CHANGING THE STUDENT’S RECORD FROM A DOUBLE MAJOR (PROGRAM) TO A SINGLE MAJOR (PROGRAM)

TABLE OF CONTENTS

Revision History ................................................................................................................................................................................................... 2
Introduction and Purpose................................................................................................................................................................................... 2
Impacted Departments, Units, Programs, and Centers ......................................................................................................................... 2
Before You Begin................................................................................................................................................................................................. 2
Pages.................................................................................................................................................................................................................... 2
Procedures - SGASTDN ....................................................................................................................................................................................... 3
   Steps............................................................................................................................................................................................................. 3
Procedures - SFAREGS......................................................................................................................................................................................... 7
   Steps............................................................................................................................................................................................................. 7
Final Quiz ........................................................................................................................................................................................................... 10
Double Major (Program) to Single Major (Program)

INTRODUCTION AND PURPOSE

Removing a major (program) from a student who is a double 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 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** | **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 it’s because enrollment preparation has begun for the term (around 4th week of the current term) and changes must be made in SFAREGS. This happens when enrollment preparation has already occurred on the student’s record in SFAREGS.

**STEPS**

1. Go to SGASTDN.
2. Enter SID.
3. Check on the View Current/Active Curricula Box – the most current record will show.
4. Go into the Learner.

5. Under Curricula Summary: make note of all the major(s) (program(s)), the priority number(s), minor(s), and concentration(s).
6. **New Term**: If the new term equals the effective term of the Major (Program) change you can skip to step 10.

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

8. Click **Create New Effective Term** and a Blank New Term will open because a new Learner record is being created.

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

10. Navigate to the **Curricula** tab to go to the **Curriculum/Field of Study** tab.
a. Just above the Program field you will see arrows, click to the major (program) you want to remove. In this case the Second Major (Program) with Priority 2 is being discontinued.

11. Click Duplicate: this will create a duplicate major curriculum record.

12. Under Activity: select INACTIVE and click OK.
13. **Save.** Transaction complete will appear and you will only have 1 Curriculum Record.

14. Go to the **Learner** tab to review the change.
PROCEDURES - SFAREGS

Note: Major (Program) changes are done in SFAREGS if enrollment preparation has begun for the term of change and in SGASTDN if they do not.

STEPS

1. First you would 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 – the most current record will show

6. Go into the Learner Tab.
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 Code from the Major (Program) Change Form.

10. **Enter SID**: the student’s name will automatically populate.

11. **Go**

12. Navigate to the **Curricula** tab to go to the **Curriculum Tab**.
   a. Just above the Program field you will see arrows, click to the major (program) you want to remove. In this case the Second Major (Program) with Priority 2.

13. **Click Duplicate**: inserts new curriculum and duplicates curriculum to change.
Double Major (Program) to Single Major (Program)

14. Under **Activity**, type **INACTIVE**.

15. **Save**.

16. Go To **SGASTDN** to review the change.

17. Go to the **Learner** tab.

18. Review that the desired Primary Major (Program) has the lowest **Priority Number** with a new Effective start Term.
FINAL QUIZ

1. To discontinue the major (program) you need to change the Activity code under Curriculum to INACTIVE. TRUE

2. 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
   a. You would make the change in SFAREGS.

3. When inactivating the major (program) you need to first select Duplicate under Curriculum. TRUE