

Curriculum Changes

Introduction

This lab is to review and practice the material covered in the online tutorial Curriculum Changes with a Banner expert. At the end of this lab, you will know how to:

1. Understand how the SGASTDN form works and be able to accurately update it.
2. Change a student's program/major, minor, or concentration
3. Add and remove programs/majors, minors, or concentrations
4. Remove 2 programs and replace them with a different program
5. Change the order of programs
6. Change the catalog the student is following

Expectations

1. Please silence your cell phones and take breaks as needed. There are no scheduled breaks.
2. You have completed the online tutorials mentioned above and practiced them prior to this lab.
3. This lab will only cover the material as described above. As you explore Banner, you may have questions not related to the topic that we are covering today. Please use the "Parking Lot" area to make note of your questions so that you can remember to ask them at a future training session on the respective topic(s) or review recommended tutorials that address your question.

P A R K I N G L O T

Lab Exercises: Group Exercise – Curriculum Changes

Exercise #1

Why is it helpful to leave the term field blank in the key block of SGASTDN?

Answer: It ensures that you are viewing the most recent General Learner and Curriculum records first. It also allows you to view all of the history of the student.

Exercise #2

Describe the relationship between the New Term and changes made to a student's curricula or catalog year. _____

Answer: If the New Term is not the effective term of the change, then a new General Learner record should be inserted with a New Term that is equal to the term you are making the change. This is done prior to updating the curriculum. Multiple curriculum changes can occur for the same effective term and Banner keeps that history so it is not necessary to insert a new General Learner record for every curriculum change.

Exercise #3

Why is it necessary to review the student's Curricula Summary prior to making any changes? _____

Answer: The user ensures they are aware of the degrees, programs/majors, minors, and concentrations the student currently has so they can perform subsequent steps correctly such as the placement of minors and the entry of priority numbers. The user should also review which catalog is being utilized in case it needs to be updated while the curricula is being changed or to ensure the catalog years match if the student is pursuing two majors with the same degree. It's very easy to miss the small scroll bar that is enabled in the top portion of the Curricula Summary block indicating that the student has multiple active programs/majors. It would also be easy to change the wrong program if you were not aware that the student has more than one.

Exercise #4

The program code is comprised of the _____ codes. In addition to these two, the items associated with the program code are _____

_____. These associations are called Curriculum Rules and they ensure that _____.

Answer: 1) Degree and Major 2) Level, campus, college, major, department, minor, and concentration. 3) Only combinations of these fields approved by the faculty senate are placed on a student's record.

Exercise #5

The relationship of the Curriculum tab to the Field of Study tab can be described as:

- A. Totally dependent and connected
- B. Somewhat dependent and connected
- C. Totally independent and not connected

Answer: A. Though the information is stored on separate tabs, unlike other Banner forms with multiple tabs these two tabs are joined at the hip. If one is updated, the other should be reviewed to see if updates apply. Fields of study are attached to the program entered on the Curriculum tab.

Exercise #6

The priority number in the **Curricula Summary and Curriculum tab / Field of Study Summary and Field of Study tab** (circle one set) indicates the order of the programs. The rule of thumb is that the primary program has a priority that is _____.

Answer: Circle Curricula Summary and Curriculum tab because this indicates the order of the programs on the record. The priority on Field of Study indicates the order of majors, minors, or concentrations that are attached to the program on the Curriculum tab but do not indicate order compared to majors, minors, and concentrations that are attached to another program. The rule of thumb is that the primary program has a priority that is lowest.

Exercise #7

From the list of students provided, review the student's record. Change the student's primary program to Electrical Engineering effective fall 2016.

Answer: Review the student's General Learner and Curricula Summary in SGASTDN. Make note of all the major(s) (program(s)), the priority number(s), catalog year, minor(s), and concentration(s). For the student you have you should not have to change the New Term on the General Learner record because Fall 2016 already exists. Follow procedures to duplicate the curriculum and change the only program to BS-ELEN.

Exercise #8

Using the same student, add a double major in Business Administration effective Fall 2016.

Answer: Review the student's General Learner and Curricula Summary in SGASTDN. Make note of all the major(s) (program(s)), the priority number(s), catalog year, minor(s), and concentration(s). You do not need to generate a new General Learner record for 201640 because it already exists and use the Record menu to insert a record on the Curriculum tab with a higher priority for the BS-BSAD program. Check the Field of Study tab to ensure it is correct with the BSAD major. Save and review the results on the Learner tab of SGASTDN to ensure it is correct. Note that the scroll bar in the Curricula Summary is now enabled.

Exercise #9

Go to SFAREGS for Fall 2016 and next block and save the appropriate number of times. Go back to SGASTDN to review your student's curriculum to prepare for the next change. Add a concentration to the Business Administration program effective Fall 2016; what happens if you try in SGASTDN? _____ Move on as directed. When you get to the Field of Study tab, first try selecting All Concentration Codes from the pop-up window and add a concentration of Business Informatics (BUNF) and record the message you receive. _____ Locate the Attached Concentrations and add one.

Answer: Go to SFAREGS for Fall 2016 and next block and save 2 times. Review the student's General Learner and Curricula Summary in SGASTDN. Make note of all the major(s) (program(s)), the priority number(s), catalog year, minor(s), and concentration(s). If you try to make the change by duplicating the curriculum in SGASTDN you get an error message that registration exists and changes must be made in SFAREGS. This is an example of when registration set up or enrollment has begun for a term and changes for that term must be made in SFAREGS. In SFAREGS, enter 201640, next block, and go to the Curriculum tab and use the yellow arrow to navigate to the BS-BSAD program (with a higher priority). Go to the Field of Study tab. If you select the search by field of study and select all minors and pick BUNF you get a fatal error and Banner saves for you. Go to an empty line and add an attached concentration. Save and review the results on the Learner tab of SGASTDN to ensure the record is correct.

Lab Exercises: On your Own

Exercise #10

Swap the order of your programs so Business Administration is the primary program as of Spring 2017.

Answer: Review the student's General Learner and Curricula Summary in SGASTDN. Make note of all the major(s) (program(s)), the priority number(s), catalog year, minor(s), and concentration(s). Generate a new General Learner record for 201720 because it does not exist and go to the Curriculum tab. View the lowest priority number curriculum of Electrical Engineering and follow the procedure to update it with update button. Change the priority to a higher number than the other program and save. Review the results on the Learner tab of SGASTDN to ensure the programs are in the desired order.

Exercise #11

Add another concentration to the Business Administration program as of Fall 2017.

Answer: Review the student's General Learner and Curricula Summary in SGASTDN. Make note of all the major(s) (program(s)), the priority number(s), catalog year, minor(s), and concentration(s). Generate a new General Learner record for 201740 because it does not exist and duplicate the BSAD program and go to the Field of Study tab and in an empty row enter a second concentration with priority of 2 and save. Review the results on the Learner tab of SGASTDN to ensure the concentrations are listed appropriately.

Exercise #12

Add a History minor to your student as of Fall 2017.

Answer: Review the student's General Learner and Curricula Summary in SGASTDN. Make note of all the major(s) (program(s)), the priority number(s), catalog year, minor(s), and concentration(s). You do not need to generate a new General Learner record for 201740 because it already exists so duplicate the BSAD program and go to the Field of Study tab and in an empty row enter a minor and save. Review the results on the Learner tab of SGASTDN to ensure the concentrations are listed appropriately.

Exercise #13

Remove the student's minor and first concentration as of Spring 2018.

Answer: Review the student's General Learner and Curricula Summary in SGASTDN. Make note of all the major(s) (program(s)), the priority number(s), catalog year, minor(s), and concentration(s). Generate a new General Learner record for 201820 because it does not exist and duplicate the BSAD program and go to the Field of Study tab and remove the minor and concentration with a priority of 1 and save. Review the results on the Learner tab of SGASTDN to ensure the programs and fields of study are listed appropriately.

Exercise #14

Change the Electrical Engineering program to Asian Studies as of Summer 2018. The student is going to follow the Fall 2018 catalog requirements for this program.

Answer: Review the student's General Learner and Curricula Summary in SGASTDN. Make note of all the major(s) (program(s)), the priority number(s), catalog year, minor(s), and concentration(s). Generate a new General Learner record for 201830 because it does not exist and use the yellow arrow to navigate to the BS-ELEN program and duplicate the ELEN program and follow the procedures to change it to the BA-AST program, update the catalog year to 201840 and go to the Field of Study tab to review it is correct and save. In this case it is okay for the catalog year to be different for AST because it's a BA degree whereas BSAD is a BS degree. Review the results on the Learner tab of SGASTDN to ensure the outcome is correct.

Exercise #15

Remove the Asian Studies program from the student's record as of Fall 2018.

Answer: Review the student's General Learner and Curricula Summary in SGASTDN. Make note of all the major(s) (program(s)), the priority number(s), catalog year, minor(s), and concentration(s). Generate a new General Learner record for 201840 because it does not exist and use the yellow arrow to navigate to the BA-AST program and duplicate it and change the activity on the Curriculum tab to inactive and save. Review the results on the Learner tab of SGASTDN to ensure the outcome is correct. Note that the scroll bar for the Curricula Summary is no longer active because there is only one program.

Exercise #16

Add the Bachelor of Science in Biology program to the student's record as of Fall 2018 as the primary program. What should the catalog year be?

Answer: Review the student's General Learner and Curricula Summary in SGASTDN. Make note of all the major(s) (program(s)), the priority number(s), catalog year, minor(s), and concentration(s). You do not need to generate a new General Learner record for 201840 because it already exists. Go to the Curriculum tab and use the Record menu to insert a new curriculum for BS-BIOL with a lower priority than Business Administration. Because this student is now pursuing 2 majors with the same degree (BS) the catalog years should match, which is likely 201640 on the BSAD program. Enter 201640 for the BIOL program or enter a different catalog year and then update BSAD to have the same catalog. Review the Field of Study tab to ensure it is correct and save. Review the results on the Learner tab of SGASTDN to ensure the outcome is correct.

Exercise #17

Replace both the Business Administration and Biology programs with French and a minor in Language and Literature in French as of Winter 2019.

Answer: Review the student's General Learner and Curricula Summary in SGASTDN. Make note of all the major(s) (program(s)), the priority number(s), catalog year, minor(s), and concentration(s). Generate a new General Learner record for 201910 because it does not exist and go to the BS-BIOL program and duplicate it to change it to BA-FREN. Go to the Field of Study tab and ensure the FREN major is there and add the minor LLFR. Save. Go to the Curriculum tab and use the yellow arrow to navigate to the BS-BSAD program and duplicate it and change the activity status to inactive and save. Review the results on the Learner tab of SGASTDN to ensure the outcome is correct.

Exercise #18

Add a concentration of French Civilization to the student's record as of Spring 2019.

Answer: Review the student's General Learner and Curricula Summary in SGASTDN. Make note of all the major(s) (program(s)), the priority number(s), minor(s), and concentration(s). Generate a new General Learner record for 201920 because it does not exist and duplicate the curriculum and go to the Field of Study tab. Add a concentration of CIVF and review the tab to ensure the major, minor, and concentration are correct. Save and review the results on the Learner tab of SGASTDN to ensure it is correct.

Resources

Keystrokes

Action	Keystroke
Edit	Ctrl + E
Show Keys	Ctrl + F1
Previous Block	Ctrl + Page Up
Next Block	Ctrl + Page Down
Exit or Cancel Query	Ctrl + Q
Next Field	Ctrl + Tab
Clear Field	Ctrl + U
Help	F1
Duplicate Field/Item	F3
Duplicate Record	F4
Direct Access	F5
Insert Record	F6
Enter Query	F7
Execute Query	F8
List of Values	F9
Save	F10
Display Error	Shift + F1
Count Query Hits	Shift + F2
Select	Shift + F3
Clear Record	Shift + F4
Clear Block	Shift + F5
Remove Record	Shift + F6
Rollback	Shift + F7
Print	Shift + F8
Previous Field	Shift + Tab
Next Field	Tab

Banner Forms Quick Reference Guide

GENERAL PERSON INFORMATION		COURSE/SECTION INFORMATION	
SPAIDEN	Name, Address, Phone Number, Email	SCACRSE	Master Course Inventory
SOAIDEN	Person Search	SSASECT	Section Information
SPACMNT	Comments	SCA/SSADETL	Coreq, CMF, Attributes, Description, Equivalencies (renumbering/crosslisted)
SOAHOLD	Holds	SSASECQ	Section Query
GOADPRF	Directory Information	SCA/SSAPREQ	Flag for CAPP Prereq Checking
GUASYST	Overview of what module the student's in	SCA/SSARRES	Restrictions
		SCA/SSASYLB	Long course title, schedule notes
		SCAMEXC	Mutual Exclusion (Course Overlap)
		SSAMATX	Bldg/Room Use
GENERAL STUDENT INFORMATION		FACULTY/ADVISOR INFORMATION	
SGASTDN	General Information: Major/Program Info	SIAASGQ	Faculty Schedule
SGASTDQ	Major/Program Summary	SIAINST	Faculty/Advisor Information
AGAADVR	Assign Advisor(s)		
SGASADD	Cohorts and Attributes		
REGISTRATION		TRANSCRIPTS/VERIFICATIONS	
SFAREGS	Registration	SHATCMT	Comments
SFAREGQ	Student Schedule with Day and Time	SHARQTC	Transcript Request
SFAREGF	Registration with Drops and Refund %	SFARQST	Verification Request
SFARHST	Registration History	SHRTRTC	Transcript Job
SFARGRP	Registration Appointments (Time Ticketing)		
SFASRPO	Permits and Overrides		
SFASTCA	Registration Audit	SPECIAL STUDENT POPULATION INFORMATION	
SFASLST	Class Roster	SZANTUD	Student User Defined Fields (Non-term based)
SFAESTS	Enrollment Status Codes and Refund Schedule	SZANTUD (41-49)	Residency Values from Admissions Application
SFARSTS	Course Registration Status Codes and Refund Schedule	SZANTUD (201-205)	Veterans
SFAWLPR	View students on the waitlist that have not been offered a seat	SZAUSDS	Student User Defined Fields (Term based)
SFIWLNT	View students who have been offered a seat off the waitlist	SGASTDN	Veterans (Only some departments have access to the Biographical tab)
SFAXWLP	View student on the waitlist for cross-listed courses who have not been offered a seat	SGADISA	Student's with Disabilities (security only given to Student Special Services and Registrar Management)
		SGASPRT/SGISPRT	Athletes
		GOAINTL	International
ACADEMIC HISTORY		FEE INFORMATION	
SHACRSE	Completed Courses/Grades	TSAEXPP	Exemptions
SHATCKN	Grade Changes, Incompletes, EAP Course Title Changes	TSIAUTH	Exemption query by student
SHAGAPP	Graduation Application		
SHADEGR	Graduation Degree Conferral		
SHADGMQ	Degree Summary		
SHASUBJ	Completed Courses and Grades by Subject	TRANSFER ARTICULATION	
SHASTAT	Academic Standing Query	SHATRNS	Transfer Work in Academic History
SHATERM	Completed Terms/GPA	SHATATR	Articulation Catalog
SHAINST	Academic Standing, Dean's/Chancellor's List, Withdrawal Reason, Term GPA	SHATATC	Articulation Catalog entry
SHAPCMP	Initial Stats for Students Pre-SIS and Banner	SHATAEQ	Transfer Articulation Evaluation