

Changing the Major (Program) in Banner

Purpose

Students may transfer from one major 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.

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 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

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 Procedure

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. 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

4. **Next Block** into Learner

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

File Edit Options Block Item Record Query Tools Help

General Student SGASTDN 8.5.8 (PPRDXE)

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

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:

Curricula Summary - Primary

| Priority | Term | Program | Catalog | Student Type: | Level | Campus | Rate: | College | Degree |
|----------|--------|-----------------|---------|---------------------|---------------|-----------|-------|-----------------------------|------------------|
| 1 | 201620 | BA in Geography | 201620 | First Time Freshman | 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 | |

6. **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:

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

The screenshot shows the 'General Learner' form with several fields: New Term (201620), Student Status (AS), Student Type (F), Residence (R), Fee Assessment Rate, Class (FR), and Student Centric Cycle. An 'Option List' dialog box is open, showing 'List of Terms' and a 'Create New Effective Term' button. A 'Cancel' button is also visible in the dialog.

9. In the **New Term Field** type in the term code for the effective quarter or search for it by clicking the **Search Button** and selecting the List of Terms option
10. Navigate to the **Curricula** tab to go to the **Curriculum Tab**

The screenshot shows the Banner navigation tabs. The 'Curricula' tab is selected, and the 'Curriculum' sub-tab is also highlighted.

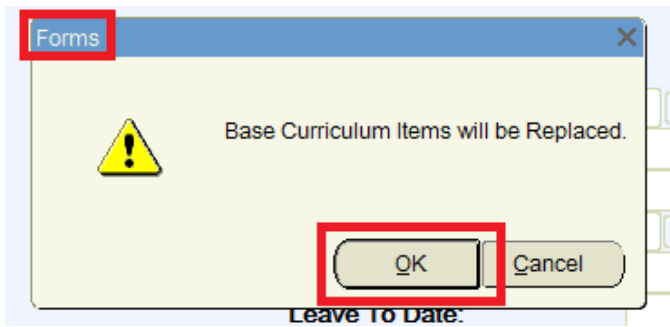
11. Press **Duplicate** – Inserts new curriculum and duplicates curriculum to change

The screenshot shows the Curriculum form with the 'Duplicate' button highlighted. The 'Record 2 of 2' indicator is also visible.

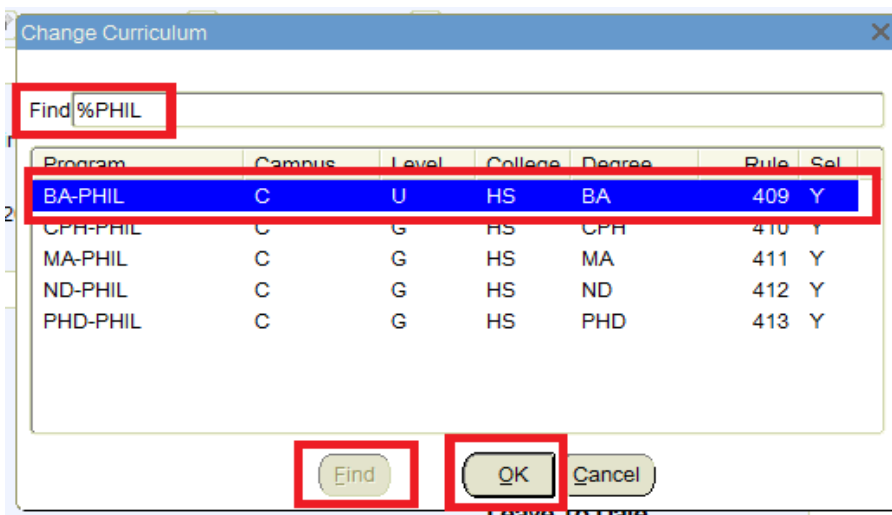
12. Click the **Button** next to the **Program Field** and the **Options List** will appear
13. If you know the program code, type it over the existing code in the **Program Field** and skip to step 17

The screenshot shows the Curriculum form with the 'Option List' dialog box open. The 'Change Curriculum' option is highlighted in the dialog. The form fields include: Current, Activity (ACTIVE), Key Sequence (99), Term (201640), End Term, Catalog Term (201620), Priority (1), Program (BA-GEOG), Level (U), Campus (C), College (NA), and Degree (BA).

14. Click on **Change Curriculum**
15. A **Forms** warning box will appear, click **OK**



16. The **Change Curriculum Form** will appear; scroll through the list to 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 click **Find**



17. 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

Activity: ACTIVE Apply to Graduate:

Key Sequence: 99

Term: 201640 Fall 2016

End Term:

Catalog Term: 201620 Spring 2016

Priority: 1

Program: BA-PHIL BA in Philosophy

Level: U Undergraduate

Campus: C Riverside

College: HS Humanities, Arts, and Soc Sci

Degree: BA Bachelor of Arts

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

19. Verify that the student's **Fields of Study** are correct including any minors or concentrations you noted in step 5. Update the field of study for the major and add or remove minors or concentrations as appropriate.

The screenshot shows the Banner Curriculum interface. The 'Field of Study' section is highlighted with a red border. It contains the following information:

- Current:**
- Type:** MAJOR (dropdown) Major
- Full or Part Time:** (dropdown)
- Activity:** ACTIVE (dropdown)
- Priority:** 1
- Rolled:**
- Field of Study:** PHIL (dropdown) Philosophy
- Start Date:** (calendar icon)
- Status:** INPROGRESS (dropdown)
- Catalog:** 201620 (dropdown)
- Department:** PHIL (dropdown) Philosophy
- End Date:** (calendar icon)
- Term:** 201640 (dropdown)
- End Term:** (dropdown)
- Attached to Major:** (dropdown)
- Created:** (empty field)

20. Press **SAVE** - the User ID has been added and the date has been entered in the Created field

21. Navigate to the **Curriculum** section to review the New Major (Program)

- a. Also you can go to **Learner** and review the change.

The screenshot shows the Banner Curriculum interface. The 'Priority' and 'Program' fields are highlighted with a red box. It contains the following information:

- Current:**
- Replace:**
- Update:**
- Duplicate:**
- Roll Learner:** Yes No Default
- Roll to Outcome:**
- Activity:** ACTIVE (dropdown)
- Apply to Graduate:**
- Graduation Sequence:** (empty field)
- Rolled to Outcome:**
- Key Sequence:** 99
- User ID:** ARANGEL
- Term:** 201620 (dropdown) Spring 2016
- Activity Date:** 21-OCT-2015
- End Term:** (dropdown)
- Start Date:** (calendar icon)
- Catalog Term:** 201620 (dropdown) Spring 2016
- End Date:** (calendar icon)
- Priority:** 1
- Program:** BA-PHIL (dropdown) BA in Philosophy
- Level:** U (dropdown) Undergraduate
- Student Type:** F (dropdown) First Time Freshman
- Campus:** C (dropdown) Riverside
- Site:** (dropdown)
- College:** HS (dropdown) Humanities, Arts, and Soc Sci
- Rate:** (dropdown)
- Degree:** BA (dropdown) Bachelor of Arts
- Leave of Absence:** (dropdown)

General Student SGASTDN 8.5.8 (PPRDXE)

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

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:
Curricula Summary - Primary

| Priority | Term | Program | Catalog | Student Type | Level | Campus | Rate | College | Degree |
|----------|--------|------------------|---------|---------------------|---------------|-----------|------|---------------------------|------------------|
| 1 | 201620 | 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 | 201620 | Major | Philosophy | Philosophy | <input type="checkbox"/> |

SFAREGS Procedure

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 in **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

General Student SGASTDN 8.5.8 (PPRDXE)

ID: A00010079 Hinderaker, Ivan 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 **Learner**
7. Under **Curricula Summary** – Make note of all the major(s) (program(s)), the priority number, minor(s), and concentration(s).

General Student SCASTDN 8.5.8 (PPRDXE)

ID: A00010079 Hinderaker, Ivan 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: 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: EAP Educ Abroad Prog Home student

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 History | 201340 | Undergraduate | Riverside | Humanities, Arts, and Soc | Bachelor of Arts |

End: Outcome Key: Admission Type: Admission: 201340 Matriculation:

Field of Study Summary

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

8. Go to **SFAREGS**
9. **Term Field** – Enter the effective term from the major change petition
10. Enter SID – the student's name will automatically populate

Student Course Registration SFAREGS 8.7 (PPRDXE)

Term: 201620 ID: A00010079 Hinderaker, Ivan Date: 12-OCT-2015 Holds:

View Current/Active Curricula Print Bill Print Schedule

Registration Student Term Curricula Study Path Time Status

11. Click **Next Block** into the **Registration Tab**
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 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: RENITA

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

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:

Term: 201620 Spring 2016 Activity Date:

End Term: Start Date:

Catalog Term: 201340 Fall 2013 End Date:

Priority: 1

Program: BA-HIST BA in History

Level: U Undergraduate Student Type:

14. **Program Field** – enter **new Program** and **skip to step 18** or click the search button and continue

a. The **Options List** will appear

15. Click **Change Curriculum**

Option List

All Program Codes

Base Curriculum Rules by Program

Change Curriculum

Curriculum Rules

Cancel

16. A **Forms** warning box will appear, click OK

Forms

Base Curriculum Items will be Replaced.

OK Cancel

Change Curriculum

Find %PHIL

| Program | Campus | Level | College | Degree | Rule | Set |
|----------|--------|-------|---------|--------|------|-----|
| BA-PHIL | C | U | HS | BA | 409 | Y |
| CPH-PHIL | C | G | HS | CPH | 410 | Y |
| MA-PHIL | C | G | HS | MA | 411 | Y |
| ND-PHIL | C | G | HS | ND | 412 | Y |
| PHD-PHIL | C | G | HS | PHD | 413 | Y |

Find OK Cancel

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

Activity: ACTIVE
Key Sequence: 99
Term: 201620 Spring 2016
End Term:
Catalog Term: 201340 Fall 2013
Priority: 1
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. Click on the **Field of Study Tab**
20. Verify that the student's **Fields of Study** are correct including any minors or concentrations you noted in step 7. Update the field of study for the major and add or remove minors or concentrations as appropriate.

Curriculum | Field of Study | Record 2 of 2

Current: Activity: ACTIVE Term: 201620 End Term: Key Seq: 99
Priority: 1 Program: BA-PHIL Catalog: 201340 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: 201340 Department: PHIL Philosophy End Date:
Term: 201620 End Term: Attached to Major: Created:

21. **SAVE** - the User ID has been added and the date has been entered in the Created Field
22. Navigate to the **Curriculum Tab** to review the new program and that it has the lowest priority if it is the primary major (program). You should also check in **SGASTDN** to review the change.

Curriculum
Record 1 of 1

Curriculum

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:** 12-OCT-2015

End Term: **Start Date:**

Catalog Term: 201340 Fall 2013 **End Date:**

Priority: 1

Program: BA-PHIL BA in Philosophy

Level: U Undergraduate **Student Type:**

Campus: C Riverside **Site:**

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

Degree: BA Bachelor of Arts **Leave of Absence:**

Leave From Date:

General Student SGASTDN 8.5.8 (PPRDXE)

ID: A00010079 Hinderaker, Ivan **Student Summary** Term: 201620 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 **From Term:** 201620 **To Term:** 999999

Student Status: AS Active

Student Type: F First Time Freshman

Residence: R Confirmed CA Resident

Fee Assessment Rate: EAP Educ Abroad Prog Home student

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 Philosophy | 201340 | Undergraduate | Riverside | Humanities, Arts, and Soc | Bachelor of Arts |
| End: | Outcome Key: | Admission Type: | Admission: 201340 | Matriculation: | | | |

Field of Study Summary

| Priority | Term | Type | Field of Study | Department | Attached to Major |
|----------------------|----------------------|-------|----------------|------------|-------------------|
| 1 | 201620 | Major | Philosophy | Philosophy | |
| <input type="text"/> | <input type="text"/> | | | | |
| <input type="text"/> | <input type="text"/> | | | | |