ADDING A MINOR OR CONCENTRATION

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REVISION HISTORY

Version	Date	Name	Description
	10/5/18	Gabby O.	Banner 9 Upgrades

INTRODUCTION AND PURPOSE

The purpose of this document is to explain how to add a minor or concentration to 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. Curriculum 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 Curriculum 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. Graduate students do not have minors.

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 Public Policy
7. Graduate School of Education
8. School of Medicine Academic Affairs
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 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. **Click Go**.
6. 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).

7. **New Term:** If the new term equals the effective term of the Major (Program) change, you can skip to step 11. If not, a new effective term will need to be created.
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** to go into the **Curriculum/Field of Study Tab.**
12. Confirm you are viewing the Curriculum to which you want to attach the Minor or Concentration.
13. Click **Duplicate** to copy the existing curricula.

14. Click on the ⬇ icon to enter the **Field of Study** Tab.
15. Click Insert on the right hand side.
16. Banner automatically fills in the Activity, Status, Term, and Catalog fields.
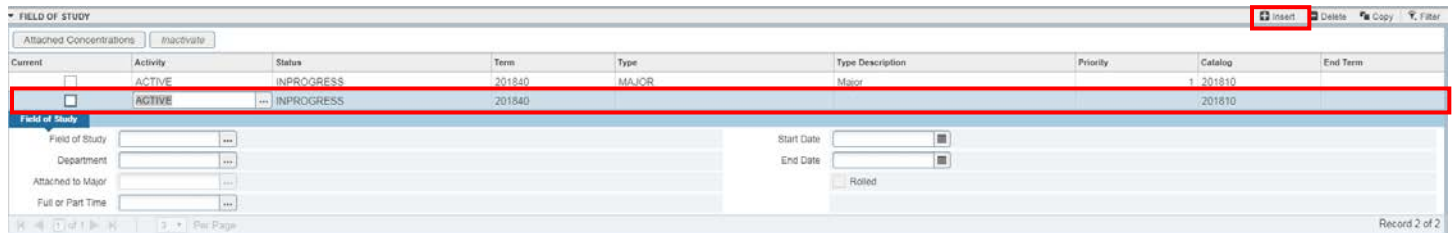
17. **Type:** Select either **Minor** or **Concentration** based on what you are adding.
18. Ensure that there is a number 1 in the **Priority** field. Each field of study must be assigned a priority number and there cannot be two of the same type with the same number. For example, if the student should have two minors or concentrations, the priority number of the 2nd minor or concentration will be 2 or higher.
19. In the **Field of Study** do either of the following:
    a. Type in the code (if you know it), **Save**, and review in **SGASTDN** -or-
    b. Click the **Search Button** and the **Option List** Box will appear.
    c. For Minors, select **Attached Minors**; for Concentrations, select **Attached Concentrations**.
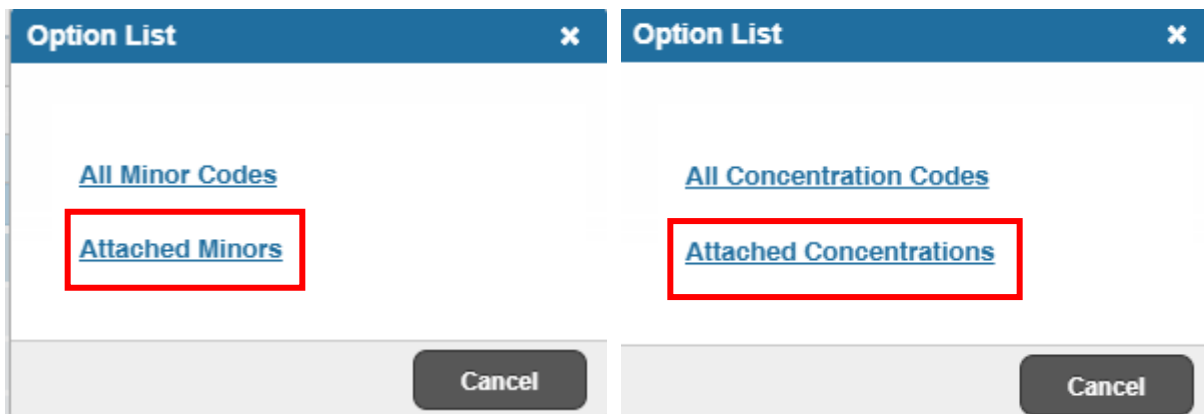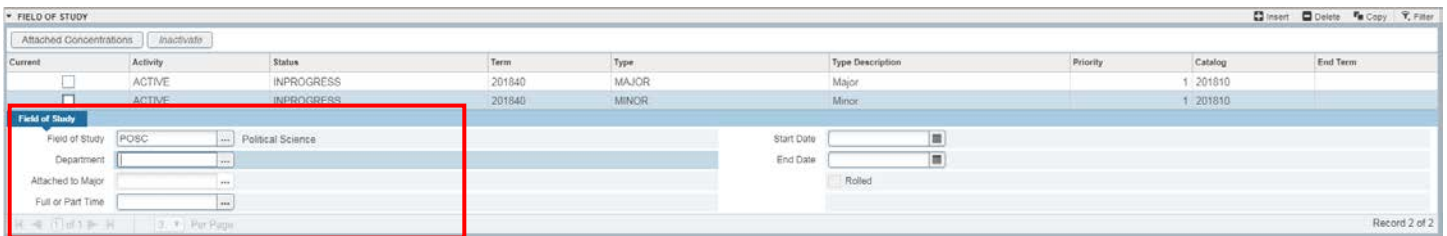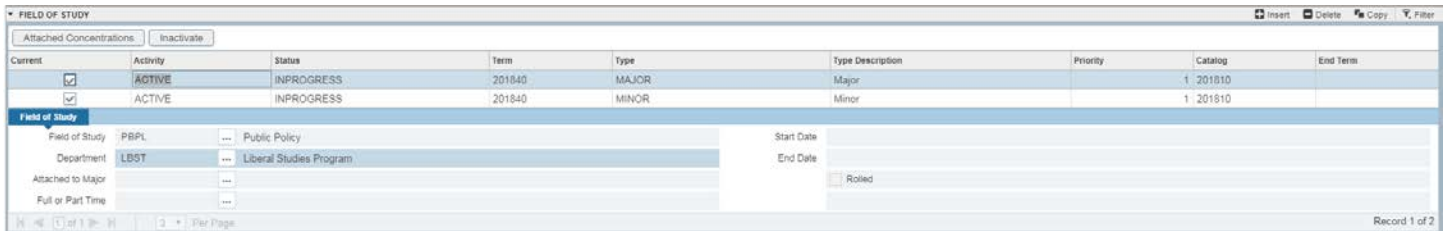

FOR MINORS

20. When the **Attached Minors** Box opens, scroll down the list and select the minor. If you know the Minor code, you can type it in. You can also use the **Criteria** feature to search codes with the percentage sign and **OK** button.
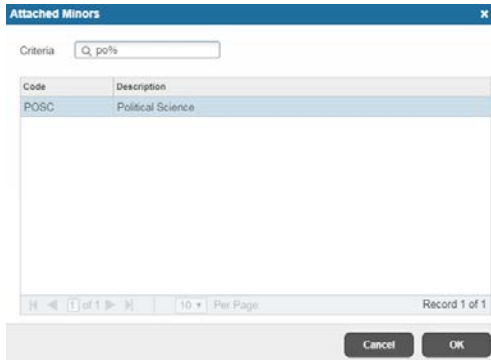
21. The **Field of Study** for the Minor has been added.
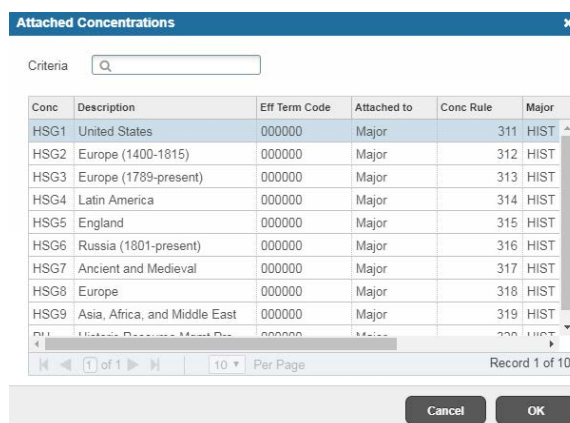   a. **Note:** You do not need to fill in the department code.

22. **Save**.

FOR CONCENTRATIONS

1. When the **Attached Concentrations** Codes box opens, scroll down the list and select the concentration. If you know the Concentration code you can type it in. You can also use the **Criteria** feature to search codes with the percentage sign and **OK** button.

2. The **Field of Study** for the Concentration has been added.
   a. **Note:** You do not need to fill in the department code.

3. Go to **SGASTDN**, Learner tab, to review that the desired Minor or Concentration has been added.

PROCEDURES - *SFAREGS*

Note: Minor & Concentration changes are done in SFAREGS if the student enrollment preparation has begun for the term of change (this traditionally occurs at the end of 4th week) 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. **Click 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 of the minor or concentration change.
10. **SID:** The student's name will automatically populate.

11. **Click Go**.
12. Navigate to the **Curricula** into the **Curriculum/Field of Study Tab**.
13. Confirm you are viewing the curriculum to which you want to add the Minor or Concentration.
14. Press **Duplicate**: inserts new curriculum and duplicates curriculum to change.

15. Click on the ⏷ icon to enter the **Field of Study** Tab.
16. Click **Insert** on the right hand side.
17. Banner automatically fills in the Activity, Status, Term, and Catalog fields.

18. **Type:** select either **Minor** or **Concentration** based on which you are adding.
19. Ensure that there is a number **1** in the **Priority** field. Each field of study must be assigned a priority number and there cannot be two of the same type with the same number. For example, if the student should have two minors or concentrations the priority number of the 2nd minor or concentration will be 2 or higher.
20. In the **Field of Study**, either:
    a. Type in the code if you know it or
    b. Click the **Search Button** and the **Option List** Box will appear.
    c. **Save.**
21. For Minors select **Attached Minors** and for Concentrations select **Attached Concentrations**.
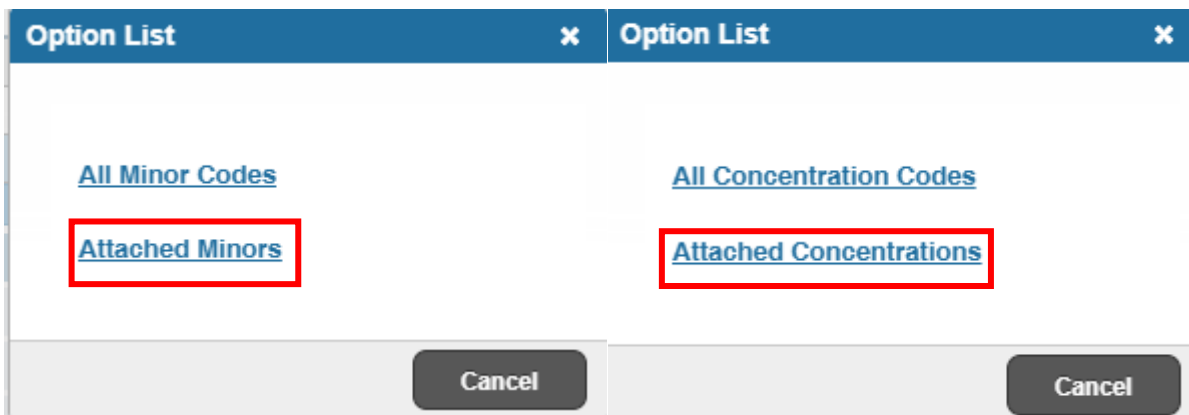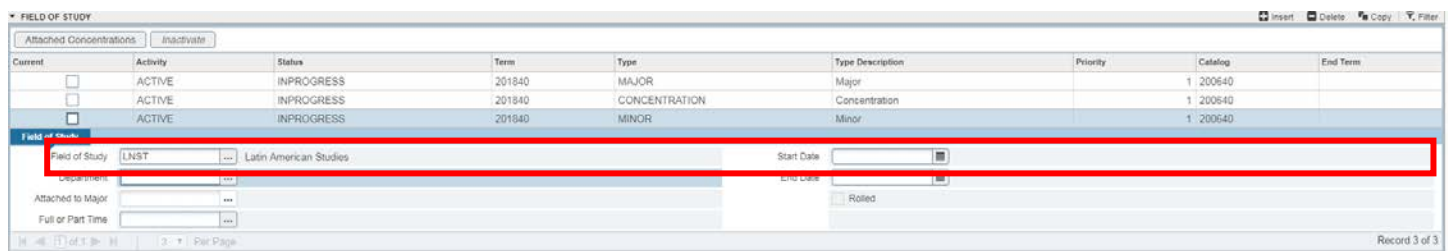

FOR MINORS

22. When the **Attached Minors** box opens, scroll down the list and select the minor. If you know the Minor code you can type it in. You can also use the **Criteria** feature to search codes with the percentage sign and **OK** button.
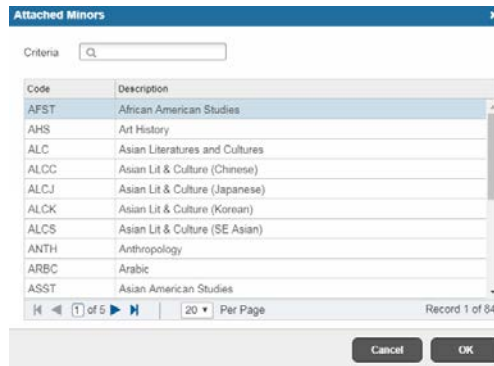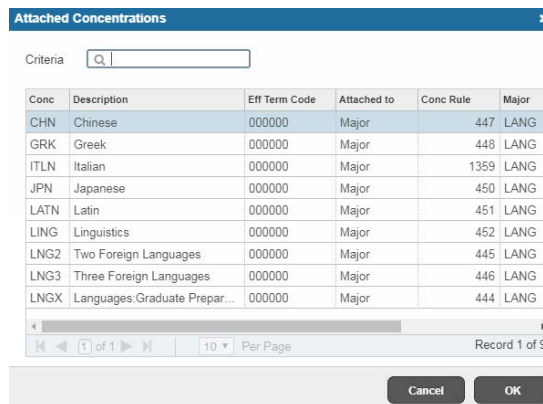
23. The **Field of Study** for the Minor has been added.
    a. **Note:** You do not need to fill in the department code.

24. **Save**.

FOR CONCENTRATIONS

25. When the **Attached Concentration** Codes box opens, scroll down the list and select the concentration. If you know the **Concentration** code you can type it in. You can also use the **Find feature** to search codes with the percentage sign and **Find** button.

26. The **Field of Study** for the **Concentration** has been added.
    a. **Note:** You do not need to fill in the department code.

27. **Save.**

28. Go to **SGASTDN** to review the Curricula Summary to confirm that the desired **Minor** or **Concentration** has been added.

FINAL QUIZ

1. If the New Term on the General Learner record does not equal the term of the curriculum change you need to create a new effective term. TRUE
2. To add a minor or concentration you need to click on Duplicate under Curriculum. TRUE
3. When selecting minors or concentrations using the search arrow you should select All Minor Codes or All Concentration Codes. FALSE
    a. You should select Attached Minors and Attached Concentrations. This ensures that only valid combinations are used.