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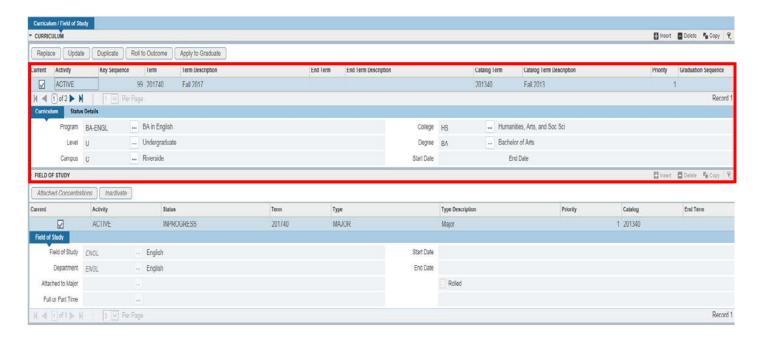*This happens when enrollment preparation has been done (this traditionally occurs at the end of 4th week) activating the student as Eligible to Enroll in SFAREGS.*
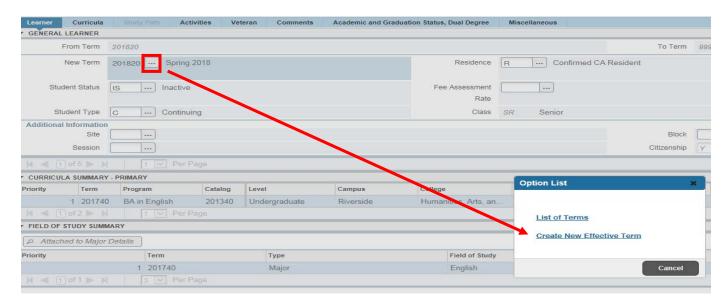
STEPS

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.
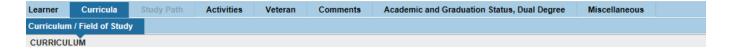4. Check on the **View Current/Active Curricula Box** – the most current record will show.

5. Under **Curricula Summary**: make note of all the major(s) (program(s)), the priority number(s), minor(s), and concentration(s).
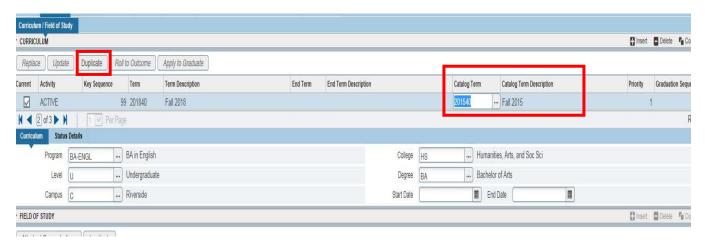
6. **On Learner tab** click on the ellipsis and the Option List will appear.
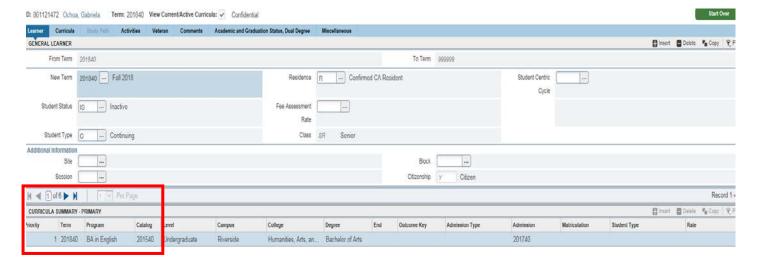7. Click **Create New Effective Term** and a Blank New Term will open.

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**.

10. 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.
11. Click on **Catalog Term** to make necessary updates. You may click on the ellipsis for a list of all previous and future terms.

12. **Save**.
13. Navigate to the **Curricula Summary** to review the **Catalog** change.

PROCEDURES - *SFAREGS*

Note: *Catalog 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. If enrollment has not begun, you may make changes through SGASTDN as stated above.*
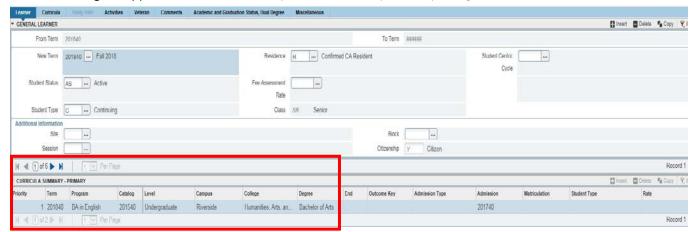
STEPS

1. First you want to review the student record in **SGASTDN**.
2. Go To **SGASTDN**.
3. Enter **SID**, Ensure that the correct student name appears.
4. **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**.

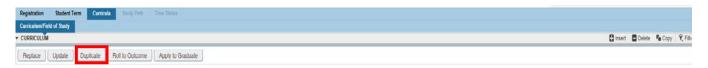7. Note the **Catalog Term(s)** on the Curricula Summary for the Curricula you are Updating.

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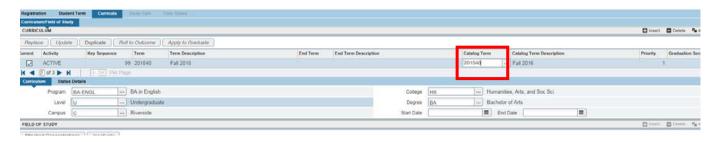10. **SID**: The student's name will automatically populate.

11. Navigate to the **Curricula** tab to go to the **Curriculum/Field of Study** Tab.
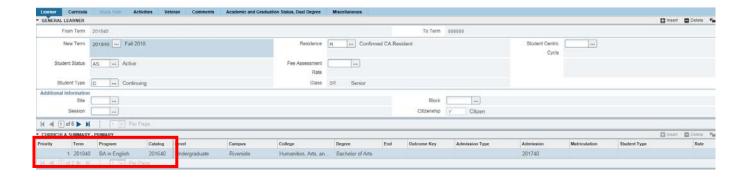
12. Ensure you are viewing the Curriculum for which you want to change the catalog year.
13. **Press Duplicate**: this will create a duplicate new curriculum record.

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

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

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).