

# REMOVING 2 MAJORS (PROGRAMS) & REPLACING WITH A NEW MAJOR (PROGRAM)

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## REVISION HISTORY

Version	Date	Name	Description
	09/04/2018	Stacey Marsalisi	Banner 9 Upgrade

## INTRODUCTION AND PURPOSE

This document shows how to start with a record with 2 majors (programs) & replacing them with a completely new 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	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. This happens when enrollment preparation has been done (this traditionally occurs at the end of 4<sup>th</sup> 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] [Go]

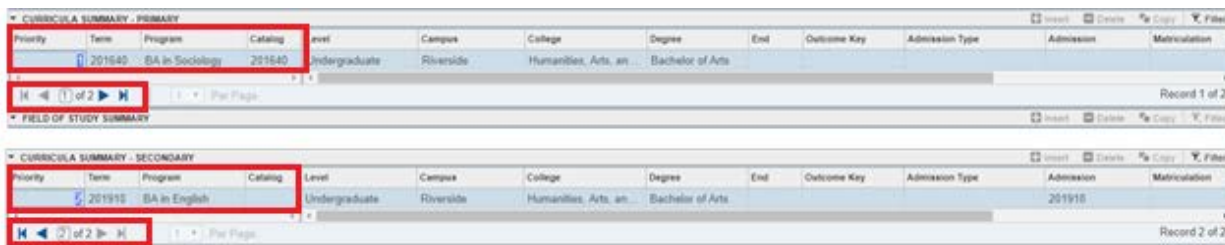
Student Summary

Term: [REDACTED]

View Current/Active:  Curricula

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

5. On the Learner tab under **Curricula Summary**: make note of all the major(s) (program(s)), the priority number(s), minor(s), and concentration(s). In the example below, the BA-SOC has a priority number of 1 and BA-ENGL has a priority number of 2.



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

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation
2	201515	BA in English		Undergraduate	Riverside	Humanities, Arts, an...	Bachelor of Arts				201515	

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

The screenshot shows a web interface for a 'GENERAL LEARNER'. The 'From Term' is set to 201910. The 'New Term' field is highlighted with a red box and contains the value 201910, a search button (three dots), and the text 'Winter 2019'. Other fields include 'Student Status' (AS, Active) and 'Student Type' (C, Continuing). There is also an 'Additional Information' section with 'Site' and 'Session' dropdowns. At the bottom, there are navigation controls showing '1 of 5' and '1 Per Page'.

- 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.

This screenshot shows the same 'GENERAL LEARNER' form as above, but with an 'Option List' dialog box open. The 'New Term' field is highlighted with a red box. The 'Option List' dialog has a title bar with 'Option List' and a close button. Inside the dialog, there is a link for 'List of Terms' and a button for 'Create New Effective Term', which is highlighted with a red box. A 'Cancel' button is located at the bottom right of the dialog.

- In the **New Term Field** type in the term code for the effective quarter.

## Removing 2 Majors (Programs) & Replacing with a New Major (Program)

10. Navigate to the **Curricula** tab to go to the Curriculum/Field of Study Tab.
  - a. **Note: First you will Add the New Primary Major (Program) & after Inactivate the Second Major (Program).**
11. On the left hand side you will see arrows that allow you to navigate to various records, verify you are viewing the active program with the lower priority number.

The screenshot shows the 'Curricula' tab interface. At the top, there are tabs for 'Learner', 'Curricula', 'Study Path', 'Activities', 'Veteran', 'Comments', 'Academic and Graduation Status, Dual Degree', and 'Miscellaneous'. The 'Curricula' tab is selected. Below the tabs, there is a sub-tab 'Curriculum / Field of Study'. A table with the following columns is visible: 'End Term', 'End Term Description', 'Catalog Term', 'Catalog Term Description', 'Priority', and 'Graduation'. The 'Priority' column contains the value '2'. Below the table, there are navigation arrows showing '1 of 2' records. A 'Duplicate' button is highlighted in red.

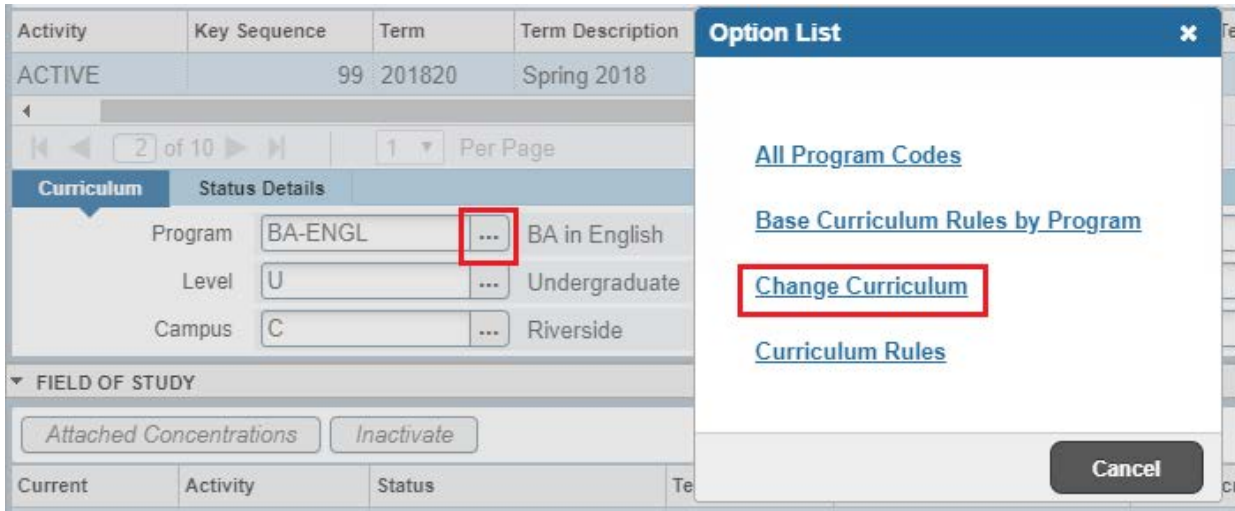
12. Press **Duplicate**: inserts new curriculum and duplicates curriculum to change.

The screenshot shows the 'Curricula' tab interface. The 'Duplicate' button is highlighted in red. Below the table, there are navigation arrows showing '1 of 2' records. The table below shows details for a curriculum:

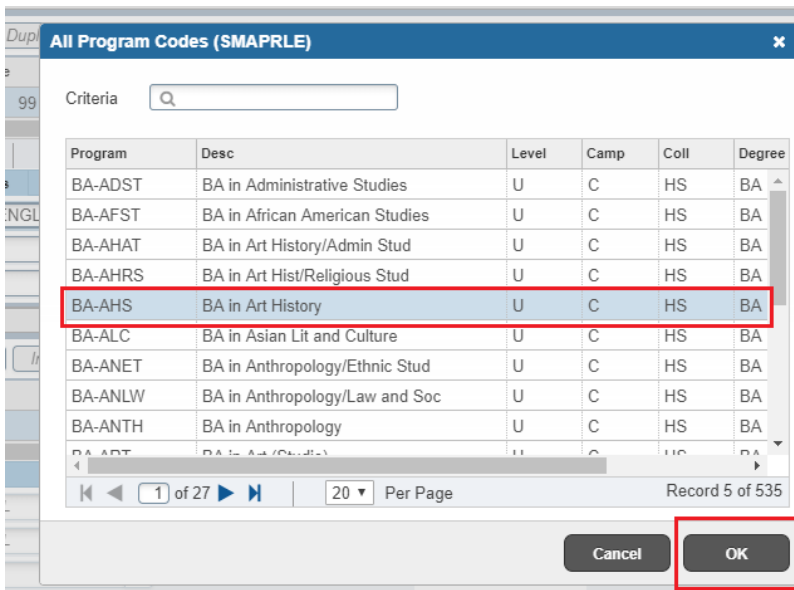
Program	BA-ENGL	...	BA in English	College	HS	...	Humanities, Arts, and Soc Sci
Level	U	...	Undergraduate	Degree	BA	...	Bachelor of Arts
Campus	C	...	Riverside	Start Date			End Date

13. **Program**: if you know the **program code**, type it over the existing code in the Program Field and **skip to step 18** or click the Search Button next to the **Program Field** and the **Options List** will appear.
14. Click on **Change Curriculum**.

Removing 2 Majors (Programs) & Replacing with a New Major (Program)



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



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, if you need to update it. Changing the catalog year and term must only be done using the Curricula Tab.

Removing 2 Majors (Programs) & Replacing with a New Major (Program)

Curriculum / Field of Study

▼ CURRICULUM Insert Delete Copy

Replace Update Duplicate Roll to Outcome Apply to Graduate

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

2 of 3 | 1 Per Page

Curriculum Status Details

Program BA-AHS BA in Art History

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 in step 6. Update the **Field of Study** for the major and add or remove minors or concentrations as appropriate.

ACTIVE	INPROGRESS	201820	MAJOR	Major	1
<input type="checkbox"/>					

Field of Study

Field of Study AHS Art History

Department AHS Art History

Attached to Major

Full or Part Time

Start Date

End Date

Rolled

1 of 1 | 3 Per Page

Record 1 of 1

18. Navigate to the **Curriculum** section to review the New Major (Program) and that it has a priority number.

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

Curriculum / Field of Study

▼ CURRICULUM Insert Delete Copy Filter

Replace Update Duplicate Roll to Outcome Apply to Graduate

Activity	End Term	End Term Description	Catalog Term	Catalog Term Description	Priority	Graduation Sequence
			201910	Winter 2019	2	

1 of 2 | 1 Per Page

Curriculum Status Details

Program BA-AHS BA in Art History

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 Insert Delete Copy Filter

a. **Note:** Here you will Inactivate the Second Major (Program).

19. Press **Duplicate**: this will create a duplicate major curriculum record.

Removing 2 Majors (Programs) & Replacing with a New Major (Program)

The screenshot shows the 'Curriculum / Field of Study' 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, there are buttons for 'Replace', 'Update', 'Duplicate', 'Roll to Outcome', and 'Apply to Graduate'. A table below shows columns for 'End Term', 'End Term Description', 'Catalog Term', 'Catalog Term Description', 'Priority', and 'Graduation Sequence'. The 'Priority' column has the value '3' and the 'Graduation Sequence' column has the value '3'. Below the table, there are navigation controls showing '2 of 2' records and '1 Per Page'. At the bottom, there is a 'Status Details' section with fields for 'Program', 'Level', 'Campus', 'College', 'Degree', 'Start Date', and 'End Date'. The 'Program' field is set to 'BA-SOC' and 'BA in Sociology'.

20. Under **Activity**: input **INACTIVE**.

The screenshot shows the 'Curriculum / Field of Study' interface. The 'Activity' dropdown menu is set to 'INACTIVE'. The table below shows columns for 'Activity', 'Key Sequence', 'Term', 'Term Description', 'End Term', 'End Term Description', 'Catalog Term', and 'Catalog Term Description'. The 'Activity' column has the value 'INACTIVE'. Below the table, there are navigation controls showing '3 of 3' records and '1 Per Page'. At the bottom, there is a 'Status Details' section with fields for 'Program', 'Level', 'Campus', 'College', 'Degree', 'Start Date', and 'End Date'. The 'Program' field is set to 'BA-SOC' and 'BA in Sociology'.

The screenshot shows the 'Curriculum Activity Status (SORCACT)' dialog box. It has a search bar labeled 'Criteria'. Below the search bar is a table with columns for 'Code', 'Description', 'Active', and 'Activity date'. The table contains the following rows:

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

At the bottom of the dialog box, there are 'Cancel' and 'OK' buttons. The 'OK' button is highlighted with a red box.

21. **Save**

22. Go to the **Learner** tab and review the change; confirm that the secondary program does not show.



Removing 2 Majors (Programs) & Replacing with a New Major (Program)

CURRICULA SUMMARY - PRIMARY											Insert	Delete	Copy	Filter
Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type				
2	201910	BA in Art History	201910	Undergraduate	Riverside	Humanities, Arts, an...	Bachelor of Arts							

1 of 1 Per Page Record 1 of 1

## PROCEDURES - SFAREGS

**Note:** Major (Program) 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 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.

General Student SGASTDN 9.3.8 (PPROXY) ADD RETRIEVE RELATED TOOLS

ID: [Redacted] Student Summary Go

Term: [ ]

View Current/Active:  Curricula

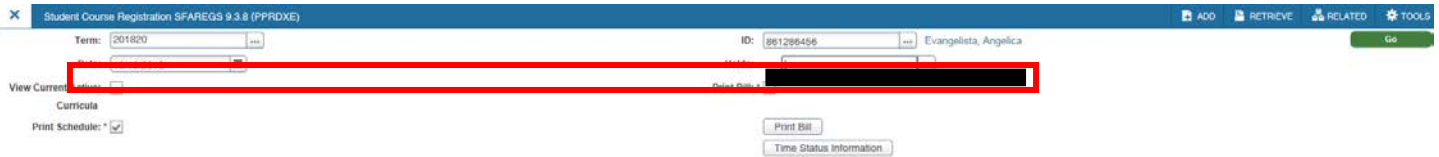
Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

6. **Go** to the Learner tab.
7. Under **Curricula Summary:** make note of all the major(s) (program(s)), the priority number, minor(s), and concentration(s). In the example below, the BA-SOC has a priority number of 1 and BA-ENGL has a priority number of 2.

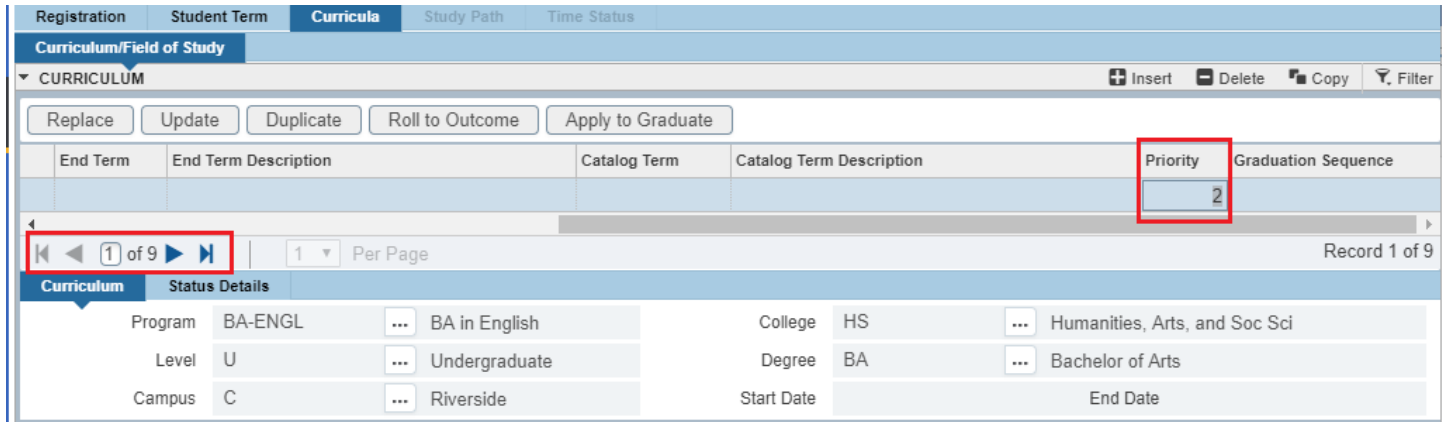
Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome
1	201740	BA in Sociology	201340	Undergraduate	Riverside	Humanities, Arts, an...	Bachelor of Arts		
<p>FIELD OF STUDY SUMMARY</p> <p>1 of 2 Per Page</p>									
Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome
2	201740	BA in English	201340	Undergraduate	Riverside	Humanities, Arts, an...	Bachelor of Arts		
<p>FIELD OF STUDY SUMMARY</p> <p>2 of 2 Per Page</p>									

- a. **Note:** First you will Add the New Primary Major (Program) & after Inactivate the Second Major (Program).
8. Go to **SFAREGS**.
  9. **Term:** enter the Effective Term from the Major Change Form.
  10. **SID:** the student's name will automatically populate.

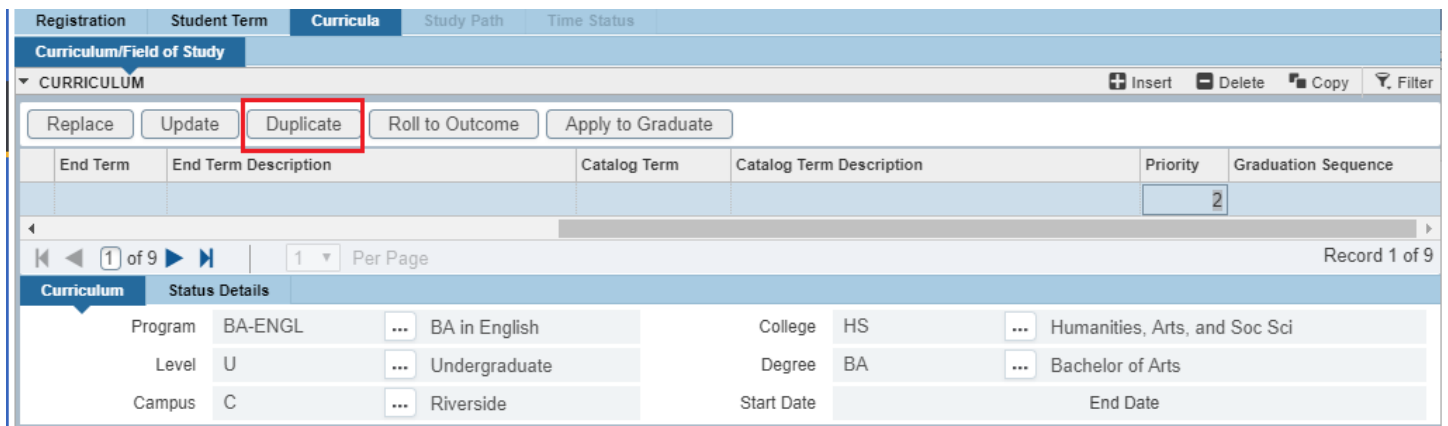
Removing 2 Majors (Programs) & Replacing with a New Major (Program)



11. Navigate to the **Curricula tab** to go to the Curriculum Tab.
12. Make sure you are on the Primary Major (Program)



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



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.

Activity	Key Sequence	Term	Term Description
ACTIVE	99	201820	Spring 2018

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**Curriculum**    Status Details

Program: BA-ENGL ... BA in English

Level: U ... Undergraduate

Campus: C ... Riverside

FIELD OF STUDY

*Attached Concentrations*    *Inactivate*

Current	Activity	Status

**Option List** ✕

[All Program Codes](#)

[Base Curriculum Rules by Program](#)

[Change Curriculum](#)

[Curriculum Rules](#)

Cancel

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

**All Program Codes (SMAPRLE)** ✕

Criteria

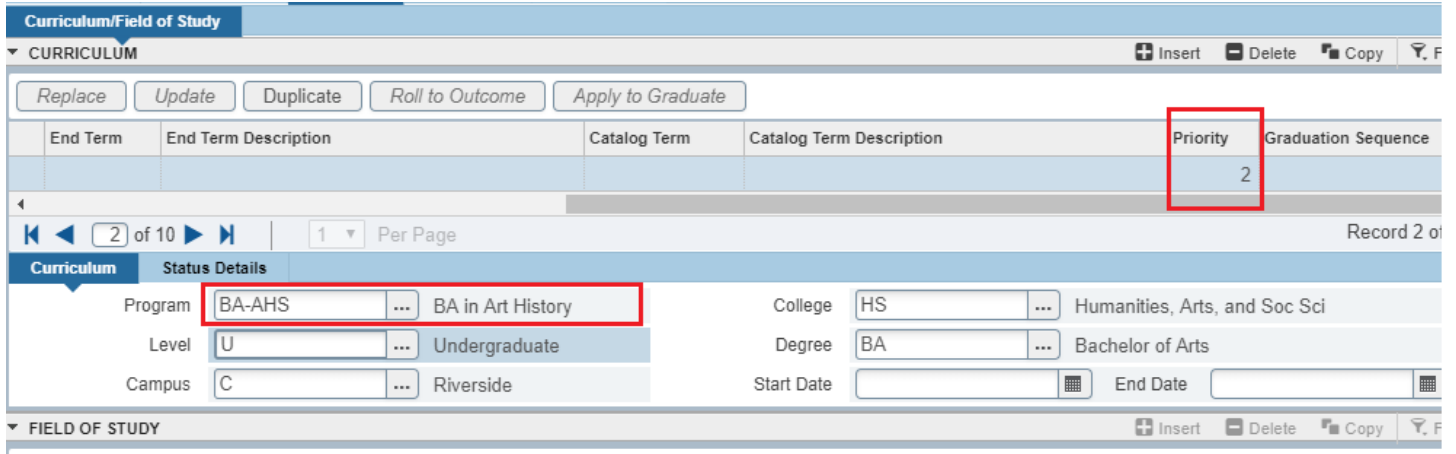
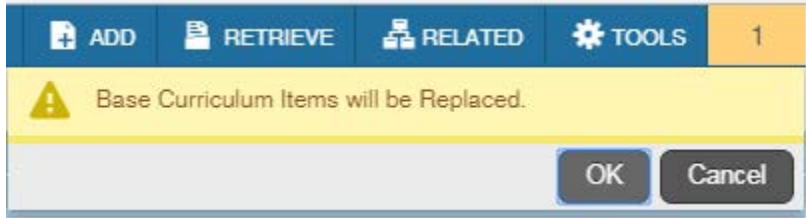
Program	Desc	Level	Camp	Coll	Degree
BA-ADST	BA in Administrative Studies	U	C	HS	BA
BA-AFST	BA in African American Studies	U	C	HS	BA
BA-AHAT	BA in Art History/Admin Stud	U	C	HS	BA
BA-AHRS	BA in Art Hist/Religious Stud	U	C	HS	BA
BA-AHS	BA in Art History	U	C	HS	BA
BA-ALC	BA in Asian Lit and Culture	U	C	HS	BA
BA-ANET	BA in Anthropology/Ethnic Stud	U	C	HS	BA
BA-ANLW	BA in Anthropology/Law and Soc	U	C	HS	BA
BA-ANTH	BA in Anthropology	U	C	HS	BA

Record 5 of 535

1 of 27 | 20 Per Page

OK

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



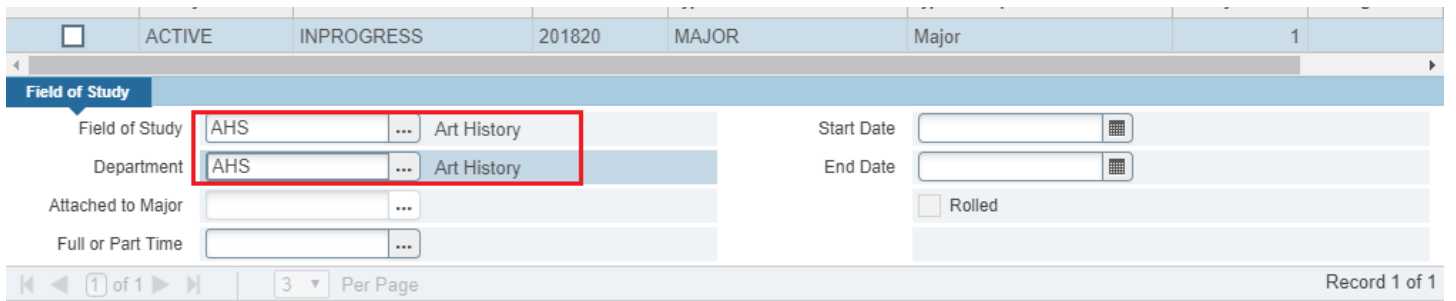
18. The **Program** field and all other necessary fields on this tab are automatically filled in.

- 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** tab.

19. Click on the **Curriculum/Field of Study** tab

20. Verify that the student's **Field of Study** is correct.

- a. **Note:** Here you will **Inactivate the Second Major (Program)**.



21. Return to the **Curriculum** tab and on the right hand side you will see Record, click to the **Secondary Major** (Program) for which you noted the priority number in step 7.

Removing 2 Majors (Programs) & Replacing with a New Major (Program)

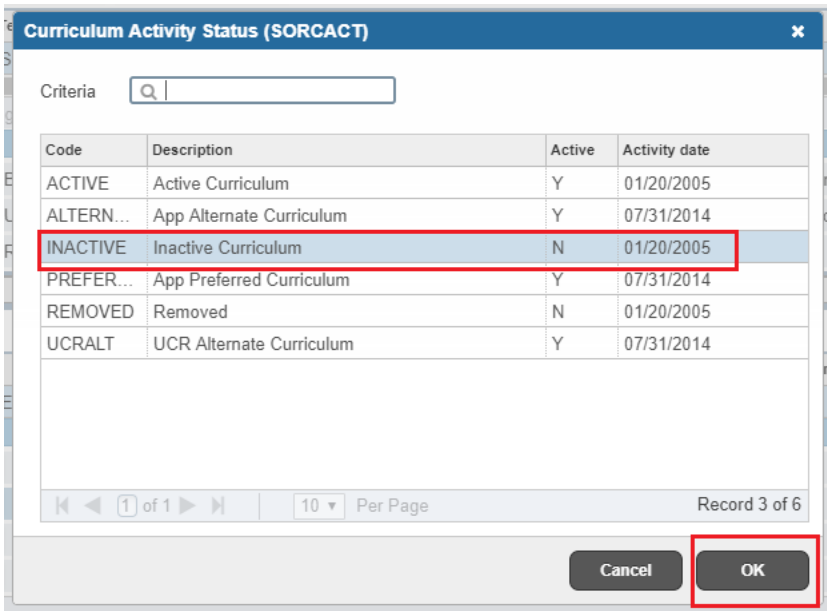
The screenshot shows the 'Curricula' tab in a software interface. At the top, there are navigation tabs: 'Registration', 'Student Term', 'Curricula', 'Study Path', and 'Time Status'. Below these is a sub-header 'Curriculum/Field of Study'. A table lists curriculum records with columns: 'End Term', 'End Term Description', 'Catalog Term', 'Catalog Term Description', 'Priority', and 'Graduation Sequence'. The first record has 'End Term' 201640, 'End Term Description' Fall 2016, 'Catalog Term' 201640, 'Catalog Term Description' Fall 2016, and 'Priority' 3. The 'Priority' cell is highlighted with a red box. Below the table are navigation controls: '3 of 10' with left and right arrows, and '1 Per Page'. A 'Curriculum' section is expanded, showing 'Status Details' for 'Program BA-SOC' (BA in Sociology), 'Level U' (Undergraduate), and 'Campus C' (Riverside). Other details include 'College HS' (Humanities, Arts, and Soc Sci) and 'Degree BA' (Bachelor of Arts).

22. Press Duplicate: this will create a duplicate major curriculum record.

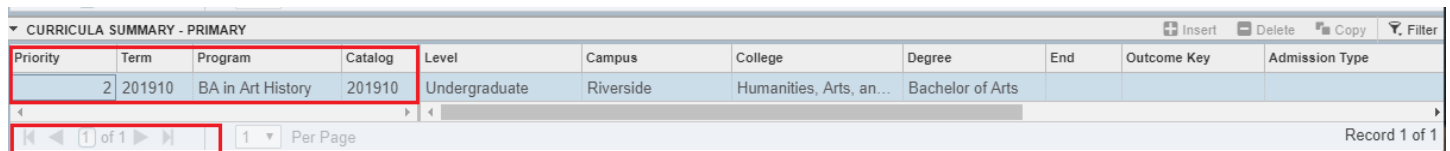
This screenshot is identical to the previous one, but the 'Duplicate' button in the 'CURRICULUM' section is highlighted with a red box. The rest of the interface, including the table and the expanded 'Curriculum' details, remains the same.

23. Under Activity: type INACTIVE.

The screenshot shows the 'Curricula' interface with a table listing curriculum records. The columns are 'Activity', 'Key Sequence', 'Term', 'Term Description', 'End Term', 'End Term Description', 'Catalog Term', and 'Catalog Term Description'. The first record has 'Activity' 'ACTIVE', 'Key Sequence' '99', 'Term' '201820', 'Term Description' 'Spring 2018', 'End Term' '201640', and 'End Term Description' 'Fall 2016'. A red box highlights the dropdown arrow next to the 'ACTIVE' value. Below the table are navigation controls: '4 of 11' with left and right arrows, and '1 Per Page'. The 'Curriculum' section is expanded, showing 'Status Details' for 'Program BA-SOC' (BA in Sociology), 'Level U' (Undergraduate), and 'Campus C' (Riverside). Other details include 'College HS' (Humanities, Arts, and Soc Sci) and 'Degree BA' (Bachelor of Arts). 'Start Date' and 'End Date' fields are present but empty.



24. **Save:** transaction complete will appear and you will only have 1 active curriculum.
25. Go to **SGASTDN** to review the change.
26. **Go** in to the **Learner tab**.
27. Review that the desired Primary Major (Program) has the lowest Priority Number with a new Effective Start Term and that the secondary program has been removed.



## FINAL QUIZ

1. You need to first add the new primary major (program) and then inactivate the second major (program). TRUE
2. You add the new primary major (program) by duplicating and changing the current major (program) with the highest priority. FALSE
  - a. You want to use the current major (program) with the lowest priority which is considered the primary.
3. If you need to change the student's catalog year with the major change it has to be done in a separate process. FALSE
  - a. It can and should be done at the same time to save steps and time.