

## Switching the Order of 2 Majors (Programs)

### Purpose

Switching 2 Majors (Programs) 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 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** – 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

5. **Next Block** into the Learner

6. 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-History has a priority number of 1 and BS-Econ has a priority number of 2.

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

**General Learner**

New Term: 201610 Winter 2016 From Term: 201610 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

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**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	Term	Type	Field of Study	Department	Attached to Major
1	201610	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"/>

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**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	<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"/>

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

**General Learner**

**New Term:** 201620 Spring 2016

**Student Status:** AS Active

**Student Type:** F First Time Freshman

**Residence:** R Confirmed CA Resident

**From Term:** 201620 **To Term:** 999999

**Additional Information**

**Site:**

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. To Switch the Priority Order of the Majors (Programs) start by viewing the **Lowest** priority number
13. Press **Update** – copies curriculum and presents a new curriculum record
  - a. Note this is the only curriculum change that uses UPDATE. All other processes use DUPLICATE.

**Curriculum** Field of Study

Record 1 of 2

**Current:**  **Replace:**  **Update:**  **Duplicate:**  **Roll Learner:**  Yes  No  Default **Roll to Outcome:**

**Activity:** ACTIVE **Apply to Graduate:**  **Graduation Sequence:**

**Key Sequence:** 99 **User ID:** ARANGEL

**Term:** 201620 Spring 2016 **Activity Date:** 24-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:**

14. **Priority** – Change this number to a **Higher number** than the other Major (Program).
15. **Catalog Term** - can be changed at this time, if you need to update it.

End Term:	<input type="text"/>	Start Date:	
Catalog Term:	201620 <input type="text"/> Spring 2016	End Date:	
Priority:	3		
Program:	BA-HIST <input type="text"/> BA in History		
Level:	U <input type="text"/> Undergraduate	Student Type:	

**Note:** Remember that the New Primary Major (Program) must have a lower Priority Number

16. Save

17. Navigate to **Learner** to review the change

18. The Priority Number of the original Primary Major (Program) has been changed to “3,” the Second Major (Program) now has the Lowest Priority Number “2,” and is the New Primary Major (Program).

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 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

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: <input type="text"/>

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201620	Major	Economics	Economics	<input type="checkbox"/>

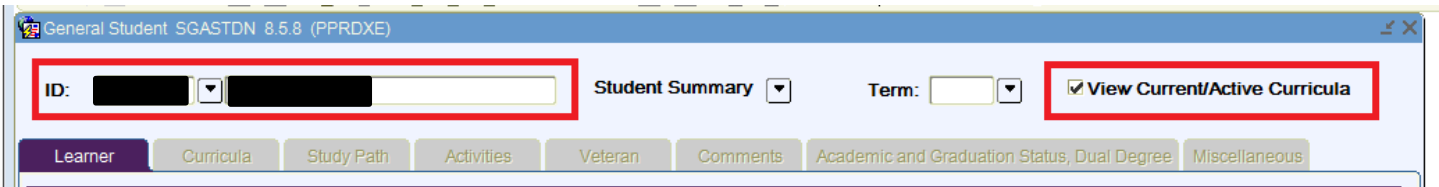
Priority	Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
3	201620	BA in History	201620	Undergraduate	Riverside	Humanities, Arts, and Soc	Bachelor of Arts
End:		Outcome Key:		Admission Type:		Admission: 201620	Matriculation: <input type="text"/>

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201620	Major	History	History	<input type="checkbox"/>

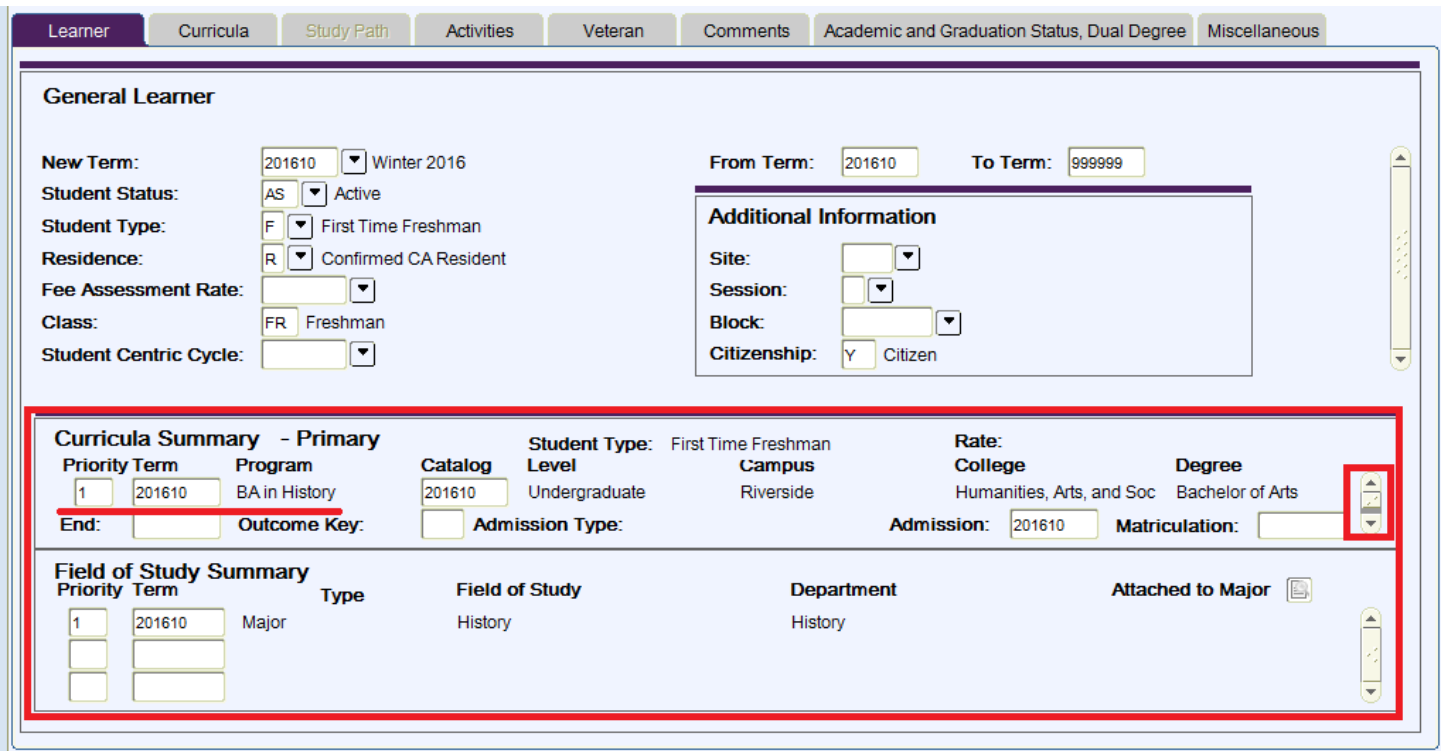
*SFAREGS Procedures*

**Program changes are done in SFAREGS if the student 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 in SGASTDN
2. Go To - **SGASTDN**
3. Enter **SID**, Ensure that the correct student name appears
4. **Term** – Leave blank so you view the most current record
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). In the example below, the BA-HIST has a priority number of 1 and BS-ECON has a priority of 2.



Curricula Summary - Primary				Student Type:	Campus	Rate:	College	Degree
Priority Term	Program	Catalog	Level	Undergraduate	Riverside	Humanities, Arts, and Soc	Bachelor of Science	
2	201620	BS in Economics	201620					
End:	Outcome Key:	Admission Type:	Admission:	201620	Matriculation:			

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

8. Go to **SFAREGS**
9. **Term** – Enter the Effective Term from the Major Change Form
10. **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

11. **Next Block** into Registration
12. Navigate to the **Curricula tab** to go to the Curriculum Tab
13. To Change the **Priority Order** of the Major (Program) start by viewing the **Lowest priority number**

Registration Student Term Curricula Study Path Time Status

Curriculum Field of Study

Curriculum Record 1 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: 24-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:

Admission Type:  Leave From Date:

Admission Term: 201620 Spring 2016 Leave To Date:

Application:  Expected Graduation Date:

Matriculated Term:  Graduation Term:

Graduation Year:

14. Press **Update** – copies curriculum and makes it inactive so you can make changes
  - a. Note this is the only curriculum change that uses UPDATE. All other processes use DUPLICATE.

Curriculum Field of Study

Curriculum Record 2 of 4

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:

15. **Priority** – Change this number to a **Higher number** than the Secondary Major (Program), the Primary Major (Program) must have a lower Priority Number
16. **Catalog Term** – at this time you can update the year.

End Term:	<input type="text"/>	Start Date:
Catalog Term:	201620 Spring 2016	End Date:
Priority:	1	
Program:	BA-HIST BA in History	Student Type:
Level:	U Undergraduate	

End Term:	<input type="text"/>	Start Date:
Catalog Term:	201620 Spring 2016	End Date:
Priority:	3	
Program:	BA-HIST BA in History	Student Type:
Level:	U Undergraduate	

17. **Save**
18. Go to **SGASTDN** to review that the desired **Primary Major** (Program) has **the Lowest priority number** and the **Second Major** (Program) has a **higher priority number**

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 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

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#### 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:

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#### Field of Study Summary

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

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#### Curricula Summary - Secondary

Priority	Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
3	201620	BA in History	201620	Undergraduate	Riverside	Humanities, Arts, and Soc	Bachelor of Arts

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

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#### Field of Study Summary

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