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; update catalog.

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

![Message box indicating Base Curriculum will be replaced]

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 curriculum interface]

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.

![Program selection interface]

11. Click the **Field of Study Tab**.
12. Verify that the attached Major is accurate. If student is an Intended major you will have to update the major code.
   a. **Click** the Field of Study down arrow to view attached Majors.

   ![Field of Study](image)

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

   ![Attached Majors/Departments](image)

   c. **Select** the Intended Major code and **click OK**

   ![Selected Major](image)

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]

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. 

10. Click on the Field of Study search arrow.
11. Choose **ATTACHED MINORS**, and you will see a list of the minors attached to that Major. To add a Minor not attached to the major, select All Minor Codes.

![Screenshot of option list with Attached Minors selected](image)

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

![Screenshot of selected minor code](image)

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

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

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** 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.
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.

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]

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.

![Base Curriculum Items will be Replaced.](image)

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

![Program Search](image)

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 student is an Intended major you will have to update the major code.
   
   a. Click the Field of Study down arrow to view attached Majors.

   ![Field of Study](image)

   b. Click on Attached Major/Departments

   ![Attached Major/Departments](image)

   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).

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.