# ADDING AN ADDITIONAL MAJOR (PROGRAM)

# TABLE OF CONTENTS

## **REVISION HISTORY**

Version	Date	Name	Description
	09/04/2018	Gabriela Ochoa	Banner 9 Upgrade

## INTRODUCTION AND PURPOSE

Adding an additional major (program) in SFAREGS and SGASTDN.

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

- 1. 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. Major (Program) 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 Major (Program) 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.

## 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 Medicine Academic Affairs
- 7. School of Public Policy
- 8. Graduate School of Education
- 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	Form 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 the most current record will show.

×	General Student SGASTDN 9.3.5 (PPRDXE)		AD0	RELATED	🗱 TOOLS
	ID: +++	Student Summary			Go
	Term:	View Current/Active: 🔛			
		Curricula			

Get Started. Fill out the fields above and press Go.

#### 5. Click Go.

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

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission.	Matriculation	Student Type	Rate
1.1	201810	BA in Political Scil.	201640	Undergraduate	Riverside	Humanities, Arts, an	Bachelor of Arts				201720			
a line	UR RU	1.1 Per Pa	ge."											Record 1
FIELD OF STU	DY SUMMAR	RY											D 20	art 🔲 Delete - 🌆 Depy 🗍 🕄 7
Attached I	o Major De	otailis						_						
ority		Term		Type		Field of Study				Department			Attached to Major	
		1 201810		Major		Political Sci/La	w and Society			Political Science				
A ALCONTRACT	1 16 W.	12/ * Par Pa												Record 1

7. New Term: if the new term equals the effective term of the Major (Program) change you can skip to step 11.

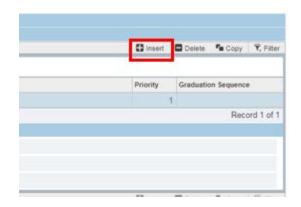
From Term 201010	To Term 999999	
New Term 201810 Winter 2018	Residence R Confirmed CA Resident	Student Centric
ludent Status AS Active	Fee Assessment Rate	
Student Type C Continuing	Class J/R Junior	

8. **New Term Field**: click on the search button and the Options List will appear with choices.

9. Click **Create New Effective Term** and a Blank New Term will open.

	Option List ×	Admission Type
es, Arts, an		
	List of Terms	-
	Create New Effective Term	
ield of Study		Department
olitical Sci/Law	Cancel	Political Scient

- 10. In the **New Term Field** type in the term code for the effective quarter.
- 11. Navigate to the **Curricula** to go into the Curriculum/Field of Study Tab.
- 12. Click the Insert icon on the right hand side.



13. A new record will be inserted with a **Higher** priority number.

n	Priority	Grads	ation Sequence	
		2		
			Rec	ord 2 of 2

- 14. **Program**: if you know the program code, type it in and skip to Step 18, or click the search button and an Option List will appear.
- 15. Change Curriculum: click this line.

Learner Gurnsulun	Curricula 1/Field of Shidy		See Veteran	Comments Academic an	d Graduation Status, Dual	Degree Misc	ellaneous										
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	Program							College		+++							
	Level	(are)						Degree									
	Campus [	++4						Start Date			End Date		<b></b>				
* FIELD OF	STUDY														Chief	D Center Parcon	m Tomas
Attached	Concentration	a Inactivate															
Current		Activity	Status		Term	C	ption List	×	pe Descriptio			Photity		Catalog		End Term	
Field of S							All December Control										
Fit	ed of Study		3				All Program Codes										
1	Department		1				Base Curriculum Rule	es by Program									
Attach	ed to Major						Change Curriculum		Rolled								
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								Cancel									

16. Warning Box Appears: click OK to change curriculum.

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A Base	Curriculum Items w	vill be Replaced.		
			ОК	Cancel

- 17. The Change Curriculum form will appear; scroll down the list and select the program.
  - a. You can also use the **Criteria** feature to search codes by entering the degree or major next to the percentage sign and clicking **Ok**.

Program	Campus	Level	College	Degree	Rule	Sel
BA-HLSO	С	U	HS	BA	272	Y
BALLINGS	-	U	110	5/1	004	
BA-SOC	С	U	HS	BA	481	Y
BS-SOC	С	U	HS	BS	482	Y
CPH-SOC	С	G	HS	CPH	483	Y
MA-SOC	С	G	HS	MA	484	Y
ND-SOC	С	G	HS	ND	485	Y
PHD-SOC	С	G	HS	PHD	486	Y
<b>I √ 1</b> of 1 <b>→</b>	10 •	Per Page			Record	l 1 of 8

1414/40 (0725) III	Curricula Field of Study	Activi	ties Veteran	Comments Academic and Graduation	and the second second	llaneous						
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urrent A	ctivity	Key Sequence	Term	Term Description	End Term	End Term Description			Catalog Term	Catalog Term Description	Priority	Graduation Sequence
	CTIVE		201840	Fall 2018					201640	Fall 2016	1	2
1 1 1	012 1 H	V. X. Poc Pag										Record 2 of
Curriculur	Status Detai	la l										
	Program BA-	SOC	BA in Sociology	1			College	HS	Huma	nities, Arts, and Soc Sci		
	Level U		Undergraduate				Degree	BA	+++ Bache	lor of Arts		
	Campus C	line in the second s	Riverside				Start Date	_	<b>a</b> E	nd Date		

- 18. The Program Field and all other necessary fields on this tab are automatically filled in.
  - a. Note: The Catalog Term can be changed at this time, if you need to update it. Changing the catalog year and term must only be done using the Curricula section and applies to the program listed.
- 19. Verify that the student's Field of Study is correct under the **Field of Study** section.

Attached Concentration	ons Inactivate								
rrent	Activity	Status	Term	Type		Type Description	Priority	Catalog	End Term
	ACTIVE	INPROGRESS	201840	MAJOR		Major		1 201640	
Field of Study									
Field of Study [S	SOC	Sociology			Start Date				
Department (S	SOC	++ Sociology			End Date				
Allastica la Illajai						Rolled			
Full or Part Time									

#### 20. SAVE.

- 21. Go to learner record and click the 🗾 icon to ener the **Curricula Summary Tab.**
- 22. On the **Curricula Summary** click the K < 1 of 2 > H to review any additional majors and confirm they appear as expected with the correct priority. In this example, the BA-SOC major is a higher priority than the BA-POSC major.

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	New Term	201840 Fall 201	8			Residence	R Confirm	ied CA Re	sident		Student Centric Cycle					
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-	1 201810	BA in Political Scil.	201640	Undergraduate	Riverside	Humanities, Arts, an	Bachelor of Arts				201720					
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		1 201810		Major		Political Scill	Law and Society			Political Science						
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#### Adding an Additional Major (Program)

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Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation	Student Type		Rate	
	201840	BA in Sociology	201640	Undergraduate	Riverside	Humanities, Arts, an	Bachelor of Arts				201840					
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Priority		Term		Type		Field of Study				Department			Attached to	Major		
		1 201840		Major.		Sociology				Sociology						
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## **PROCEDURES** - SFAREGS

Note: <u>Major (Program) changes are done in SFAREGS if the student enrollment preparation (this traditionally occurs at the end of 4th</u> week) has begun for the term of change 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.

General Student SGASTDN 9.3.5 (PPPDXE)	A00		TOOLS
ID: Student Summary			Go
Term: 201840 ···· View Current/Active: 🗹			
Curricula			

Get Started. Fill out the fields above and press Go

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

#### Adding an Additional Major (Program)

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	New Term	201840 1	FøV 2018			Résidence	N Nonresk	ient			Student Centric Cycle						
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Priority	Term	Program	Catalog	Level	Campus College		Degree	End	Outcome Key	Admission Type	Admission	Matriculation	Student Type		Rate		
	1 201410	BA in Music	201340	Undergraduate	Riverside Humaniti	ies. Arts. an	Bachelor of Arts										
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Priority		Term		Type	1	field of Study				Department			Altached to	Major			
		1 2014	10	Major	1	Viusio				Music							
		1 2014	10	Concentration		Seneral							Music				
14 -4 (1	OT N	31 m	Per Page													Record	1 of 2

- 8. Go to SFAREGS.
- 9. Term Enter the Effective Term from the Major Change Form.
- 10. Enter SID The student's name will automatically populate.

X Student Cour	e Registration SFAREGS 9.3.5 (PPROXE)		100	RETRIEVE	A RELATED	TOOLS
Term:	201840	ID:			0	Go
Date:	07/16/2018	Holds:				
View Current/Active:		Print Bill;				
Curricula						
Print Schedule:	Y					
	Time Status Information					
						-

- 11. Navigate to the Curricula tab to get to the Curriculum/Field of Study tab.
- 12. Click **Insert** on the right hand side.

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		Record 1 of
s, Arts, and Soc Sci		
of Arts		
late		
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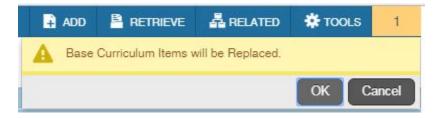
13. A new record will be inserted with a Higher priority number

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Catalog Term Desc	ription		Priority	Gaduatio	on Sequence	
Fall 2018				2		
					Reco	ord 2 of .
ite 🗌						
de [			() insert	Delete		

- 14. **Program**: if you know the program code, type it in and skip to Step 19, or click the search button and an **Option List** will appear.
- 15. Change Curriculum: click this line.

	n/Field of Study	Correcola								0	Boest Scory Title
Replace	e   Update	Duplicate   Roll	lo Gulooma	la l							
Current	Activity	Key Sequence	Term Term Description		End Term	End Term Description		Catalog Term	Catalog Term Description	Priority	Graduation Sequence
	ACTIVE		201840 Fat 2018					201840	Fall 2018		2
N. P. F		ILLIS Hellege									Record 2 of 2
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	Program						College				
	Level						Degree				
	Campus [						Start Date		End Date		
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Attach	ed to Major					Corriction Bases		Rolled			
Para	r Part Time				2						
14 -4 -5					1		Cancel				Record 1 of 1

16. Warning Box Appears: click OK to change curriculum.



- 17. The Change Curriculum form will appear; scroll down the list and select the program.
  - a. You can also use the **Criteria** feature to search codes by entering the degree or major next to the percentage sign and clicking **Ok**.

Program	Campus	Level	College	Degree	Rule	Sel	
BA-AFST	С	U	HS	BA	9	Υ	÷.
BA-AHAT	С	U	HS	BA	10	Y	
BA-AHRS	С	U	HS	BA	11	Y	
BA-AHS	С	U	HS	BA	12	Y	
BA-ALC	С	U	HS	BA	17	Y	
BA-ANET	С	U	HS	BA	19	Y	
BA-ANLW	С	U	HS	BA	20	Y	
BA-ANTH	С	U	HS	BA	21	Y	
BA-ART	С	U	HS	BA	28	Y	
BA-ASST	С	U	HS	BA	29	Y	+
<b>√ 1</b> of 28	► N 20	<ul> <li>Per Pag</li> </ul>	е		Record	1 of	542

18. The Program Field and all other necessary fields on this tab are automatically filled in.

- a. Note: The Catalog Term can be changed at this time, if you need to update it. Changing the catalog year and term must be done using the Curriculum section and applies to the program listed.
- 19. Verify that the student's Field of Study is correct under the Field of Study section.

CURRICULUM												Delete 📲 Copy 👻 Fi
Replace Upda	ate Duplicate	Roll to Outcome	Apply to Graduate									
Current Activity	Key Sequence	Term	Term Description		End Term	End Term Description			Catalog Term	Catalog Term Description	Priority	Graduation Sequence
		99 201840	Fall 2018						201340	Fat 2013		2
K ◀ 2 of 2 ►	1 1 4 Par	Page										Record 2 d
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Program	BA-ART	BA in Art (Stu	sio)				College	HS	Human	ities, Arts, and Soc Sci		
		The second second second					Degree	DA	Bachel	or of hete		
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Campus		Ondergraduat     Riverside	0				Start Date	04		d Date	🖸 Insen	Delete Te Copy T
Campus FIELD OF STUDY				Term	Ту	pe			Er		Catalog	End Term
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#### 20. Save.

- 21. Go to  $\ensuremath{\mathsf{SGASTDN}}$  to review the change.
- 22. Go to learner record and click the 💌 icon to ener the **Curricula Summary Tab.**
- 23. On the **Curricula Summary** click the K < 1 of 2 > H to review any additional majors and confirm they appear as expected with the correct priority.

#### Adding an Additional Major (Program)

GENERAL LEARNER	atudy fam Activities V	teran Comments	Academic and Graduation Stat	us, Dual Degree	Miscellaneous							Cimeent Cole	e Ma Copy 😯 Filter
From Term	201840						To Term	999999					
New Term	201840 Fall 2018			Residence	Nonresid	dent			Student Centric Cycle				
Student Status	AS Active			Fee Assessment Rate									
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Priority Term	Program Catalog	Level	Campus Colle	rge	Degree	End	Outcome Key	Admission Type	Admission	Matriculation	Student Type	Re	te
1 20141	0 BA in Music 201340	Undergraduate	Riverside Hun	nanibes, Arts, an	_ Bachelor of Arts								
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Priority	Term	Type		Field of Study				Department			Attached to M	Aajor	
	1 201410	Major		Music				Music					
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Learner Currie		Veteran Commenta	Academic and Gradu	uation Status, Dual Degree	Miscellaneous								
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FIELD OF STUDY S	UMMARY											Ωintert 🛛 Deute	Ballopy R. Filte
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Priority	Term	Type		Field of Study				Department			Attached to Maj	or	
	1 201840	Major		Art (Studio)				Art					
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## FINAL QUIZ

- 1. When adding an additional major (Program) you need to first select Duplicate under Curriculum. FALSE
  - a. You will use Record and Insert when adding the new major.
- 2. The primary major has the highest curricula priority. FALSE
  - a. The lowest priority number is considered the primary curricula.
- 3. You need to ensure the Field of Study tab is updated correctly before saving and leaving the form. TRUE