

Removing 2 Majors (Programs) & Replacing with a New Major (Program)

Purpose

This document shows how to start with a record with 2 majors (programs) & replacing them with a completely new 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**, 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** – 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 Learner
- Under **Curricula Summary** – Make note of all the major(s) (program(s)), the priority number(s), minor(s), and concentration(s). In the example below, the BA-PHIL has a priority number of 1 and BS-ECON has a priority number of 2

Curricula Summary - Primary

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

Curricula Summary - Secondary

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	<input type="checkbox"/>

- New Term** - If the new term equals the effective term of the Major (Program) change you can skip to step 11

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

The screenshot shows the 'General Learner' form with several fields: 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), and Student Centric Cycle. An 'Option List' dialog box is open on the right, showing a 'List of Terms' section with a 'Create New Effective Term' button highlighted in red. The 'New Term' field in the main form is also highlighted in red.

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

Note: First you will Add the New Primary Major (Program) & after Inactivate the Second Major (Program)

12. On the right hand side you will see **Record**, click to the major (program) with the lowest priority number.

The screenshot shows the 'Curricula' tab with a 'Curriculum' section. The 'Record 1 of 2' indicator is highlighted in red. The 'Duplicate' button is also highlighted in red. The 'Program' field is set to 'BA-PHIL BA in Philosophy'. Other fields include 'Current' (checked), 'Activity' (ACTIVE), 'Key Sequence' (99), 'Term' (201620 Spring 2016), 'End Term', 'Catalog Term' (201620 Spring 2016), 'Priority' (1), 'Roll Learner' (No), 'Graduation Sequence', 'User ID' (ARANGEL), 'Activity Date' (21-OCT-2015), 'Start Date', and 'End Date'.

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

The screenshot shows the 'Curriculum' section with the 'Duplicate' button highlighted in red. The 'Record 1 of 2' indicator is also visible. The 'Program' field is set to 'BA-PHIL BA in Philosophy'. Other fields include 'Current' (checked), 'Activity' (ACTIVE), 'Key Sequence' (99), 'Term' (201620 Spring 2016), 'Roll Learner' (No), 'Graduation Sequence', 'User ID' (ARANGEL), and 'Activity Date' (21-OCT-2015).

14. **Program** - If you know the **program code**, type it over the existing code in the Program Field and **skip to step 18** or click the Search Button next to the Program Field and the Options List will appear
15. Click on **Change Curriculum**

Current: Replace: Update: Duplicate: Roll Learner: Yes No

Activity: ACTIVE

Key Sequence: 99

Term: 201620 Spring 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

Option List

All Program Codes

Base Curriculum Rules by Program

Change Curriculum

Curriculum Rules

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

Forms

Base Curriculum Items will be Replaced.

Leave To Date.

17. The **Change Curriculum** Form will appear; scroll through the list and 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 clicking Find

Change Curriculum

Find %HIST

Program	Campus	Level	College	Degree	Rule	Sel
BA-HIST	C	U	HS	BA	266	Y
BS-HIST	C	U	HS	BS	267	Y
CPH-HIST	C	G	HS	CPH	268	Y
MA-HIST	C	G	HS	MA	269	Y
PHD-HIST	C	G	HS	PHD	271	Y

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	Apply to Graduate:
Key Sequence:	99	
Term:	201620	Spring 2016
End Term:		
Catalog Term:	201620	Spring 2016
Priority:	1	
Program:	BA-HIST	BA in History
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 6. Update the field of study for the major and add or remove minors or concentrations as appropriate.

Curriculum		Field of Study	
Record 2 of 3			
Current: <input type="checkbox"/>	Activity: ACTIVE	Term: 201620	End Term:
Priority: 1	Program: BA-HIST	Catalog: 201620	Level: U
	Campus: C	College: HS	Degree: BA
Field of Study			
Attached Concentrations:		Inactivate:	
Current: <input type="checkbox"/>	Type: MAJOR	Full or Part Time: <input type="checkbox"/>	
Activity: ACTIVE	Priority: 1	Rolled: <input type="checkbox"/>	Field of Study: HIST
Status: INPROGRESS	Catalog: 201620	Department: HIST	Start Date:
Term: 201620	End Term:	Attached to Major:	End Date:
		Created:	

- 21. **SAVE** - the User ID has been added and the date has been entered in the Created field
- 22. Navigate to the **Curriculum** section to review the New Major (Program) and that it has a priority number of 1.

Curriculum Field of Study

Record 1 of 2

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: 21-OCT-2015

End Term: Start Date:

Catalog Term: 201620 Spring 2016 End Date:

Priority: 1

Program: BA-HIST BA in History

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:

Curricula Summary - Primary				Student Type:	Rate:	College	Degree
Priority	Term	Program	Catalog	Level	Campus	College	Degree
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	Department	Attached to Major
1	201620	Major	History	History	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Note: Here you will Inactivate the Second Major (Program)

23. On the right hand side you will see **Record**, click to the Second Major (Program); it's the one with the Highest priority number
24. Press **Duplicate** – this will create a duplicate major curriculum record

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: 21-OCT-2015

End Term: Start Date:

Catalog Term: 201620 Spring 2016 End Date:

Priority: 2

Program: BS-ECON BS in Economics

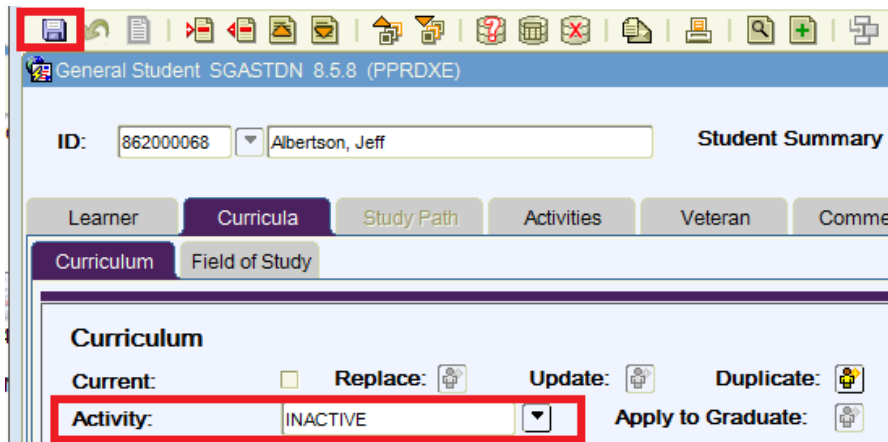
Level: U Undergraduate Student Type:

Campus: C Riverside Site:

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

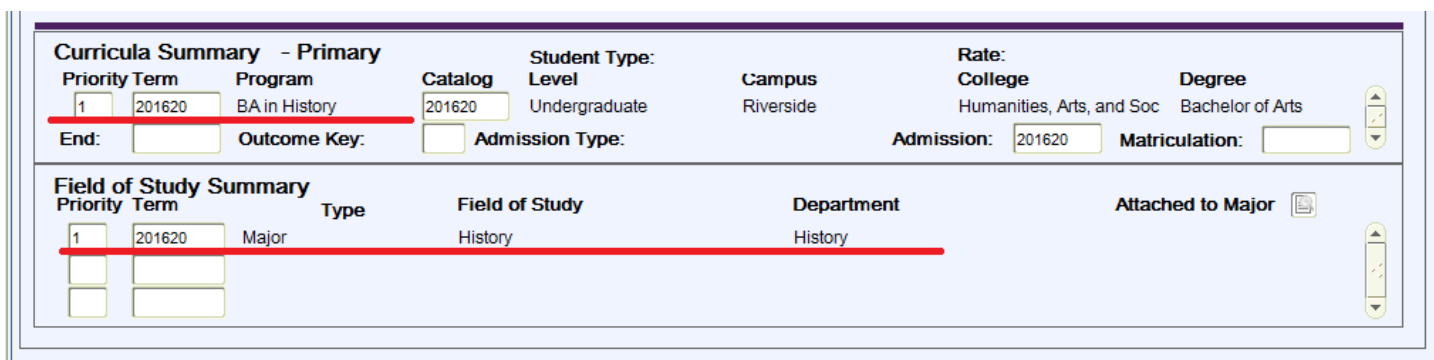
Degree: BS Bachelor of Science Leave of Absence:

25. Under **Activity** – input **INACTIVE**



26. **SAVE**

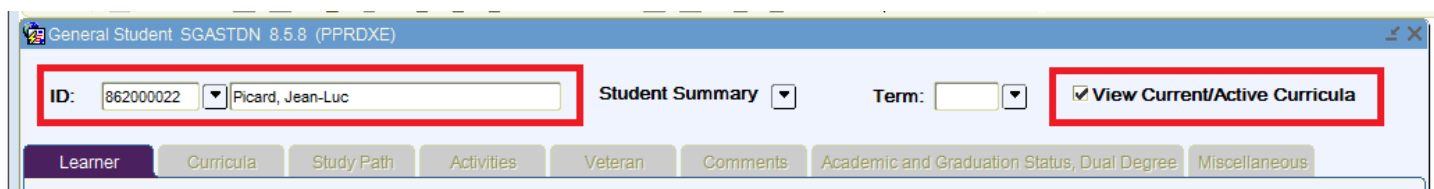
27. Go to **Learner** and review the change; confirm that the secondary program does not show



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 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**

- Under **Curricula Summary** – Make note of all the major(s) (program(s)), the priority number, minor(s), and concentration(s). In the example below, the BA-HIST has a priority number of 1 and BS-ECON has a priority number of 2

General Learner

New Term: 201610 Winter 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: 201610 To Term: 999999

Additional Information

Site:
 Session:
 Block:
 Citizenship: Y Citizen

Curricula Summary - Primary

Priority	Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	201610	BA in History	201610	Undergraduate	Riverside	Humanities, Arts, and Soc	Bachelor of Arts

End: Outcome Key: Admission Type: Admission: 201610 Matriculation:
 Field of Study Summary: Priority 1, Term 201610, Major, History, Department History

Curricula Summary - Secondary

Priority	Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
2	201610	BS in Economics	201610	Undergraduate	Riverside	Humanities, Arts, and Soc	Bachelor of Science

End: Outcome Key: Admission Type: Admission: 201610 Matriculation:
 Field of Study Summary: Priority 1, Term 201610, Major, Economics, Department Economics

Note: First you will Add the New Primary Major (Program) & after Inactivate the Second Major (Program)

- Go to **SFAREGS**
- Term** – Enter the Effective Term from the Major Change Form
- SID** – The student’s name will automatically populate

Student Course Registration SFAREGS 8.8.3.1 (PPRDXE)

Term: 201620 ID: 862000022 Picard, Jean-Luc Date: 22-OCT-2015 Holds:
 View Current/Active Curricula Print Bill Print Schedule

Registration Student Term Curricula Study Path Time Status

- Next Block** into Registration
- Navigate to the **Curricula tab** to go to the Curriculum Tab

13. Make sure you are on the Primary Major (Program) which has the Lowest priority number

The screenshot shows a web-based form for editing a curriculum record. At the top, there are tabs for 'Registration', 'Student Term', 'Curricula', 'Study Path', and 'Time Status'. Below these is a sub-tab for 'Curriculum' and 'Field of Study'. The main form area is titled 'Curriculum' and shows 'Record 1 of 2'. The 'Current:' checkbox is checked. The 'Replace:' icon is highlighted with a yellow mouse cursor. The 'Duplicate:' icon is also highlighted with a yellow mouse cursor. The 'Priority:' field is highlighted with a red rectangular box and contains the value '1'. Other fields include 'Activity: ACTIVE', 'Key Sequence: 99', 'Term: 201610 Winter 2016', 'End Term:', 'Catalog Term: 201610 Winter 2016', 'Program: BA-HIST BA in History', 'Level: U Undergraduate', 'Campus: C Riverside', 'College: HS Humanities, Arts, and Soc Sci', 'Degree: BA Bachelor of Arts', 'Roll Learner: No', 'User ID: ARANGEL', 'Activity Date: 12-OCT-2015', 'Student Type: F First Time Freshman', and 'Site:'. Navigation arrows are visible at the top right of the form.

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

This screenshot shows the same Curriculum form as above, but now 'Record 2 of 3'. The 'Duplicate:' icon is highlighted with a red rectangular box. The 'Current:' checkbox is now unchecked. The 'Replace:' icon is highlighted with a yellow mouse cursor. The 'Update:' icon is also highlighted with a yellow mouse cursor. The 'Priority:' field now contains the value '1'. Other fields are: 'Activity: ACTIVE', 'Key Sequence: 99', 'Term: 201620 Spring 2016', 'End Term:', 'Catalog Term: 201610 Winter 2016', 'Program: BA-HIST BA in History', 'Level: U Undergraduate', 'Campus: C Riverside', 'College: HS Humanities, Arts, and Soc Sci', 'Degree: BA Bachelor of Arts', 'Roll Learner: No', 'User ID:', 'Activity Date:', 'Student Type:', and 'Site:'. Navigation arrows are visible at the top right of the form.

15. **Program** – If you know the **program code type** it in and **skip to Step 19**, or click the search button and an Option List will appear

16. **Change Curriculum** – Click this line.

Current: Replace: Update: Duplicate: Roll Learner: Yes No

Activity: ACTIVE

Key Sequence: 99

Term: 201620 Spring 2016

End Term:

Catalog Term: 201610 Winter 2016

Priority: 1

Program: BA-HIST **BA in History**

Level: U Undergraduate

Campus: C Riverside

College: HS Humanities, Arts, and Soc Sci

Degree: BA Bachelor of Arts

Option List

All Program Codes

Base Curriculum Rules by Program

Change Curriculum

Curriculum Rules

Cancel

17. Warning Box Appears – Click OK to change curriculum

Forms

Base Curriculum Items will be Replaced.

OK Cancel

18. 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 clicking Find

Change Curriculum

find%PHIL

Program	Campus	Level	College	Degree	Rule	Sel
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

Curriculum

Current: **Replace:** **Update:** **Duplicate:**

Activity: ACTIVE **Apply to Graduate:**

Key Sequence: 99

Term: 201620 Spring 2016

End Term:

Catalog Term: 201610 Winter 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

19. 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
20. Click on the **Field of Study** Tab
21. Verify that the student's Field of Study is correct

', 'Status: INPROGRESS', 'Catalog: 201610', 'Department: PHIL Philosophy', 'Term: 201620', 'End Term:', 'Attached to Major:', and 'Created:'."/>

Curriculum **Field of Study**

Curriculum Record 2 of 3

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

Priority: 1 Program: BA-PHIL Catalog: 201610 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: 201610 Department: PHIL Philosophy End Date:

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

22. **SAVE** – the User ID has been added and the date has been entered in the Created Field

Note: Here you will Inactivate the Second Major (Program)

23. Return to the **Curriculum** tab and on the right hand side you will see Record, click to the **Secondary Major** (Program) for which you noted the priority number in step 7.

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: 201610 Winter 2016 Activity Date: 22-OCT-2015

End Term: Start Date:

Catalog Term: 201610 Winter 2016 End Date:

Priority: 2 Student Type:

Program: BS-ECON BS in Economics Site:

Level: U Undergraduate Rate:

Campus: C Riverside Leave of Absence:

College: HS Humanities, Arts, and Soc Sci

Degree: BS Bachelor of Science

24. 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:

End Term: Start Date:

25. Under **Activity** – Type **INACTIVE**

Current: Replace: Update: Duplicate:

Activity: INACTIVE

Key Sequence: 99 Apply to Graduate:

26. **SAVE** – Transaction complete will appear and you will only have 1 active curriculum

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

28. **Next Block** into Learner

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

General Student SGASTDN 8.5.8 (PPRDXE)

ID: 862000022 Picard, Jean-Luc 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
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: Y Citizen

Curricula Summary - Primary

Priority	Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	201620	BA in Philosophy	201610	Undergraduate	Riverside	Humanities, Arts, and Soc	Bachelor of Arts
End:		Outcome Key:		Admission Type:		Admission: 201610	Matriculation:

Field of Study Summary

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