

Catalog Term Changes

Purpose

Changing the Catalog Term on the student curriculum in **SFAREGS & SGASTDN**

Policies

Academic Senate Regulation R6.12 states as follows: To be awarded the bachelor's degree, a student must either (a) meet graduation requirements in the UCR catalog in effect in the year of his/her graduation from the Riverside campus; or (b) fulfill graduation requirements in one UCR catalog applicable during any of the previous four years in which the student successfully completed at least one quarter or one semester of full-time college-level work, regardless of where matriculated. Upon applying for candidacy, the student must specify the applicable catalog.

The colleges agreed (October 2015) that the interpretation of this regulation is that students earning two majors and one degree cannot use different catalogs for their requirements. They must use the same catalog. Students earning two degrees (i.e. a B.S. and a B.A.) may utilize requirements from different catalogs. Minors should have the same catalog of the major.

Graduate students have the choice of using the catalog in effect the year they enter the program, or the catalog in effect when they advance to candidacy.

Impacted Departments, Units, Programs, and Centers

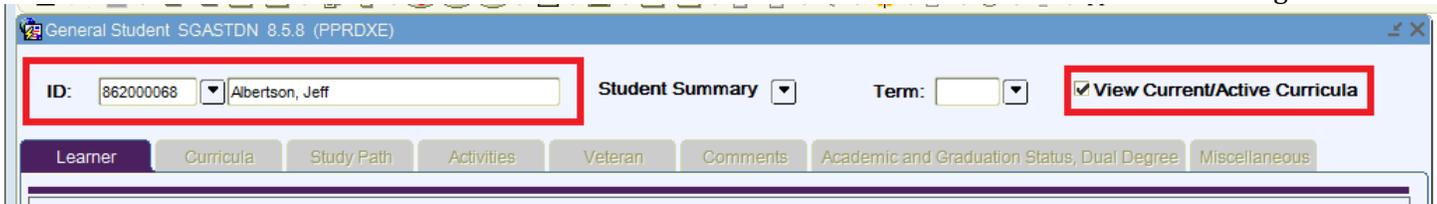
1. [College of Humanities, Arts, and Social Sciences](#)
2. [College of Natural and Agricultural Sciences](#)
3. [Bourns College of Engineering](#)
4. [School of Business Administration](#)
5. [Graduate Division Academic Affairs](#)
6. [School of Medicine Academic Affairs](#)
7. [Office of the Registrar](#)

Procedures

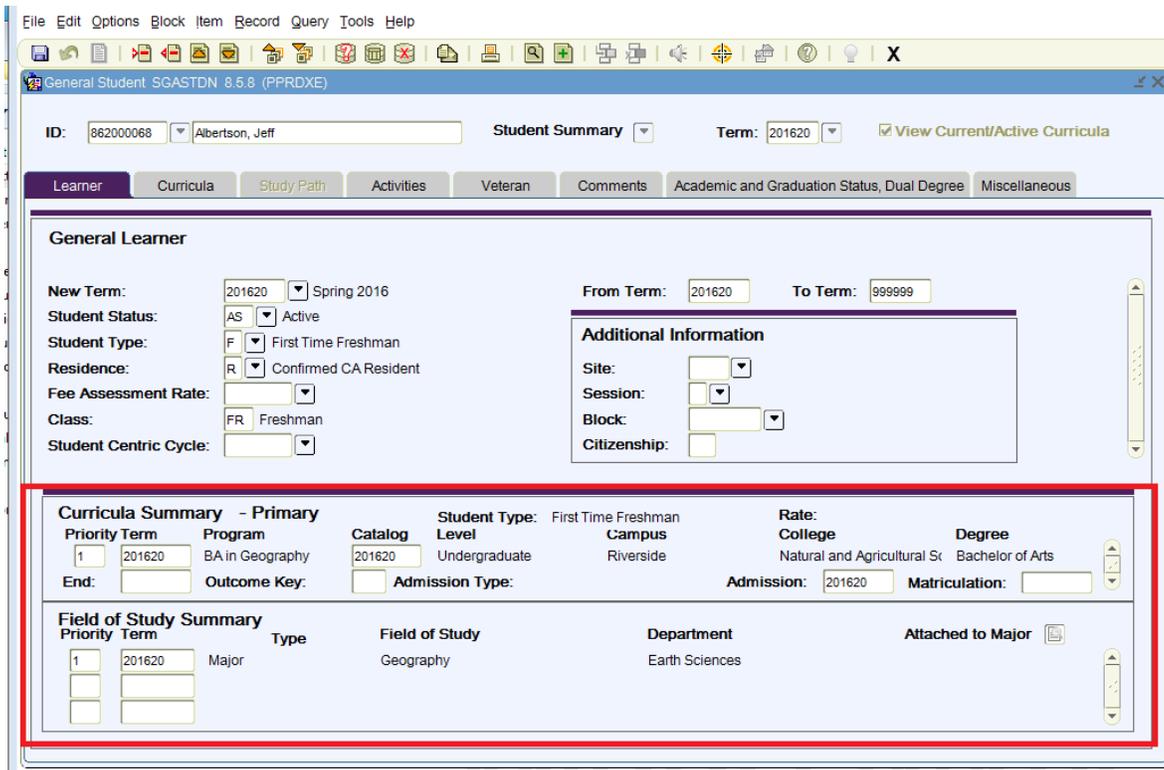
SGASTDN Procedures

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.

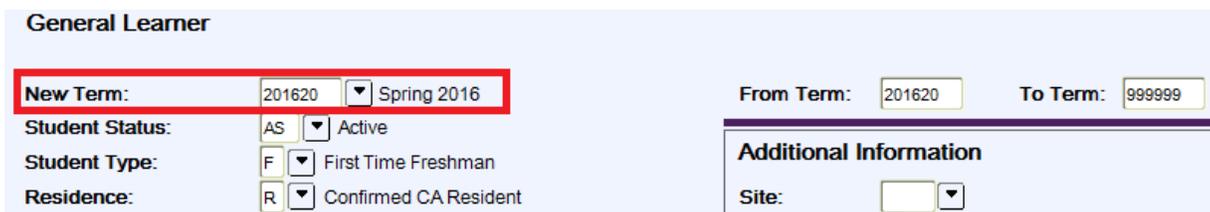
1. Go to **SGASTDN**
2. Enter **SID**, Ensure that the correct student name appears
3. **Term** – Leave blank so that the most recent record shows
4. Check on the **View Current/Active Curricula Box** – the most current record will show



5. **Next Block** into Learner
6. Under **Curricula Summary** – 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 Catalog term 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

The screenshot shows the 'General Learner' form. On the right side, there is a blue tab labeled 'Option List'. Below it, the 'List of Terms' section contains a button labeled 'Create New Effective Term'. In the main form area, the 'New Term' field is set to '201620' with a dropdown arrow, and 'Spring 2016' is displayed next to it. Other fields include 'Student Status' (AS Active), 'Student Type' (F First Time Freshman), 'Residence' (R Confirmed CA Resident), 'Fee Assessment Rate', 'Class' (FR Freshman), and 'Student Centric Cycle'. A 'Cancel' button is located at the bottom right.

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

The screenshot shows a horizontal navigation bar with several tabs: 'Learner', 'Curricula', 'Study Path', 'Activities', 'Veteran', 'Comments', 'Academic and Graduation Status, Dual Degree', and 'Miscellaneous'. The 'Curricula' tab is highlighted with a red box. Below it, a sub-tab bar shows 'Curriculum' and 'Field of Study', with 'Curriculum' also highlighted by a red box.

- 12. **Press Duplicate** – Inserts new curriculum and duplicates curriculum to change

The screenshot shows the top section of the 'Curriculum' form. It includes a 'Record 2 of 2' indicator with navigation arrows. Below this are several action buttons: 'Replace', 'Update', and 'Duplicate' (highlighted with a red box). There are also radio buttons for 'Roll Learner' (Yes, No, Default) and 'Roll to Outcome'. The 'Activity' field is set to 'ACTIVE'.

- 13. You can either type in the **New Catalog Term** or press the Scroll Button to search for the new term

The screenshot shows the main body of the 'Curriculum' form. The 'Duplicate' button is highlighted with a red box. The 'Catalog Term' field is set to '201640' with a dropdown arrow, and 'Fall 2016' is displayed next to it. Other fields include 'Current', 'Activity', 'Key Sequence' (99), 'Term' (201620 Spring 2016), 'End Term', 'Priority' (1), 'Program' (BA-GEOG BA in Geography), 'Level' (U Undergraduate), 'Campus' (C Riverside), 'College' (NA Natural and Agricultural Sci), 'Degree' (BA Bachelor of Arts), 'Roll Learner' (No selected), 'Graduation Sequence', 'User ID', 'Activity Date', 'Start Date', 'End Date', 'Roll to Outcome', 'Rolloled to Outcome', 'Student Type', 'Site', 'Rate', and 'Leave of Absence'. A 'Record 2 of 2' indicator is at the top right.

- 14. **SAVE**
- 15. Navigate to the **Curriculum summary** to review the Catalog change

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	201640	Undergraduate	Riverside	Natural and Agricultural Sc	Bachelor of Arts

Admission: 201620 Matriculation: []

Field of Study Summary

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

SFAREGS Procedures

Catalog 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 in SGASTDN
2. Go To - **SGASTDN**
3. Enter **SID**, Ensure that the correct student name appears
4. **Term** – Leave blank so you view the most current record
5. Check on the **View Current/Active Curricula Box** so the most current record shows

General Student SGASTDN 8.5.8 (PPRDXE)

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

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

6. Next Block into the Learner Tab
7. Note the **Catalog Term(s)** on the Curricula Summary for the Curricula you are Updating.
 - a. In this example we will be updating the catalog term for the Secondary Major (Program) BA-ADST.

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

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

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

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	201610	Undergraduate	Riverside	Humanities, Arts, and Soc	Bachelor of Arts

End: [Redacted] Outcome Key: [Redacted] Admission Type: [Redacted] Admission: 201610 Matriculation: [Redacted]

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** – Student Course Registration
9. **Term** – Enter the Effective Term of the change
10. **SID** – The student’s name will automatically populate

Student Course Registration SFAREGS 8.8.3.1 (PPRDXE)

Term: 201620 ID: [Redacted] Date: 22-OCT-2015 Holds: [Redacted]

View Current/Active Curricula Print Bill Print Schedule

Registration Student Term Curricula Study Path Time Status

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

Registration Student Term **Curricula** Study Path Time Status

Curriculum Field of Study

Curriculum Record 2 of 2

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

Activity: ACTIVE Apply to Graduate: Graduation Sequence: Rolled to Outcome:

Key Sequence: 99 User ID: ARANGEL

Term: 201620 Spring 2016 Activity Date: 22-OCT-2015

End Term: Start Date:

Catalog Term: 201610 Winter 2016 End Date:

Priority: 3

Program: BA-ADST BA in Administrative Studies

Level: U Undergraduate Student Type: F First Time Freshman

Campus: C Riverside Site:

College: HS Humanities, Arts, and Soc Sci Rate:

Degree: BA Bachelor of Arts Leave of Absence:

Leave From Date:

- 13. Ensure you are viewing the Curriculum for which you want to change the catalog year. Navigate using the yellow arrow buttons in the top right.
- 14. **Press Duplicate** – this will create a duplicate new curriculum record

Curriculum Record 3 of 3

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

Activity: ACTIVE Apply to Graduate: Graduation Sequence: Rolled to Outcome:

- 15. In the **New Catalog Term type** in the term code for the new catalog year

Term: 201620 Spring 2016

End Term:

Catalog Term: 201620 Spring 2016

Priority: 3

Program: BA-ADST BA in Administrative Studies

Level: U Undergraduate

Campus: C Riverside

College: HS Humanities, Arts, and Soc Sci

Degree: BA Bachelor of Arts

- 16. **SAVE**
- 17. Go to **SGASTDN** to review that New Catalog Term on the Secondary Major (Program)

Curricula Summary - Secondary Student Type: First Time Freshman Rate:

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