

# Curriculum Changes

## Introduction

This lab is to review and practice the material covered in the online tutorial Curriculum Changes with a Banner expert. At the end of this lab, you will know how to:

1. Understand how the SGASTDN form works and be able to accurately update it.
2. Change a student's program/major, minor, or concentration
3. Add and remove programs/majors, minors, or concentrations
4. Remove 2 programs and replace them with a different program
5. Change the order of programs
6. Change the catalog the student is following

## Expectations

1. Please silence your cell phones and take breaks as needed. There are no scheduled breaks.
2. You have completed the online tutorials mentioned above and practiced them prior to this lab.
3. This lab will only cover the material as described above. As you explore Banner, you may have questions not related to the topic that we are covering today. Please use the "Parking Lot" area to make note of your questions so that you can remember to ask them at a future training session on the respective topic(s) or review recommended tutorials that address your question.

**P A R K I N G   L O T**

## Lab Exercises: Group Exercise – Curriculum Changes

### Exercise #1

Why is it helpful to leave the term field blank in the key block of SGASTDN?

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### Exercise #2

Describe the relationship between the New Term and changes made to a student's curricula or catalog year. \_\_\_\_\_

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### Exercise #3

Why is it necessary to review the student's Curricula Summary prior to making any changes? \_\_\_\_\_

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### Exercise #4

The program code is comprised of the \_\_\_\_\_ codes. In addition to these two, the items associated with the program code are \_\_\_\_\_  
\_\_\_\_\_. These associations are called Curriculum Rules and they ensure that \_\_\_\_\_.

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### Exercise #5

The relationship of the Curriculum tab to the Field of Study tab can be described as:

- A. Totally dependent and connected
- B. Somewhat dependent and connected
- C. Totally independent and not connected

### Exercise #6

The priority number in the **Curricula Summary and Curriculum tab / Field of Study Summary and Field of Study tab** (circle one set) indicates the order of the programs. The rule of thumb is that the primary program has a priority that is \_\_\_\_\_.

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### Exercise #7

From the list of students provided, review the student's record. Change the student's primary program to Electrical Engineering effective fall 2016.

### Exercise #8

Using the same student, add a double major in Business Administration effective Fall 2016.

### Exercise #9

Go to SFAREGS for Fall 2016 and next block and save the appropriate number of times. Go back to SGASTDN to review your student's curriculum to prepare for the next change. Add a concentration to the Business Administration program effective Fall 2016; what happens if you try in SGASTDN? \_\_\_\_\_ Move on as directed. When you get to the Field of Study tab, first try selecting All Concentration Codes from the pop-up window and add a concentration of Business Informatics (BUNF) and record the message you receive. \_\_\_\_\_ Locate the Attached Concentrations and add one.

## Lab Exercises: On your Own

### Exercise #10

Swap the order of your programs so Business Administration is the primary program as of Spring 2017.

### Exercise #11

Add another concentration to the Business Administration program as of Fall 2017.

### Exercise #12

Add a History minor to your student as of Fall 2017.

### Exercise #13

Remove the student's minor and first concentration as of Spring 2018.

### Exercise #14

Change the Electrical Engineering program to Asian Studies as of Summer 2018. The student is going to follow the Fall 2018 catalog requirements for this program.

### Exercise #15

Remove the Asian Studies program from the student's record as of Fall 2018.

### Exercise #16

Add the Bachelor of Science in Biology program to the student's record as of Fall 2018 as the primary program. What should the catalog year be?

### Exercise #17

Replace both the Business Administration and Biology programs with French and a minor in Language and Literature in French as of Winter 2019.

### Exercise #18

Add a concentration of French Civilization to the student's record as of Spring 2019.

## Resources

### Keystrokes

Action	Keystroke
<b>Edit</b>	Ctrl + E
<b>Show Keys</b>	Ctrl + F1
<b>Previous Block</b>	Ctrl + Page Up
<b>Next Block</b>	Ctrl + Page Down
<b>Exit or Cancel Query</b>	Ctrl + Q
<b>Next Field</b>	Ctrl + Tab
<b>Clear Field</b>	Ctrl + U
<b>Help</b>	F1
<b>Duplicate Field/Item</b>	F3
<b>Duplicate Record</b>	F4
<b>Direct Access</b>	F5
<b>Insert Record</b>	F6
<b>Enter Query</b>	F7
<b>Execute Query</b>	F8
<b>List of Values</b>	F9
<b>Save</b>	F10
<b>Display Error</b>	Shift + F1
<b>Count Query Hits</b>	Shift + F2
<b>Select</b>	Shift + F3
<b>Clear Record</b>	Shift + F4
<b>Clear Block</b>	Shift + F5
<b>Remove Record</b>	Shift + F6
<b>Rollback</b>	Shift + F7
<b>Print</b>	Shift + F8
<b>Previous Field</b>	Shift + Tab
<b>Next Field</b>	Tab

## Banner Forms Quick Reference Guide

GENERAL PERSON INFORMATION		COURSE/SECTION INFORMATION	
SPAIDEN	Name, Address, Phone Number, Email	SCACRSE	Master Course Inventory
SOAIDEN	Person Search	SSASECT	Section Information
SPACMNT	Comments	SCA/SSADETL	Coreq, CMF, Attributes, Description, Equivalencies (renumbering/crosslisted)
SOAHOLD	Holds	SSASECQ	Section Query
GOADPRF	Directory Information	SCA/SSAPREQ	Flag for CAPP Prereq Checking
GUASYST	Overview of what module the student's in	SCA/SSARRES	Restrictions
		SCA/SSASYLB	Long course title, schedule notes
		SCAMEXC	Mutual Exclusion (Course Overlap)
		SSAMATX	Bldg/Room Use
GENERAL STUDENT INFORMATION		FACULTY/ADVISOR INFORMATION	
SGASTDN	General Information: Major/Program Info	SIAASGQ	Faculty Schedule
SGASTDQ	Major/Program Summary	SIAINST	Faculty/Advisor Information
AGAADVR	Assign Advisor(s)		
SGASADD	Cohorts and Attributes		
REGISTRATION		TRANSCRIPTS/VERIFICATIONS	
SFAREGS	Registration	SHATCMT	Comments
SFAREGQ	Student Schedule with Day and Time	SHARQTC	Transcript Request
SFAREGF	Registration with Drops and Refund %	SFARQST	Verification Request
SFARHST	Registration History	SHRTRTC	Transcript Job
SFARGRP	Registration Appointments (Time Ticketing)		
SFASRPO	Permits and Overrides		
SFASTCA	Registration Audit	SPECIAL STUDENT POPULATION INFORMATION	
SFASLST	Class Roster	SZANTUD	Student User Defined Fields (Non-term based)
SFAESTS	Enrollment Status Codes and Refund Schedule	SZANTUD (41-49)	Residency Values from Admissions Application
SFARSTS	Course Registration Status Codes and Refund Schedule	SZANTUD (201-205)	Veterans
SFAWLPR	View students on the waitlist that have not been offered a seat	SZAUSDS	Student User Defined Fields (Term based)
SFIWLNT	View students who have been offered a seat off the waitlist	SGASTDN	Veterans (Only some departments have access to the Biographical tab)
SFAXWLP	View student on the waitlist for cross-listed courses who have not been offered a seat	SGADISA	Student's with Disabilities (security only given to Student Special Services and Registrar Management)
		SGASPRT/SGISPRT	Athletes
		GOAINTL	International
ACADEMIC HISTORY		FEE INFORMATION	
SHACRSE	Completed Courses/Grades	TSAEXPP	Exemptions
SHATCKN	Grade Changes, Incompletes, EAP Course Title Changes	TSIAUTH	Exemption query by student
SHAGAPP	Graduation Application		
SHADEGR	Graduation Degree Conferral		
SHADGMQ	Degree Summary	TRANSFER ARTICULATION	
SHASUBJ	Completed Courses and Grades by Subject	SHATRNS	Transfer Work in Academic History
SHASTAT	Academic Standing Query	SHATATR	Articulation Catalog
SHATERM	Completed Terms/GPA		
SHAINST	Academic Standing, Dean's/Chancellor's List, Withdrawal Reason, Term GPA	SHATATC	Articulation Catalog entry
SHAPCMP	Initial Stats for Students Pre-SIS and Banner	SHATAEQ	Transfer Articulation Evaluation