# ADDING AN ADDITIONAL MAJOR (PROGRAM)

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INTRODUCTION AND PURPOSE
Adding an additional 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.
### Adding an Additional Major (Program)

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<th>Page</th>
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<tr>
<td>SGASTDN</td>
<td>General Student</td>
<td>Maintains current and historical information pertaining to students admitted or enrolled at UCR.</td>
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<tr>
<td>SFAREGS</td>
<td>Student Course Registration</td>
<td>Used to add, drop, or withdraw a student from a course or courses.</td>
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### 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.

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

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

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.

![Create New Effective Term Option List]

10. In the **New Term Field** type in the term code for the effective quarter.
11. Navigate to the **Curricula** to go into the Curriculum/Field of Study Tab.
12. Click the **Insert** icon on the right hand side.

![Insert Icon]

13. A new record will be inserted with a **Higher** priority number.

![Priority 2]

14. **Program**: if you know the program code, type it in and skip to Step 18, or click the search button and an Option List will appear.
15. **Change Curriculum**: click this line.
16. **Warning Box Appears**: click OK to change curriculum.

17. The **Change Curriculum** form will appear; scroll down the list and 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 clicking **Ok**.
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 section and applies to the program listed.

19. Verify that the student’s Field of Study is correct under the **Field of Study** section.

20. **SAVE.**

21. Go to learner record and click the **** icon to enter the **Curricula Summary Tab.**

22. On the **Curricula Summary** click the **** to review any additional majors and confirm they appear as expected with the correct priority. In this example, the BA-SOC major is a higher priority than the BA-POSC major.
PROCEDURES - SFAREGS

Note: 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.

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.
6. Click 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. Enter SID – The student’s name will automatically populate.

11. Navigate to the Curricula tab to get to the Curriculum/Field of Study tab.
12. Click Insert on the right hand side.

13. A new record will be inserted with a Higher priority number
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.

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

17. The **Change Curriculum** form will appear; scroll down the list and 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 clicking **Ok**.
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 be done using the Curriculum section and applies to the program listed.

19. Verify that the student’s **Field of Study** is correct under the **Field of Study** section.

20. **Save.**

21. Go to **SGASTDN** to review the change.

22. Go to learner record and click the  icon to enter the **Curricula Summary Tab.**

23. On the **Curricula Summary** click the  to review any additional majors and confirm they appear as expected with the correct priority.
### FINAL QUIZ

1. **When adding an additional major (Program) you need to first select Duplicate under Curriculum.** FALSE
   - a. You will use Record and Insert when adding the new major.

2. **The primary major has the highest curricula priority.** FALSE
   - a. The lowest priority number is considered the primary curricula.

3. **You need to ensure the Field of Study tab is updated correctly before saving and leaving the form.** TRUE