket code entered in order to be eligible to register.

- Your department requires the student to be advised.
  - If you have not put the Time Ticket on SFARGRP, then leave it blank.
  - If you have put the Time Ticket on SFARGRP, do a record/remove and delete it off.

The Group Code should not be entered on SFARGRP until the advising has been completed, once the student completes the departments advising requirements, you can then enter in the Group Code on SFARGRP.

Student has been advised, but my department does not want the student to register yet.
In this situation, an academic advising hold would be placed to restrict the student from registering.

Once the student has been completed what is required from the department, the hold can be removed and the Time Ticketing will already be in place allowing the student to register on or after their assigned registration date.

Do I need to do anything with the Time Ticket on currently enrolled students?
Normally the answer is No. The Registrar’s office will automatically generate the Time Ticket group codes prior to advance registration for all currently enrolled students (Undergraduate and Graduate).

At times, a Time Ticket group code may be incorrect on a current student; these could be adjusted as needed.

Can I still use Academic Advising holds?
Yes, if your department determines students require advising for future terms.

If Academic Advisors places academic advising holds, the process will continue the same; once a student is advised, the advisor will change the “from” date to a future date on WOA HOLD.

Student received a message of “No Time Ticketing”.
A student will receive this message if a Time Ticket group code is not on SFARGRP. Before a Time Ticket group code is entered, it must be determined if the student is currently admitted.

Check SGASTDN to make sure the student has been admitted prior to entering in a Time Ticket Group code.
- Student has been Admitted
  - Set the appropriate Time Ticket Group Code
- Student has not been admitted
  - If the student is not admitted, a message of “person is not a student” will be displayed at the bottom of SFARGRP if a Time Ticket Group code is attempted to be entered.
  - Refer the student to the Admissions office to be admitted
What is the Summer Orientation Time Ticket code naming convention?
A naming convention was created to help identify which Summer Orientation the student is attending.
- The 1st four characters begin with ORNT.
- The 2nd portion is the month of the orientation.
- The 3rd portion is the day of the orientation.

For example if the Orientation date is June 12, 2009, the Time Ticket group code would be ORNTJN12.

Do I set Time Tickets for future terms if the student begins the 1st summer term?
Yes. Students who apply for the 1st summer are also eligible to attend the 2nd summer and Fall terms, therefore you must enter the Time Ticket code on all three terms of 1st, 2nd, and the Fall term.

Do I need to do Time Tickets for Graduate Students?
No, Graduate Admissions will maintain all Time Tickets for graduate students. Contact Shelby Cearly for assistance for Graduate Students.

Does SFARGRP show who entered in a Time Ticket on a student?
Yes, there is an audit of who entered in a Time Ticket group code on SFARGRP and reports could be run to check quality assurance.

Who can gain update access to SFARGRP?
Access to SFARGRP is given ONLY to representatives who have been given approval as assigned by the Academic Departments, Dean’s office, and the Registrar’s Office.

Who can I contact if I have questions about Time Tickets?
You can contact your Academic Department, Dean’s office, or the Registrar’s office.

Who is responsible for the Time Ticket on a current Undergraduate student who was recently admitted into the Graduate Program?
Graduate Admissions will maintain all Time Tickets for current and newly admitted graduate students. Contact Shelby Cearly for assistance for Graduate Students.

What is the LATEADMIT Time Ticket used for?
The LATEADMIT Time Ticket code is used by Admissions for those that are admitted as of the first day of class and afterwards.

How will advisors know if a Former Tech student has been admitted?
Institutional Research will eventually create a Cognos Report to identify former tech students. The student status will be noted as an “R”.

When the student receives the No Time Ticket message, could the student also receive a message to direct them to their advisor?
Unfortunately, these types of messages are hard-coded within the Banner system and cannot be changed or adjusted. Only new students will not have time tickets assigned to them, which the required process for all new students is to see an advisor during orientation.

Can a student request to opt out of the Orientation?
No. With the university rules, orientation is mandatory for new undergraduate students (freshman, transfers, and 2nd degree students who have never been enrolled at Texas Tech University)