SWITCHING THE ORDER OF 2 MAJORS (PROGRAMS)

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INTRODUCTION AND PURPOSE

Switching 2 Majors (Programs) 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) (delegation of authority for approval has been passed to the advisors). 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. The Major (Program) with the lowest priority number is considered the Primary Major (Program).
4. 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.
5. All Major (Program) changes for undergraduate students are processed by the colleges.
6. 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. School of Public Policy
6. Graduate School of Education
7. Graduate Division Academic Affairs
8. School of Medicine Academic Affairs
9. Office of the Registrar

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedures, 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.
Switching the Order of 2 Majors (Programs)

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. Press **Go** (or Alt + Page Down) to go to the Learner record.
6. 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 BS in Chemistry has a priority number of 1 and BS in Biology has a priority number of 2.
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.
10. In the **New Term Field** type in the term code for the effective quarter.
11. Navigate to the **Curricula** tab to go to the **Curriculum** tab.
12. To switch the Priority Order of the Majors (Programs) start by viewing the **Lowest** priority number.
13. Press **Update**: copies curriculum and presents a new curriculum record.
   a. **Note**: This is the only curriculum change that uses **UPDATE**. All other processes use **DUPLICATE**.
14. **Priority**: change this number to a **Higher number** than the other Major (Program).
15. **Catalog Term**: can be changed at this time, if you need to update it.

   a. **Note**: Remember that the New Primary Major (Program) must have a lower Priority Number.
16. **Save**.
17. Navigate to Learner to review the change.
18. The Priority Number of the original Primary Major (Program) has been changed to “3,” the Second Major (Program) now has the Lowest Priority Number “2,” and is the New Primary Major (Program).

PROCEDURES - SFAREGS

**Note:** 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 in SGASTDN.
2. Go to SGASTDN.
3. Enter SID, ensure that the correct student name appears.
4. Term: leave blank so you view the most current record.
5. Check on the View Current/Active Curricula Box so the most current record shows.
6. Press 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. SID: the student’s name will automatically populate.
11. **Next Section (alt+page down)** into **Registration**.
12. Navigate to the **Curricula** tab to go to the **Curriculum** tab.
13. To Change the **Priority Order** of the Major (Program) start by viewing the **Lowest priority number**.

14. Press **Update**: copies curriculum and makes it inactive so you can make changes.
   a. **Note**: this is the only curriculum change that uses **Update**. All other processes use **Duplicate**.

15. **Priority**: change this number to a **Higher number** than the Secondary Major (Program), the Primary Major (Program) must have a lower Priority Number.

16. **Catalog Term**: at this time you can update the year.
17. **Save.**

18. Go to **SGASTDN** to review that the desired **Primary Major** (Program) has the **Lowest priority number** and the **Secondary Major** (Program) has a **higher priority number**.

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**FINAL QUIZ**

1. If the New Term on the General Learner record equals the term of the curriculum change you need to create a new effective term. **FALSE**
   a. You do not need to create a new effective term in this case.

2. When making changes to the priority order of majors you need to use the Update button, not the Duplicate button. **TRUE**

3. The priority numbers have to be always be 1, 2, 3, etc. **FALSE**
   a. The lowest priority number will represent your primary major but the numbers can be 3 and 8; 1, 2, and 5; 2 and 6, and so on.