

## Marshall University

### BANNER 9

#### UPDATING STUDENT MAJORS/MINORS/CATALOG SFAREGS or SGASTDN

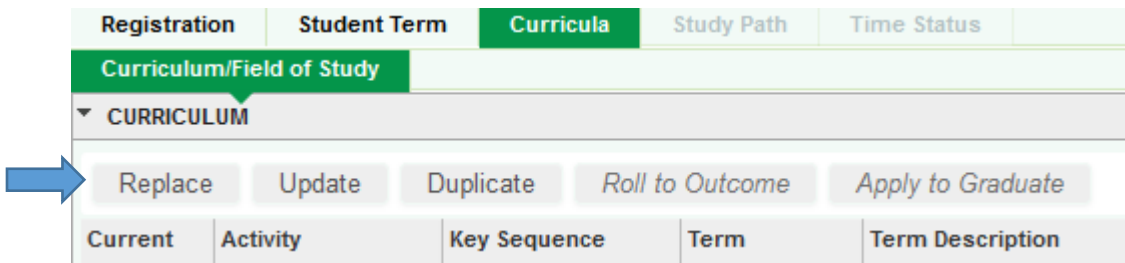
#### USING SFAREGS TO UPDATE A STUDENT MAJOR

Used when Student Registration is open for use.

- 1) Access SFAREGS “Student Course Registration”.
- 2) A “Student System Distribution Initialization SOADEST” page appears the first time you access this screen.
- 3) Click the “X” in the green bar on the upper left to close this page as it is not used at Marshall.
- 4) The page SFAREGS then appears.
- 5) Enter active term of Registration and MU ID.
- 6) Use Alt + Pg-Dwn or press “Go” in the upper right of your screen.
- 7) Click on the third tab that is labeled “Curricula”.

#### To Change a Student Major/Change a Major with an Emphasis (Concentration)

- 8) Click on the grey tab “Replace”.



- a. In the “Curriculum” area , update the catalog year by clicking on the “Catalog term” cell in the row under the “Replace”. Catalog Term is located in the middle right.

End Term Description	Catalog Term
Spring 2020	201902

- b. Enter either the fall or spring term 20XX01 or 20XX02. This is important in order for Degree Works to show the correct curriculum for the student. Do NOT use a summer term for a catalog term.
- c. Also in the “Curriculum” area, “Program” field, enter the Major Code and tab once, all other needed information in the Curriculum section auto-fills. (Old major codes were all numbers – do NOT use an all number major code.)

**▼ CURRICULUM**

Replace Update Duplicate Roll to Outcome Apply to Graduate

Current	Activity	Key Sequence	Term	Term Description
<input checked="" type="checkbox"/>	ACTIVE	99	201903	Interession 2019

< 1 of 5 1 Per Page

**Curriculum** Status Details

Program	AJ80AJ82	Broadcast
Level	01	Undergraduate
Campus		

- d. If there is an area of emphasis (concentration), enter it as well by adding it to the major code. Example: AJ80AJ82 for BA in Journalism, Area of Emphasis in Broadcast. All active major codes and concentration codes begin with the letter of the College. (Old major codes were all numbers – do NOT use an all number major code.)
- e. If you do not know the Major Code, you can search for it by clicking on the three dots “...” or pressing F9; once you have located the desired code click on that row so it is highlighted in light green, select “OK” and that code will be carried back to the main screen.
- f. All active major codes and Emphasis/concentration codes begin with the letter of the College.
- g. Then, Alt-Pg Down or use the arrows in the bottom left of the screen to move to the next area.



**▼ FIELD OF STUDY**

Attached Concentrations Inactivate

Current	Activity	Status	Term	Type	Type Description
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201903	MAJOR	Major
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201903	CONCENTRATION	Concentration

**Field of Study**

Field of Study	AJ82	Broadcast	Start Date	
Department			End Date	
Attached to Major	AJ80	BA, Journalism		<input type="checkbox"/> Rolled
Full or Part Time				



- h. In the “Field of Study” area, “Field of Study” Field, enter just the major code, Example AJ80.
  - i. Then, to enter a concentration, click on “+ Insert” that is located in the grey Field of study bar over on the right-hand side; or, down arrow to insert a new row.



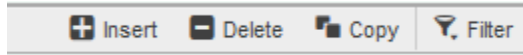
- ii. Click on the “Type” field (see yellow arrow above) and either click on the three dots “...” or type in Concentration, example AJ82. (This information has already auto-populated for the major).
- iii. In the “Attached to major” Field, enter the major code, example AJ80. (For some majors the “Attached to Major” field auto-populates, but not for others.)
- i. Save by pressing the “Save” button on the lower right-hand side or pressing F10.

NOTE: If you close the form and then go back to it, the Emphasis code will not show in the “Field of Study” section until you go to that row.

### Change a Student Major and Add a Minor at the Same Time

- 1) Access SFAREGS “Student Course Registration”.
- 2) A “Student System Distribution Initialization SOADEST” page appears the first time you access this screen.
- 3) Click the “X” in the green bar on the upper left to close this page as it is not used at Marshall.
- 4) The page SFAREGS then appears.
- 5) Enter active term of Registration and MU ID.
- 6) Use Alt + Pg-Dwn or press “Go” in the upper right of your screen.
- 7) Click on the third tab that is labeled “Curricula”.
  - a. Click on the grey button “Replace”.
  - b. Update the catalog year by clicking on the “Catalog term” cell in the row under the “Replace” ta. Catalog Term is located in the middle right. Then enter either the fall or spring term 20XX01 or 20XX02. This is important in order for Degree Works to show the correct curriculum for the student.
  - c. In the “Curriculum” area enter the Major Code and tab once, all other needed information in the Curriculum section auto-fills. If there is an area of emphasis, enter it as well by adding it to the major code. Example: LA10LA12 for BA in Anthropology, Area of Emphasis in Archaeological Anthropology. All active major codes and concentration codes begin with the letter of the College. (Old major codes were numbers – do NOT use.)
  - d. If you do not know the Major Code, you can search for it by clicking on the three dots “...” or pressing F9; once you have located the desired code click on that row so it is highlighted in light green, select “OK” and that code will be carried back to the main screen.
  - e. Alt-Pg Down or use the arrows in the bottom left.
  - f. In the “Field of Study” area, “Field of Study” Field, enter the major code, Example LA10. Then on another row the Emphasis/Concentration code if needed (see below for details).
    - i. To enter an Emphasis/Concentration, click on “+ Insert” that is located in the grey Field of study bar over on the right-hand side; or, down arrow to insert a new row.
    - ii. Click on the “Type” field and either click on the three dots “...” or type in “Concentration”.

- iii. In the “Field of Study” Field, which is just below the rows of major and concentration, enter the Concentration code: example LA12 and tab once.
- iv. In the “Attached to major” Field, enter the major code, example AJ80. (For some majors the “Attached to Major” field auto-populates, but not for others.)
- v. To enter the minor, “+ Insert” that is located in the grey “Field of Study” bar over on the right-hand side; or, down arrow to insert a new row.



- vi. In that new row, click on the “Type” field and either click on the three dots “...” or type in “Minor”.
  - vii. In the “Field of Study” Field, which is just below the rows of major and Minor, enter the Minor code: example VBSC and tab once. All minors begin with a V; do NOT use minor codes that are only numbers.
- g. Save by pressing the “Save” button on the lower right-hand side or pressing F10.

### Updating a catalog year

- 1) Access SFAREGS “Student Course Registration”.
- 2) A “Student System Distribution Initialization SOADEST” page appears the first time you access this screen.
- 3) Click the “X” in the green bar on the upper left to close this page as it is not used at Marshall.
- 4) The page SFAREGS then appears.
- 5) Enter active term of Registration and MU ID.
- 6) Use Alt + Pg-Dwn or press “Go” in the upper right of your screen.
- 7) Click on the third tab that is labeled “Curricula”.
- 8) Click on the grey tab “Update”.
  - a. Update the catalog year by clicking on the “Catalog term” cell in the row under the “Replace”. Catalog Term is located in the middle right.
  - b. Enter either the fall or spring term 20XX01 or 20XX02. This is important in order for Degree Works to show the correct curriculum for the student. Do NOT use a summer term for a catalog term.
  - c. Save by pressing the “save button on the lower right-hand side or pressing F10.

### Add an Additional Student Major/Minor to an existing Student Major

- 1) Access SFAREGS “Student Course Registration”.
- 2) A “Student System Distribution Initialization SOADEST” page appears the first time you access this screen.
- 3) Click the “X” in the green bar on the upper left to close this page as it is not used at Marshall.
- 4) The page SFAREGS then appears.
- 5) Enter active term of Registration and MU ID.
- 6) Use Alt + Pg-Dwn or press “Go” in the upper right of your screen.
- 7) Click on the third tab that is labeled “Curricula”.

- a. Click on the grey tab "Update". This brings all information from the old student record to the new record. IMPORTANT to use update. NEVER use the "Duplicate" tab on SGASTDN.
- b. Use the "down arrow" in the lower left, or Alt-Pg down, to get to the "Field of Study area.
- c. To add another Major/Minor to an existing record, click on "+ Insert" that is located in the grey "Field of Study" bar over on the right-hand side; or, if you are in the rows with "Activity" listed as "Active" you can opt to down arrow on your keyboard to insert a new row.
- d. Click on the "Type" field and either click on the three dots "..." or type in Major/Minor, example .
- e. Save by pressing the "save button on the lower right-hand side or pressing F10.

### **Change an Area of Emphasis (Concentration) for an Existing Major**

- 1) Access SFAREGS "Student Course Registration".
- 2) A "Student System Distribution Initialization SOADEST" page appears the first time you access this screen.
- 3) Click the "X" in the green bar on the upper left to close this page as it is not used at Marshall.
- 4) The page SFAREGS then appears.
- 5) Enter active term of Registration and MU ID.
- 6) Use Alt + Pg-Dwn or press "Go" in the upper right of your screen.
- 7) Click on the third tab that is labeled "Curricula".
- 8) Click on the grey tab "Update".
  - a. Update the catalog year by clicking on the "Catalog term" cell in the row under the "Replace". Catalog Term is located in the middle right.
  - b. Enter either the fall or spring term 20XX01 or 20XX02. This is important in order for Degree Works to show the correct curriculum for the student. Do NOT use a summer term for a catalog term.
  - c. Also in the "Curriculum" area, "Program" field, edit the Major Code and emphasis code by removing the old emphasis code and entering the new Area of Emphasis/Concentration code after the major code AJ80AJ82 and tab once, all other needed information in the Curriculum section auto-fills.
  - d. In the "Field of Study" area, click on the row that contains the old Emphasis/Concentration code, select "- Delete" in the far right.
  - e. Staying in the "Field of Study" area, insert a row.
  - f. In the "Type" field enter the word "Concentration", or select the word by pressing the "...".
  - g. In the "Attached to major" Field, enter the major code, example AJ80. (For some majors the "Attached to Major" field auto-populates, but not for others.)
  - h. Save by pressing the "Save" button on the lower right-hand side or pressing F10.

### **Remove an additional Student Major, Emphasis or Minor**

Do NOT use to make changes such as changing a major to another major. This is only for when a student has decided they do want NOT complete another Major/Emphasis/Minor/ and it needs to be removed from their student record.

- 1) Go to SFAREGS, enter MU ID and active term of Registration,
- 2) Alt + Pg Down or select "Go.
- 3) Click on the third tab that is labeled "Curricula".
- 4) Click on the grey tab "Update". IMPORTANT to use update. NEVER use the "Duplicate" tab.
  - a. Change the catalog year by clicking on the "Catalog term" cell in the row under the "Replace". Catalog Term is located in the middle right.
  - b. Enter either the fall or spring term 20XX01 or 20XX02. This is important in order for Degree Works to show the correct curriculum for the student. Do NOT use a summer term for a catalog term.
  - c. *If removing an Emphasis, go to the Program" field and remove the emphasis code so only the major code is now listed. Tab once.*
  - d. Alt + Pg Down or click on the grey down arrow in the bottom left to access the "Field of Study" area.
  - e. Place your cursor on the row to be deleted and the row will be highlighted in green.
  - f. Click on the "Delete" button in the Field of Study grey bar, on the right-side of the screen.
  - g. Save by pressing "Save" on the lower right-hand side or by pressing F10.

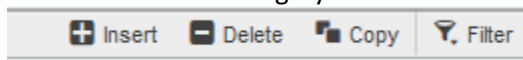
**NOTE: Always make sure the primary major (and Emphasis/Concentration) is listed in the Program code, and listed as major 1 in the Field of Study area.**

## USING SGASTDN TO UPDATE A STUDENT MAJOR

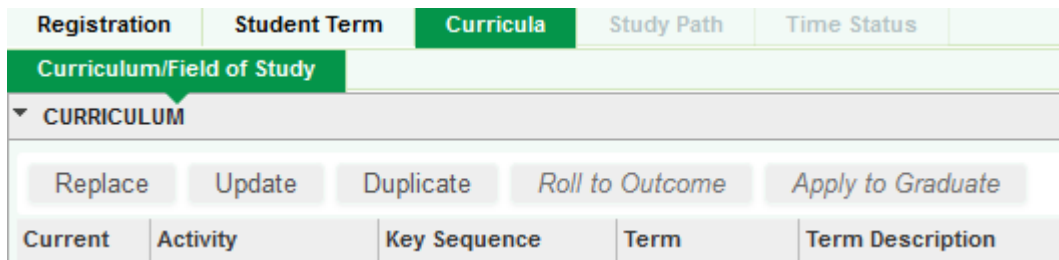
Used beginning the fourth week of a regular semester and ending when registration is available as then SFAREGS must be used. SGASTDN is used to update majors for next effective term. This prevents the student from receiving bills for college fees in the middle of the semester. Degree Works will show the updated new major/minor/catalog year.

### Update a Student Major, or Major with a Concentration for the Next Effective Term

- 1) After the third week of the Fall or Spring semester, majors MUST be updated using the next effective term using SGASTDN.
  - a. Access SGASTDN “General Student” page; enter the MU ID number. Do NOT enter a term.
  - b. Select Alt-Pg Down or “Go”.
  - c. You are on the “Learner” tab.
  - d. In the grey bar titled “General Learner” click on “Copy” on the right-hand side.



- e. Enter the next effective term. These can be 20XX01, 20XX02, 20XX03, 20XX04, 20XX06.
- f. After the third week of the Spring semester, depending on the date you are revising the record, use 20XX03 (Intersession) or 20XX04 (Summer I), 20XX06 (Summer III) so the major is updated for the summer terms. After the end date of Summer 20XX06 use the fall term 20XX01.
- g. Click on the “Curricula” tab.
- h. Click on the “Replace” tab. NEVER use the “Duplicate” tab on SGASTDN.



- i. In the “Curriculum” area update the catalog year by clicking on the “Catalog term” cell just under the “Replace” tab in the middle right; then enter either the fall or spring term 20XX01 or 20XX02. Do NOT use a summer term for a catalog term. Catalog term is important in order for Degree Works to show the correct curriculum for the student. Do NOT use a summer term as a catalog term.

End Term Description	Catalog Term
Spring 2020	201902

- j. Also in the “Curriculum” area, in the “Program” field, enter the Major Code and tab once, all other needed information in that section auto-fills. (Old major codes were all numbers – do NOT use an all number major code.)

- k. If there is an area of emphasis (concentration), enter it as well by adding it to the major code. Example: LA10LA12 for BA in Anthropology, Area of Emphasis in Archaeological Anthropology.

**▼ CURRICULUM**

Replace Update Duplicate Roll to Outcome Apply to Graduate

Current	Activity	Key Sequence	Term	Term Description
<input checked="" type="checkbox"/>	ACTIVE	99	201903	Intersession 2019

< 1 of 5 1 Per Page

**Curriculum** Status Details

Program	AJ80AJ82	Broadcast
Level	01	Undergraduate
Campus		

- l. All active major codes and Emphasis/concentration codes begin with the letter of the College.
- m. If you do not know the Major Code, you can search for it by clicking on the three dots “...” or pressing F9; once you have located the desired code click on that row so it is highlighted in light green, select “OK” and that code will be carried back to the main screen.
- n. Alt-Pg Down or use the arrows in the bottom left to move to the next area.
- o. In the “Field of Study” area, “Field of Study” Field, enter just the major code, Example LA10.
  - i. To enter an Emphasis (concentration), click on “+ Insert” that is located in the grey Field of study bar over on the right-hand side; or, down arrow to insert a new row.
  - ii. Click on the “Type” field and either click on the three dots “...” or type in the word “Concentration”. NEVER change the priority of a major/ concentration /minor. Bad idea.
  - iii. In the “Field of Study” field, enter the Concentration code, such as LA12.
  - iv. In the “Attached to Major” Field, enter the major code.

**▼ FIELD OF STUDY**

Attached Concentrations Inactivate

Current	Activity	Status	Term	Type	Type Description
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201903	MAJOR	Major
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201903	CONCENTRATION	Concentration

**Field of Study**

Field of Study	AJ82	Broadcast	Start Date	
Department			End Date	
Attached to Major	AJ80	BA, Journalism	<input type="checkbox"/>	Rolled
Full or Part Time				



- p. Save by pressing the “Save” button on the lower right-hand side or pressing F10.

NOTE: If you close the form and then go back to it, the Emphasis (concentration) code will not show in the “Field of Study” section until you go to the concentration row.

**NEVER use the “Duplicate” tab on SGASTDN.**

### **Change an Area of Emphasis (Concentration) for an Existing Major**

- 1) Access SGASTDN General Student” form.
- 2) Enter an MU ID and remove the term if one is listed.
- 3) Use Alt + Pg-Dwn or press “Go” in the upper right of your screen.
- 4) Click on the second tab that is labeled “Curricula”.
- 5) Click on the grey tab “Update”.
  - a. Update the catalog year by clicking on the “Catalog term” cell in the row under the “Replace”. Catalog Term is located in the middle right.
  - b. Enter either the fall or spring term 20XX01 or 20XX02. This is important in order for Degree Works to show the correct curriculum for the student. Do NOT use a summer term for a catalog term.
  - c. Also in the “Curriculum” area, “Program” field, edit the Major Code and emphasis code by removing the old emphasis code and entering the new Area of Emphasis/Concentration code after the major code AJ80AJ82 and tab once, all other needed information in the Curriculum section auto-fills.
  - d. In the “Field of Study” area, click on the row that contains the old Emphasis/Concentration code, select “– Delete” in the far right.
  - e. Staying in the “Field of Study” area, insert a row.
  - f. In the “Type” field enter the word “Concentration”, or select the word by pressing the “...” .
  - g. In the “Attached to major” Field, enter the major code, example AJ80. (For some majors the “Attached to Major” field auto-populates, but not for others.)
  - h. Save by pressing the “Save” button on the lower right-hand side or pressing F10.

**NOTE: Always make sure the primary major (and Emphasis/Concentration) is listed in the Program code, and listed as major 1 in the Field of Study area.**

## ADDING AN ADVISOR TO A STUDENT RECORD

- 1) Access SGAADV "Multiple Advisors" by typing the page name in the search bar, or by going to "Related" in the upper right, and selecting SGAADV.
- 2) Enter the effective term of the advisor change (20XX01, 20XX02, 20XX03, 20XX04).
- 3) Alt-Pg Down or select GO.
- 4) Enter the MU ID number of the advisor.
  - a. Alternatively, press the "..." to search for the person which takes you to SIAIQR "Faculty Advisor Query".
  - b. Alt-Pg Down or press "Enter".
  - c. Enter last name, enter first name; Press F8 to execute the query or press "Go".
  - d. Double click on the desired name which takes it back to SGAADV page.
- 5) Place a check mark in the "Primary Indicator" box.
- 6) Press F10 to save, or select "Save" in the bottom right.
- 7) Click the "X" in the upper left to close the page.
- 8) If you accessed SGAADV from SGASTDN then close the SGASTDN page to go back to the main menu.

## CHANGING AN ADVISOR

- 1) Access SGAADV "Multiple Advisors" by typing the page name in the search bar, or by going to "Related" in the upper right, and selecting SGAADV.
- 2) Enter the effective term of the advisor change (20XX01, 20XX02, 20XX03, 20XX04).
- 3) Alt-Pg Down or select GO.
- 4) A message appears "From term not equal to key block term. Press DUPREC to update".
- 5) This is a known error in Banner 9.
- 6) Click on the number just above the error message so the message will go away.
- 7) Click on "Copy" which is located in the grey bar just under the "Start Over" button on the upper right.
- 8) Click on "Insert" which is to the left of "Copy" in the grey bar. Alternatively, you can click on the existing MU ID number, and use the down arrow.
- 9) Enter the MU ID number of the advisor.
  - a. Alternatively, press the "..." to search for the person which takes you to SIAIQR "Faculty Advisor Query".
  - b. Alt-Pg Down or press "Enter".
  - c. Enter last name, enter first name; Press F8 to execute the query or press "Go".
  - d. Double click on the desired name which takes it back to SGAADV page.
- 10) Place a check mark in the "Primary Indicator" box.
- 11) Remove the check mark from the prior advisor's row.
- 12) Making sure the prior advisor's row is highlighted, click on "Delete" in the grey bar on the upper right and that row will be deleted.
- 13) Press F10 to save, or select "Save" in the bottom right.
- 14) Click the "X" in the upper left to close the page.
- 15) If you accessed SGAADV from SGASTDN then close the SGASTDN page to go back to the main menu.

### **ADDING AN ADDITIONAL ADVISOR TO A STUDENT RECORD**

- 1) Same steps as above for steps 1-9. In place of step 10: You need to determine who will be the primary advisor for the student. You will place a check mark in the "Primary Indicator" box for the primary advisor only. The other advisors will also be listed in Degree Works and myMU.
  - 11) Leave the other advisor(s) listed making sure the primary advisor has a check mark.
  - 12) Press F10 to save, or select "Save" in the bottom right.
  - 13) Click the "X" in the upper left to close the page.
  - 14) If you accessed SGAADVR from SGASTDN then close the SGASTDN page to go back to the main menu.

### **Goof Up?**

- 1) If you have made an entry error on any of the above Banner pages do not save your changes and click on "Start over" at the top right of your screen. You will receive a warning "Curriculum Data changes have not been saved. Do you want to save your changes?" Select "No" and the record rolls back to the top with no changes saved. Whew!

### **IMPORTANT**

If you encounter an error in a student record, or somehow something is entered incorrectly (not by you of course!) please contact someone in the office of the Registrar and we can resolve it. Student majors/Concentrations/Catalog year will affect the tuition and fees charged to a student. In addition, it will impact Degree Works and how graduation is evaluated for the student.

Curricula Tab in SFAREGS

Application Navigator X +

https://rubanapp.marshall.edu/applicationNavigator/seamless

Student Course Registration SFAREGS 9.3.10 (BanProd)

Term: 201902 ID: 901602421 Test, Charlie Date: 12/06/2018 Holds: View Current/Active Curricula:  Print Bill:  Print Schedule:

Registration Student Term Curricula Study Path Time Status

CURRICULUM

Replace Update Duplicate Roll to Outcome Apply to Graduate

Current	Activity	Key Sequence	Term	Term Description	End Term	End Term Description	Catalog Term	Catalog Term Description
<input checked="" type="checkbox"/>	ACTIVE	99	201902	Spring 2019	201903	Interession 2019	201701	Fall 2016

Curriculum Status Details

Program	Level	Campus	Psychology	Undergraduate	Student on campus	College	Degree	Start Date	End Date
LP20	01	1	Psychology	Undergraduate	Student on campus	LA	BA		

FIELD OF STUDY

Attached Concentrations Inactivate

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201902	MAJOR	Major	1		

Field of Study LP20 BA, Psychology

Department

Attached to Major

Full or Part Time

Start Date

End Date

Rolled

Record 1 of 1

Activity Date 11/06/2018 11:04:26 AM Activity User HANRAHAN

Record: 1/9 SOURCE: SOURCE\_CODE: 111

SAVE

ellucian

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Curricula Tab in SGASTDN

Workspace Services X +

https://mubanapp.marshall.edu/BannerAdmin/ws/

@ ellucian General Student SGASTDN 9.3.9 (Banner) ADD RETRIEVE RELATED TOOLS

ID: 901602421 Test, Charlie Term: 201903 View Current/Active Curricula:  Start Over

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

Curriculum / Field of Study CURRICULUM

Replace Update Duplicate Roll to Outcome Apply to Graduate

Current	Activity	Key Sequence	Term	Term Description	End Term	End Term Description	Catalog Term	Catalog Term Description
<input checked="" type="checkbox"/>	ACTIVE	99	201903	Intercession 2019			201903	Intercession 2019

1 of 11 Per Page

Curriculum Status Details

Program	BF10	Finance	College	BU	College of Business
Level	01	Undergraduate	Degree	BBA	Bachelor of Business Admin.
Campus			Start Date		End Date

FIELD OF STUDY

Attached Concentrations Inactivate

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201903	MAJOR		1		

Field of Study

Field of Study	BF10	BBA, Finance	Start Date		End Date
Department					
Attached to Major					
Full or Part Time					<input type="checkbox"/> Rolloff

1 of 1 Per Page

Record 1 of 1

Activity Date 11/09/2018 10:08:32 AM Activity User HANRAHANI

Record 1/11 SORLCUR\_SORLCUR\_CAOT\_CODE [1]

SAVE

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