TABLE OF CONTENTS

Revision History ........................................................................................................................................................................... 2
Introduction and Purpose .................................................................................................................................................................. 2
Related Policies, Regulations, Guiding Principles, and Common Practices .................................................................................... 2
Impacted Departments, Units, Programs, and Centers ................................................................................................................... 2
Before You Begin ............................................................................................................................................................................. 2
Forms ..................................................................................................................................................................................................... 2

Procedures - SGASTDN.................................................................................................................................................................... 3
Steps ........................................................................................................................................................................................................... 3

Procedures - SFAREGS....................................................................................................................................................................... 7
Steps ........................................................................................................................................................................................................... 7

Final Quiz ....................................................................................................................................................................................................... 10
INTRODUCTION AND PURPOSE

Removing a minor or concentration from a major (program) in SFAREGS and SGASTDN.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. Undergraduate 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. Concentrations for graduate students are managed by the departments.

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.
The pages listed below are covered in this training.

<table>
<thead>
<tr>
<th>Page</th>
<th>Form 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 Box**: the most current record will show.
5. **Go** into **Learner**. Under **Curricula Summary/Field of Study Summary**: make note of all the major(s) (program(s)), the priority number(s), minor(s), and concentration(s) so that you know in which program/curriculum to remove the minor or concentration from.
6. **New Term**: if the new term equals the effective term of the Major (Program) change you can skip to step 11.

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.

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.

11. On the Curriculum/Field of Study: confirm the minor/concentration you plan to remove is attached.

12. Return to Curriculum Block.

13. Press Duplicate: inserts new curriculum and duplicates curriculum to change.
14. Navigate to **Field of Study**.
15. Click on the **Minor/Concentration** to **Highlight** the one you want to remove.
16. Click **Delete**: the Minor or Concentration is removed.

17. **SAVE**.

18. Go to the **General Learner** record and review the change.
PROCEDURES - SFAREGS

Note: Minor & Concentration changes are done in SFAREGS if 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 into Learner. 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: enter the Effective Term of the minor or concentration change.
9. SID: the student’s name will automatically populate- Go.

10. Navigate to the Curricula tab to get to the Curriculum/Field of Study tab.
11. Confirm that the minor or concentration you plan to remove is attached.
12. Press **Duplicate**: inserts new curriculum and duplicates curriculum to change.

13. Click on the **Field of Study** block.
14. Click on the **Minor/Concentration** and highlight the one you want to remove.
15. Click **Delete**: the Minor or Concentration is removed.
16. **Save.**

17. Go to **SGASTDN** to review that the desired Minor/Concentration has been removed from the Curricula.

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**FINAL QUIZ**

1. To remove a minor or concentration you need to click on Update under Curriculum. **FALSE**
   a. You would click on Duplicate.

2. Before selecting Record and Remove to delete a minor or concentration you should ensure the field of study you want to delete is highlighted. **TRUE**

3. 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.