

ADDING AN ADDITIONAL MAJOR (PROGRAM)

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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 4th 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)

ID: [Redacted] [Search]

Term: [Search]

View Current/Active: Curricula

Student Summary [Go]

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
	201810	BA in Political Sci...	201640	Undergraduate	Riverside	Humanities, Arts, an...	Bachelor of Arts				201720			

Priority	Term	Type	Field of Study	Department	Attached to Major
	201810	Major	Political Sci/Law and Society	Political Science	

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

GENERAL LEARNER

From Term: 201810 To Term: 999999

New Term: 201810 [Dropdown] Winter 2018

Student Status: AS [Dropdown] Active

Student Type: C [Dropdown] Continuing

Residence: R [Dropdown] Confirmed CA Resident

Student Centric Cycle: [Dropdown]

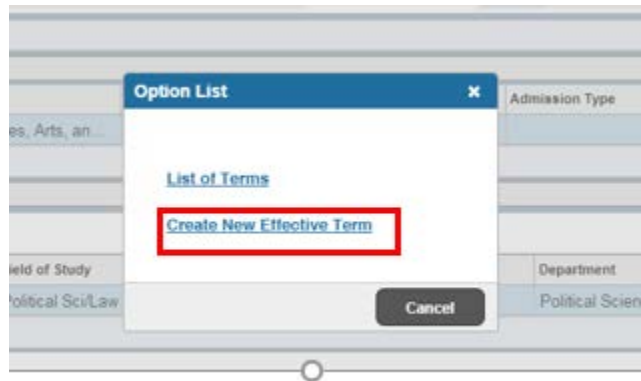
Fee Assessment Rate: [Dropdown]

Class: J/R [Dropdown] Junior

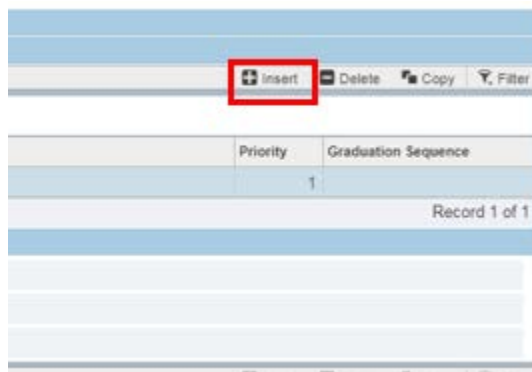
Additional Information: Site [Dropdown] Block [Dropdown] Citizenship: Y [Dropdown] Citizen

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

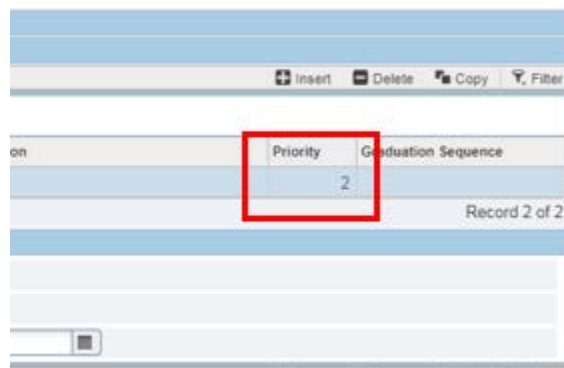
- Click **Create New Effective Term** and a Blank New Term will open.



- 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.
- Click the **Insert** icon on the right hand side.



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



- 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.
- Change Curriculum:** click this line.

Adding an Additional Major (Program)

The screenshot shows the 'Curriculum / Field of Study' interface. The 'Program' dropdown menu is highlighted with a red box. An 'Option List' dialog box is open, showing a list of options with 'Change Curriculum' highlighted by a red box.

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

The screenshot shows a warning box with a yellow background and a warning icon. The text reads "Base Curriculum Items will be Replaced." The "OK" button is highlighted with a red box.

17. The **Change Curriculum** form will appear; scroll down the list and select the program.

- You can also use the **Criteria** feature to search codes by entering the degree or major next to the percentage sign and clicking **Ok**.

The screenshot shows the "Change Curriculum" dialog box. The "Criteria" field contains "%SOC". A table of programs is displayed, with the "BA-SOC" row highlighted by a red box.

Program	Campus	Level	College	Degree	Rule	Sel
BA-HLSO	C	U	HS	BA	272	Y
BA-HVSO	C	U	HS	BA	334	Y
BA-SOC	C	U	HS	BA	481	Y
BS-SOC	C	U	HS	BS	482	Y
CPH-SOC	C	G	HS	CPH	483	Y
MA-SOC	C	G	HS	MA	484	Y
ND-SOC	C	G	HS	ND	485	Y
PHD-SOC	C	G	HS	PHD	486	Y

Current	Activity	Key Sequence	Term	Term Description	End Term	End Term Description	Catalog Term	Catalog Term Description	Priority	Graduation Sequence
<input checked="" type="checkbox"/>	ACTIVE		201840	Fall 2018			201640	Fall 2016	2	

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.

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term
<input type="checkbox"/>	ACTIVE	INPROGRESS	201840	MAJOR	Major	1	201640	...

20. **SAVE.**

21. Go to learner record and click the  icon to enter the **Curricula Summary Tab**.

22. On the **Curricula Summary** click the  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.

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation	Student Type	Rate
1	201810	BA in Political Sci...	201640	Undergraduate	Reverside	Humanities, Arts, an...	Bachelor of Arts				201720			

The screenshot shows the 'General Student SGASTDN 9.3.5 (PPRDXE)' interface. At the top, there are navigation buttons: ADD, RETRIEVE, RELATED, and TOOLS. Below this is a 'GENERAL LEARNER' section with various input fields for student details such as 'From Term', 'New Term', 'Student Status', 'Student Type', 'Residence', 'Confirmed CA Resident', 'Student Centric Cycle', 'Fee Assessment', 'Rate', 'Class', 'SSE', 'Session', 'Block', and 'Citizenship'. Below the learner information is a table titled 'CURRICULA SUMMARY - SECONDARY'. The table has columns for Priority, Term, Program, Catalog, Level, Campus, College, Degree, End, Outcome Key, Admission Type, Admission, Matriculation, Student Type, and Rate. One record is visible: Priority 1, Term 201840, Program BA in Sociology, Catalog 201640, Level Undergraduate, Campus Riverside, College Humanities, Arts, an, Degree Bachelor of Arts, End 201840, Admission Type, Admission 201840, Matriculation, Student Type, and Rate. Below the table is a 'FIELD OF STUDY SUMMARY' section with a table showing Priority 1, Term 201840, Type Major, Field of Study Sociology, Department Sociology, and Attached to Major.

PROCEDURES - SFAREGS

Note: 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.

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.

The screenshot shows the search interface for 'General Student SGASTDN 9.3.5 (PPRDXE)'. It includes input fields for 'ID' and 'Term' (set to 201840). There is a 'View Current/Active: Curricula' checkbox which is checked. A 'Student Summary' button and a green 'Go' button are also visible. Below the search fields is a grey bar with the text: '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).

General Student SGASTDN 9.3.5 (PPRDXE)

Term: 201840 View Current/Active Curricula: ✓

GENERAL LEARNER

From Term: 201840 To Term: 999999

New Term: 201840 Fall 2018

Student Status: AS Active

Student Type: C Continuing

Residence: N Nonresident

Fee Assessment: Rate

Class: JR Junior

Student Centric Cycle

Block

Citizenship: N Non-Immigrant

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	Humanities, Arts, an	Bachelor of Arts							

Record 1 of 1

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201410	Major	Music	Music	
1	201410	Concentration	General		Music

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.

Student Course Registration SFAREGS 9.3.5 (PPRDXE)

Term: 201840

Date: 07/16/2018

ID: [Redacted]

Holds: [Redacted]

Print Bill:

View Current/Active: Curricula

Print Schedule: Time Status Information

Get Started: Fill out the fields above and press Go

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

Catalog Term Description	Priority	Graduation Sequence
Fall 2013	1	

Record 1 of 1

es, Arts, and Soc Sci

of Arts

Date

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

Catalog Term Description	Priority	Graduation Sequence
Fall 2018	2	

Record 2 of 2

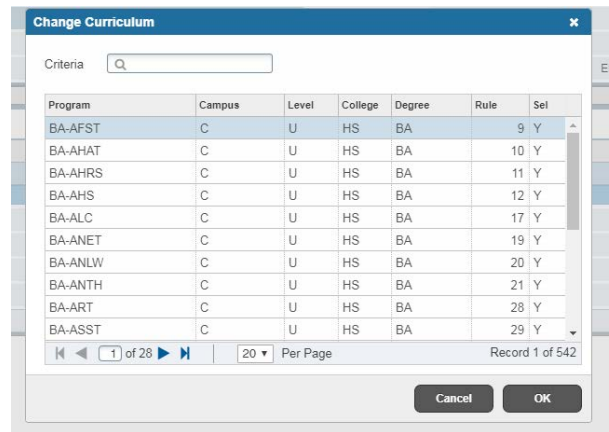
14. **Program:** if you know the program code, type it in and skip to Step 19, or click the search button and an **Option List** will appear.
15. **Change Curriculum:** click this line.

The screenshot shows a software interface for managing curriculum. At the top, there are tabs for 'Registration', 'Student Term', and 'Curricula'. Below this is a table with columns: 'Current', 'Activity', 'Key Sequence', 'Term', 'Term Description', 'End Term', 'End Term Description', 'Catalog Term', 'Catalog Term Description', 'Priority', and 'Graduation Sequence'. A table below this contains one row with 'ACTIVE', '201840', and 'Fall 2018'. Below the table are sections for 'Curriculum' (with fields for Program, Level, Campus), 'FIELD OF STUDY' (with fields for Field of Study, Department, Attached to Major, Full or Part Time), and 'Status Details' (with fields for College, Degree, Start Date, End Date). An 'Option List' dialog box is open in the center, containing the following options: 'All Program Codes', 'Base Curriculum Rules by Program', 'Change Curriculum' (highlighted with a red box), and 'Curriculum Rules'. A 'Cancel' button is at the bottom of the dialog.

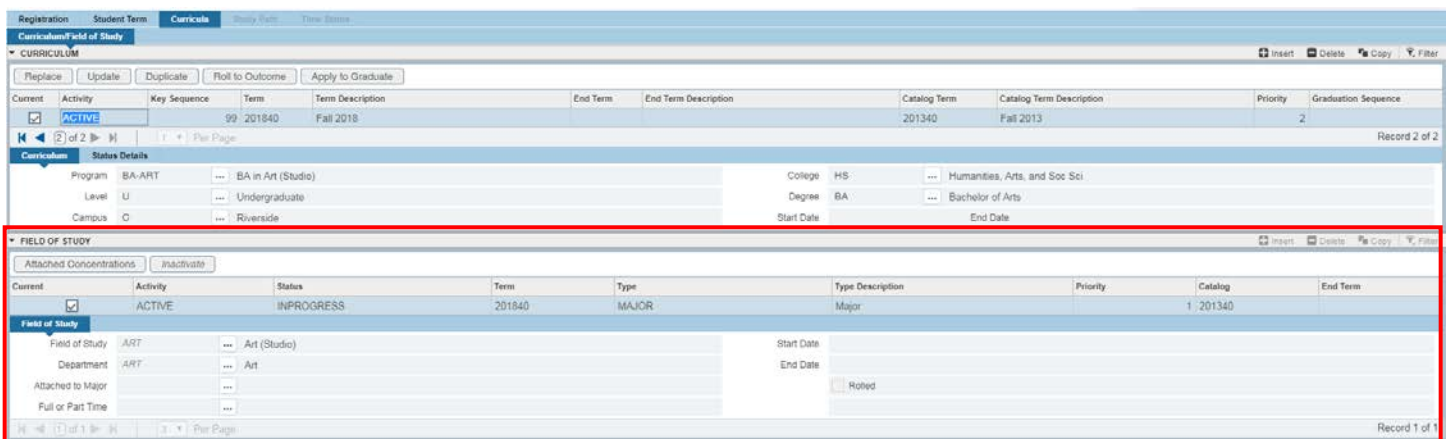
16. **Warning Box Appears:** click **OK** to change curriculum.



The screenshot shows a warning message box with a yellow background and a warning icon. The text reads: 'Base Curriculum Items will be Replaced.' Below the text are two buttons: 'OK' and '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**.



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.



20. **Save.**
21. Go to **SGASTDN** to review the change.
22. Go to learner record and click the  icon to enter the **Curricula Summary Tab**.
23. On the **Curricula Summary** click the  to review any additional majors and confirm they appear as expected with the correct priority.

GENERAL LEARNER

From Term: 201940 To Term: 999999

New Term: 201840 Fall 2018

Student Status: AS Active

Student Type: C Continuing

Residence: N Nonresident

Fee Assessment: []

Rate: []

Class: JR Junior

Additional Information: Site [] Block []

Citizenship: N Non-immigrant

CURRICULA SUMMARY - PRIMARY

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	Humanities, Arts, an...	Bachelor of Arts							

FIELD OF STUDY SUMMARY

Attached to Major Details

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201410	Major	Music	Music	
1	201410	Concentration	General		Music

GENERAL LEARNER

From Term: 201840 To Term: 999999

New Term: 201840 Fall 2018

Student Status: AS Active

Student Type: C Continuing

Residence: N Nonresident

Fee Assessment: []

Rate: []

Class: JR Junior

Additional Information: Site [] Block []

Citizenship: N Non-immigrant

CURRICULA SUMMARY - SECONDARY

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation	Student Type	Rate
2	201840	BA in Art (Studio)	201340	Undergraduate	Riverside	Humanities, Arts, an...	Bachelor of Arts				201840			

FIELD OF STUDY SUMMARY

Attached to Major Details

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201840	Major	Art (Studio)	Art	

FINAL QUIZ

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