Changing Majors

You can change or add majors, minors, concentration, or teaching fields from the Student Course Registration (SFAREGS) form.

You should only change the curricula of students within your college.

Instructions

1. On the Main Menu, in the Go To field, type SFAREGS and press ENTER. The Student Course Registration (SFAREGS) form displays.

2. In the Term field type the Term Code.

3. In the ID field type the student ID.

4. Click in the View Active Curricula checkbox. If checked, only current and active curricula and fields of study are displayed in the Curricula tab.

5. Click the Next Block button.

6. Click on the Curricula tab.

From the Curricula tab, you can:

- Change the Primary Major
- Add or Change Additional Majors
- Add a Minor, Concentration Or Teaching Field
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There are three buttons that you will use to make these modifications:

- **Replace** is used when you are changing the entire program. When a student is changing from the program "MA-ENGL-BA" to the program "MA-AGRO-BS," use this button. **This button wipes out all the curriculum information, as well as major, minor, etc.**

- **Update** is used when you add a minor or concentration to the program. For example, if a student has a program of MA-FLNG-BA, use the Update button if the student is changing their concentration from Spanish to French. All the curriculum information is copied, so you just have to change Field of Study. You can also use this button to update the student’s catalog year.

- **Duplicate** is used when you’re adding a second major to the student. Be sure to change the priority on either the original curriculum or the new curriculum. (You can’t have two current, active programs with the same priority.) Also, select the Change Curriculum link from the drop down menu on Program. You can not add a second major without adding a second program.

This section outlines exactly what needs to be done in Banner to update a student’s curriculum. The SFAREGS form contains vital information regarding a student’s Admissions Information. Banner will allow you to change this information if you have access to update this form. **HOWEVER, ONLY the ADMISSIONS STAFF is AUTHORIZED to make admissions changes.** Changes to this information are a violation of your security privileges and may result in loss of your Banner Security. If you have a question regarding your changes, please contact the Admissions office immediately at 646-3121.
Changing the Primary Major

To Change the Primary Major, perform the following actions:

**Instructions**

1. **Click** the **REPLACE** button.

2. In the **Priority** field, type a **1**.

3. In the **Program** field, click the **Search** button. The **Option List** appears.

4. **Click on Base Curriculum Rules by Program.** The **Base Curriculum Rules by Program** form appears.

5. Scroll down the list and double click on the specified **Program**. The **Program** field and all other necessary fields on the SFAREGS form are automatically filled. **You will NOT need to change ANY other fields.**

6. **Click** the **Save** button.
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Adding Additional Programs

If you are adding an additional major, you must add a new program. To **Add or Change Additional Programs**, perform the following actions:

**Instructions**

1. Click the **Duplicate** button.
2. In the **Priority** field, indicate the priority of the major. Each program must be assigned a priority and you can't have two current, active programs with the same priority. If the major you are adding is the second major indicate priority 2 and so on.
3. In the **Program** field, click the **Search** button. The **Option List** appears.
4. Click on **Change**. The **Change Curriculum** form appears. Scroll down the list and double click on the specified **Program**. The **Program** field and all other necessary fields on the SFAREGS form are automatically filled. **You will NOT need to change ANY other fields.**
5. Click the **Save** button.

Adding a Minor, Concentration or Teaching Field

Adding a minor, concentration, or teaching field can be done in the **Field of Study** tab.

To **Add a Minor**, perform the following actions:

**Instructions**

1. Click the **Update** button.
2. From the **Field of Study** tab, click the first empty **Current** field available. Banner automatically fills the **Activity**, **Status**, **Term**, and **Catalog** fields.
3. In the **Priority** field, type a 1. Each field of study must be assigned a priority and you can't have two current, active programs with the same priority. Example: If the minor you are adding is the second minor indicate priority 2 and so on.
4. In the **Type** field, select the type of field of study you are entering:
   - Minor
   - Concentration
   - Supplemental Major
   - Teaching Field
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5. In the Field of Study field, either:
   a. Type the Code, OR
   b. Click the Search button. The Options List appears.
      i. Click on the list option for a list of the codes to display.

      ii. Scroll down the list and double click on the Code needed. The Field of Study field on the SFAREGS form is automatically filled.

6. In the Department field, either:
   a. Type the corresponding Department Code, or
   b. Click the Search button. The Option List appears.
      i. Click on All Department Codes.
      ii. Scroll through the list and double click on the Department that corresponds to the Field of Study.

7. Click the Save button.

8. Click the Exit button.