

Changing the Student's Record from a Double Major (Program) to a Single Major (Program)

Purpose

Removing a major (program) from a student who is a double 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**
3. Check on the **View Current/Active Curricula Box** – the most current record will show

General Student SGASTDN 8.5.8 (PPRDXE)

ID: 862000068 Albertson, Jeff Student Summary Term: View Current/Active Curricula

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

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

Curricula Summary - Primary				Student Type:	Campus	Rate:	College	Degree
Priority	Term	Program	Catalog	Level				
1	201620	BA in History	201620	Undergraduate	Riverside		Humanities, Arts, and Soc	Bachelor of Arts
End:		Outcome Key:		Admission Type:		Admission:	201620	Matriculation:

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

Curricula Summary - Secondary				Student Type:	Campus	Rate:	College	Degree
Priority	Term	Program	Catalog	Level				
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				Department	Attached to Major
Priority	Term	Type	Field of Study		
1	201620	Major	Economics	Economics	

- New Term** - If the new term equals the effective term of the Major (Program) change you can skip to step 10

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

Additional Information
Site:

- New Term** Field – click on the search button and the Options List will appear with choices
- 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

9. In the **New Term Field** type in the term code for the effective quarter
10. Navigate to the **Curricula tab** to go to the **Curriculum Tab**
 - a. On the right hand side you will see yellow arrow buttons called Record, click to the major (program) you want to remove. In this case the Second Major (Program) with priority 2.

General Student SGASTDN 8.5.8 (PPRXE)

ID: 862000068 Albertson, Jeff Student Summary Term: 201620 View Current/Active Curricula

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

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: 20-OCT-2015

End Term: Start Date:

Catalog Term: 201620 Spring 2016 End Date:

Priority: 2

Program: BS-ECON BS in Economics

11. Press **Duplicate** – this will create a duplicate major curriculum record

Curriculum Field of Study

Curriculum Record 3 of 3

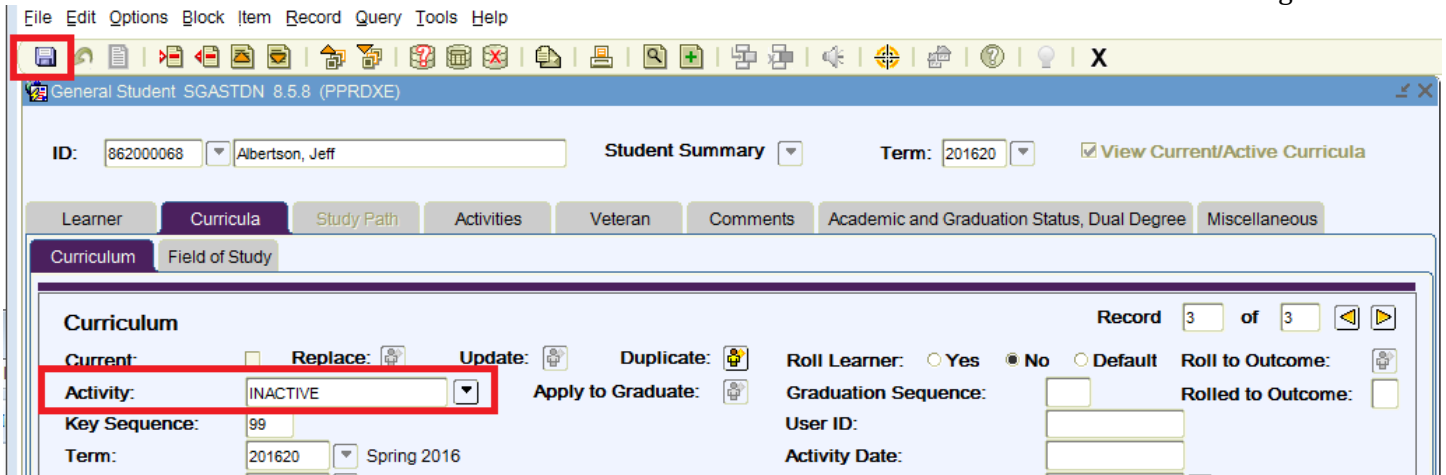
Current: Replace: Update: Duplicate: Roll Learner: Yes No Default Roll to Outcome:

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

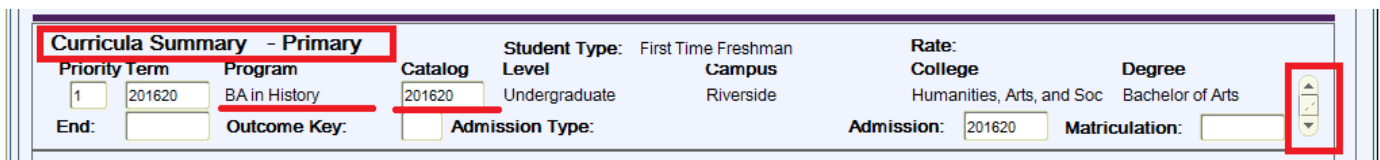
Key Sequence: 99 User ID:

Term: 201620 Spring 2016 Activity Date:

12. Under **Activity** – select **INACTIVE**
13. **SAVE** – Transaction complete will appear and you will only have 1 Curriculum Record



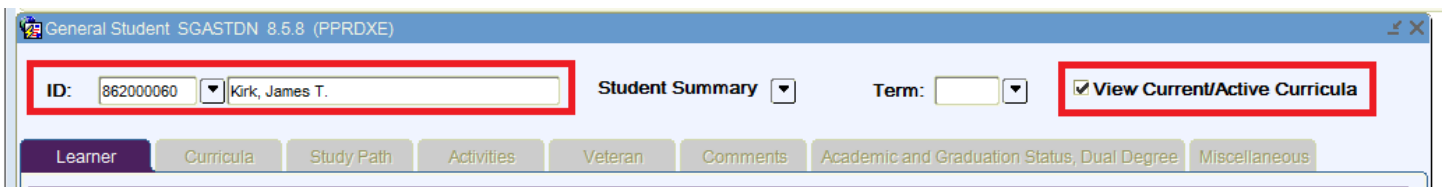
14. Go to Learner to review the change



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 would 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** – the most current record will show



6. **Next Block** into the **Learner Tab**
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: 201640 Fall 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: 201640 **To Term:** 999999

Additional Information

Site:
Session:
Block:
Citizenship:

Curricula Summary - Primary

Priority	Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	201640	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	201640	Major	Philosophy	Philosophy	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>				

Curricula Summary - Secondary

Priority	Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
2	201640	BS in Economics	201640	Undergraduate	Riverside	Humanities, Arts, and Soc	Bachelor of Science
End:		Outcome Key:	Admission Type:		Admission: 201640	Matriculation:	

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201640	Major	Economics	Economics	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>				

8. Go to **SFAREGS**

9. **Term** – Enter the Effective Term Code from the Major (Program) Change Form

10. **Enter SID** – The student’s name will automatically populate

Student Course Registration SFAREGS 8.8.3.1 (PPRDXE)

Term: 201640 **ID:** 862000060 Kirk, James T. **Date:** 22-OCT-2015 **Holds:**

View Current/Active Curricula
 Print Bill
 Print Schedule

11. **Next Block** into the **Registration**

12. Navigate to the **Curricula** tab to go to the **Curriculum Tab**

13. On the right hand side you will see yellow arrow buttons called **Record**, click to the major (program) you want to remove, by checking the priority number in each curriculum, in this case you want to remove the Second Major (Program) with priority 2.

Curriculum Field of Study

Record 2 of 2

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

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

Key Sequence: 99 User ID: ARANGEL

Term: 201640 Fall 2016 Activity Date: 22-OCT-2015

End Term: Start Date:

Catalog Term: 201640 Fall 2016 End Date:

Priority: 2

Program: BS-ECON BS in Economics

Level: U Undergraduate Student Type:

Campus: C Riverside Site:

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

Degree: BS Bachelor of Science Leave of Absence:

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

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

Curriculum Field of Study

Record 1 of 1

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

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

Key Sequence: 99 User ID: RENITA

15. Under **Activity** – Type **INACTIVE**

Curriculum

Current: Replace: Update: Duplicate:

Activity: INACTIVE Apply to Graduate:

Key Sequence: 99

Term: 201640 Fall 2016

16. **SAVE**

Curriculum Field of Study

Curriculum Record 1 of 1

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: 201640 Fall 2016 Activity Date: 21-OCT-2015

End Term: Start Date:

Catalog Term: 201620 Spring 2016 End Date:

Priority: 1

Program: BA-PHIL BA in Philosophy

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:

Admission Type: Leave From Date:

Admission Term: 201620 Spring 2016 Leave To Date:

Application: Expected Graduation Date:

Matriculated Term: Graduation Term:

Graduation Year:

FRM-40400: Transaction complete: 2 records applied and saved.
Record: 1/1 <OSC>

17. Go To **SGASTDN** to review the change

18. **Next Block** into Learner

19. Review that the desired Primary Major (Program) has the lowest Priority Number with a new Effective start Term

General Student SGASTDN 8.5.8 (PPRXE)

ID: 862000060 Kirk, James T. Student Summary Term: View Current/Active Curricula

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

General Learner

New Term: 201640 Fall 2016 From Term: 201640 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	201640	BA in Philosophy	201620	First Time Freshman	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	201640	Major	Philosophy	Philosophy	