

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, then click on the third tab that is labeled "Curricula".

To Change a Student Major/Change a Major with a Concentration

- 6) Click on the grey tab "Replace".
 - 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.
 - c. In the "Curriculum" area enter the Major Code and tab once, all other needed information in the Curriculum section auto-fills.
 - d. 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.)
 - 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. Alt-Pg Down or use the arrows in the bottom left.
 - g. In the "Field of Study" area, "Field of Study" Field, enter just the major code, Example LA10.
 - i. 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 and either click on the three dots "..." or type in Concentration, example LA12. (This information auto-populates for the major).
 - h. Save by pressing the "Save" button on the lower right-hand side or pressing F10.

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, then 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 just the major code, Example LA10.
 - i. 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 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. You will notice that the “Attached to the major” field autofills with LA10.
 - iv. 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.
 - v. Click on the “Type” field and either click on the three dots “...” or type in “Minor”.
 - vi. 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.
 - g. 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, then 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.

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, then click on the third tab that is labeled “Curricula”.
- 6) 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.
 - c. 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, and then click on the third tab that is labeled “Curricula”.
 - a. Click on the grey tab “Update”. IMPORTANT to use update. NEVER use the “Duplicate” tab.

- b. Alt-Pg Down or click on the grey down arrow in the bottom left to access the “Field of Study” area.
- c. Place your cursor on the row to be deleted and the row will be highlighted in green.
- d. Click on the “Delete” button in the Field of Study grey bar, on the right-side of the screen.
- e. Save by pressing “Save” on the lower right-hand side or by pressing F10.

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. These can be 20XX01, 20XX02.
 - a. Access SGASTDN “General Student” page; enter the MU ID number. Do NOT enter a term. Select Alt-Pg Down or “Go”.
 - b. You are on the “Learner” tab.
 - c. In the grey bar titled “General Learner” click on “Copy” on the right-hand side.
 - d. Enter the next effective term. These can be 20XX01, 20XX02.
 - e. After the third week of the Spring semester, depending on the date you are revising the record, use 20XX03 (Intersession) or 20XX04 (Summer I) so the major is updated for the summer terms.
 - f. Click on the “Curricula” tab.
 - g. Click on the “Replace” tab. NEVER use the “Duplicate” tab on SGASTDN.
 - h. 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. This is important in order for Degree Works to show the correct curriculum for the student.
 - i. In the “Curriculum” area enter the Major Code and tab once, all other needed information in that 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.
 - j. All active major codes and concentration codes begin with the letter of the College. Old major codes were all numbers – do NOT use.
 - k. 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.
 - l. Alt-Pg Down or use the arrows in the bottom left.
 - m. In the “Field of Study” area, “Field of Study” Field, enter just the major code, Example LA10.
 - i. 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 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.
 - n. Save by pressing the “save button on the lower right-hand side or pressing F10.

NEVER use the “Duplicate” tab on SGASTDN.

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

- 1) Go to SGASTDN, enter MU ID, no term, and Alt-Pg Down or press Go. Then click on the second tab that is labeled "Curricula".
 - a. You are on the "Learner" tab.
 - b. In the grey bar titled "General Learner" click on "Copy" on the right-hand side.
 - c. Click on the grey tab "Update". This brings all information from the old student record to the new record. IMPORTANT to use update.
 - d. NEVER use the "Duplicate" tab on SGASTDN.
 - e. Use the "down arrow" in the lower left, or Alt-Pg down, to get to the "Field of Study" area.
 - f. 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 use the "down arrow" on your keyboard to insert a new row.
 - g. Click on the "Type" field and either click on the three dots "..." to search for the specific type. Alternatively, type in Major/Concentration/Minor.
 - h. In the "Field of Study" Field type in the specific Major/Concentration/Minor code.
 - i. If you need to add another Major/Concentration/Minor, then complete steps F, G and H again.
 - j. Save by pressing the "save button on the lower right-hand side or pressing F10.

ADDING AN ADVISOR TO A STUDENT RECORD

- 1) Access SGAADVR "Multiple Advisors" by typing the page name in the search bar, or by going to "Related" in the upper right, and selecting SGAADVR.
- 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 SGAADVR 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 SGAADVR from SGASTDN then close the SGASTDN page to go back to the main menu.

CHANGING AN ADVISOR

- 1) Access SGAADVR "Multiple Advisors" by typing the page name in the search bar, or by going to "Related" in the upper right, and selecting SGAADVR.
- 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 SIAIQRY "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 SGAADVR 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 SGAADVR 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 except for 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:

At first record.

Registration Student Term Curricula Study Path Time Status

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	201902	Spring 2019	201903	Interession 2019	201701	Fall 2016

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Curriculum Status Details

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

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

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

Record: 1/9 SOURCE: SOURCE_CODE: [1]

SAVE

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Curricula Tab in SGASTDN

Workspace Services X +

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

@ellucian General Student SGASTDN 9.3.9 (BannerPod)

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

Curriculum / Field of Study

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

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

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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	Major	1		

Field of Study

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

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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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