

## 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

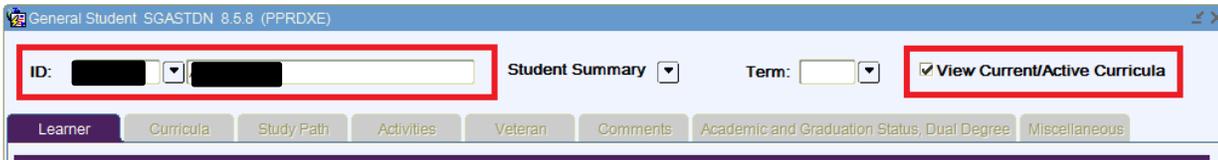
1. [College of Humanities, Arts, and Social Sciences](#)
2. [College of Natural and Agricultural Sciences](#)
3. [Bourns College of Engineering](#)
4. [School of Business Administration](#)
5. [Graduate Division Academic Affairs](#)
6. [School of Medicine Academic Affairs](#)
7. [Office of the Registrar](#)

### Procedures

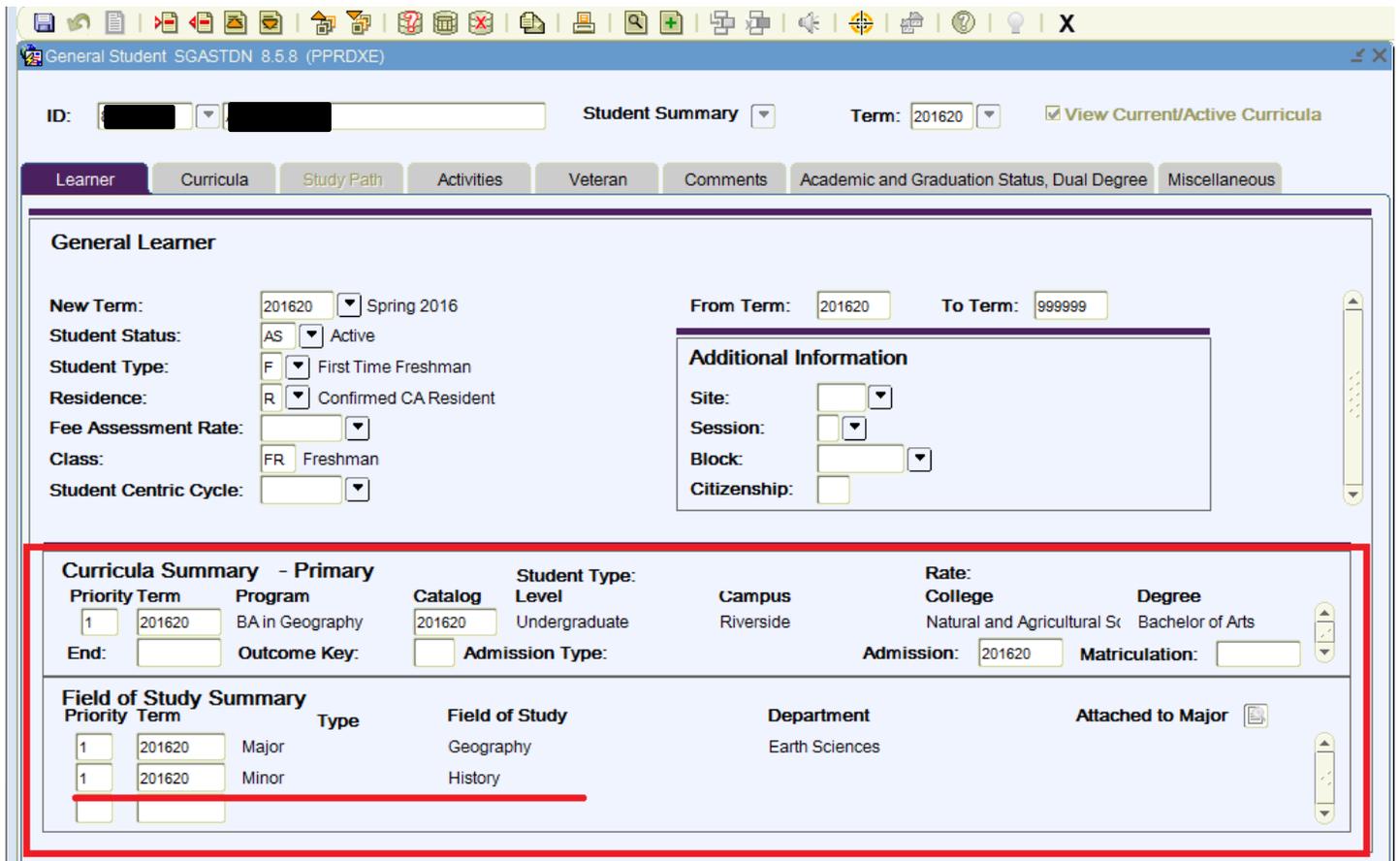
#### *SGASTDN Procedures*

**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 4<sup>th</sup> week) activating the student as Eligible to Enroll in SFAREGS.**

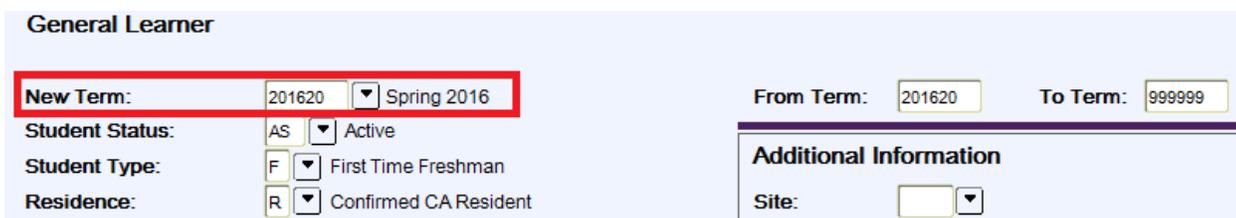
1. Go to **SGASTDN**
2. Enter **SID**, Ensure that the correct student name appears
3. **Term** – Leave blank so that the most recent record shows
4. Check on the **View Current/Active Curricula Box** – the most current record will show



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

**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

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.

**Curriculum** Record 1 of 1

**Current:**  **Activity:** ACTIVE **Term:** 201620 **End Term:** ▼ **Key Seq:** 99

**Priority:** 1 **Program:** BA-GEOG **Catalog:** 201620 **Level:** U **Campus:** C **College:** NA **Degree:** BA

**Field of Study** Attached Concentrations: ▼ Inactivate: ▼

<b>Current:</b> <input checked="" type="checkbox"/>	<b>Type:</b> MAJOR <span style="border: 1px solid red; padding: 2px;">▼</span> Major	<b>Full or Part Time:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>
<b>Activity:</b> ACTIVE <span style="border: 1px solid gray; padding: 2px;">▼</span>	<b>Priority:</b> 1 <b>Rolled:</b> <input type="checkbox"/>	<b>Field of Study:</b> GEOG <span style="border: 1px solid gray; padding: 2px;">▼</span> Geography
<b>Status:</b> INPROGRESS <span style="border: 1px solid gray; padding: 2px;">▼</span>	<b>Catalog:</b> 201620 <span style="border: 1px solid gray; padding: 2px;">▼</span>	<b>Department:</b> EARTH <span style="border: 1px solid gray; padding: 2px;">▼</span> Earth Sciences
<b>Term:</b> 201620 <span style="border: 1px solid gray; padding: 2px;">▼</span>	<b>End Term:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>	<b>Attached to Major:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>
<b>Created:</b> 22-OCT-2015 ARANGEL		<b>Start Date:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>
		<b>End Date:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>

<b>Current:</b> <input checked="" type="checkbox"/>	<b>Type:</b> MINOR <span style="border: 1px solid red; padding: 2px;">▼</span> Minor	<b>Full or Part Time:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>
<b>Activity:</b> ACTIVE <span style="border: 1px solid gray; padding: 2px;">▼</span>	<b>Priority:</b> 1 <b>Rolled:</b> <input type="checkbox"/>	<b>Field of Study:</b> HIST <span style="border: 1px solid gray; padding: 2px;">▼</span> History
<b>Status:</b> INPROGRESS <span style="border: 1px solid gray; padding: 2px;">▼</span>	<b>Catalog:</b> 201620 <span style="border: 1px solid gray; padding: 2px;">▼</span>	<b>Department:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>
<b>Term:</b> 201620 <span style="border: 1px solid gray; padding: 2px;">▼</span>	<b>End Term:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>	<b>Attached to Major:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>
<b>Created:</b> 22-OCT-2015 ARANGEL		<b>Start Date:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>
		<b>End Date:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>

<b>Current:</b> <input type="checkbox"/>	<b>Type:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>	<b>Full or Part Time:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>
<b>Activity:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>	<b>Priority:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span> <b>Rolled:</b> <input type="checkbox"/>	<b>Field of Study:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>
<b>Status:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>	<b>Catalog:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>	<b>Department:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>
<b>Term:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>	<b>End Term:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>	<b>Attached to Major:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>
<b>Created:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>		<b>Start Date:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>
		<b>End Date:</b> <span style="border: 1px solid gray; padding: 2px;">▼</span>

13. Return to **Curriculum Tab**

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:  Rolloed to Outcome:

Key Sequence: 99 User ID: ARANGEL

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

End Term:  Start Date:

Catalog Term: 201620 Spring 2016 End Date:

Priority: 1

Program: BA-GEOG BA in Geography

Level: U Undergraduate Student Type:

Campus: C Riverside Site:

College: NA Natural and Agricultural Sci Rate:

Degree: BA Bachelor of Arts Leave of Absence:

Leave From Date:

14. 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:  Rolloed to Outcome:

Key Sequence: 99 User ID:

Term: 201620 Spring 2016 Activity Date:

15. Click on **Field of Study** tab

16. Click on the **Minor/Concentration** to Highlight the you want to remove

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

Curriculum Field of Study

Curriculum Record 2 of 2

Current:  Activity: ACTIVE Term: 201620 End Term:  Key Seq: 99

Priority: 1 Program: BA-GEOG Catalog: 201620 Level: U Campus: C College: NA Degree: BA

Field of Study Attached Concentrations: Inactivate:

Current:  Type: MAJOR Major Full or Part Time:

Activity: ACTIVE Priority: 1 Rolloed:  Field of Study: GEOG Geography Start Date:

Status: INPROGRESS Catalog: 201620 Department: EARTH Earth Sciences End Date:

Term: 201620 End Term:  Attached to Major:  Created:

Current:  Type: MINOR Minor Full or Part Time:

Activity: ACTIVE Priority: 1 Rolloed:  Field of Study: HIST History Start Date:

Status: INPROGRESS Catalog: 201620 Department:  End Date:

Term: 201620 End Term:  Attached to Major:  Created:

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

File Edit Options Block Item **Record** Query Tools Help

General Student SGASTDN 8.6.8 (PPRDXE)

ID: [redacted] 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:  Activity: ACTIVE Term: 201620 End Term: Key Seq: 99  
 Priority: 1 Program: BA-GEOG Catalog: 201620 Level: U Campus: C College: NA Degree: BA

Field of Study Attached Concentrations: Inactivate:

Current:  Type: MAJOR Major Full or Part Time:  
 Activity: ACTIVE Priority: 1 Rolled:  Field of Study: GEOG Geography Start Date:  
 Status: INPROGRESS Catalog: 201620 Department: EARTH Earth Sciences End Date:  
 Term: 201620 End Term: Attached to Major: Created:

**Record 2 of 2**

Current:  Type: Full or Part Time:  
 Activity: Priority: Rolled: Field of Study: Start Date:  
 Status: Catalog: Department: End Date:  
 Term: End Term: Attached to Major: Created:

Current:  Type: Full or Part Time:  
 Activity: Priority: Rolled: Field of Study: Start Date:  
 Status: Catalog: Department: End Date:  
 Term: End Term: Attached to Major: Created:

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

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:

**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	201620	Undergraduate		Riverside		Natural and Agricultural Sc	Bachelor of Arts

End: Outcome Key: Admission Type: Admission: 201620 Matriculation:

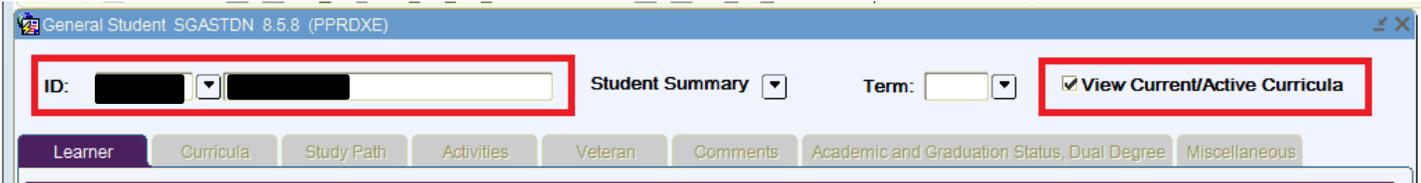
**Field of Study Summary**

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

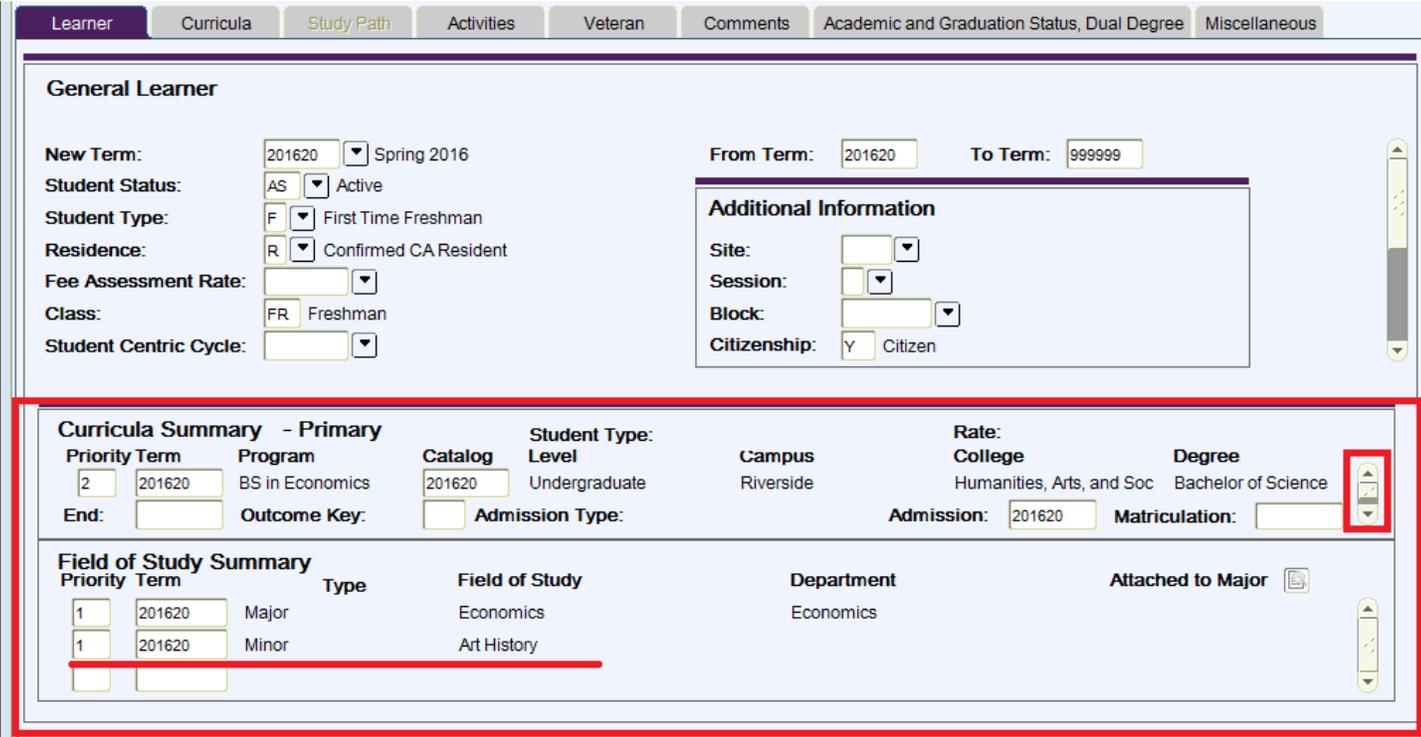
*SFAREGS Procedures*

**Minor & Concentration changes are done in SFAREGS if 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



- 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).



<b>Curricula Summary - Secondary</b>			Student Type: First Time Freshman	Rate:			
Priority Term	Program	Catalog	Level	Campus	College	Degree	
3	201620	BA in Administrative St	201610	Undergraduate	Riverside	Humanities, Arts, and Soc	Bachelor of Arts
End:	Outcome Key:	Admission Type:	Admission:	201610	Matriculation:		

<b>Field of Study Summary</b>			Department	Attached to Major
Priority Term	Type	Field of Study	Business Administration	
1	201620	Major	Administrative Studies	

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

Student Course Registration SFAREGS 8.8.3.1 (PPRDXE)

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

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 get to the Curriculum Tab
13. Click on the **Field of Study** Tab

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

Curriculum **Field of Study**

Curriculum Record 1 of 2

Current:  Activity: ACTIVE Term: 201620 End Term: [ ] Key Seq: 99

Priority: 2 Program: BS-ECON Catalog: 201620 Level: U Campus: C College: HS Degree: BS

Field of Study Attached Concentrations: [ ] Inactivate: [ ]

Current:  Type: MAJOR Major Full or Part Time: [ ]

Activity: ACTIVE Priority: 1 Rolled: [ ] Field of Study: ECON Economics Start Date: [ ]

Status: INPROGRESS Catalog: 201620 Department: ECON Economics End Date: [ ]

Term: 201620 End Term: [ ] Attached to Major: [ ] Created: 22-OCT-2015 ARANGEL

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Current:  Type: MINOR Minor Full or Part Time: [ ]

Activity: ACTIVE Priority: 1 Rolled: [ ] Field of Study: AHS Art History Start Date: [ ]

Status: INPROGRESS Catalog: 201620 Department: [ ] End Date: [ ]

Term: 201620 End Term: [ ] Attached to Major: [ ] Created: 22-OCT-2015 ARANGEL

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

The screenshot shows the 'Curriculum' form with the 'Field of Study' tab selected. The 'Duplicate' button, represented by a yellow icon with a plus sign, is highlighted with a red rectangular box. Other visible fields include 'Current' (checkbox), 'Replace' (icon), 'Update' (icon), 'Roll Learner' (radio buttons for Yes, No, Default), 'Activity' (dropdown), 'Apply to Graduate' (icon), 'Graduation Sequence' (text), 'Roll to Outcome' (icon), 'Key Sequence' (text), 'User ID' (text), 'Term' (dropdown), 'Activity Date' (text), 'End Term' (dropdown), 'Start Date' (text), 'Catalog Term' (dropdown), 'End Date' (text), 'Priority' (text), and 'Program' (dropdown).

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

18. Click on the **Minor/Concentration** and Highlight the one you want to remove

The screenshot shows the 'Field of Study' form. The top row is for a 'MAJOR' in 'ECON' (Economics). The second row, which is highlighted with a red rectangular box, is for a 'MINOR' in 'AHS' (Art History). The highlighted row includes fields for 'Current' (checkbox), 'Type' (dropdown), 'Full or Part Time' (dropdown), 'Activity' (dropdown), 'Priority' (text), 'Rolled' (checkbox), 'Field of Study' (dropdown), 'Status' (dropdown), 'Catalog' (dropdown), 'Department' (dropdown), 'Start Date' (text), 'Term' (dropdown), 'End Term' (dropdown), 'Attached to Major' (dropdown), 'End Date' (text), and 'Created' (text).

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

File Edit Options Block Item Record Query Tools Help

Student Course Registration SFAREGS 8.8.3.1 (PPRDXE)

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

View Current/Active Curricula  Print Bill  Print Schedule

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

Curriculum Field of Study

Curriculum Record 2 of 3

Current:  Activity: ACTIVE Term: 201620 End Term: [ ] Key Seq: 99  
 Priority: 2 Program: BS-ECON Catalog: 201620 Level: U Campus: C College: HS Degree: BS

Field of Study Attached Concentrations: [ ] Inactivate: [ ]

Current:  Type: MAJOR Major Full or Part Time: [ ]  
 Activity: ACTIVE Priority: 1 Rolled:  Field of Study: ECON Economics Start Date: [ ]  
 Status: INPROGRESS Catalog: 201620 Department: ECON Economics End Date: [ ]  
 Term: 201620 End Term: [ ] Attached to Major: [ ] Created: [ ]

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Current:  Type: [ ] Full or Part Time: [ ]  
 Activity: [ ] Priority: [ ] Rolled:  Field of Study: [ ] Start Date: [ ]  
 Status: [ ] Catalog: [ ] Department: [ ] End Date: [ ]  
 Term: [ ] End Term: [ ] Attached to Major: [ ] Created: [ ]

20. SAVE

21. Go to **SGASTDN** to review that the desired Minor/Concentration has been removed from the 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: [ ]

Additional Information  
 Site: [ ]  
 Session: [ ]  
 Block: [ ]  
 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:		Outcome Key:		Admission Type:		Admission: 201620	Matriculation: [ ]

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201620	Major	Economics	Economics	
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]