

REMOVING A MINOR OR CONCENTRATION

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REVISION HISTORY

| Version | Date | Name | Description |
|---------|------------|------------------|-------------------|
| | 08/31/2018 | Stacey Marsalisi | Banner 9 Upgrades |
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INTRODUCTION AND PURPOSE

Removing a minor or concentration from a major (program) in **SFAREGS** and **SGASTDN**.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. Undergraduate 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. Concentrations for graduate students are managed by the departments.

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 | 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. 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.

The screenshot shows the 'General Student SGASTDN 9.3.5 (PPRDXE)' form. The 'ID' field is highlighted with a red box. Below it, the 'Term' field is also visible. To the right, there is a 'Student Summary' button and a green 'Go' button, both highlighted with red boxes. Below the 'Go' button, there is a checkbox labeled 'View Current/Active: Curricula', which is checked and also highlighted with a red box. At the bottom of the form, a grey bar contains the text: 'Get Started: Fill out the fields above and press Go.'

5. **Go** into **Learner**. Under **Curricula Summary/Field of Study Summary:** make note of all the major(s) (program(s)), the priority number(s), minor(s), and concentration(s) so that you know in which program/curriculum to remove the minor or concentration from.

| CURRICULA SUMMARY - PRIMARY | | | | | | | | | |
|-----------------------------|--------|--------------------|---------|---------------|-----------|--------------------|---------------------|-----|-------------|
| Priority | Term | Program | Catalog | Level | Campus | College | Degree | End | Outcome Key |
| 1 | 201840 | BS in Computer ... | 201740 | Undergraduate | Riverside | Bourms Engineering | Bachelor of Scie... | | |

| FIELD OF STUDY SUMMARY | | | | | |
|------------------------|--------|-------|------------------|-------------------------|-------------------|
| Priority | Term | Type | Field of Study | Department | Attached to Major |
| 1 | 201840 | Major | Computer Science | Computer Science | |
| 1 | 201840 | Minor | Chinese | Literatures & Languages | |

6. **New Term:** if the new term equals the effective term of the Major (Program) change you can skip to step 11.

| Learner | Curricula | Study Path | Activities | Veteran | Comments | Academic and Graduation Status, Dual Degree | Miscellaneous |
|-----------------|-----------|------------|------------|----------------|----------|---|-----------------------|
| GENERAL LEARNER | | | | | | | |
| From Term | 201840 | | | To Term | 999999 | | |
| New Term | 201840 | ... | Fall 2018 | Residence | R | ... | Confirmed CA Resident |
| Student Status | AS | ... | Active | Fee Assessment | | ... | |
| Student Type | C | ... | Continuing | Class | SO | Sophomore | |

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

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

| Learner | Curricula | Study Path | Activities | Veteran | Comments | Academic and Graduation Status, Dual Degree | Miscellaneous |
|-------------------------------|-----------|------------|------------|----------------|----------|---|-----------------------|
| GENERAL LEARNER | | | | | | | |
| From Term | 201840 | | | To Term | 999999 | | |
| New Term | 201840 | ... | Fall 2018 | Resident | | | Student Centric Cycle |
| Student Status | AS | ... | Active | Fee Assessment | | ... | |
| Student Type | C | ... | Continuing | Class | SO | Sophomore | |
| Additional Information | | | | Site | | ... | |
| | | | | Session | | ... | |

Option List [X]

[List of Terms](#)

[Create New Effective Term](#)

Cancel

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

| Learner | Curricula | Study Path | Activities | Veteran | Comments | Academic and Graduation Status, Dual Degree | Miscellaneous |
|--|------------------------|------------|---------------------|-----------------------------|----------|---|---------------|
| GENERAL LEARNER Insert Delete Copy Filter | | | | | | | |
| From Term | 201910 | | To Term | 999999 | | | |
| New Term | 201910 ... Winter 2019 | | Residence | R ... Confirmed CA Resident | | Student Centric Cycle | ... |
| Student Status | AS ... Active | | Fee Assessment Rate | ... | | | |
| Student Type | C ... Continuing | | Class | SO Sophomore | | | |
| Additional Information | | | | | | | |
| Site | ... | | Block | ... | | | |
| Session | ... | | Citizenship | Y Citizen | | | |

10. Navigate to the **Curricula** tab to go to the **Curriculum/Field of Study** Tab.
11. On the **Curriculum/Field of Study**: confirm the minor/concentration you plan to remove is attached.

| FIELD OF STUDY Insert Delete Copy Filter | | | | | | | | | |
|--|----------------------------------|------------|--------------------------|--------|------------------|----------|---------|--------|--|
| Attached Concentrations Inactivate | | | | | | | | | |
| Current | Activity | Status | Term | Type | Type Description | Priority | Catalog | End Te | |
| <input checked="" type="checkbox"/> | ACTIVE | INPROGRESS | 201840 | MAJOR | Major | 1 | 201740 | | |
| <input checked="" type="checkbox"/> | ACTIVE | INPROGRESS | 201840 | MINOR | Minor | 1 | 201740 | | |
| Field of Study | | | | | | | | | |
| Field of Study | CHN ... Chinese | | Start Date | | | | | | |
| Department | LTLG ... Literatures & Languages | | End Date | | | | | | |
| Attached to Major | ... | | <input type="checkbox"/> | Rolled | | | | | |
| Full or Part Time | ... | | | | | | | | |
| 1 of 1 3 Per Page Record 2 of 2 | | | | | | | | | |

12. Return to **Curriculum Block**.
13. Press **Duplicate**: inserts new curriculum and duplicates curriculum to change.

| 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 | | | | | | | |
| Current | Activity | Key Sequence | Term | Term Description | End Term | End Term Description | Catalog |
| <input checked="" type="checkbox"/> | ACTIVE | 99 | 201840 | Fall 2018 | | | 201740 |
| 1 of 1 1 Per Page Record 1 of 1 | | | | | | | |
| Curriculum | | | | | | | |
| Program | BS-ENCS ... BS in Computer Science | | College | EN ... Bourns Engineering | | | |
| Level | U ... Undergraduate | | Degree | BS ... Bachelor of Science | | | |
| Campus | C ... Riverside | | Start Date | End Date | | | |

14. Navigate to **Field of Study**.
15. Click on the **Minor/Concentration** to **Highlight** the one you want to remove.
16. Click **Delete**: the Minor or Concentration is removed.

FIELD OF STUDY

Attached Concentrations *Inactivate*

| Current | Activity | Status | Term | Type | Type Description | Priority | Catalog | End Te |
|--------------------------|----------|------------|--------|-------|------------------|----------|---------|--------|
| <input type="checkbox"/> | ACTIVE | INPROGRESS | 201910 | MAJOR | Major | 1 | 201740 | |
| <input type="checkbox"/> | ACTIVE | INPROGRESS | 201910 | MINOR | Minor | 1 | 201740 | |

Field of Study

Field of Study: CHN Chinese

Department: LTLG Literatures & Languages

Attached to Major: ...

Full or Part Time: ...

Start Date: []

End Date: []

Rolled

1 of 1 | 3 Per Page | Record 2 of 2

17. **SAVE.**

FIELD OF STUDY

Attached Concentrations *Inactivate*

| Current | Activity | Status | Term | Type | Type Description | Priority | Catalog | End Te |
|--------------------------|----------|------------|--------|-------|------------------|----------|---------|--------|
| <input type="checkbox"/> | ACTIVE | INPROGRESS | 201910 | MAJOR | Major | 1 | 201740 | |

Field of Study

Field of Study: ENCS Computer Science

Department: ENCS Computer Science

Attached to Major: ...

Full or Part Time: ...

Start Date: []

End Date: []

Rolled

1 of 1 | 3 Per Page | Record 1 of 1

SAVE

EDIT Record: 1/1 SORLFOS.SORLFOS_CACT_CODE [1] ellucian

18. Go to the **General Learner** record and review the change.

| CURRICULA SUMMARY - PRIMARY | | | | | | | | | |
|-----------------------------|--------|--------------------|----------|---------------|-----------|--------------------|---------------------|-----|-------------|
| Priority | Term | Program | Catal... | Level | Campus | College | Degree | End | Outcome Key |
| 1 | 201910 | BS in Computer ... | 201740 | Undergraduate | Riverside | Bourns Engineering | Bachelor of Scie... | | |

| FIELD OF STUDY SUMMARY | | | | | |
|------------------------|--------|-------|------------------|------------------|-------------------|
| Priority | Term | Type | Field of Study | Department | Attached to Major |
| 1 | 201910 | Major | Computer Science | Computer Science | |

PROCEDURES - SFAREGS

Note: Minor & Concentration changes are done in SFAREGS if 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.

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 9.3.5 (PPRDXE)
Student Summary
Go

ID:

View Current/Active: Curricula

Term:

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

6. **Go** into **Learner**. 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 |
| 1 | 201840 | BS in Computer ... | 201740 | Undergraduate | Riverside | Bourns Engineering | Bachelor of Scie... | | |

Record 1 of 1

| FIELD OF STUDY SUMMARY | | | | | |
|------------------------|--------|-------|------------------|-------------------------|-------------------|
| Priority | Term | Type | Field of Study | Department | Attached to Major |
| 1 | 201840 | Major | Computer Science | Computer Science | |
| 1 | 201840 | Minor | Chinese | Literatures & Languages | |

Record 1 of 2

7. Go to **SFAREGS**.
8. **Term**: enter the Effective Term of the minor or concentration change.
9. **SID**: the student's name will automatically populate- **Go**.

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

Term: ID:

Date: Holds:

View Current/Active: Print Bill:

Curricula

Print Schedule:

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

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

11. Confirm that the minor or concentration you plan to remove is attached.
12. Press **Duplicate**: inserts new curriculum and duplicates curriculum to change.

13. Click on the **Field of Study** block.
14. Click on the **Minor/Concentration** and **Highlight** the one you want to remove.
15. Click **Delete**: the Minor or Concentration is removed.

| FIELD OF STUDY | | | | | | | | |
|--------------------------|----------|------------|--------|-------|------------------|----------|---------|--------|
| Current | Activity | Status | Term | Type | Type Description | Priority | Catalog | End Te |
| <input type="checkbox"/> | ACTIVE | INPROGRESS | 201840 | MAJOR | Major | 1 | 201740 | |
| <input type="checkbox"/> | ACTIVE | INPROGRESS | 201840 | MINOR | Minor | 1 | 201740 | |

| Field of Study | |
|-------------------|------------------------------|
| Field of Study | CHN Chinese |
| Department | LTLG Literatures & Languages |
| Attached to Major | |
| Full or Part Time | |

16. Save.

17. Go to **SGASTDN** to review that the desired Minor/Concentration has been removed from the Curricula.

| CURRICULA SUMMARY - PRIMARY | | | | | | | | | |
|-----------------------------|--------|--------------------|---------|---------------|-----------|--------------------|---------------------|--------|-------------|
| Priority | Term | Program | Catalog | Level | Campus | College | Degree | End | Outcome Key |
| 1 | 201840 | BS in Computer ... | 201740 | Undergraduate | Riverside | Bourms Engineering | Bachelor of Scie... | 201910 | |

| FIELD OF STUDY SUMMARY | | | | | |
|------------------------|--------|-------|------------------|------------------|-------------------|
| Priority | Term | Type | Field of Study | Department | Attached to Major |
| 1 | 201840 | Major | Computer Science | Computer Science | |

FINAL QUIZ

- To remove a minor or concentration you need to click on Update under Curriculum. FALSE
 - You would click on Duplicate.
- Before selecting Record and Remove to delete a minor or concentration you should ensure the field of study you want to delete is highlighted. TRUE
- 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
 - You would make the change in SFAREGS.