# Removing 2 Majors (Programs) & Replacing with a New Major (Program)

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INTRODUCTION AND PURPOSE

This document shows how to start with a record with 2 majors (programs) & replacing them with a completely new 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.
The Pages listed below are covered in this training.

<table>
<thead>
<tr>
<th>Page</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. 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. On the Learner tab 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 BA-SOC has a priority number of 1 and BA-ENGL has a priority number of 2.
6. **New Term**: if the new term equals the effective term of the Major (Program) change you can skip to step 10.

![Image of the Learner System with 'New Term' field highlighted]

7. **New Term field**: click on the search button and the Options List will appear with choices.
8. Click **Create New Effective Term** and a Blank New Term will open.

![Image of the Learner System with 'Create New Effective Term' button highlighted]

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. **Note:** First you will *Add* the New Primary Major (Program) & *after Inactivate* the Second Major (Program).

11. On the left hand side you will see arrows that allow you to navigate to various records, verify you are viewing the active program with the lower priority number.

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

13. **Program**: if you know the **program code**, type it over the existing code in the Program Field and **skip to step 18** or click the Search Button next to the Program Field and the Options List will appear.

14. Click on **Change Curriculum**.
15. The Change Curriculum Form will appear; scroll through the list and select the program.

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 in step 6. Update the Field of Study for the major and add or remove minors or concentrations as appropriate.

18. Navigate to the Curriculum section to review the New Major (Program) and that it has a priority number.

   a. Note: Here you will Inactivate the Second Major (Program).

19. Press Duplicate: this will create a duplicate major curriculum record.
20. Under **Activity**: input **INACTIVE**.

21. **Save**

22. Go to the **Learner** tab and review the change; confirm that the secondary program does not show.
<table>
<thead>
<tr>
<th>Priority</th>
<th>Term</th>
<th>Program</th>
<th>Catalog</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>201810</td>
<td>BA in Art History</td>
<td>201910</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level</th>
<th>Campus</th>
<th>College</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>Riverside</td>
<td>Humanities, Arts, an.</td>
<td>Bachelor of Arts</td>
</tr>
</tbody>
</table>

Record 1 of 1
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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. Go to the Learner tab.
7. Under **Curricula Summary**: make note of all the major(s) (program(s)), the priority number, minor(s), and concentration(s). In the example below, the BA-SOC has a priority number of 1 and BA-ENGL has a priority number of 2.

   a. **Note:** First you will Add the New Primary Major (Program) & after Inactivate the Second Major (Program).
8. Go to **SFAREGS**.
9. **Term:** enter the Effective Term from the Major Change Form.
10. **SID:** the student’s name will automatically populate.
11. Navigate to the Curricula tab to go to the Curriculum Tab.
12. Make sure you are on the Primary Major (Program)

13. Press Duplicate: inserts new curriculum and duplicates curriculum to change.

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. The Change Curriculum Form will appear; scroll through the list to select the program.
17. **Warning Box Appears**: click **OK** to change curriculum.

![Warning Box](image)

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** tab.

19. Click on the **Curriculum/Field of Study** tab
20. Verify that the student’s **Field of Study** is correct.
   a. **Note**: Here you will **Inactivate the Second Major (Program)**.

![Field of Study](image)

21. Return to the **Curriculum tab** and on the right hand side you will see **Record**, click to the **Secondary Major (Program)** for which you noted the priority number in step 7.
22. **Press Duplicate**: this will create a duplicate major curriculum record.

23. Under **Activity**: type **INACTIVE**.
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24. **Save**: transaction complete will appear and you will only have 1 active curriculum.
25. Go to **SGASTDN** to review the change.
26. **Go in to the Learner tab**.
27. Review that the desired Primary Major (Program) has the lowest Priority Number with a new Effective Start Term and that the secondary program has been removed.

**FINAL QUIZ**

1. You need to first add the new primary major (program) and then inactivate the second major (program).  **TRUE**
2. You add the new primary major (program) by duplicating and changing the current major (program) with the highest priority.  **FALSE**
   a. You want to use the current major (program) with the lowest priority which is considered the primary.
3. If you need to change the student’s catalog year with the major change it has to be done in a separate process.  **FALSE**
   a. It can and should be done at the same time to save steps and time.