

# CATALOG TERM CHANGES

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## REVISION HISTORY

Version	Date	Name	Description
	6/18/18	Gabby O.	Banner 9 updates.

## INTRODUCTION AND PURPOSE

Changing the Catalog Term on the student curriculum in **SFAREGS** and **SGASTDN**.

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

Academic Senate Regulation R6.12 states as follows: To be awarded the bachelor's degree, a student must either (a) meet graduation requirements in the UCR catalog in effect in the year of his/her graduation from the Riverside campus; or (b) fulfill graduation requirements in one UCR catalog applicable during any of the previous four years in which the student successfully completed at least one quarter or one semester of full-time college-level work, regardless of where matriculated. Upon applying for candidacy, the student must specify the applicable catalog.

The colleges agreed (October 2015) that the interpretation of this regulation is that students earning two majors and one degree cannot use different catalogs for their requirements. They must use the same catalog. Students earning two degrees (i.e. a B.S. and a B.A.) may utilize requirements from different catalogs. Minors should have the same catalog of the major.

Graduate students have the choice of using the catalog in effect the year they enter the program, or the catalog in effect when they advance to candidacy.

## 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 Administration
5. Graduate Division Academic Affairs
6. School of Medicine Academic Affairs
7. 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.

## FORMS

The forms listed below are covered in this training.

Form	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 below.

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 Box** – the most current record will show.

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

The screenshot shows the 'Curriculum / Field of Study' interface. At the top, there are buttons for 'Replace', 'Update', 'Duplicate', 'Roll to Outcome', and 'Apply to Graduate'. 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 red box highlights the first row of this table, which has the following values: Current: , Activity: ACTIVE, Key Sequence: 99, Term: 201740, Term Description: Fall 2017, End Term: 201340, End Term Description: Fall 2013, Priority: 1. Below the table is a 'Curriculum' section with 'Status Details' and a 'FIELD OF STUDY' section. The 'FIELD OF STUDY' section has buttons for 'Attached Concentrations' and 'Inactivate'.

6. On **Learner** tab click on the ellipsis and the Option List will appear.
7. Click **Create New Effective Term** and a Blank New Term will open.

The screenshot shows the 'Learner' interface with the 'Curricula' tab selected. The 'GENERAL LEARNER' section shows 'From Term' as 201820 and 'To Term' as 999. The 'New Term' field is set to 201820 and Spring 2018, with an ellipsis button next to the term code. A red arrow points from this ellipsis button to an 'Option List' dialog box. The dialog box has two options: 'List of Terms' and 'Create New Effective Term', with the latter being selected. A 'Cancel' button is at the bottom right of the dialog box.

8. In the **New Term Field type** in the term code for the effective quarter.
9. Navigate to the **Curricula** tab to go to the **Curriculum/Field of Study** tab.

The screenshot shows the 'Learner' interface with the 'Curricula' tab selected. Below the tab bar, the 'Curriculum / Field of Study' section is visible, with the 'CURRICULUM' sub-section highlighted.

- Click **Duplicate**: inserts new curriculum and duplicates curriculum to change. If you do not click duplicate you will receive a “field protected against update” error message.
- Click on **Catalog Term** to make necessary updates. You may click on the ellipsis for a list of all previous and future terms.

The screenshot shows the 'Curriculum / Field of Study' interface. At the top, there are buttons for 'Replace', 'Update', 'Duplicate', 'Roll to Outcome', and 'Apply to Graduate'. The 'Duplicate' button is highlighted with a red box. Below these buttons 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 Sequ'. The 'Catalog Term' column is highlighted with a red box, showing '201540' and 'Fall 2015'. Below the table is a 'Curriculum Status Details' section with fields for Program (BA-ENGL), Level (U), Campus (C), College (HS), Degree (BA), Start Date, and End Date.

- Save**.
- Navigate to the **Curricula Summary** to review the **Catalog** change.

The screenshot shows the 'Curricula Summary - Primary' interface. At the top, there are tabs for 'Learner', 'Curricula', 'Study Path', 'Activities', 'Veteran', 'Comments', 'Academic and Graduation Status, Dual Degree', and 'Miscellaneous'. Below the tabs is a 'GENERAL LEARNER' section with fields for 'From Term' (201840), 'To Term' (999999), 'New Term' (201840 - Fall 2018), 'Student Status' (IS - Inactive), 'Student Type' (G - Continuing), 'Residence' (Confirmed CA Resident), 'Fee Assessment Rate', 'Class' (SR - Senior), 'Site', 'Session', 'Block', and 'Citizenship' (Citizen). Below this is a table with columns: 'Priority', 'Term', 'Program', 'Catalog', 'Level', 'Campus', 'College', 'Degree', 'End', 'Outcome Key', 'Admission Type', 'Admission', 'Matriculation', 'Student Type', and 'Rate'. The table is highlighted with a red box, showing details for the BA in English program.

## PROCEDURES - SFAREGS

**Note:** Catalog changes are done in SFAREGS if the student enrollment preparation (this traditionally occurs at the end of 4<sup>th</sup> week) has begun for the term of change. If enrollment has not begun, you may make changes through SGASTDN as stated above.

### STEPS

- First you want to review the student record in **SGASTDN**.
- Go To **SGASTDN**.
- Enter **SID**, Ensure that the correct student name appears.
- Term:** leave blank so you view the most current record.

5. Check on the **View Current/Active Curricula Box** so the most current record shows.
6. Click **Go**.

7. Note the **Catalog Term(s)** on the Curricula Summary for the Curricula you are Updating.

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation	Student Type	Rate
1	201040	BA in English	201540	Undergraduate	Riverside	Humanities, Arts, an...	Bachelor of Arts				201740			

8. Go to **SFAREGS: Student Course Registration**.
9. **Term:** Enter the Effective Term of the change.
10. **SID:** The student's name will automatically populate.

11. Navigate to the **Curricula** tab to go to the **Curriculum/Field of Study** Tab.

The screenshot shows the 'CURRICULUM' section of a form. At the top, there are buttons for 'Replace', 'Update', 'Duplicate', 'Roll to Outcome', and 'Apply to Graduate'. Below these 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. The 'Current' row shows 'ACTIVE', '99', '201840', 'Fall 2018', and '201540'. Below the table are sections for 'Curriculum Status Details' (Program: BA-ENGL, Level: U, Campus: C, College: HS, Degree: BA) and 'FIELD OF STUDY' (Field of Study: ENGL, Department: ENGL). The 'Duplicate' button is highlighted in red.

- 12. Ensure you are viewing the Curriculum for which you want to change the catalog year.
- 13. **Press Duplicate:** this will create a duplicate new curriculum record.

This is a close-up of the 'CURRICULUM' section, focusing on the buttons: 'Replace', 'Update', 'Duplicate', 'Roll to Outcome', and 'Apply to Graduate'. The 'Duplicate' button is highlighted with a red box.

- 14. In the **Catalog Term** type in the term code for the new catalog year. In this example, 201540 will change to 201640.

This screenshot shows the 'CURRICULUM' section after the 'Duplicate' action. The 'Catalog Term' field in the table is highlighted with a red box and contains the value '201640'. The 'Term' field also shows '201840' and 'Fall 2018'. The 'Duplicate' button is no longer highlighted.

- 15. **Save.**
- 16. Go to **SGASTDN** to review that **New Catalog Term**.

This screenshot shows the 'LEARNER' form, specifically the 'CURRICULUM SUMMARY - PRIMARY' section. It features a table with columns: Priority, Term, Program, Catalog, Level, Campus, College, Degree, End, Outcome Key, Admission Type, Admission, Matriculation, Student Type, and Rate. The first row shows '1', '201840', 'BA in English', '201640', 'Undergraduate', 'Riverside', 'Humanities, Arts, an', 'Bachelor of Arts', and '201740'. The 'Catalog' column value '201640' is highlighted with a red box.

## FINAL QUIZ

1. The catalog term is changed on the Curriculum tab. TRUE
2. If the student is earning two majors (programs) and one degree the catalog years must equal for both majors (programs). TRUE
3. Minors can have a different catalog year than the major (program). FALSE
  - a. The minor should have the same catalog year as the major (program).