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INTRODUCTION AND PURPOSE

Students may transfer from one major 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.

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 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. Graduate School of Education
8. School of Public Policy
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.
The pages listed below are covered in this training.

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

**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 below. 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. Check on the **View Current/Active Curricula Box**: the most current record will show.

4. Click Go.
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. If not, follow steps below to create new term.
7. Click **Create New Effective Term** and a **Blank New Term** will open.

8. In the **New Term Field** type in the term code for the effective quarter or search for it by clicking the **List of Terms** option.

9. Navigate to the **Curricula** tab to go to the **Curriculum/Field of Study Tab**.

10. Press **Duplicate**: inserts new curriculum and duplicates curriculum to change.

11. Click the **Button** next to the **Program Field** and the **Options List** will appear.

12. If you know the program code, type it over the existing code in the **Program Field** and skip to step 17.

13. Click on **Change Curriculum**.
14. A warning box will appear, click OK.

15. The Change Curriculum Form will appear; scroll through the list to 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 click OK.

16. 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. Changing the catalog year and term must only be done using the Curricula Tab.
   b. In this example, the catalog term was changed to Fall 2017.

17. Verify that the student’s Fields of Study are correct including any minors or concentrations you noted in step 5. Update the field of study for the major and add or remove minors or concentrations as appropriate.
18. Press **Save**.
19. Navigate to **Learner** to review changes.

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**PROCEDURE - SFAREGS**

**Note:** Catalog 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. If enrollment has not begun, you may make changes through SGASTDN as stated above.

**STEPS**

1. First you would 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 that the most recent record shows.
5. Check on the **View Current/Active Curricula Box**: the most current record will show.

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

7. Go to **SFAREGS**.
8. **Term Field**: enter the effective term from the major change petition.
9. Enter **SID**: the student’s name will automatically populate.

10. Click **Go**.
11. Navigate to the **Curricula** tab to go to the **Curriculum/Field of Study** tab.

12. Press **Duplicate**: inserts new curriculum and duplicates curriculum to change.

13. **Program Field**: enter new **Program** and **skip to step 18** or click the search button and continue.
   - a. The **Options List** will appear.
14. Click **Change Curriculum**.

15. The **Change Curriculum page** will appear; scroll down the list and select a 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 **Find**.
16. 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 Tab.

17. Verify that the student's **Fields of Study** are correct including any minors or concentrations you noted. Update the field of study for the major and add or remove minors or concentrations as appropriate.

18. **Save.**

19. You should also check in **SGASTDN** to review the change.
FINAL QUIZ

1. After selecting Duplicate under Curriculum you need to first change the program. TRUE
2. The fields of study are associated only with the curricula previously viewed on the Curriculum tab. TRUE
3. The program code is a combination of the college and the major. FALSE
   a. The program code is a combination of the degree and the major.