

## Title of Tutorial: Curriculum Changes (After SIR)

### Table of Contents:

1. Adding a Minor or Concentration to a Program
2. Removing a Minor or Concentration to a Program
3. Major (Program) Changes in Banner
4. Adding an Additional Major (Program)
5. Double Major (Program) to a Single Major (Program)
6. Removing 2 Majors (Programs) and Replacing with a New Major (Program)
7. Switching the Order of the Majors (Programs)
8. Catalog Term Changes

### Quiz Questions:

1. Adding a Minor or Concentration to a Program
  - a. If the New Term on the General Learner record does not equal the term of the curriculum change you need to create a new effective term. TRUE
  - b. To add a minor or concentration you need to click on Duplicate under Curriculum. TRUE
  - c. When selecting minors or concentrations using the search arrow you should select All Minor Codes or All Concentration Codes. FALSE
    - i. You should select Attached Minors and Attached Concentrations. This ensures that only valid combinations are used.
2. Removing a Minor or Concentration to a Program
  - a. To remove a minor or concentration you need to click on Update under Curriculum. FALSE
    - i. You would click on Duplicate
  - b. Before selecting Record and Remove to delete a minor or concentration you should ensure the field of study you want to delete is highlighted. TRUE
  - c. If enrollment preparation (which traditionally occurs at the end of 4<sup>th</sup> week) has begun for the term of the change you should make the change in SGASTDN. FALSE
    - i. You would make the change in SFAREGS
3. Major (Program) Changes in Banner
  - a. After selecting Duplicate under Curriculum you need to first change the program. TRUE
  - b. The fields of study are associated **only** with the curricula previously viewed on the Curriculum tab. TRUE
  - c. The program code is a combination of the college and the major. FALSE
    - i. The program code is a combination of the degree and the major.
4. Adding an Additional Major (Program)
  - a. When adding an additional major (Program) you need to first select Duplicate under Curriculum. FALSE
    - i. You will use Record and Insert when adding the new major.
  - b. The primary major has the highest curricula priority. FALSE
    - i. The lowest priority number is considered the primary curricula
  - c. You need to ensure the Field of Study tab is updated correctly before saving and leaving the form. TRUE
5. Double Major (Program) to a Single Major (Program)

- a. To discontinue the major (program) you need to change the Activity code under Curriculum to INACTIVE. TRUE
  - b. If enrollment preparation (which traditionally occurs at the end of 4<sup>th</sup> week) has begun for the term of the change you should make the change in SGASTDN. FALSE
    - i. You would make the change in SFAREGS
  - c. When inactivating the major (program) you need to first select Duplicate under Curriculum. TRUE
6. Removing 2 Majors (Programs) and Replacing with a New Major (Program)
- a. You need to first add the new primary major (program) and then inactivate the second major (program). TRUE
  - b. You add the new primary major (program) by duplicating and changing the current major (program) with the highest priority. FALSE
    - i. You want to use the current major (program) with the lowest priority which is considered the primary.
  - c. If you need to change the student's catalog year with the major change it has to be done in a separate process. FALSE
    - i. It can and should be done at the same time to save steps and time.
7. Switching the Order of the Majors (Programs)
- a. If the New Term on the General Learner record equals the term of the curriculum change you need to create a new effective term. FALSE
    - i. You do not need to create a new effective term in this case.
  - b. When making changes to the priority order of majors you need to use the Update button, not the Duplicate button. TRUE
  - c. The priority numbers have to be always be 1, 2, 3, etc. FALSE
    - i. The lowest priority number will represent your primary major but the numbers can be 3 and 8; 1, 2, and 5; 2 and 6, and so on.
8. Catalog Term Changes
- a. The catalog term is changed on the Curriculum tab. TRUE
  - b. If the student is earning two majors (programs) and one degree the catalog years must equal for both majors (programs). TRUE
  - c. Minors can have a different catalog year than the major (program). FALSE
    - i. The minor should have the same catalog year as the major (program)
9. Final Quiz (*I don't know how many questions you are putting in the final quiz but if you can use the two below and then you can repeat some of the section questions if needed.*)
- a. It is not necessary to review the Field of Study tab because the fields will automatically populate when a program code is entered. FALSE
    - i. It is necessary to review the Field of Study tab when any change is made to ensure the items associated with the curricula viewed are correct.
  - b. The last step after changing a curriculum is to save. FALSE
    - i. The last step is to review the curricula summary in SGASTDN to check your work.