

Changing Majors

You can change or add majors, minors, concentration, or teaching fields from the **Student Course Registration (SFAREGS)** form.



You should only change the curricula of students within your college.

Instructions

1. On the **Main Menu**, in the Go To field, type **SFAREGS** and press **ENTER**. The **Student Course Registration (SFAREGS)** form displays.

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Status	Level	Approval Recd	Override	Part of Term	Method of Instruction	Campus	Error Flag	Status Type

2. In the **Term** field type the **Term Code**.
3. In the **ID** field type the student **ID**.
4. Click in the **View Active Curricula** checkbox.
If checked, only current and active curricula and fields of study are displayed in the **Curricula** tab.



5. Click the **Next Block** button
6. Click on the **Curricula** tab.

From the Curricula tab, you can

- Change the Primary Major
- Add or Change Additional Majors
- Add a Minor, Concentration Or Teaching Field

Changing Majors

There are three buttons that you will use to make these modifications:

- **Replace** is used when you are changing the entire program. When a student is changing from the program "MA-ENGL-BA" to the program "MA-AGRO-BS," use this button. **This button wipes out all the curriculum information, as well as major, minor, etc.**
- **Update** is used when you add a minor or concentration to the program. For example, if a student has a program of MA-FLNG-BA, use the Update button if the student is changing their concentration from Spanish to French. All the curriculum information is copied, so you just have to change Field of Study.
You can also use this button to update the student's catalog year.
- **Duplicate** is used when you're adding a second major to the student. Be sure to change the priority on either the original curriculum or the new curriculum. (You can't have two current, active programs with the same priority.) Also, select the Change Curriculum link from the drop down menu on Program. You can not add a second major without adding a second program.

Student Course Registration SFAREGS 7.3.2 (UBAN)

Term: 200710 ID: 800017702 Student, Deidre N. Date: 08-MAY-2007 Holds:

View Current/Active Curricula Print Bill Print Schedule

Registration Student Term Curricula Time Status

Curriculum Field of Study

Record 1 of 8

Current: Replace: Update: Duplicate: Roll Learner: Yes No Default

Activity:

Key Sequence:

Term: 200710 2007 SPRING

Catalog Term: 200340 2003 FALL

Priority:

Program: MA-FLNG-BA

Level: UG Undergraduate

Campus: MA Main

College: AS Arts and Sciences

Degree: BARTS Bachelor of Arts

Admission Type: RG Regular Admission

Admission Term: 200340 2003 FALL

Application:

Matriculated Term: 200340 2003 FALL

Rolled to Outcome:

User ID: CAMI

Activity Date: 08-MAY-2007

Start Date:

End Date:

End Term:

Student Type:

Site:

Rate:

Leave of Absence:

From Date:

To Date:

Expected Graduation Date:

Graduation Term:

Graduation Year:

This section outlines exactly what needs to be done in Banner to update a student's curriculum. The SFAREGS form contains vital information regarding a student's Admissions Information. Banner will allow you to change this information if you have access to update this form. HOWEVER, **ONLY** the **ADMISSIONS STAFF** is **AUTHORIZED** to make admissions changes.



Changes to this information are a violation of your security privileges and may result in loss of your Banner Security. If you have a question regarding your changes, please contact the Admissions office immediately at 646-3121.

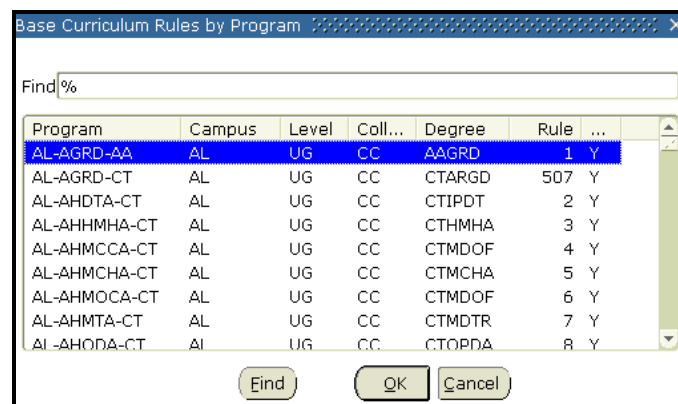
Changing Majors

Changing the Primary Major


To **Change the Primary Major**, perform the following actions:

Instructions

1. Click the **REPLACE** button .
2. In the **Priority** field, type a 1.
3. In the **Program** field, click the **Search** button .
The **Option List** appears.
4. Click on **Base Curriculum Rules by Program**.
The **Base Curriculum Rules by Program** form appears.



Program	Campus	Level	Coll...	Degree	Rule	...
AL-AGRD-AA	AL	UG	CC	AAGRD	1	Y
AL-AGRD-CT	AL	UG	CC	CTARGD	507	Y
AL-AHDTA-CT	AL	UG	CC	CTIPDT	2	Y
AL-AHMHHA-CT	AL	UG	CC	CTHMHA	3	Y
AL-AHMCCA-CT	AL	UG	CC	CTMDOF	4	Y
AL-AHMCHA-CT	AL	UG	CC	CTMCHA	5	Y
AL-AHMOCA-CT	AL	UG	CC	CTMDOF	6	Y
AL-AHMTA-CT	AL	UG	CC	CTMDTR	7	Y
AI-AHODA-CT	AI	UG	CC	CTOPDA	8	Y




5. Scroll down the list and double click on the specified **Program**.
The **Program** field and all other necessary fields on the **SFAREGS** form are automatically filled. **You will NOT need to change ANY other fields.**
6. Click the **Save** button .

Changing Majors

Adding Additional Programs

If you are adding an additional major, you must add a new program. To **Add or Change Additional Programs**, perform the following actions:

Instructions


1. Click the **Duplicate** button .
2. In the **Priority** field, indicate the priority of the major.
Each program must be assigned a priority and you can't have two current, active programs with the same priority. If the major you are adding is the **second major** indicate **priority 2** and so on.
3. In the **Program** field, click the **Search** button .
The **Option List** appears.
4. Click on **Change**.
The **Change Curriculum** form appears. Scroll down the list and double click on the specified **Program**.
The **Program** field and all other necessary fields on the **SFAREGS** form are automatically filled. **You will NOT need to change ANY other fields.**
5. Click the **Save** button .

Adding a Minor, Concentration or Teaching Field


Adding a minor, concentration, or teaching field can be done in the **Field of Study** tab.

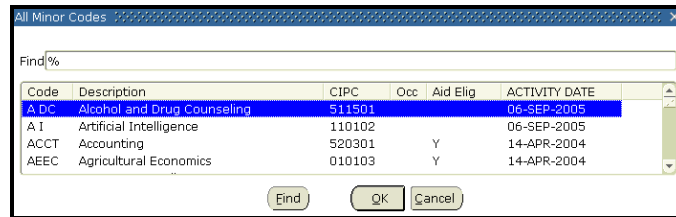
To **Add a Minor**, perform the following actions:




Instructions

1. Click the **Update** button .
2. From the **Field of Study** tab, click the first empty **Current** field available.
Banner automatically fills the **Activity, Status, Term, and Catalog** fields.
3. In the **Priority** field, type a **1**. Each field of study must be assigned a priority and you can't have two current, active programs with the same priority. Example: If the minor you are adding is the **second minor** indicate **priority 2** and so on.
4. In the **Type** field, select the type of field of study you are entering:
 - Minor
 - Concentration
 - Supplemental Major
 - Teaching Field

Changing Majors

5. In the **Field of Study** field, either:
 - a. Type the **Code**, **OR**
 - b. Click the **Search** button .
The **Options List** appears.
 - i. Click on the list option for a list of the codes to display.



- ii. Scroll down the list and double click on the **Code** needed.
The **Field of Study** field on the **SFAREGS** form is automatically filled.
6. In the **Department** field, either:
 - a. Type the corresponding **Department Code**, or
 - b. Click the **Search** button .
The Option List appears.
 - i. Click on **All Department Codes**.
 - ii. Scroll through the list and double click on the **Department** that corresponds to the **Field of Study**.
7. Click the **Save** button .
8. Click the **Exit** button .