

# ADDING A MINOR OR CONCENTRATION

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## REVISION HISTORY

Version	Date	Name	Description
	10/5/18	Gabby O.	Banner 9 Upgrades

## INTRODUCTION AND PURPOSE

The purpose of this document is to explain how to add a minor or concentration to a major (program) in **SFAREGS** and **SGASTDN**.

## RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. Undergraduate students may transfer from one program to another, by filling a petition or application with approval from the dean of the college(s). Graduate students must obtain permission from the program they wish to enter in addition to the Dean of the Graduate Division.
2. Curriculum changes are done in SFAREGS if the student enrollment preparation (this traditionally occurs at the end of 4th week) has begun for the term of change and in SGASTDN if it has not, use the section that applies to the change.
3. Major (Program) change petitions or applications may be processed at any time; however, they should be processed prior to the third week of the quarter to meet the instructional statistical reporting deadline.
4. All Curriculum changes for undergraduate students are processed by the colleges.
5. All Major (Program) changes for all graduate students are processed by the Graduate Division Academic Affairs. Concentrations for graduate students are managed by the departments. Graduate students do not have minors.

## IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. College of Humanities, Arts, and Social Sciences
2. College of Natural and Agricultural Sciences
3. Bourns College of Engineering
4. School of Business
5. Graduate Division Academic Affairs
6. School of Public Policy
7. Graduate School of Education
8. School of Medicine Academic Affairs
9. Office of the Registrar

## BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

## PAGES

The pages listed below are covered in this training.

Page	Page Name	Description
SGASTDN	General Student	Maintains current and historical information pertaining to students admitted or enrolled at UCR.
SFAREGS	Student Course Registration	Used to add, drop, or withdraw a student from a course or courses.

## PROCEDURES - SGASTDN

**Note:** If you receive a prompt that Registration Exists and changes must be made in SFAREGS, then you will have to follow SFAREGS procedures. This happens when enrollment preparation has been done (this traditionally occurs at the end of 4<sup>th</sup> week) activating the student as Eligible to Enroll in SFAREGS.

### STEPS

1. Go to **SGASTDN**.
2. Enter **SID**, ensure that the correct student name appears.
3. **Term:** Leave blank so that the most recent record shows.
4. Check on the **View Current/Active Curricula Box**: the most current record will show.



5. **Click Go.**
6. Under **Curricula Summary/Field of Study Summary**: make note of all the major(s) (program(s)), the priority number(s), minor(s), and concentration(s).

The screenshot shows the 'GENERAL LEARNER' section with fields for 'From Term' (201810), 'New Term' (201810), 'Student Status' (AS - Active), and 'Student Type' (F - First Time Freshman). Below this is the 'CURRICULA SUMMARY - PRIMARY' table:

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation	Student Type	Rate
1	201810	BA in Public Policy	201810	Undergraduate	Riverside	Humanities, Arts, an...	Bachelor of Arts				201810			

Below the table is the 'FIELD OF STUDY SUMMARY' section with a table:

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201810	Major	Public Policy	Liberal Studies Program	

- New Term:** If the new term equals the effective term of the Major (Program) change, you can skip to step 11. If not, a new effective term will need to be created.
- New Term Field:** click on the search button and the Options List will appear with choices.
- Click **Create New Effective Term** and a Blank New Term will open.

This screenshot shows the same interface as above, but with an 'Option List' dialog box open. The dialog box contains the following options:

- List of Terms
- Create New Effective Term** (highlighted with a red box)
- Cancel


- In the **New Term Field** type in the term code for the effective quarter.
- Navigate to the **Curricula** to go into the **Curriculum/Field of Study Tab**.
- Confirm you are viewing the Curriculum to which you want to attach the Minor or Concentration.
- Click **Duplicate** to copy the existing curricula.

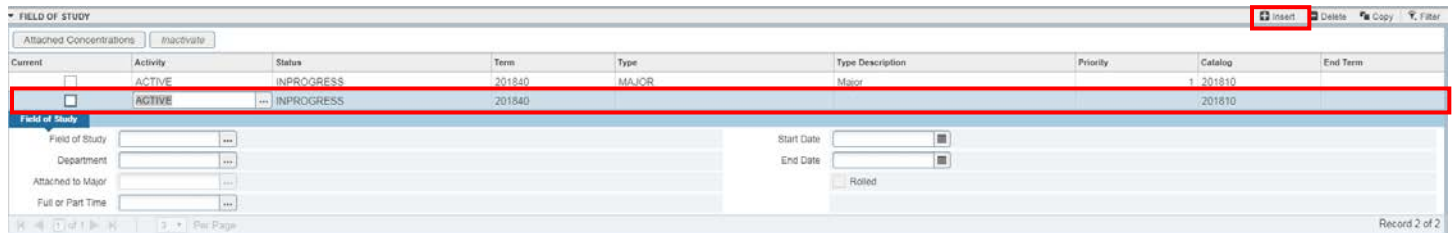
The screenshot shows the 'CURRICULUM' section with a table of current activities:

Current	Activity	Key Sequence	Term	Term Description	End Term	End Term Description	Catalog Term	Catalog Term Description	Priority	Graduation Sequence
ACTIVE		99	201810	Winter 2018	201830	Summer 2018	201810	Winter 2018	1	

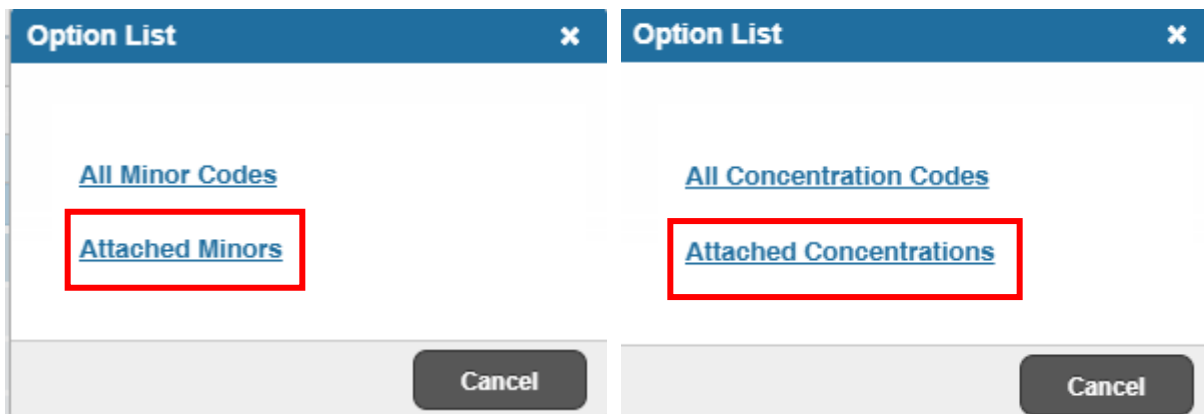
Below the table is the 'Curriculum Status Details' section:

Program	BA-PBPL	BA in Public Policy	College	HS	Humanities, Arts, and Soc Sci
Level	U	Undergraduate	Degree	BA	Bachelor of Arts
Campus	C	Riverside	Start Date		End Date

14. Click on the  icon to enter the **Field of Study** Tab.
15. Click Insert on the right hand side.
16. Banner automatically fills in the Activity, Status, Term, and Catalog fields.

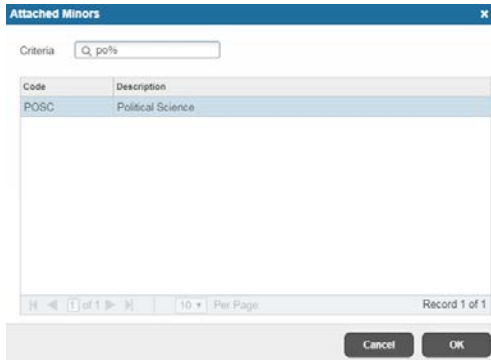


17. **Type:** Select either **Minor** or **Concentration** based on what you are adding.
18. Ensure that there is a number 1 in the **Priority** field. Each field of study must be assigned a priority number and there cannot be two of the same type with the same number. For example, if the student should have two minors or concentrations, the priority number of the 2<sup>nd</sup> minor or concentration will be 2 or higher.
19. In the **Field of Study** do either of the following:
  - a. Type in the code (if you know it), **Save**, and review in **SGASTDN** -or-
  - b. Click the **Search Button** and the **Option List** Box will appear.
  - c. For Minors, select **Attached Minors**; for Concentrations, select **Attached Concentrations**.

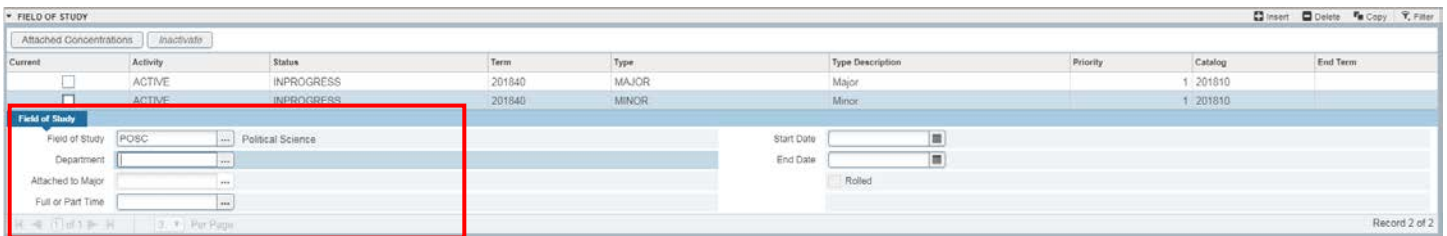


## FOR MINORS

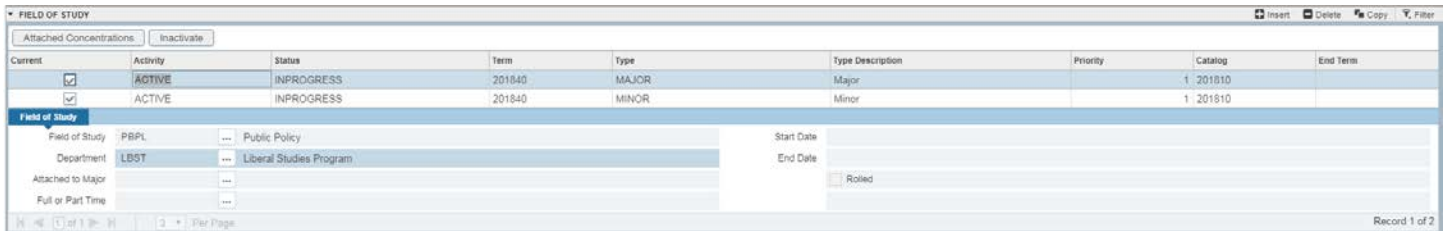
20. When the **Attached Minors** Box opens, scroll down the list and select the minor. If you know the Minor code, you can type it in. You can also use the **Criteria** feature to search codes with the percentage sign and **OK** button.



21. The **Field of Study** for the Minor has been added.
  - a. **Note:** You do not need to fill in the department code.

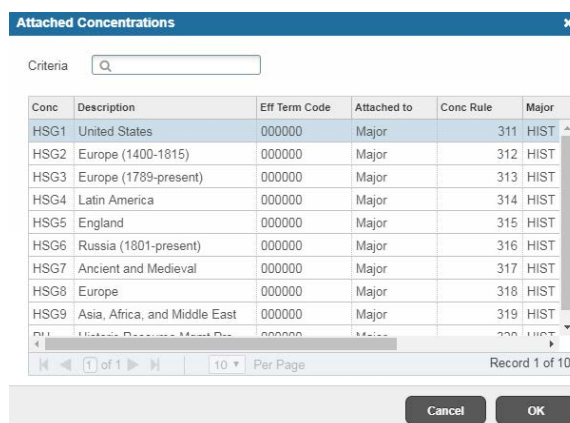


22. **Save.**



## FOR CONCENTRATIONS

1. When the **Attached Concentrations** Codes box opens, scroll down the list and select the concentration. If you know the Concentration code you can type it in. You can also use the **Criteria** feature to search codes with the percentage sign and **OK** button.



2. The **Field of Study** for the Concentration has been added.
  - a. **Note:** You do not need to fill in the department code.

3. Go to **SGASTDN**, Learner tab, to review that the desired Minor or Concentration has been added.

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201840	Major	History	History	
1	201840	Concentration	Asia, Africa, and Middle East		History

## PROCEDURES - SFAREGS

**Note:** Minor & Concentration changes are done in SFAREGS if the student enrollment preparation has begun for the term of change (this traditionally occurs at the end of 4<sup>th</sup> week) and in SGASTDN if it has not.

### STEPS

1. First you want to review the student record on SGASTDN.
2. Go to **SGASTDN**.
3. Enter **SID**, Ensure that the correct student name appears.
4. **Term:** Leave blank so that the most recent record shows.
5. Check on the **View Current/Active Curricula Box** so the most current record shows.

6. **Click Go.**

- Under **Curricula Summary**: Make note of all the major(s) (program(s)), the priority number, minor(s), and concentration(s).


The screenshot displays the 'General Student' interface for student SGASTDN 9.3.5 (PPRDXE) in Term 201840. The 'Curricula Summary - PRIMARY' table is highlighted with a red border. It contains one record with the following details: Priority 1, Term 201840, Program BA in Language, Catalog 200540, Level Undergraduate, Campus Riverside, College Humanities, Arts, and Soc Sci, Degree Bachelor of Arts, End 201840, Outcome Key, Admission Type, Admission 201840, Matriculation, Student Type, and Rate. Below this, the 'FIELD OF STUDY SUMMARY' table is also highlighted, showing one record: Priority 1, Term 201840, Type Major, Field of Study Language, Department Literatures & Languages, and Attached to Major.

- Go to **SFAREGS**.
- Term**: Enter the Effective Term of the minor or concentration change.
- SID**: The student's name will automatically populate.

The screenshot shows the 'Student Course Registration SFAREGS 9.3.5 (PPRDXE)' form. The 'Term' is set to 201840 and the 'Date' is 07/16/2018. The 'View Current/Active' checkbox is unchecked, and the 'Print Schedule' checkbox is checked. The 'Time Status Information' button is visible. The 'Get Started' instruction reads: 'Fill out the fields above and press Go.'

- Click **Go**.
- Navigate to the **Curricula** into the **Curriculum/Field of Study Tab**.
- Confirm you are viewing the curriculum to which you want to add the Minor or Concentration.
- Press **Duplicate**: inserts new curriculum and duplicates curriculum to change.

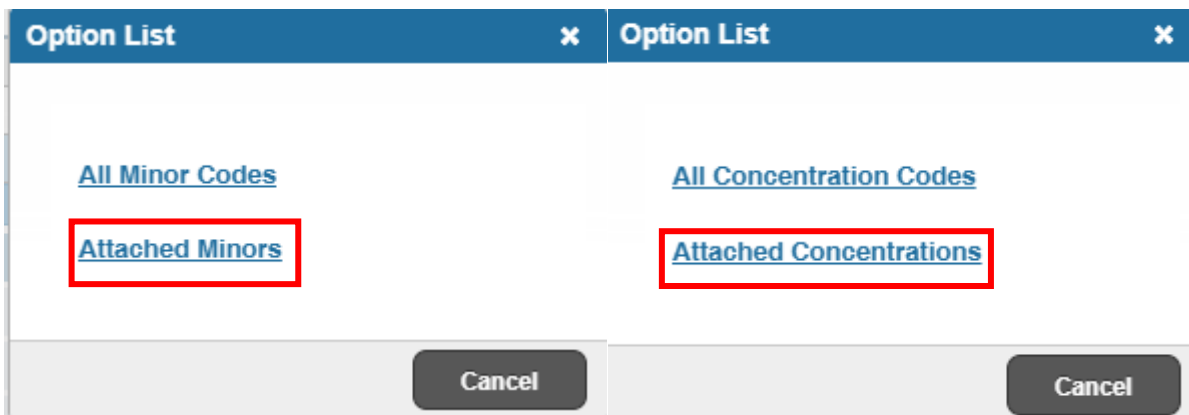
The screenshot displays the 'General Student' interface for student SGASTDN 9.3.6 (PPRDXE) in Term 201820. The 'Curriculum / Field of Study' tab is active. The 'Duplicate' button is highlighted with a red box. The 'Curriculum' table shows a record with the following details: Activity ACTIVE, Key Sequence 99, Term 201740, Term Description Fall 2017, Catalog Term 201840, Catalog Term Description Fall 2016, Priority 1, and Graduation Sequence. The 'Status Details' section shows Program BA-PSYC, Level U, Campus C, College HS, Degree BA, and Start/End Dates.

- Click on the  icon to enter the **Field of Study** Tab.
- Click **Insert** on the right hand side.
- Banner automatically fills in the Activity, Status, Term, and Catalog fields.



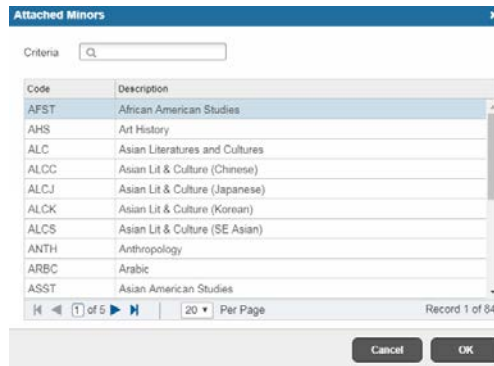
Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term
<input type="checkbox"/>	ACTIVE	INPROGRESS	201840	MAJOR	Major	1	200640	
<input type="checkbox"/>	ACTIVE	INPROGRESS	201840		Concentration	1	200640	

18. **Type:** select either **Minor** or **Concentration** based on which you are adding.
19. Ensure that there is a number **1** in the **Priority** field. Each field of study must be assigned a priority number and there cannot be two of the same type with the same number. For example, if the student should have two minors or concentrations the priority number of the 2<sup>nd</sup> minor or concentration will be 2 or higher.
20. In the **Field of Study**, either:
  - a. Type in the code if you know it or
  - b. Click the **Search Button** and the **Option List** Box will appear.
  - c. **Save.**
21. For Minors select **Attached Minors** and for Concentrations select **Attached Concentrations**.

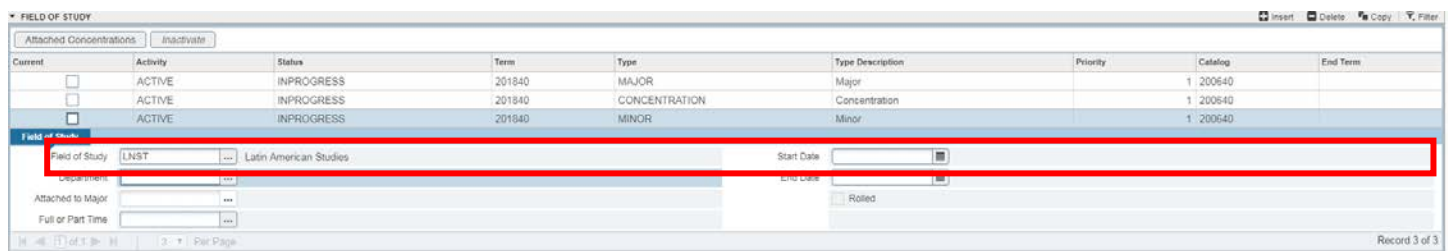


## FOR MINORS

22. When the **Attached Minors** box opens, scroll down the list and select the minor. If you know the Minor code you can type it in. You can also use the **Criteria** feature to search codes with the percentage sign and **OK** button.



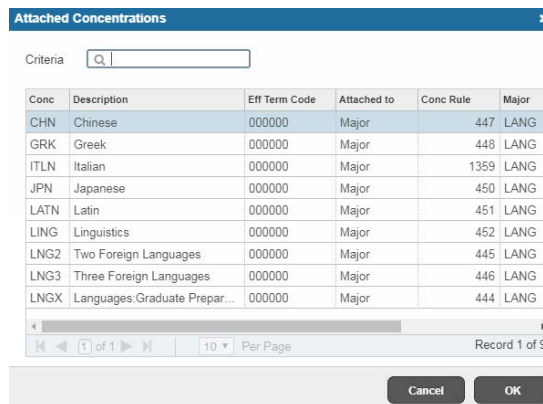
23. The **Field of Study** for the Minor has been added.  
 a. **Note:** You do not need to fill in the department code.



24. **Save.**

## FOR CONCENTRATIONS

25. When the **Attached Concentration** Codes box opens, scroll down the list and select the concentration. If you know the **Concentration** code you can type it in. You can also use the **Find** feature to search codes with the percentage sign and **Find** button.



26. The **Field of Study** for the **Concentration** has been added.  
 a. **Note:** You do not need to fill in the department code.

FIELD OF STUDY

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term
<input type="checkbox"/>	ACTIVE	INPROGRESS	201840	MAJOR	Major	1	200640	
<input type="checkbox"/>	ACTIVE	INPROGRESS	201840	CONCENTRATION	Concentration	1	200640	

Field of Study: LATN (Latin)

Department: [Dropdown]

Attached to Major: LANG (Language)

Full or Part Time: [Dropdown]

Start Date: [Dropdown]

End Date: [Dropdown]

Rollled:

Record 2 of 2

27. Save.

FIELD OF STUDY

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201840	MAJOR	Major	1	200640	
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201840	CONCENTRATION	Concentration	1	200640	

Field of Study: LANG (Language)

Department: LTLG (Literatures & Languages)

Attached to Major: [Dropdown]

Full or Part Time: [Dropdown]

Start Date: [Dropdown]

End Date: [Dropdown]

Rollled:

Record 1 of 2

28. Go to SGASTDN to review the Curricula Summary to confirm that the desired Minor or Concentration has been added.

General Student SGASTDN 9.3.5 (PPFDXE)

Terms: 201840 View Current/Active Curricula: [Dropdown]

LEARNER: GENERAL LEARNER

From Term: 201840 To Term: 999999

New Term: 201840 (Fall 2018)

Student Status: AS (Active)

Student Type: C (Continuing)

Class: SR (Senior)

Residence: R (Confirmed CA Resident)

Student Centric Cycle: [Dropdown]

Block: [Dropdown]

Citizenship: P (Alien (Permanent) Resident)

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation	Student Type	Rate
1	201840	BA in Language	200640	Undergraduate	Riverside	Humanities, Arts, an	Bachelor of Arts				201840			

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201840	Major	Language	Literatures & Languages	
1	201840	Minor	Latin American Studies		
1	201840	Concentration	Latin		Language

Record 1 of 10

Record 1 of 1

Record 1 of 3

## FINAL QUIZ

1. If the New Term on the General Learner record does not equal the term of the curriculum change you need to create a new effective term. TRUE
2. To add a minor or concentration you need to click on Duplicate under Curriculum. TRUE
3. When selecting minors or concentrations using the search arrow you should select All Minor Codes or All Concentration Codes. FALSE
  - a. You should select Attached Minors and Attached Concentrations. This ensures that only valid combinations are used.

