

Adding a Minor & Concentration

Purpose

Adding a minor or concentration to a major (program) in **SFAREGS & SGASTDN**

Policies

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

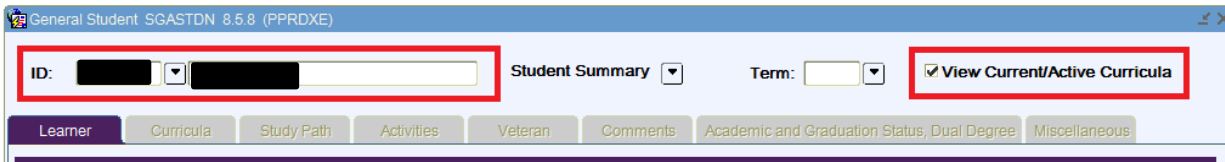
1. [College of Humanities, Arts, and Social Sciences](#)
2. [College of Natural and Agricultural Sciences](#)
3. [Bourns College of Engineering](#)
4. [School of Business Administration](#)
5. [Graduate Division Academic Affairs](#)
6. [School of Medicine Academic Affairs](#)
7. [Office of the Registrar](#)

Procedures

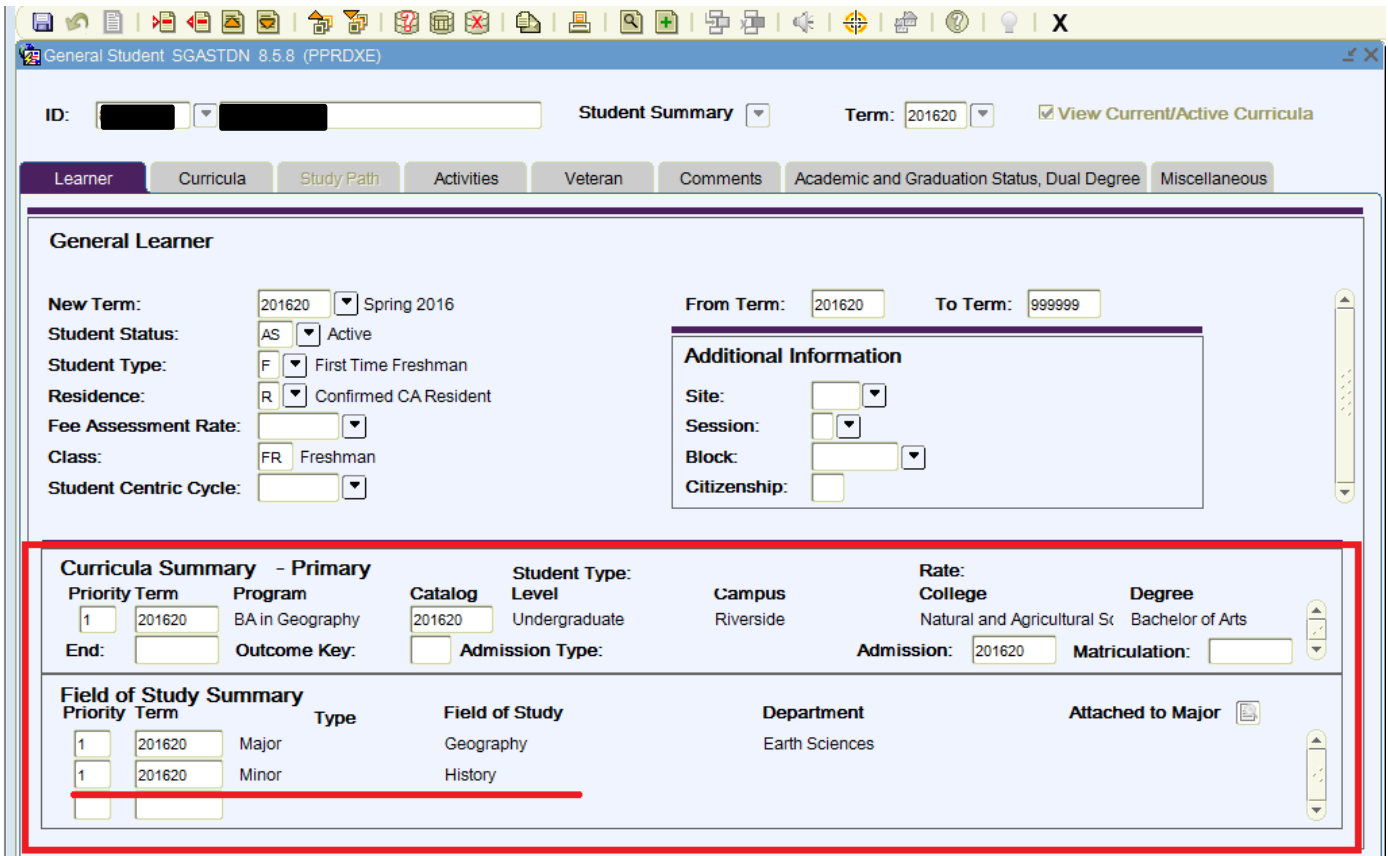
SGASTDN Procedures

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.

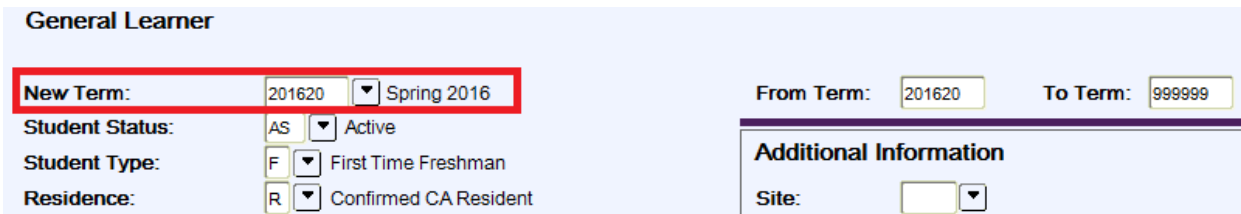
1. Go to **SGASTDN**
2. Enter **SID**, Ensure that the correct student name appears
3. **Term** – Leave blank so that the most recent record shows
4. Check on the **View Current/Active Curricula Box** – the most current record will show



5. **Next Block** into Learner
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



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

General Learner

New Term: 201620 Spring 2016

Student Status: AS Active

Student Type: F First Time Freshman

Residence: R Confirmed CA Resident

Fee Assessment Rate:

Class: FR Freshman

Student Centric Cycle:

Option List

List of Terms

Create New Effective Term

Cancel

New Term: 201620

Student Status: AS Active

Student Type: F First Time Freshman

From Term: To Term:

Additional Information

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 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

Curriculum

Record 2 of 2

Current: **Replace:** **Update:** **Duplicate:** **Roll Learner:** Yes No Default **Roll to Outcome:**

Activity: ACTIVE **Apply to Graduate:** **Graduation Sequence:**

Key Sequence: 99 **User ID:**

Term: 201620 Spring 2016 **Activity Date:**

14. Click on **Field of Study** Tab
15. Click on a **Blank Activity** Box
16. Banner automatically fills in the Activity, Status, Term, and Catalog fields

Curriculum **Field of Study**

Record 2 of 4

Current: **Activity:** ACTIVE **Term:** 201620 **End Term:** **Key Seq:** 99

Priority: 2 **Program:** BS-ECON **Catalog:** 201620 **Level:** U **Campus:** C **College:** HS **Degree:** BS

Field of Study **Attached Concentrations:** **Inactivate:**

Current: **Type:** MAJOR Major **Full or Part Time:**

Activity: ACTIVE **Priority:** 1 **Rolled:** **Field of Study:** ECON Economics **Start Date:**

Status: INPROGRESS **Catalog:** 201620 **Department:** ECON Economics **End Date:**

Term: 201620 **End Term:** **Attached to Major:** **Created:**

Current: **Type:** **Full or Part Time:**

Activity: ACTIVE **Priority:** **Rolled:** **Field of Study:** **Start Date:**

Status: INPROGRESS **Catalog:** 201620 **Department:** **End Date:**

Term: 201620 **End Term:** **Attached to Major:** **Created:**

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.

Current: Type: MINOR Minor Full or Part Time:

Activity: ACTIVE Priority: 1 Rolled: Field of Study: Start Date:

Status: INPROGRESS Catalog: 201620 Department: End Date:

Term: 201620 End Term: Attached to Major: Created:

Current: Type: CONCENTRATION Concentration Full or Part Time:

Activity: ACTIVE Priority: 1 Rolled: Field of Study: Start Date:

Status: INPROGRESS Catalog: 201620 Department: End Date:

Term: 201620 End Term: Attached to Major: Created:

19. In the **Field of Study**, either:
- Type in the code if you know it, **Save**, and review in **SGASTDN** or
 - Click the **Search Button** and the **Option List** Box will appear
 - For Minors select **Attached Minors** and for Concentrations select **Attached Concentrations**

Option List

All Minor Codes

Attached Minors

Cancel

Option List

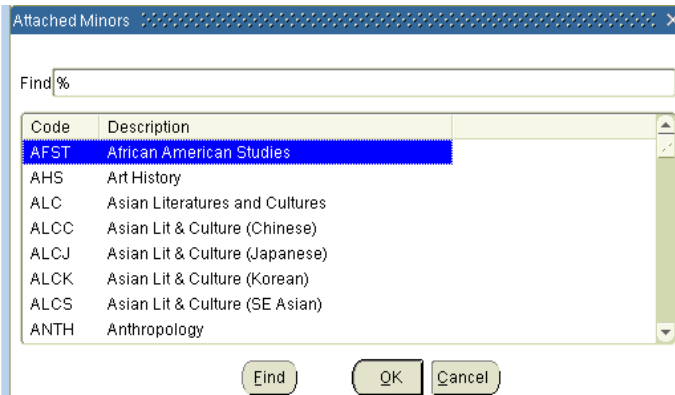
All Concentration Codes

Attached Concentrations

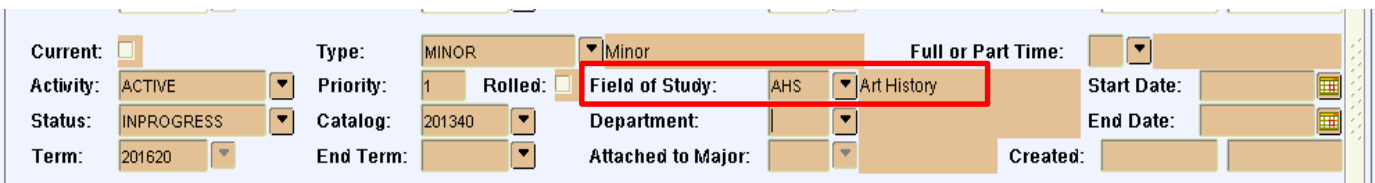
Cancel

For Minors

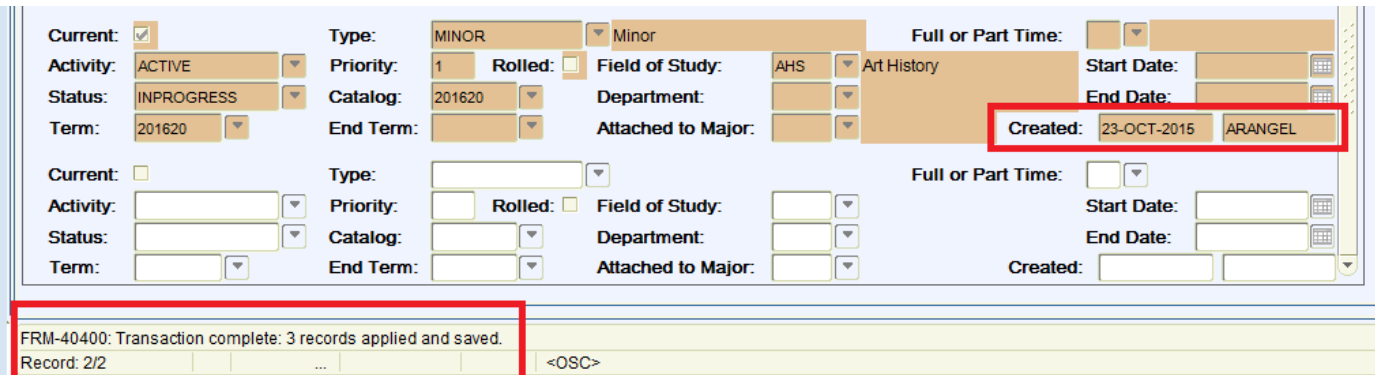
20. When the **Attached Minors** Box opens, scroll down the list and select the minor. If you know the Minor code you can type it in. You can also use the **Find feature** to search codes with the percentage sign and **Find** button.



- 21. The Field of Study for the Minor has been added.
- 22. Note: You do not need to fill in the department code



- 23. **Save** – The date and User ID will be recorded in the Create Field



For Concentrations

- 24. 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.

Attached Concentrations

Find%

Conc	Description	Eff Term Code	Attached to	Conc Rule	Major	Major Rule	Sel
HSG1	United States	000000	Major	311	HIST	277	Y
HSG2	Europe (1400-1815)	000000	Major	312	HIST	277	Y
HSG3	Europe (1789-present)	000000	Major	313	HIST	277	Y
HSG4	Latin America	000000	Major	314	HIST	277	Y
HSG5	England	000000	Major	315	HIST	277	Y
HSG6	Russia (1801-present)	000000	Major	316	HIST	277	Y
HSG7	Ancient and Medieval	000000	Major	317	HIST	277	Y
HSG8	Europe	000000	Major	318	HIST	277	Y

Find OK Cancel

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

Current: Type: CONCENTRATION Concentration Full or Part Time:

Activity: ACTIVE Priority: 1 Rolled: Field of Study: HSG1 United States Start Date:

Status: INPROGRESS Catalog: 201340 Department: End Date:

Term: 201620 End Term: Attached to Major: HIST History Created:

- Save – The date and User ID will be recorded in the Create Field

Current: Type: CONCENTRATION Concentration Full or Part Time:

Activity: ACTIVE Priority: 1 Rolled: Field of Study: HSG1 United States Start Date:

Status: INPROGRESS Catalog: 201620 Department: End Date:

Term: 201620 End Term: Attached to Major: Created: 23-OCT-2015 ARANGEL

Current: Type: Full or Part Time:

Activity: Priority: Rolled: Field of Study: Start Date:

Status: Catalog: Department: End Date:

Term: End Term: Attached to Major: Created:

FRM-40400: Transaction complete: 2 records applied and saved.
Record: 2/2 <OSC>

- Go to **SGASTDN** to review that the desired Minor or Concentration

SFAREGS Procedures

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.

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. **Next Block** into Learner
7. Under **Curricula Summary** – Make note of all the major(s) (program(s)), the priority number, minor(s), and concentration(s).

General Learner

New Term: 201620 Spring 2016
Student Status: AS Active
Student Type: F First Time Freshman
Residence: R Confirmed CA Resident
Fee Assessment Rate:
Class: FR Freshman
Student Centric Cycle:

From Term: 201620 **To Term:** 999999

Additional Information

Site:
Session:
Block:
Citizenship: Y Citizen

Curricula Summary - Primary

Priority Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
2	201620 BS in Economics	201620	Undergraduate	Riverside	Humanities, Arts, and Soc	Bachelor of Science

End: **Outcome Key:** **Admission Type:** **Admission:** 201620 **Matriculation:**

Field of Study Summary

Priority Term	Type	Field of Study	Department	Attached to Major
1	201620 Major	Economics	Economics	<input type="checkbox"/>

Curricula Summary - Secondary

Priority Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
3	201620 BA in Administrative St	201620	Undergraduate	Riverside	Humanities, Arts, and Soc	Bachelor of Arts

End: **Outcome Key:** **Admission Type:** **Admission:** 201610 **Matriculation:**

Field of Study Summary

Priority Term	Type	Field of Study	Department	Attached to Major
1	201620 Major	Administrative Studies	Business Administration	<input type="checkbox"/>

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

Student Course Registration SFAREGS 8.8.3.1 (PPRDXE)

Term: 201620 **ID:** **Date:** 22-OCT-2015 **Holds:**

View Current/Active Curricula Print Bill Print Schedule

11. **Next Block** into Registration
12. Navigate to the **Curricula** into the **Curriculum 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

The screenshot shows the 'Curriculum' window with the 'Field of Study' tab selected. The 'Duplicate' button, represented by a document with a plus sign icon, is highlighted with a red box. Other visible fields include 'Current' (checkbox), 'Activity' (dropdown set to 'ACTIVE'), 'Term' (201620), 'End Term' (dropdown), 'Catalog Term' (201620), 'Priority' (2), and 'Program' (BS-ECON).

15. Click on the **Field of Study** tab
16. Click on a **Blank Activity** Box
17. Banner automatically fills in the Activity, Status, Term, and Catalog fields

The screenshot shows the 'Field of Study' section of the curriculum window. A new entry is highlighted with a red box. The entry has 'Type' set to 'MAJOR', 'Priority' set to '1', 'Field of Study' set to 'ECON', and 'Department' set to 'ECON'. Other fields like 'Activity', 'Status', 'Term', and 'Catalog' are also visible for this entry.

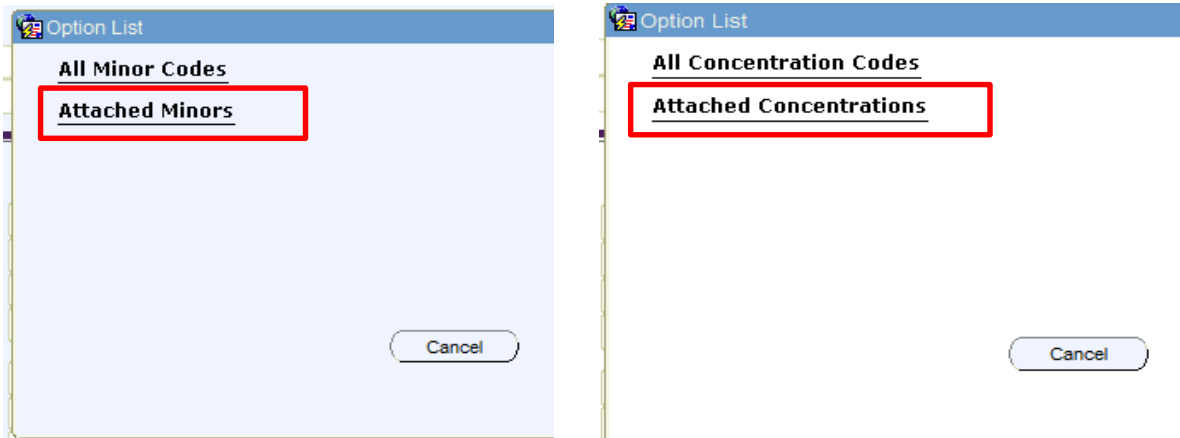
18. **Type** – Select either **Minor** or **Concentration** based on which you are adding
Ensure that there is a number 1 in the **Priority** field. Each field of study must be assigned a priority number and there cannot be two of the same type with the same number. For example, if the student should have two minors or concentrations the priority number of the 2nd minor or concentration will be 2 or higher.

This screenshot shows the 'Field of Study' entry with 'Type' set to 'MINOR' and 'Priority' set to '1'. The 'Priority' field is highlighted with a red box. Other fields like 'Activity', 'Status', 'Term', and 'Catalog' are also visible.

This screenshot shows the 'Field of Study' entry with 'Type' set to 'CONCENTRATION' and 'Priority' set to '1'. The 'Priority' field is highlighted with a red box. Other fields like 'Activity', 'Status', 'Term', and 'Catalog' are also visible.

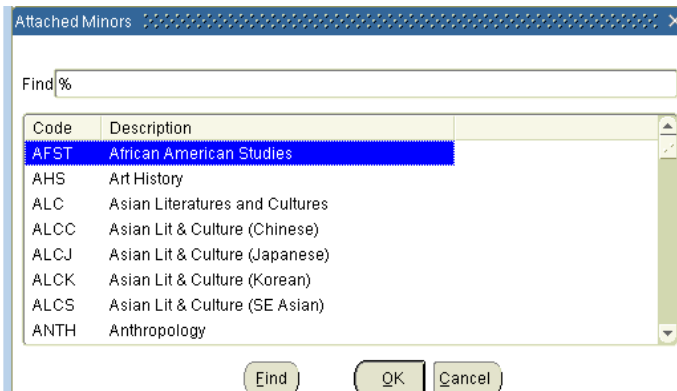
19. In the **Field of Study**, either:
 - a. Type in the code if you know it, **Save**, and review in **SGASTDN** or
 - b. Click the **Search Button** and the **Option List** Box will appear

20. For Minors select **Attached Minors** and for Concentrations select **Attached Concentrations**



For Minors

21. 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 **Find feature** to search codes with the percentage sign and **Find** button.



22. The Field of Study for the Minor has been added.

23. Note: You do not need to fill in the department code



24. **Save** – The date and User ID will be recorded in the Create Field

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.

Attached Concentrations

Find%

Conc	Description	Eff Term Code	Attached to	Conc Rule	Major	Major Rule	Sel
HSG1	United States	000000	Major	311	HIST	277	Y
HSG2	Europe (1400-1815)	000000	Major	312	HIST	277	Y
HSG3	Europe (1789-present)	000000	Major	313	HIST	277	Y
HSG4	Latin America	000000	Major	314	HIST	277	Y
HSG5	England	000000	Major	315	HIST	277	Y
HSG6	Russia (1801-present)	000000	Major	316	HIST	277	Y
HSG7	Ancient and Medieval	000000	Major	317	HIST	277	Y
HSG8	Europe	000000	Major	318	HIST	277	Y

Find OK Cancel

26. The Field of Study for the Concentration has been added.

27. Note: You do not need to fill in the department code

28. **Save** – The date and User ID will be recorded in the Create Field

Current: Type: CONCENTRATION Concentration Full or Part Time:

Activity: ACTIVE Priority: 1 Rolled: Field of Study: HSG1 United States Start Date:

Status: INPROGRESS Catalog: 201620 Department: End Date:

Term: 201620 End Term: Attached to Major: Created: 23-OCT-2015 ARANGEL

Current: Type: Full or Part Time:

Activity: Priority: Rolled: Field of Study: Start Date:

Status: Catalog: Department: End Date:

Term: End Term: Attached to Major: Created:

FRM-40400: Transaction complete: 2 records applied and saved.
Record: 2/2 <OSC>

29. Go to **SGASTDN** to review that the desired Minor or Concentration has been added

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

General Learner

New Term: 201620 Spring 2016 From Term: 201620 To Term: 999999

Student Status: AS Active

Student Type: F First Time Freshman

Residence: R Confirmed CA Resident

Fee Assessment Rate:

Class: FR Freshman

Student Centric Cycle:

Additional Information

Site:

Session:

Block:

Citizenship: Y Citizen

Curricula Summary - Primary

Priority	Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
2	201620	BS in Economics	201620	Undergraduate	Riverside	Humanities, Arts, and Soc	Bachelor of Science

End: Outcome Key: Admission Type: Admission: 201620 Matriculation:

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201620	Major	Economics	Economics	
1	201620	Minor	Art History		