How to update a Students Program, Major, Minor or Concentration

Please follow the steps below so that non-destructive updates to the programs are made in Banner. This ensures that there is an audit trail of when changes were made, what type of changes were made, and who made the changes.

There are three buttons for managing how Banner INB adds and removes programs, majors, minors, concentrations or certificates.

| Replace: 🍃 | Update: 🍃 | Duplicate: 🍃 |

REPLACE – Used for changing a program/major.

UPDATE – Used for adding or removing a concentration/minor or updating a catalog year.

DUPLICATE – Used for adding a second program/major (double major or dual degree) or adding a certificate program.

How to Access SFAREGS

1. Access your Banner INB Account.

2. From the Banner Main Menu, enter SFAREGS in the Go To... field.

3. Press Enter

4. Click the Exit button on the Banner tool bar to close the Distribution Parameters window.

5. Enter the current term code (i.e., 201480, 201530, etc.) in the Term field
6. Enter the student ID in the ID field.

7. Click the Next Block button on the Banner tool bar to populate the form.

8. If student has hold on record please enter the override code and click next block. If you do not have access to override a hold please contact regis@ecu.edu to update the student’s banner record for you.

How to change a student’s program/major [Replace]

For example, a student is a BA Psychology (PSY1) major and wants to change to a major in BA History (HIST1).

1. Access SFAREGS from your Banner INB Account

2. Click on the Curricula tab.

3. Click the Replace button in the Curricula block to inactivate the current major (program) and insert blank curriculum fields for the same term in order to change the major.

4. Tab to the Program field.

5. Click the program search arrow to add a new program code.
6. Click the **Change Curriculum** link.

![Change Curriculum Image]

7. Click **OK** in the message box indicating the “Base Curriculum will be replaced”.

![Message Box Image]

8. **Scroll** through the listed programs, or use the ‘**Find**’ option box to search for a program.

   Intended majors will always have the appropriate degree program code and an Intended major code. For example, an intended BA History student would be (program) UASHST1BA – (major) HST1.

   Declared majors will have the appropriate degree program code for their major. For example a declared BA History student would be (program) UASHST1BA and (major) HST1.

   a) The % is a wild card to help you search. e.g., %PSY1% to find PSYC program code or u% to get a list of all undergrad programs.

   b) Enter **search criteria** in the find box.

   c) Click the **Find button**.

![Find Button Image]

9. Double click the **code** or select the code and click **OK**.
10. The new program will now be **active**. Notice that the Level, Campus, College, and Degree information autofill once the Program has been selected.

11. Click the Field of Study Tab.

12. Verify that the attached Major is accurate. If more than one major is attached to a program, for example a declared and an intended major, you will have to add Major in the Type field and choose one of the attached majors.
   a. **Click** the Field of Study down arrow to view attached Majors.

   b. **Click** on Attached Major/Departments

   c. **Select** the appropriate Major code and **click OK**
13. Add a concentration and/or minor by clicking in the next empty type field and selecting Concentration or Minor. Follow the above steps (a-c) to add an attached concentration or minor.

14. **Click** the Save button on the Banner tool bar to save the record.

**Adding a Minor to a Student’s Existing Program [Update]**

**The catalog year for all of a student’s curriculums must match. In other words, a student may NOT have one catalog year for the major and a different catalog year for the minor.**

1. **Access SFAREGS** from your Banner INB Account.

2. **Click** on the Curricula tab.

3. **Click** the Update button under the Curricula tab.

4. **Click** on the Field of Study tab.

5. **Click** into the next blank Activity field. The section will populate.

6. **Tab** to the Type field.

7. **Click** on the Type field search arrow to bring up the Learner Field of Study type box.

8. **Double click** MINOR or select MINOR and click OK.
9. **Tab** to the Field of Study field.

10. **Click** on the **Field of Study** search arrow.

   ![Field of Study search interface]

11. Choose **ATTACHED MINORS**, and you will see a list of the minors attached to that Major. If a particular minor is not attached, contact the Registrar’s Office (regis@ecu.edu) to have the minor attached to the major.

   ![Attached Minors window]

12. **Double click** the **Minor** or **select the Minor** code and **click OK** to attach it to the student record.

   ![Minor selection interface]

13. Click the **Save button** on the Banner tool bar to save the record.

**Adding a concentration to a student’s existing program [Update]**

**The catalog year for all of a student’s curriculums must match. In other words, a student may NOT have one catalog year for the major and a different catalog year for the concentration.**

1. Access SFAREGS from your **Banner INB Account**.

2. **Click on the Curricula tab**.

   ![Curricula tab interface]

3. **Click the Update button** under the Curricula tab.

   ![Update button interface]
4. **Click** on the Field of Study tab.

5. **Click** into the next blank Activity field. The section will populate.

6. **Tab** to the Type field.

7. **Click** on the Type field search arrow to bring up the Learner Field of Study type box.

8. **Double click** on CONCENTRATION or select CONCENTRATION and click OK.

9. **Tab** to the Field of Study field.

10. **Click** on the Field of Study search arrow to add a Concentration Code.

11. Choose **Attached Concentration Codes**
12. Use the **scroll bar to search** for the concentration code.

13. **Double click** the **Concentration Code** or **select Concentration code** and **click OK** to attach it to the student record.

![Attached Concentrations](image)

14. Click the **Save button** on the Banner tool bar to save the record.

**Removing a concentration or minor from student’s existing program [Update]**

1. Access SFAREGS from your [BANNER INB Account](#).
2. Click on the **Curricula** tab.
3. Click the Update Button.
4. Click the Field of Study tab.
5. Click in the Status field of the Concentration or Minor you want to remove.
6. Click the Status Field Search arrow to view Curriculum Status codes.
7. Double Click Removed or Select Removed and click OK to remove a Concentration or Minor.

![Curriculum Status](image)
8. Click the **Save button** on the Banner tool bar to save the record.

**Adding a second program/major to a student’s existing program (Double Major or Dual Degree) [Duplicate]**

**The catalog year for all of a student’s curriculums must match. In other words, a student may NOT have one catalog year for the 1st major and a different catalog year for the 2nd major.**

This function allows you to duplicate the curriculum and add a second program/major to an existing student record, so a student would have 2 active programs/majors for the term (double major or dual degree).

1. Access SFAREGS from your **BANNER INB Account**.

2. Click on the **Curricula** tab.

3. Click the **Duplicate button**

4. Tab to the Priority field.

5. **Enter a 2** in the Priority field (change the 1 to a 2).

6. **Click on the arrow** next to the Program field.
7. **Double Click** on Change Curriculum

8. A message indicating the Base Curriculum will be replaced will pop up. Click OK.

9. Use the scroll bar to search for the program code.

10. **Double click** the code to add it to the form. Notice that the Level, Campus, College, and Degree information autofill in once you select the program.

11. **Click** the **Field of Study** Tab.

12. **Verify** that the attached Major is accurate. If more than one major is attached to a program, for example a Declared and an Intended major, you will have to add Major in the Type field and choose one of the attached majors.
   a. Click the Field of Study down arrow to view attached Majors.
   b. Click on Attached Major/Departments
c. Select the Intended Major code and click OK

13. Add a concentration and/or minor by clicking in the next empty type field and selecting Concentration or Minor. Follow the above steps (a-c) to add an attached concentration or minor.

14. Click the save button on the Banner tool bar to save the record.

**How to Add a Certificate to a Student’s Program [Duplicate]**

1. Access SFAREGS from your BANNER INB Account.

2. Click on the Curricula tab.

3. Click the Duplicate Button.

4. Tab to the Priority field.

5. Enter a 2 in the Priority field (change the 1 to a 2). If the student already has a 2nd priority curriculum, for example a double major, the certificate curriculum priority will be Priority 3.

6. Click on the arrow next to the Program field.

7. Double Click on Change Curriculum
8. A message indicating the Base Curriculum will be replaced will pop up. Click OK.

9. Use the scroll bar to search for the Certificate code.

10. **Double click** the code to add it to the form.

    Notice that the Level, Campus, College, and Degree information autofill in once you select the program.

11. **Click** the **Field of Study** Tab.

12. **Verify** that the attached Certificate is accurate.

13. **Click** the save button on the Banner tool bar to save the record.

**How to Remove a Second Major [Update]**

1. Access SFAREGS from your **BANNER INB Account**.

2. Click on the **Curricula** tab.

3. **Click** the right arrow of the record field to move to the Second Major
4. Verify that you are in the correct program you wish to update. Priority field should be 2.

5. Click the Update button.

6. Click in the Activity field of the Program you want to remove.

7. Click the Activity Field Search arrow to view Curriculum Status codes.

8. Double Click Inactive or Select Inactive and click OK to remove the second program.

9. Click the Save button on the Banner tool bar to save the record.