Removing a Minor & Concentration

Purpose

Removing a minor or concentration from a major (program) in **SFAREGS & SGASTDN**

Policies

1. Undergraduate 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. Concentrations for graduate students are managed by the departments.

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
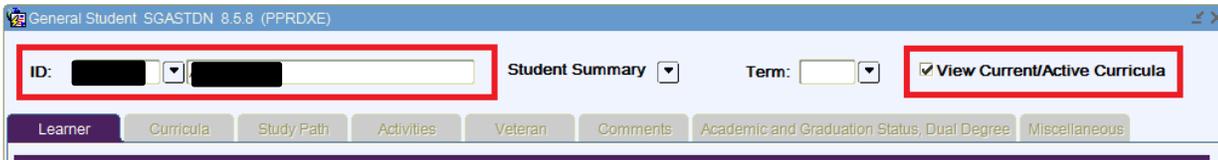
5. **Next Block** into Learner
6. Under **Curricula Summary/Field of Study Summary** – Make note of all the major(s) (program(s)), the priority number(s), minor(s), and concentration(s). So that you know in which curriculum to remove the minor or concentration from.
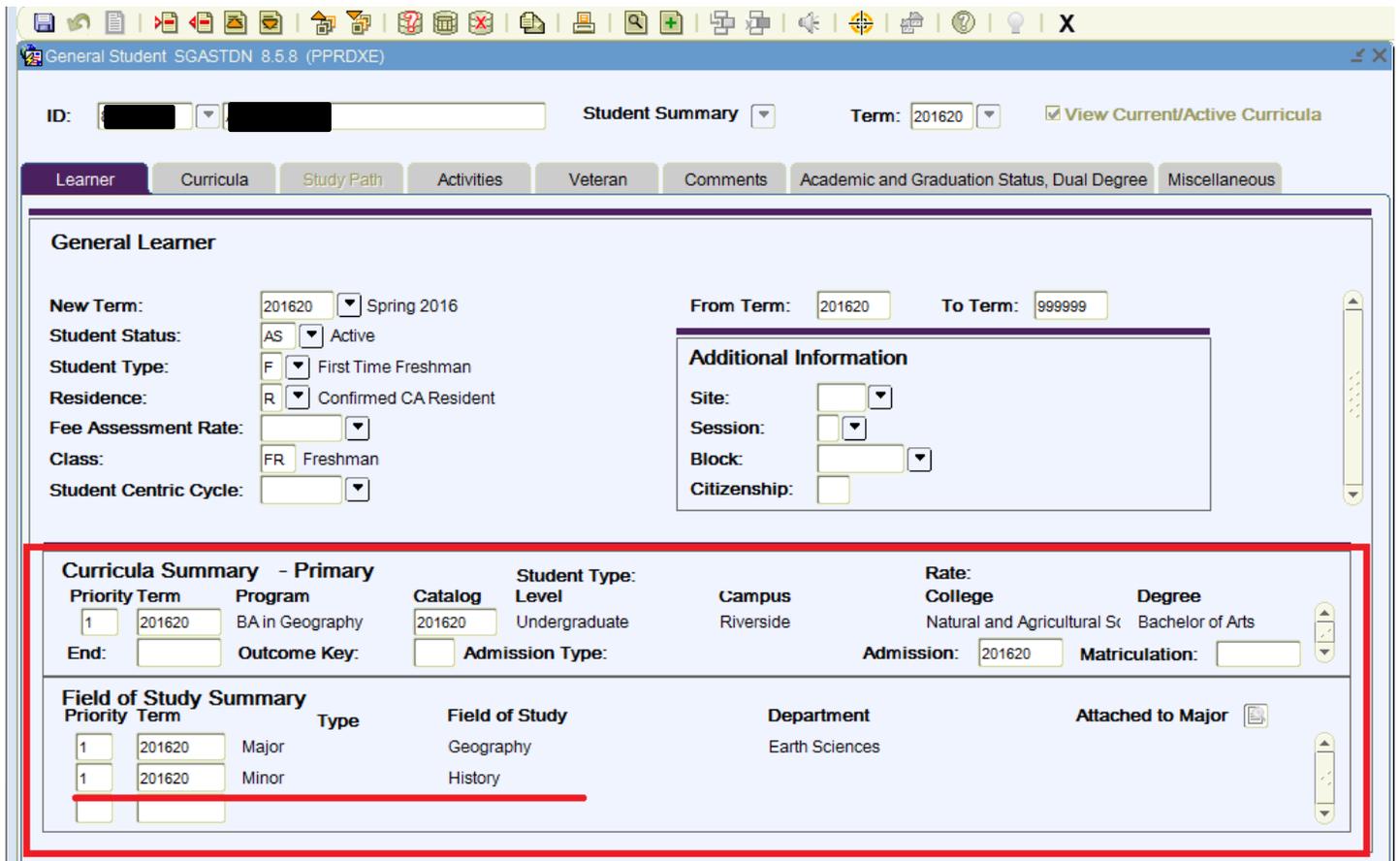
7. **New Term** - If the new term equals the effective term of the Major (Program) change you can skip to step 11
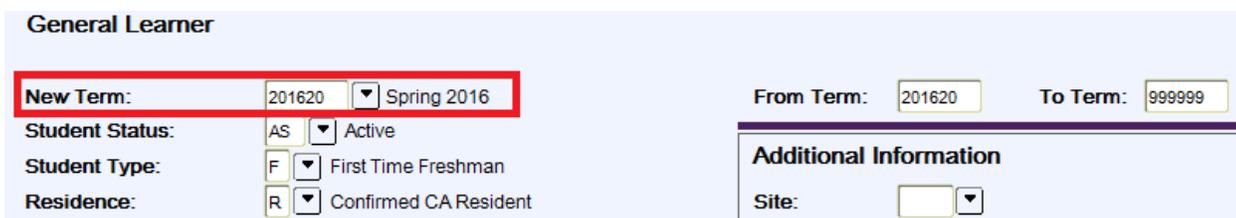
8. **New Term Field** – click on the search button and the **Options List** will appear with choices
9. Click **Create New Effective Term** and a Blank New Term will open

10. In the **New Term Field** type in the term code for the effective quarter
11. Navigate to the **Curricula tab** to go to the Curriculum Tab
12. Click on **Field of Study** Tab – Confirm that the minor/concentration you plan to remove is attached.

13. Return to **Curriculum Tab**

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

15. Click on **Field of Study tab**
16. Click on the **Minor/Concentration** to Highlight the you want to remove

17. Click the **Record Menu** and select **Remove** – the Minor or Concentration is removed

18. **SAVE**
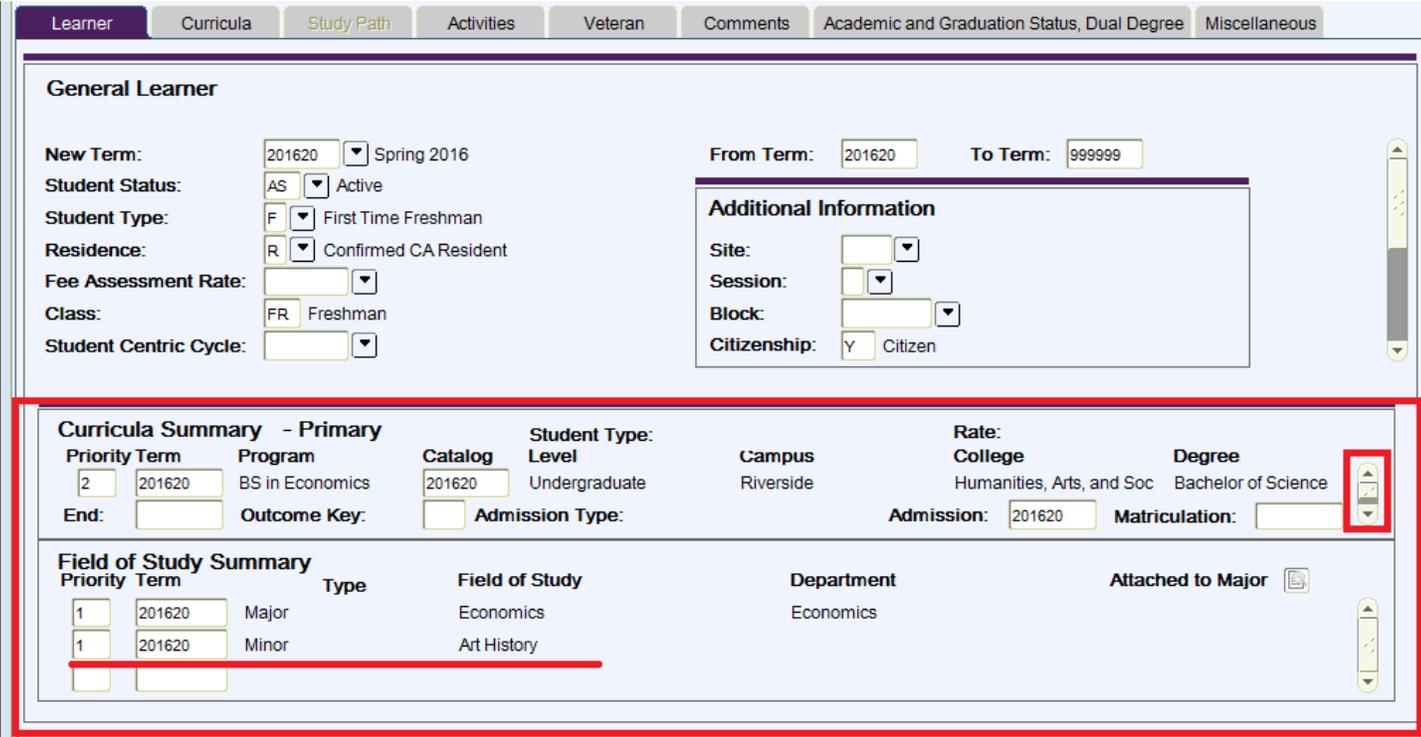19. Go to **the General Learner** record and review the change

SFAREGS Procedures

Minor & Concentration changes are done in SFAREGS if 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
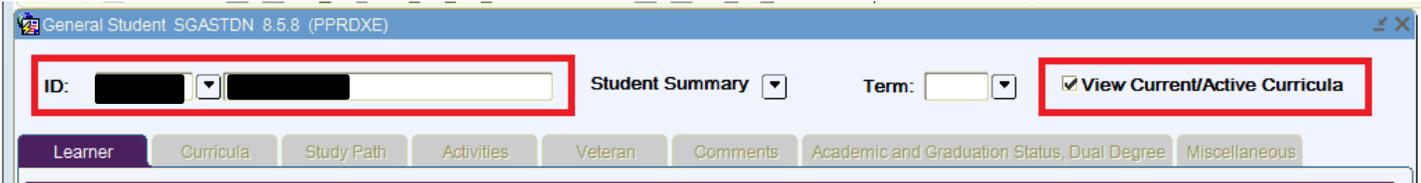
6. **Next Block** into **Learner**
7. Under **Curricula Summary** – Make note of all the major(s) (program(s)), the priority number, minor(s), and concentration(s).

8. Go to **SFAREGS**
9. **Term** – Enter the Effective Term of the minor or concentration change
10. **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 on the **Field of Study** Tab

14. Confirm that the minor or concentration you plan to remove is attached.
15. Return to **Curriculum** Tab
16. Press **Duplicate** – inserts new curriculum and duplicates curriculum to change

17. Click on the **Field of Study** Tab
18. Click on the **Minor/Concentration** and Highlight the one you want to remove

19. Click the **Record Menu** and select **Remove** – the Minor or Concentration is removed

20. **SAVE**
21. Go to **SGASTDN** to review that the desired Minor/Concentration has been removed from the Curricula