

# CHANGING THE STUDENT’S RECORD FROM A DOUBLE MAJOR (PROGRAM) TO A SINGLE MAJOR (PROGRAM)

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## TABLE OF CONTENTS

Revision History.....	2
Introduction and Purpose.....	2
Related Policies, Regulations, Guiding Principles, and Common Practices.....	2
Impacted Departments, Units, Programs, and Centers.....	2
Before You Begin.....	2
Pages.....	2
Procedures - <i>SGASTDN</i> .....	3
Steps.....	3
Procedures - <i>SFAREGS</i> .....	7
Steps.....	7
Final Quiz.....	10

## REVISION HISTORY

Version	Date	Name	Description
	08/31/2018	Stacey Marsalisi	Banner 9

## INTRODUCTION AND PURPOSE

Removing a major (program) from a student who is a double 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 Administration
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	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 it's because enrollment preparation has begun for the term (around 4<sup>th</sup> week of the current term) and changes must be made in SFAREGS. This happens when enrollment preparation has already occurred on the student's record in SFAREGS.

### STEPS

1. Go to **SGASTDN**.
2. Enter **SID**.
3. Check on the **View Current/Active Curricula Box** – the most current record will show.
4. **Go** into the **Learner**.

The screenshot shows the 'General Student SGASTDN 9.3.5 (PPRDXE)' interface. It features a search form with the following elements:

- ID:** A text input field with a red box around it.
- Term:** A dropdown menu with a red box around it.
- View Current/Active:** A checkbox labeled 'View Current/Active: Curricula' with a red box around it.
- Go:** A green button with a red box around it.
- Student Summary:** A button next to the ID field.
- Get Started:** A grey banner at the bottom with the text 'Fill out the fields above and press Go.'

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

CURRICULA SUMMARY - PRIMARY										
Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admissi
1	201840	BS in Chemistry	201540	Undergraduate	Riverside	Natural and Agricult...	Bachelor of Scie...			

FIELD OF STUDY SUMMARY					
Priority	Term	Type	Field of Study	Department	Attached to Major
1	201840	Major	Chemistry	Chemistry	

CURRICULA SUMMARY - SECONDARY										
Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admiss
2	201910	BS in Biology	201910	Undergraduate	Riverside	Natural and Agricult...	Bachelor of Scie...			

FIELD OF STUDY SUMMARY					
Priority	Term	Type	Field of Study	Department	Attached to Major
1	201910	Major	Biology	Biology	

6. **New Term:** If the new term equals the effective term of the Major (Program) change you can skip to step 10.

Learner	Curricula	Study Path	Activities	Veteran	Comments	Academic and Graduation Status, Dual Degree	Miscellaneous
<b>GENERAL LEARNER</b>							
From Term	201820					To Term	999999
New Term	201820	...	Spring 2018	Residence	R	...	Confirmed CA Resident
Student Status	AS	...	Active	Fee Assessment		...	
Student Type	C	...	Continuing	Rate			
<b>Additional Information</b>				Class	FR	Freshman	
Site		...		Block		...	
Session		...		Citizenship	Y	Citizen	

7. **New Term** field: click on the search button and the **Option List** will appear with choices.

8. Click **Create New Effective Term** and a Blank New Term will open because a new Learner record is being created.

Learner	Curricula	Study Path	Activities	Veteran	Comments	Academic and Graduation
<b>GENERAL LEARNER</b>						
From Term	201820					
New Term	201820	...	Spring 2018			
Student Status	AS	...	Active			
Student Type	C	...	Continuing			
<b>Additional Information</b>						
Site		...				
Session		...				

**Option List** ✕

[List of Terms](#)

[Create New Effective Term](#)

**Cancel**

9. In the **New Term** field type in the term code for the effective quarter.

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

- a. Just above the Program field you will see arrows, click to the major (program) you want to remove. In this case the Second Major (Program) with Priority 2 is being discontinued.

description	End Term	End Term Description	Catalog Term	Catalog Term Description	Priority	Graduation
2018			201820	Spring 2018	2	

2 of 2

Curriculum Status Details

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

11. Click **Duplicate**: this will create a duplicate major curriculum record.

Duplicate

Curriculum Status Details

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

12. Under **Activity**: select **INACTIVE** and click **OK**.

Activity	Key Sequence	Term	Term Description	End Term	End Term Description
ACTIVE	99	201910	Winter 2019		

3 of 3

Curriculum Status Details

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

**Curriculum Activity Status (SORCACT)**

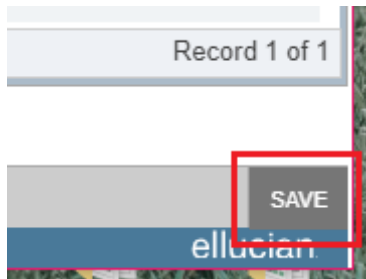
Criteria

Code	Description	Active	Activity date
ACTIVE	Active Curriculum	Y	01/20/2005
ALTERN...	App Alternate Curriculum	Y	07/31/2014
INACTIVE	Inactive Curriculum	N	01/20/2005
PREFER...	App Preferred Curriculum	Y	07/31/2014
REMOVED	Removed	N	01/20/2005
UCRALT	UCR Alternate Curriculum	Y	07/31/2014

Record 3 of 6

Cancel OK

13. **Save.** Transaction complete will appear and you will only have 1 Curriculum Record.



14. Go to the **Learner** tab to review the change.

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type
1	201820	BA in Media & C...	201740	Undergraduate	Riverside	Humanities, Arts, an...	Bachelor of Arts			

Record 1 of 1

## PROCEDURES - SFAREGS

**Note:** Major (Program) changes are done in SFAREGS if enrollment preparation has begun for the term of change and in SGASTDN if they do not.

### STEPS

1. First you would 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** – the most current record will show

General Student SGASTDN 9.3.5 (PPRDXE)

ID: [Redacted] [Go]

Student Summary

Term: [Redacted]

View Current/Active:  Curricula

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

6. **Go** into the **Learner Tab**.
7. Under **Curricula Summary:** make note of all the major(s) (program(s)), the priority number, minor(s), and concentration(s).

CURRICULA SUMMARY - PRIMARY										
Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admissi
1	201840	BS in Chemistry	201540	Undergraduate	Riverside	Natural and Agricult...	Bachelor of Scie...			

(1) of 2

FIELD OF STUDY SUMMARY					
Priority	Term	Type	Field of Study	Department	Attached to Major
1	201840	Major	Chemistry	Chemistry	

(1) of 1

Double Major (Program) to Single Major (Program)

▼ CURRICULA SUMMARY - SECONDARY Insert Delete Copy

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admiss
2	201910	BS in Biology	201910	Undergraduate	Riverside	Natural and Agricult...	Bachelor of Scie...			

2 of 2 Per Page

▼ FIELD OF STUDY SUMMARY Insert Delete Copy

Attached to Major Details

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201910	Major	Biology	Biology	

1 of 1 Per Page

8. Go to **SFAREGS**.
9. **Term:** enter the Effective Term Code from the Major (Program) Change Form.
10. Enter **SID:** the student's name will automatically populate.

Student Course Registration SFAREGS 9.3.5 (PPRDXE) ADD RETRIEVE RELATED TOOLS

Term: 201820 ID: [REDACTED] Go

Date: 06/27/2018 Holds: [REDACTED]

View Current/Active:  Print Bill:

Curricula

Print Schedule:

Time Status Information

11. **Go**
12. Navigate to the **Curricula** tab to go to the **Curriculum Tab**.
  - a. Just above the Program field you will see arrows, click to the major (program) you want to remove. In this case the Second Major (Program) with Priority 2.

Registration Student Term **Curricula** Study Path Time Status

Curriculum/Field of Study

▼ CURRICULUM Insert Delete Copy Filter

Replace Update Duplicate Roll to Outcome Apply to Graduate

Term Description	End Term	End Term Description	Catalog Term	Catalog Term Description	Priority
Spring 2018	201910	Winter 2019	201820	Spring 2018	2

2 of 4 Per Page Record 2 of 4

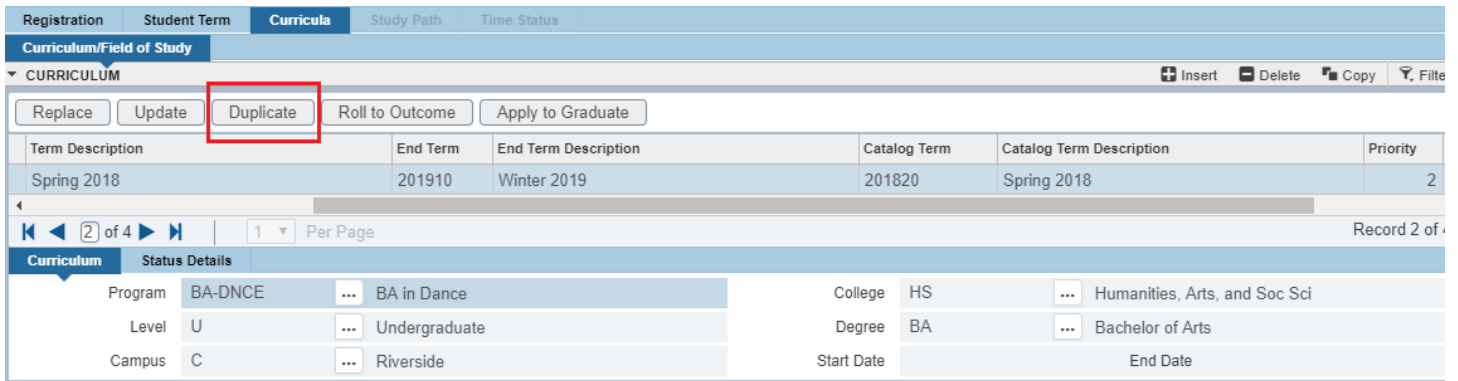
Curriculum Status Details

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

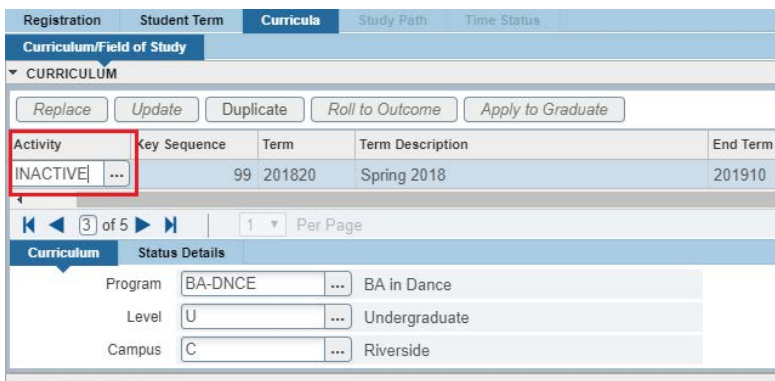
13. Click **Duplicate:** inserts new curriculum and duplicates curriculum to change.



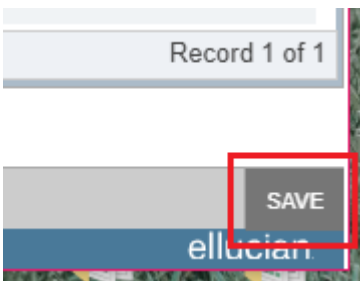
Double Major (Program) to Single Major (Program)



14. Under **Activity**: type **INACTIVE**.



15. **Save**.



16. Go To **SGASTDN** to review the change.

17. **Go** to the **Learner** tab.

18. Review that the desired Primary Major (Program) has the lowest **Priority Number** with a new Effective start Term.

CURRICULA SUMMARY - PRIMARY										
Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type
1	201820	BA in Media & C...	201740	Undergraduate	Riverside	Humanities, Arts, an...	Bachelor of Arts			

1 of 1 Per Page Record 1 of 1

## FINAL QUIZ

1. To discontinue the major (program) you need to change the Activity code under Curriculum to INACTIVE. TRUE
2. If enrollment preparation (which traditionally occurs at the end of 4th week) has begun for the term of the change you should make the change in SGASTDN. FALSE
  - a. You would make the change in SFAREGS.
3. When inactivating the major (program) you need to first select Duplicate under Curriculum. TRUE