

[Adding an Additional Major \(Program\)](#)

Purpose

Adding an additional major (program) in SFAREGS & SGASTDN

Policies

1. 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.

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** – the most current record will show

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

Priority Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	201620 BA in Geography	201620	Undergraduate	Riverside	Natural and Agricultural Sc	Bachelor of Arts

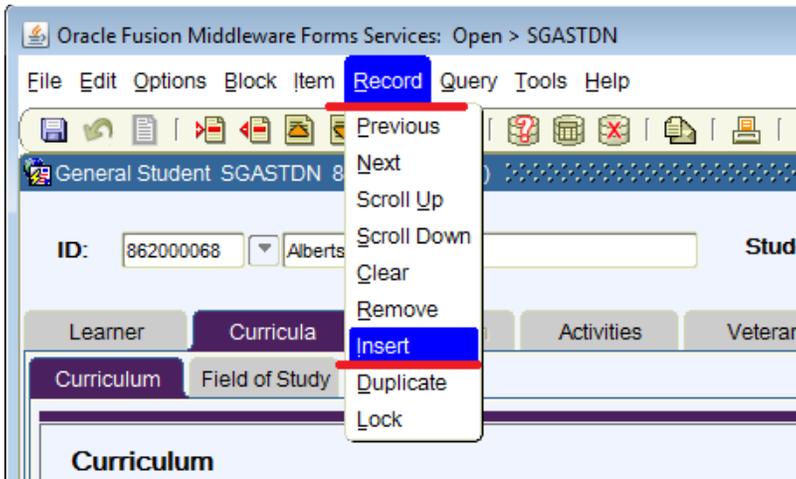
Priority Term	Type	Field of Study	Department	Attached to Major
1	201620 Major	Geography	Earth Sciences	

7. **New Term** - If the new term equals the effective term of the Major (Program) change you can skip to step 11

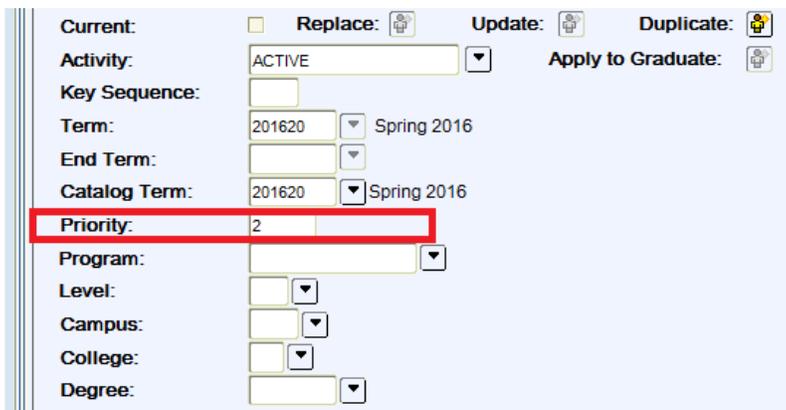
8. **New Term Field** – click on the search button and the Options List will appear with choices
9. Click **Create New Effective Term** and a Blank New Term will open

10. In the **New Term Field** type in the term code for the effective quarter
11. Navigate to the **Curricula** to go into the Curriculum Tab

12. Click the **Record** menu and scroll down to **Insert**

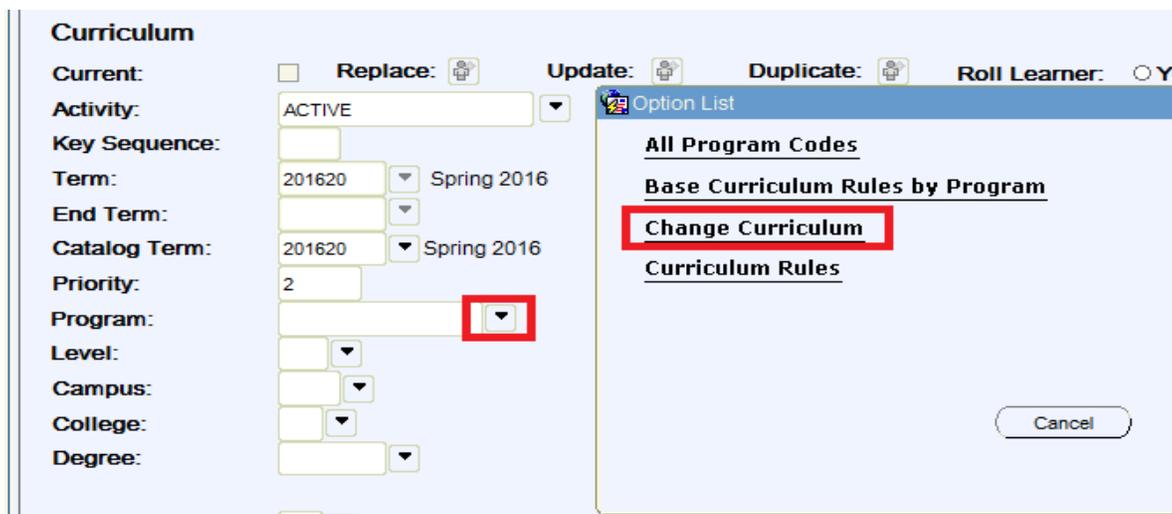


13. A new record will be inserted with a Higher priority number

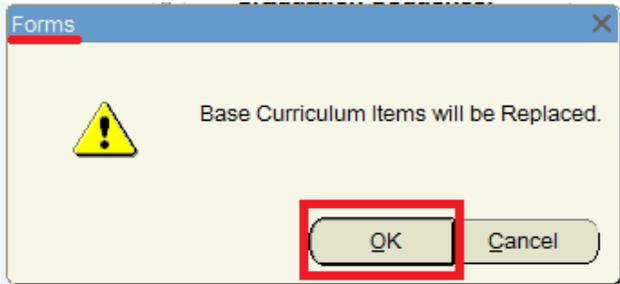


14. **Program** – If you know the program code type it in and skip to Step 18, or click the search button and an Option List will appear

15. **Change Curriculum** – Click this line.

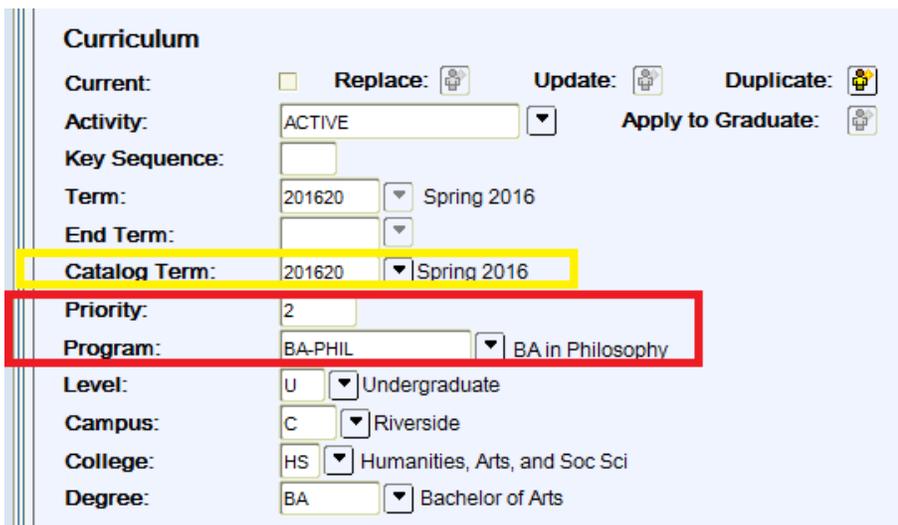
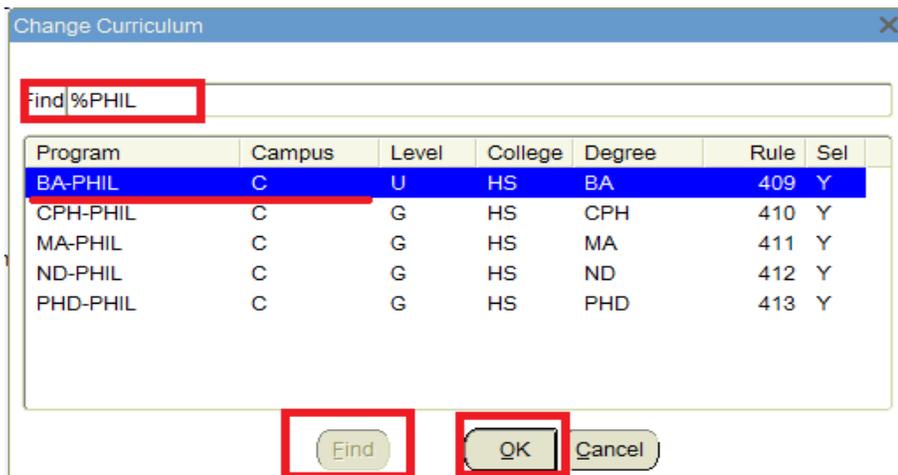


16. **Warning Box Appears** – Click OK to change curriculum



17. The **Change Curriculum** Form will appear; scroll down the list and select the program.

- a. You can also use the Find feature to search codes by entering the degree or major next to the percentage sign and clicking Find



18. The **Program Field** and all other necessary fields on this tab are automatically filled in

- a. Note: The **Catalog Term** can be changed at this time, if you need to update it. Changing the catalog year and term must only be done using the Curricula Tab and applies to the program listed

19. Click on the **Field of Study Tab**

20. Verify that the student's Field of Study is correct

Curriculum | **Field of Study**

Record 2 of 2

Current: Activity: ACTIVE Term: 201620 End Term: Key Seq: Priority: 2 Program: BA-PHIL Catalog: 201620 Level: U Campus: C College: HS Degree: BA

Field of Study Attached Concentrations: Inactivate:

Current: Type: MAJOR Major Full or Part Time: Priority: 1 Rolled: Field of Study: PHIL Philosophy Start Date: Status: INPROGRESS Catalog: 201620 Department: PHIL Philosophy End Date: Term: 201620 End Term: Attached to Major: Created:

21. **SAVE**

22. Go to **Learner Tab** to review that the additional Major (Program) has been added to the Curriculum Summary

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:

Curricula Summary - Primary

Priority	Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	201620	BA in Geography	201620	Undergraduate	Riverside	Natural and Agricultural Sc	Bachelor of Arts

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	Geography	Earth Sciences	

Curricula Summary - Secondary

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

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	Philosophy	Philosophy	

SFAREGS Procedures

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.

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

General Student SGASTDN 8.5.8 (PPRDXE)

ID: [Redacted] Student Summary Term: [Redacted] View Current/Active Curricula

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

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).

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

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: [Redacted]
Class: FR Freshman
Student Centric Cycle: [Redacted]

From Term: 201620 To Term: 999999

Additional Information

Site: [Redacted]
Session: [Redacted]
Block: [Redacted]
Citizenship: Y Citizen

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: [Redacted] Outcome Key: [Redacted] Admission Type: [Redacted] Admission: 201620 Matriculation: [Redacted]

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

Curricula Summary - Secondary			Student Type:	Rate:	College:	Degree:
Priority Term	Program	Catalog	Level	Campus	College	Degree
3	201620	BA in Administrative St	201620	Undergraduate	Riverside	Humanities, Arts, and Soc
End:	Outcome Key:	Admission Type:	Admission:	201610	Matriculation:	

Field of Study Summary			Department	Attached to Major
Priority Term	Type	Field of Study	Department	Attached to Major
1	201620	Major	Administrative Studies	Business Administration

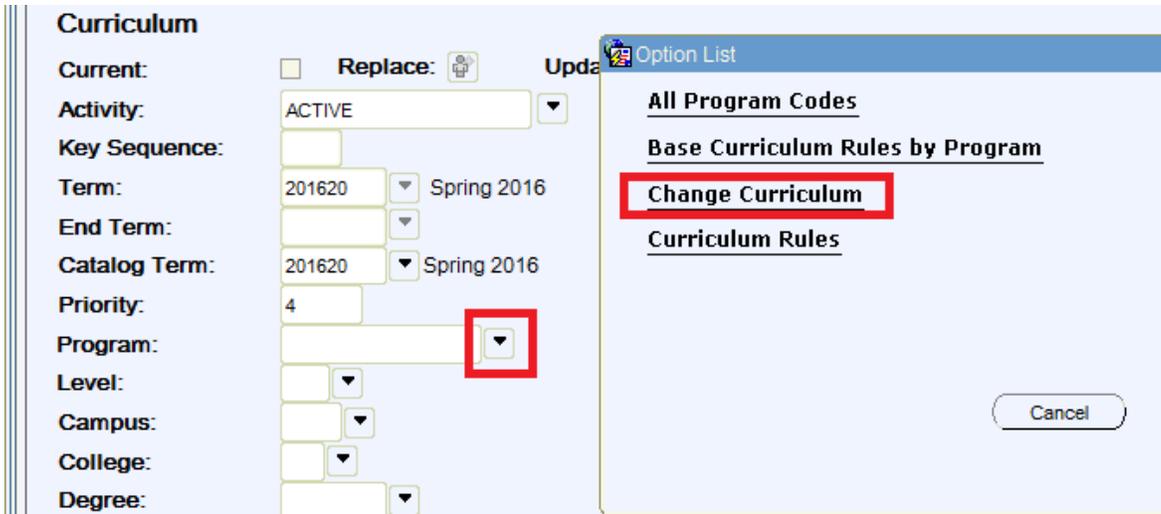
8. Go to **SFAREGS**
9. **Term** – Enter the Effective Term from the Major Change Form
10. **Enter SID** – The student’s name will automatically populate

11. **Next Block** into Registration
12. Navigate to the **Curricula tab** to get to the Curriculum Tab
13. Click **Record** scroll down and **Insert**

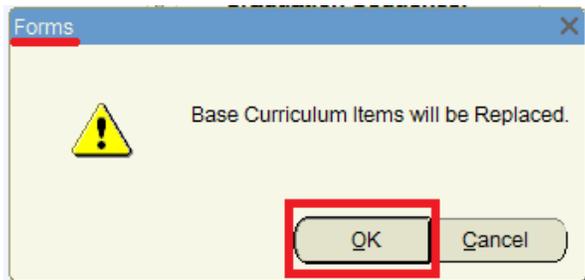
14. A new record will be inserted with a Higher priority number

Current:	<input type="checkbox"/>	Replace:	<input type="checkbox"/>	Update:	<input type="checkbox"/>	Duplicate:	<input type="checkbox"/>
Activity:	ACTIVE	Apply to Graduate:	<input type="checkbox"/>				
Key Sequence:							
Term:	201620	Spring 2016					
End Term:							
Catalog Term:	201620	Spring 2016					
Priority:	4						
Program:							
Level:							
Campus:							
College:							
Degree:							

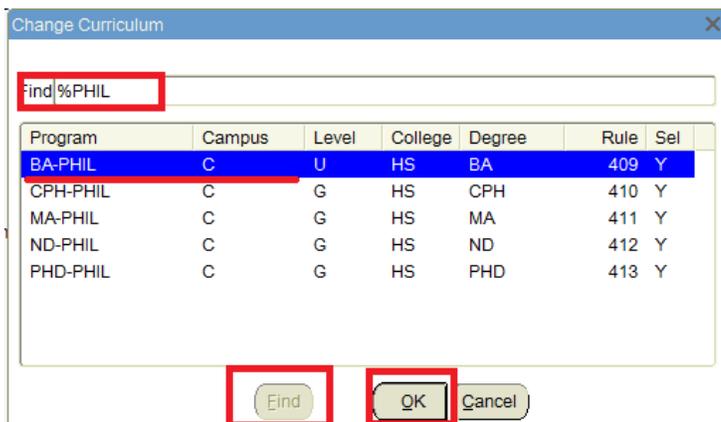
- 15. **Program** – If you know the program code type it in and skip to Step 19, or click the search button and an **Option List** will appear
- 16. **Change Curriculum** – Click this line.



- 17. **Warning Box Appears** – Click OK to change curriculum



- 18. The **Change Curriculum** Form will appear; scroll down the list and select the program
 - a. You can also use the Find feature to search codes by entering the degree or major next to the percentage sign and clicking Find



Curriculum

Current: Replace: Update: Duplicate:

Activity: ACTIVE Apply to Graduate:

Key Sequence:

Term: 201620 Spring 2016

End Term:

Catalog Term: 201620 Spring 2016

Priority: 4

Program: BA-PHIL BA in Philosophy

Level: U Undergraduate

Campus: C Riverside

College: HS Humanities, Arts, and Soc Sci

Degree: BA Bachelor of Arts

19. The **Program Field** and all other necessary fields on this tab are automatically filled in
 - a. Note: The **Catalog Term** can be changed at this time, if you need to update it. Changing the catalog year and term must only be done using the Curricula Tab and applies to the program listed
20. Click on the **Field of Study Tab**
21. Verify that the student's Field of Study is correct

Curriculum **Field of Study**

Curriculum Record 2 of 3

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

Priority: 4 Program: BA-PHIL Catalog: 201620 Level: U Campus: C College: HS Degree: BA

Field of Study Attached Concentrations: Inactivate:

Current: Type: MAJOR Major Full or Part Time:

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

Status: INPROGRESS Catalog: 201620 Department: PHIL Philosophy End Date:

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

22. **SAVE**
23. Go To **SGASTDN** to review the change
24. Next Block into Learner
25. Review that the additional Major (Program) has been added to the Curriculum Summary

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

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"/>

Curricula Summary

Priority Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
4	201620 BA in Philosophy	201620	Undergraduate	Riverside	Humanities, Arts, and Soc	Bachelor of Arts

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	Philosophy	Philosophy	<input type="checkbox"/>