

SWITCHING THE ORDER OF 2 MAJORS (PROGRAMS)

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>	6
Steps.....	6
Final Quiz.....	8

REVISION HISTORY

Version	Date	Name	Description
	8/21/18	Wendy/Jason H	Banner 9

INTRODUCTION AND PURPOSE

Switching 2 Majors (Programs) 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) (delegation of authority for approval has been passed to the advisors). 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. The Major (Program) with the lowest priority number is considered the Primary Major (Program).
4. 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.
5. All Major (Program) changes for undergraduate students are processed by the colleges.
6. 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. School of Public Policy
6. Graduate School of Education
7. Graduate Division Academic Affairs
8. School of Medicine Academic Affairs
9. Office of the Registrar

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedures, 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 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:** the most current record will show.

General Student SGASTDN 9.3.5 (PPRDXE) [ADD] [RETRIEVE] [RELATED] [TOOLS]

ID: [REDACTED] [REDACTED] Student Summary [Go]

Term: [REDACTED]

View Current/Active: Curricula

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

5. Press **Go** (or Alt + Page Down) to go to the Learner record.
6. 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 BS in Chemistry has a priority number of **1** and BS in Biology has a priority number of **2**.

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

1 of 2 Per Page

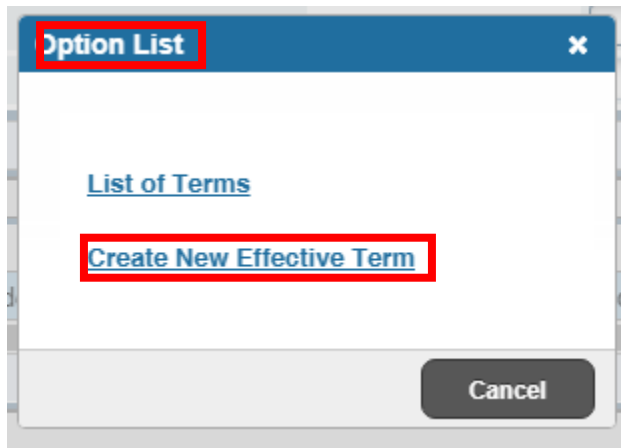
CURRICULA SUMMARY - SECONDARY								
Priority	Term	Program	Catalog	Level	Campus	College	Degree	End
2	201910	BS in Biology	201910	Undergraduate	Riverside	Natural and Agricult...	Bachelor of Scie...	

2 of 2 Per Page

7. **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
▼ GENERAL LEARNER				
From Term	201820			
New Term	201820	...	Spring 2018	
Student Status	AS	...	Active	
Student Type	C	...	Continuing	
Additional Information				
Site		...		
Session		...		
◀ ◁ 1 of 5 ▷ ▶				
1 ▾ Per Page				
▼ CURRICULA SUMMARY - PRIMARY				

8. **New Term Field:** click on the **Search Button** and the **Options List** will appear with choices.
9. Click **Create New Effective Term** and a **Blank New Term** will open.

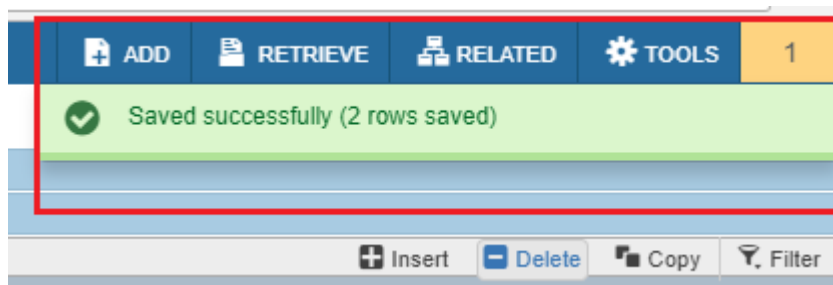


10. In the **New Term Field** type in the term code for the effective quarter.
11. Navigate to the **Curricula** tab to go to the **Curriculum** tab.
12. To switch the Priority Order of the Majors (Programs) start by viewing the **Lowest** priority number.
13. Press **Update**: copies curriculum and presents a new curriculum record.
 - a. **Note:** This is the only curriculum change that uses **UPDATE**. All other processes use **DUPLICATE**.
14. **Priority**: change this number to a **Higher** number than the other Major (Program).
15. **Catalog Term**: can be changed at this time, if you need to update it.

Current	Activity	Key Sequence	Term	Term Description	End Term	End Term ...	Catalog Term	Catalog Term Description	Priority	Graduation Sequence
<input checked="" type="checkbox"/>	ACTIVE	99	201840	Fall 2018			201540	Fall 2015	1	

Curriculum	Status	Details
Program	BS-CHEM	BS in Chemistry
Level	U	Undergraduate
Campus	C	Riverside
College	NA	Natural and Agricultural Sci
Degree	BS	Bachelor of Science
Start Date		End Date

- a. **Note:** Remember that the New Primary Major (Program) must have a lower Priority Number.
16. **Save.**



17. Navigate to **Learner** to review the change.
18. The Priority Number of the original Primary Major (Program) has been changed to “3,” the Second Major (Program) now has the Lowest Priority Number “2,” and is the New Primary Major (Program).

Priority	Term	Program	Catalog	Degree	End	Outcome Key	Admission Type	Admission	Matriculation	Student Type	Rate
3	201910	BA in English		Arts, an.	Bachelor of Arts			201910			

Record 1 of 2

Priority	Term	Program	Catalog	Degree	End	Outcome Key	Admission Type	Admission	Matriculation	Student Type	Rate
2	201910	BA in Sociology	201640	Arts, an.	Bachelor of Arts			201910			

Record 2 of 2

PROCEDURES - SFAREGS

Note: 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.

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.

X
ADD RETRIEVE RELATED TOOLS

ID:

Term:

View Current/Active:
 Curricula

Go

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

6. **Press Go.**
7. Under **Curricula Summary:** Make note of all the major(s) (program(s)), the priority number, minor(s), and concentration(s).
8. Go to **SFAREGS**.
9. **Term:** enter the **Effective Term** from the Major Change Form.
10. **SID:** the student's name will automatically populate.

Student Course Registration SFAREGS 9.3.5 (PPRDXE)

Term: 201840 ID: 861223814

Date: 07/05/2018 Holds: []

View Current/Active: [] Print Schedule: [x]

Curricula

Time Status Information

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

11. Next Section (alt+page down) into Registration.
12. Navigate to the Curricula tab to go to the Curriculum tab.
13. To Change the Priority Order of the Major (Program) start by viewing the Lowest priority number.

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

Curriculum/Field of Study

CURRICULUM

Replace Update Duplicate Roll to Outcome Apply to Graduate

Current	Activity	Key Sequence	Term	End Term	Term Description	End Term Description	Catalog Term	Catalog Term Description	Priority	Graduation Sequence
[x]	ACTIVE	99	201840		Fall 2018		201640	Fall 2016	1	

1 of 2

Curriculum Status Details

Program	BS-ENSC	BS in Environmental Sciences	College	NA	Natural and Agricultural Sci
Level	U	Undergraduate	Degree	BS	Bachelor of Science
Campus	C	Riverside	Start Date		End Date

14. Press Update: copies curriculum and makes it inactive so you can make changes.
 - a. Note: this is the only curriculum change that uses Update. All other processes use Duplicate.

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

Curriculum/Field of Study

CURRICULUM

Replace Update Duplicate Roll to Outcome Apply to Graduate

15. Priority: change this number to a Higher number than the Secondary Major (Program), the Primary Major (Program) must have a lower Priority Number.
16. Catalog Term: at this time you can update the year.

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

Curriculum/Field of Study

CURRICULUM

Replace Update Duplicate Roll to Outcome Apply to Graduate

Key Sequence	Term	Term Description	End Term	End Term Description	Catalog Term	Catalog Term Description	Priority	Graduation Sequence
99	201826	Spring 2016			201640	Fall 2016	1	

2 of 8

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. **Save.**
18. Go to **SGASTDN** to review that the desired **Primary Major** (Program) has the **Lowest** priority number and the **Second Major** (Program) has a **higher** priority number.

CURRICULA SUMMARY - PRIMARY												
Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation
2	201820	BA in English		Undergraduate	Riverside	Humanities, Arts, an...	Bachelor of Arts				201820	

Record 1 of 2

CURRICULA SUMMARY - SECONDARY												
Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation
3	201820	BA in Sociology	201640	Undergraduate	Riverside	Humanities, Arts, an...	Bachelor of Arts				201820	

Record 2 of 2

FINAL QUIZ

1. If the New Term on the General Learner record equals the term of the curriculum change you need to create a new effective term. FALSE
 - a. You do not need to create a new effective term in this case.
2. When making changes to the priority order of majors you need to use the Update button, not the Duplicate button. TRUE
3. The priority numbers have to be always be 1, 2, 3, etc. FALSE
 - a. The lowest priority number will represent your primary major but the numbers can be 3 and 8; 1, 2, and 5; 2 and 6, and so on.