

# CHANGING THE MAJOR (PROGRAM) IN BANNER

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## REVISION HISTORY

Version	Date	Name	Description
	6/19/18	Gabby O.	Banner 9 updates.

## INTRODUCTION AND PURPOSE

Students may transfer from one major 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.

## 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 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. Graduate School of Education
8. School of Public Policy
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.

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

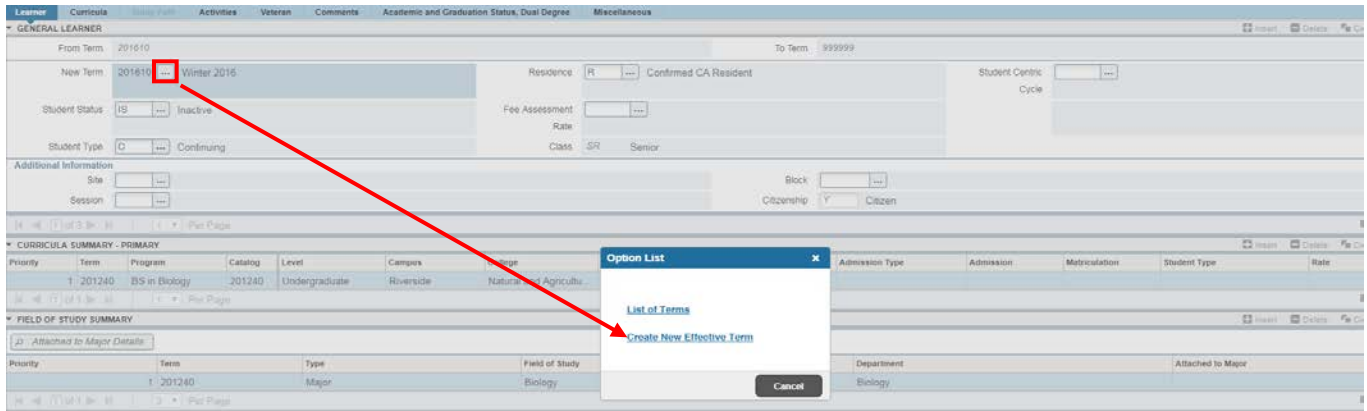
4. Click **Go**.
5. Under **Curricula Summary**: make note of all the major(s) (program(s)), the priority number(s), minor(s), and concentration(s).

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation	Student Type	Rate
1	201240	BS in Biology	201240	Undergraduate	Riverside	Natural and Agricultu...	Bachelor of Scie...							

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201240	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. If not, follow steps below to create new term.

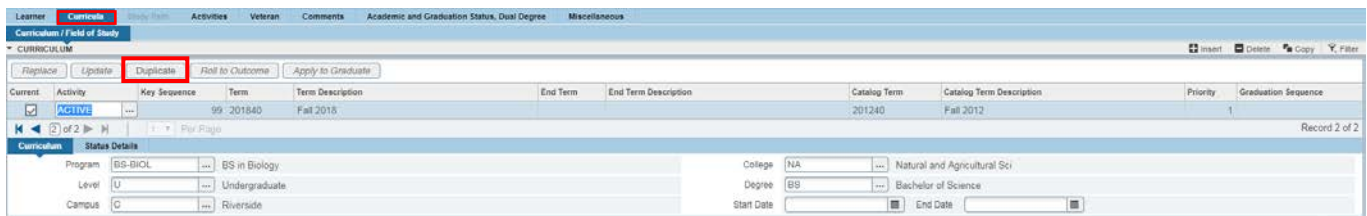
7. Click **Create New Effective Term** and a **Blank New Term** will open.



8. In the **New Term Field** type in the term code for the effective quarter or search for it by clicking the **List of Terms** option.

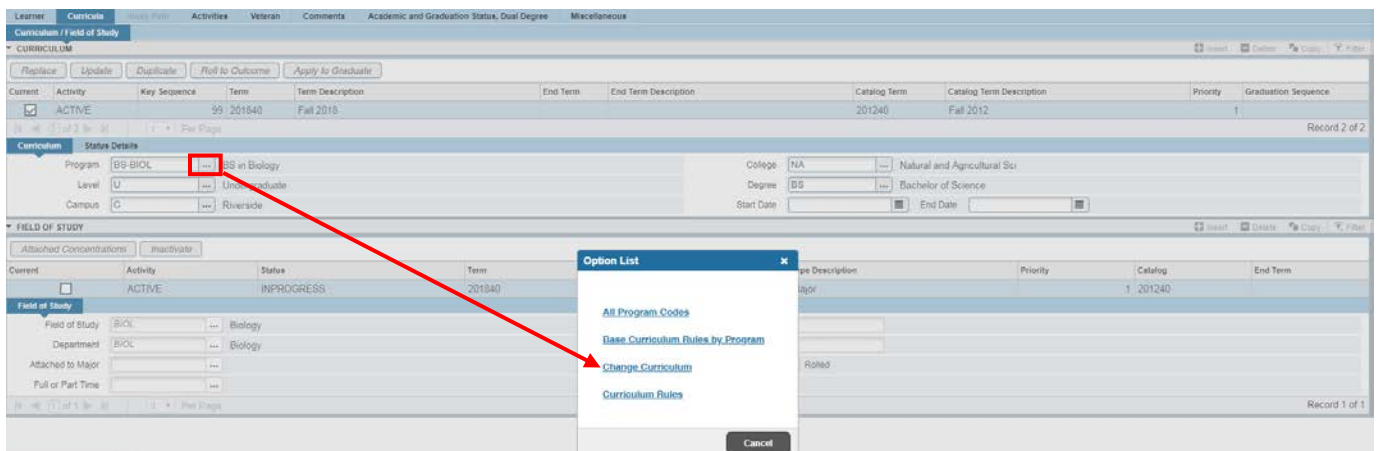
9. Navigate to the **Curricula** tab to go to the **Curriculum/Field of Study Tab**.

10. Press **Duplicate**: inserts new curriculum and duplicates curriculum to change.



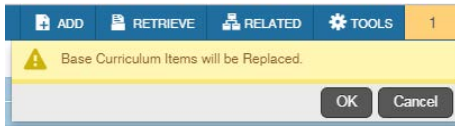
11. Click the **Button** next to the **Program Field** and the **Options List** will appear.

12. If you know the program code, type it over the existing code in the **Program Field** and skip to step 17.



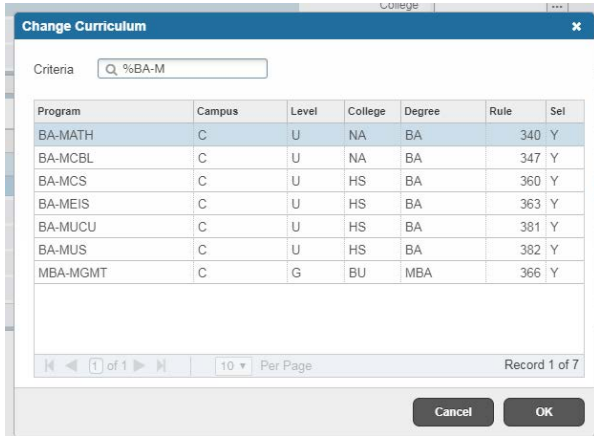
13. Click on **Change Curriculum**.

14. A warning box will appear, click **OK**.



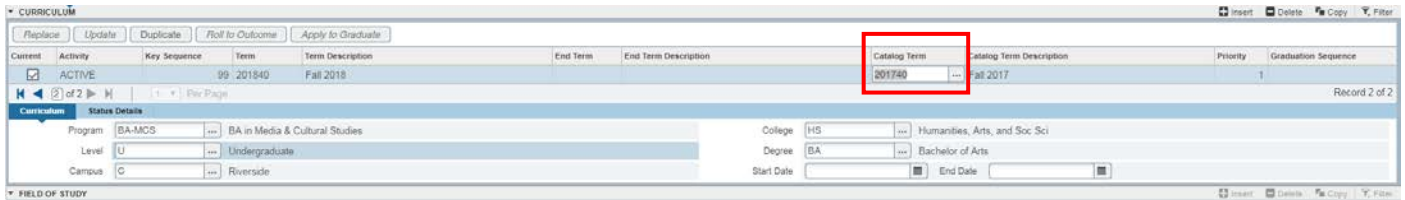
15. The **Change Curriculum Form** will appear; scroll through the list to select the program.

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

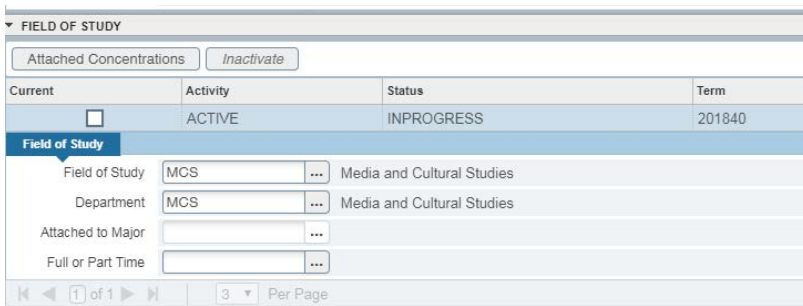


16. The **Program Field** and all other necessary fields on this tab are automatically filled in.

- a. **Note:** The **Catalog Term** can be changed at this time. Changing the catalog year and term must only be done using the Curricula Tab.
- b. **In this example, the catalog term was changed to Fall 2017.**



17. Verify that the student's **Fields of Study** are correct including any minors or concentrations you noted in step 5. Update the field of study for the major and add or remove minors or concentrations as appropriate.



18. Press **Save**.
19. Navigate to **Learner** to review changes.

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation	Student Type	Rate
1	201840	BA in Media & Cu	201740	Undergraduate	Riverside	Humanities, Arts, an	Bachelor of Arts				201840			

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201840	Major	Media and Cultural Studies	Media and Cultural Studies	

## PROCEDURE - 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

1. First you would 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 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 (PPFDXE) ADD RETRIEVE RELATED TOOLS

ID: [REDACTED] Student Summary

Term: 201840 View Current/Active:  Curricula

**Go**

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

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation	Student Type	Rate
1	201710	BA in Political Sci.	201540	Undergraduate	Riverside	Humanities, Arts, an	Bachelor of Arts			1	201710			

7. Go to **SFAREGS**.
8. **Term Field:** enter the effective term from the major change petition.
9. Enter **SID:** the student's name will automatically populate.

Term: 201840 SID: [REDACTED]

Date: 05/20/2018 Holds: [REDACTED]

View Current/Active:  Print Bill:

Curricula **Go**

Print Schedule:  Time Status Information

10. Click **Go**.

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

The screenshot shows the Banner Curriculum/Field of Study interface. At the top, there are tabs for Registration, Student Term, Curricula, Study Field, and New Status. The Curricula tab is active. Below the tabs, there are buttons for Replace, Update, Duplicate, Roll to Outcome, and Apply to Graduate. A table lists curriculum records with columns for Current, Activity, Key Sequence, Term, Term Description, End Term, End Term Description, Catalog Term, Catalog Term Description, Priority, and Graduation Sequence. The first record is highlighted with a blue background. Below the table, there is a 'Curriculum' section with 'Status Details' for Program (BA-POSC), Level (U), and Campus (C). To the right, there are dropdown menus for College (HS), Degree (BA), Start Date, and End Date.

12. Press **Duplicate**: inserts new curriculum and duplicates curriculum to change.

This screenshot is similar to the previous one, but it shows the result of clicking the 'Duplicate' button. A second record has been added to the CURRICULUM table, and the 'Record 2 of 2' label is highlighted with a red box. The 'Status Details' for the duplicated record show the Program field (BA-POSC) with a red square icon next to it, indicating it is ready to be changed.

13. **Program Field**: enter **new Program** and **skip to step 18** or click the search button and continue.

a. The **Options List** will appear.

14. Click **Change Curriculum**.

The screenshot shows a dialog box titled 'Option List' with a close button (X) in the top right corner. Inside the dialog, there are four blue hyperlinks: 'All Program Codes', 'Base Curriculum Rules by Program', 'Change Curriculum', and 'Curriculum Rules'. At the bottom right of the dialog, there is a dark grey button labeled 'Cancel'.

15. The **Change Curriculum** page will appear; scroll down the list and select a 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 **Find**.

**All Program Codes (SMAPRLE)**

Criteria

Program	Desc	Level	Camp	Coll	Degree
BA-SCAT	BA in Sociology/Admin Stud	U	C	HS	BA
BA-SCLW	BA in Sociology/Law & Society	U	C	HS	BA
BA-SCRL	BA in Social Relations	U	C	HS	BA
BA-SOC	BA in Sociology	U	C	HS	BA
BA-SPN	BA in Spanish	U	C	HS	BA
BA-STAT	BA in Statistics	U	C	NA	BA

Record 1 of 6

Cancel OK

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

**CURRICULUM**

Replace Update 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
<input checked="" type="checkbox"/>	ACTIVE	99	201840	Fall 2018			201540	Fall 2015	1	

Record 2 of 2

**Curriculum Status Details**

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

17. Verify that the student's **Fields of Study** are correct including any minors or concentrations you noted. Update the field of study for the major and add or remove minors or concentrations as appropriate.

**Curriculum Status Details**

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

**FIELD OF STUDY**

Attached Concentrations Inactivate

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term
<input type="checkbox"/>	ACTIVE	INPROGRESS	201540	MAJOR	Major	1	201540	

**Field of Study**

Field of Study	SOC	Sociology	Start Date	
Department	SOC	Sociology	End Date	
Attached to Major			Roll	
Full or Part Time				

18. **Save.**

19. You should also check in **SGASTDN** to review the change.

Record 1 of 8

**CURRICULA SUMMARY PRIMARY**

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation	Student Type	Rate
1	201840	BA in Sociology	201640	Undergraduate	Riverside	Humanities, Arts, an...	Bachelor of Arts				201710			

Record 1 of 1



## FINAL QUIZ

1. After selecting Duplicate under Curriculum you need to first change the program. TRUE
2. The fields of study are associated only with the curricula previously viewed on the Curriculum tab. TRUE
3. The program code is a combination of the college and the major. FALSE
  - a. The program code is a combination of the degree and the major.