## 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. <u>College of Humanities, Arts, and Social Sciences</u>
- 2. <u>College of Natural and Agricultural Sciences</u>
- 3. <u>Bourns College of Engineering</u>
- 4. <u>School of Business Administration</u>
- 5. <u>Graduate Division Academic Affairs</u>
- 6. School of Medicine Academic Affairs
- 7. <u>Office of the Registrar</u>

### **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 4<sup>th</sup> 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

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1	🙀 General Studen	t SGASTDN 8.	5.8 (PPRDXE)							_≚ ×
	ID: 8620000	D: 862000068 VAlbertson, Jeff			Student S	Summary 💌	Term:	View Curre	ent/Active Curricula	
	Learner	Curricula	Study Path	Activities	Veteran	Comments	Academic and Graduation Sta	tus, Dual Degree	Miscellaneous	

- 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           1         201620           End:	Program BA in Geography Outcome Key:	Student Type:       Student Type:       Catalog       Level       201620       Undergraduate       Admission Type:	Campus Coll Riverside Natu Admission:	ege Degree Iral and Agricultural Sc Bachelor of Arts 201620 Matriculation:
Field of Study S Priority Term	<b>Summary</b> Type Major	Field of Study Geography	Department Earth Sciences	Attached to Major
				4

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

General Learner					
New Term:	201620 💌 Spring 2016		From Term:	201620	To Term: 9999999
Student Status:	AS Active				
Student Type:	F 💌 First Time Freshman		Additional I	nformation	
Residence:	R Confirmed CA Resident	t	Site:		

- 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		🙀 Option List
		List of Terms
New Term:	201620 Spring 2016	Create New Effective Term
Student Status:	AS Active	
Student Type:	F 💌 First Time Freshman	
Residence:	R Confirmed CA Resident	
Fee Assessment Rate:		
Class:	FR Freshman	
Student Centric Cycle:		
		()

- 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

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Eile Edit Option	ns <u>B</u> lock <mark>l</mark> tem	Record Que	ry <u>T</u> ools <u>H</u> elp	
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ID: 862000	068 🔻 Alberts	Scroll Down		Stude
		Clear		
- Lange	Queriaula	Remove	A -41-141	Maharan
Learner	Curricula	Insert	Activities	veteran
Curriculum	Field of Study	Duplicate		
		Lock		
Curriculu	m		,	

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

Current:	🗌 Replace: 🖗 Update: 🖗 Duplicate: 🆓
Activity:	ACTIVE  Apply to Graduate:
Key Sequence:	
Term:	201620 Spring 2016
End Term:	
Catalog Term:	201620 Spring 2016
Priority:	2
Program:	
Level:	
Campus:	
College:	

- 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.

I.

🗌 Replace: 🖗 Update: 🖗 Duplicate: 🖓 Roll Learner: 🔿 Ye
ACTIVE
All Program Codes
201620 Spring 2016 Base Curriculum Rules by Program
Change Curriculum
201620 Spring 2016
Cancel
2 2 2

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

0	Change Curriculum						×
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	Find %PHIL						
ľ	Program	Campus	Level	College	Degree	Rule	Sel
	BA-PHIL	C	U	HS	BA	409	Y
	CPH-PHIL	С	G	HS	CPH	410	Y
	MA-PHIL	С	G	HS	MA	411	Y
	ND-PHIL	С	G	HS	ND	412	Y
	PHD-PHIL	С	G	HS	PHD	413	Y
	L	_	_				
		Find		ок	Cancel		
l		( = me		-			
	Curriculum						
	Current:	Rep	lace: 💱	Upd	late: 📳	Duplica	te: 🗳
	Activity:	ACTIVE		•	Apply to	Graduate	e: 🖗
	Key Sequence:						
	Term:	201620	Sprin	g 2016			
	End Term:						
	Catalog Term:	201620	Spring	2016			
ľ	Priority:	2					
	Program:	BA-PHIL		BA in F	hilosophy		
	Level:	U V	ndergradu	ate			
	Campus:	C 🔽	Riverside				
	Campus: College:	С Т НЗ Т Н	Riverside umanities,	Arts, and S	oc Sci		
	Campus: College: Degree:		Riverside umanities, 💌 Bache	Arts, and S elor of Arts	oc Sci		

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							
-	Curricul	um					Rec	cord 2 of 2	
	Current:	Activity:	ACTIVE	Term: 201620	End Term:	Key Seq:			
	Priority:	2 Program: E	3A-PHIL	Catalog: 201620	Level: U	Campus:	C College:	HS Degree: B	A
ſ	Field of	Study			Attached Conc	entrations: 🗟	Inactivate: 🖗		
ſ	Field of S	Study	Туре:	MAJOR	Attached Conc	entrations: 🖺 Fu	Inactivate: 🖗		
ſ	Field of S Current: Activity:	Study ACTIVE	Type: <ul> <li>Priority:</li> </ul>	MAJOR 1 Rolled: 🗆	Attached Conc Major Field of Study:	entrations: 🔄 Fu PHIL V Philosopi	Inactivate: 🖗 III or Part Time: hy	Start Date:	<b>_</b> _
	Field of S Current: Activity: Status:	Study ACTIVE INPROGRESS	Type: <ul> <li>Priority:</li> <li>Catalog:</li> </ul>	MAJOR 1 Rolled: 201620	Attached Conc Major Field of Study: Department:	entrations: 🔄 Fu PHIL V Philosopi PHIL V Philosopi	Inactivate: 🖗 III or Part Time: hy hy	Start Date: End Date:	

- 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 Activiti	es Veteran Comr	ments Academic and Graduation Status, I	Dual Degree Miscellaneous
General Learner	Fron	n Term: 201620 To Term: 09	900g
Student Status: As Active			
Student Type: F F First Time Freshman	Add	litional Information	
Residence: R Confirmed CA Resider	nt Site:		
Fee Assessment Rate:	Ses	sion:	
Class: FR Freshman	Bloc	zenshin:	
	Chiz		
Curricula Summary       - Primary         Priority Term       Program       Catalog         1       201620       BA in Geography       201620         End:       Outcome Key:       Ad	Student Type: Level C Undergraduate F mission Type:	Rate:       Campus     College       Riverside     Natural and Agric       Admission:     201620	Degree ultural Sc Bachelor of Arts ♀ Matriculation: ♥
Field of Study Summary Priority Term Type Field	l of Study	Department	Attached to Major
1 201620 Major Geog	jraphy	Earth Sciences	
Curricula Summary - Secondary	Student Type:	Rate:	Degree
2 201620 BA in Philosophy 201620	Undergraduate F	Riverside Humanities, Arts, a	and Soc Bachelor of Arts
End: Outcome Key: Ad	mission Type:	Admission: 201620	Matriculation:
Field of Study Summary	l of Chudy	Department	Attached to Major
1 201620 Major Philo	sophy	Philosophy	

#### **SFAREGS Procedures**

# Major (Program) changes are done in SFAREGS if the student enrollment preparation (this traditionally occurs at the end of 4<sup>th</sup> 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 Studen	t SGASTDN 8.	5.8 (PPRDXE)				·		$\mathbb{E} \times$
ID:				Student S	Summary 💌	Term:	View Current/Active Curricula	
Learner	Curricula	Study Path	Activities	Veteran	Comments	Academic and Graduation Sta	tus, 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	From Term: 201620 To Term: 9999999
Student Status:     AS     Active       Student Type:     F     First Time Freshman	Additional Information
Residence: R Confirmed CA Resident	Site: Session: T
Class: FR Freshman	Block:
Curricula Summary     - Primary     Stude       Priority Term     Program     Catalog     Level       2     201620     BS in Economics     201620     Underg       End:     Outcome Key:     Admission T	nt Type: Rate: Campus College Degree graduate Riverside Humanities, Arts, and Soc Bachelor of Science Type: Admission: 201620 Matriculation:
Field of Study Summary Priority Term     Type     Field of Study       1     201620     Major     Economics	Department Attached to Major E Economics

Priority 3	7 Term 201620	Program BA in Administrative St	Catalog 201620	Level Undergraduate	Campus Riverside	<b>College</b> Humanities, A	D rts, and Soc Ba	<b>egree</b> achelor of Arts	
End:		Outcome Key:	Adm	ission Type:		Admission: 201610	Matricul	ation:	
F <b>ield</b> o Priority	f Study S Term	Summary Type	Field o	of Study	Departm	ent	Attached	to Major 🔋	
1	201620	Major	Admini	strative 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

l	Student Cours	se Registration Sf	FAREGS 8.8.3	.1 (PPRDXE)						ЗX
	<b>Term</b> : 201	620 <b>V</b> ID:	86	Pica	View	Active Oursigula	Da	ate: 22-OCT-2015	Holds:	•
	Registration	Student Term	Curricula	Study Path	Time Status					
	Registration	Student Terrin	Guineula	Judy Haur	nine Status					

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

-			
ĺ	🙆 Oracle Fusion Middleware Forms Sen	vices: Open > SFAREGS	
	Eile Edit Options Block Item Rec	ord Query Tools Help	
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l	Student Course Registration S	3.1 (PPRDXE) 000000000000000000000000000000000000	0-0-0-0-0-0-0
	Scro		
	Term: 201620 Term: 1D: 201620	Picard, Jean-Luc	
	<u>C</u> lea	ar View Current/Active Curricula	🗌 Prir
	Registration Student Term	Study Path Time Status	
	Curriculum Field of Study Dun	blicate	
1	Loc	k	
	Curriculum	)	

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

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:	
Level:	
Computer	
Campus.	
College:	

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

Curriculum		
Current:	📃 Replace: 🔐 Upda	2 Option List
Activity:	ACTIVE	All Program Codes
Key Sequence:		Base Curriculum Rules by Program
Term:	201620 💌 Spring 2016	Change Curriculum
End Term:		Curriculum Rules
Catalog Term:	201620 Spring 2016	
Priority:	4	
Program:		
Level:		
Campus:		( <u>Cancel</u> )
College:		
Degree:		

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

Change Curriculum							×
ind %PHIL							
Program	Campus	Level	College	Degree	Rule	Sel	
BA-PHIL	С	U	HS	BA	409	Y	
CPH-PHIL	С	G	HS	CPH	410	Y	
MA-PHIL	С	G	HS	MA	411	Y	
ND-PHIL	С	G	HS	ND	412	Y	
PHD-PHIL	С	G	HS	PHD	413	Y	
	( Ein	d	Οĸ	Cancel			

Curriculum	
Current:	🗌 Replace: 🖗 Update: 衛 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 THumanities, 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	<b>Catalog:</b> 201620 Level: U	Campus: C College: HS Degree: BA
Field of Study	Attached Concentral	tions: 🖺 Inactivate: 🖗
Current: Type	e: MAJOR Major	Full or Part Time:
Activity: ACTIVE Prio	ority: 1 Rolled: Field of Study: PHIL	Philosophy Start Date:
Status: INPROGRESS Cata	alog: 201620  Department: PHIL	Philosophy     End Date:

#### 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

#### Adding an Additional Major (Program) Page **10** of **10**

Learner Curricul	a Study Path	Activities	Veteran	Comments	Academic and Graduat	tion Status, Dual Degr	ree Miscellaneous	
General Learner								
New Term:	201620 Sprir	ng 2016		From Term:	201620 <b>To</b>	Term: 9999999		
Student Status: Student Type: Residence: Fee Assessment Rate Class: Student Centric Cycle	AS V Active	reshman CA Resident		Additional Site: Session: Block: Citizenship:	Information			
Curricula Summa Priority Term	ry - Primary Program BS in Economics Outcome Key:	Str Catalog Le 201620 Un Admissio	udent Type: evel Idergraduate on Type:	Campus Riverside	Rate: Colle Huma Admission:	: ege anities, Arts, and Soc 201620 Matrie	Degree Bachelor of Science culation:	
Field of Study Sur Priority Term	<b>mmary</b> Type Major	Field of St Economics	udy	De, Ecc	partment pnomics	Attach	ned to Major 🔋	

Priority 3	201620	Program BA in Administrative St	Catalog 201620	Level Undergraduate	First Time Freshman Campus Riverside	College Humanities, Arts	, and Soc Bachelor of Arts	
End:		Outcome Key:	Adm	ission Type:	Ad	dmission: 201610	Matriculation:	] 🤤
Field of Priority	Study Su Term	ummary Type	Field o	of Study	Department		Attached to Major	
1	201620	Major	Admini	strative Studies	Business Admi	inistration		

Curricula Sum Priority Term 4 201620 End:	Program BA in Philosophy Outcome Key:	Catalog Level 201620 Undergrad Admission Type	ype: Campus uate Riverside	Rate: College Humanities, Arts, Admission: 201620	Degree and Soc Bachelor of Arts
Field of Study Priority Term	Summary Type Major	Field of Study Philosophy	<b>Dep</b> a Philo	artment sophy	Attached to Major