

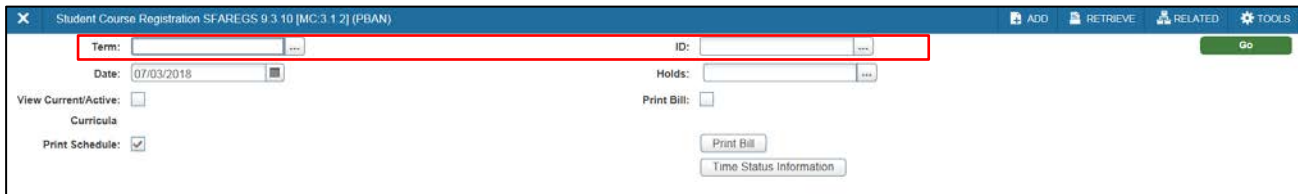
How to change a degree/major in Banner 9

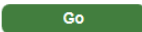
DEGREE/MAJOR CHANGES FOR GRADUATE/PROFESSIONAL LEVEL STUDENTS MAY ONLY BE PROCESSED BY THE GRADUATE SCHOOL OR REGISTRAR'S OFFICE.

1. Log in to Banner 9 Admin Pages.
2. At the Banner 9 Admin Pages home screen type Student Course Registration or SFAREGS.
3. Click the X at top left corner to close the Distribution Parameters screen.



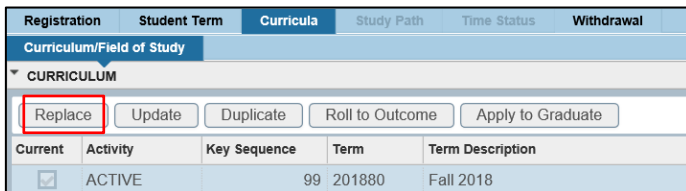
4. Enter the following information in the search screen:
 - a. The Current Term Code or Admitted Term code if student is not admitted in Current Term.
 - b. Banner ID



5. Click the Go button to find the record. 
6. If student has hold on record please enter the override code (if you have access) 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.**
7. Click on the Curricula Tab.



8. Click the Replace button.

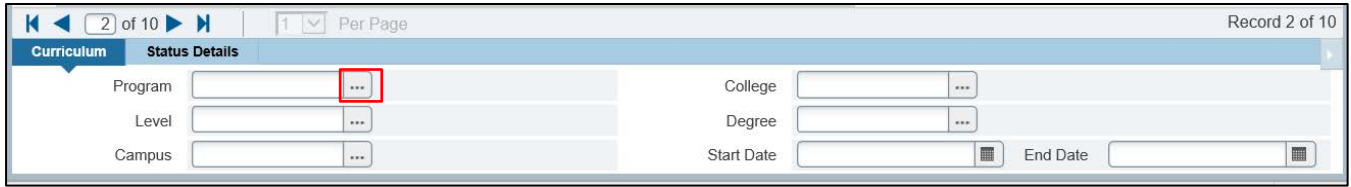


Current	Activity	Key Sequence	Term	Term Description
<input checked="" type="checkbox"/>	ACTIVE	99	201880	Fall 2018

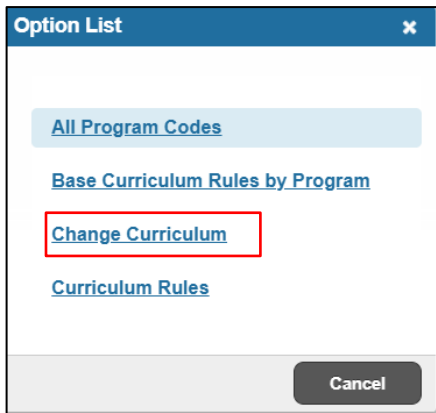
9. Click OK on any messages (if displayed).



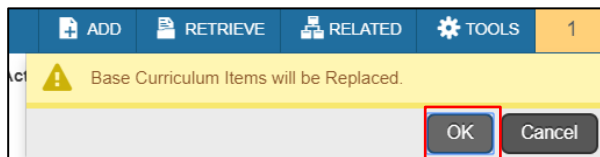
10. In the Curricula section, click the look up button on the Program field.



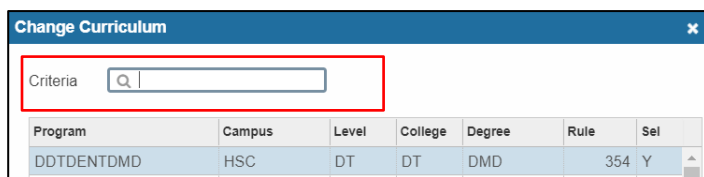
11. In the Options List pop up box, click the Change Curriculum link.



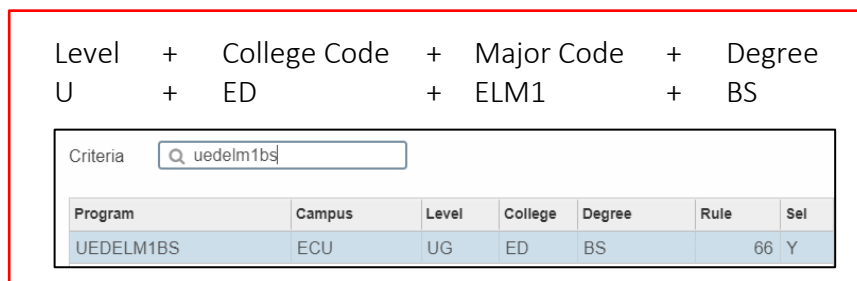
12. Click OK on the warning message.




13. Search for the new program using the Criteria search box.



Program codes structure:

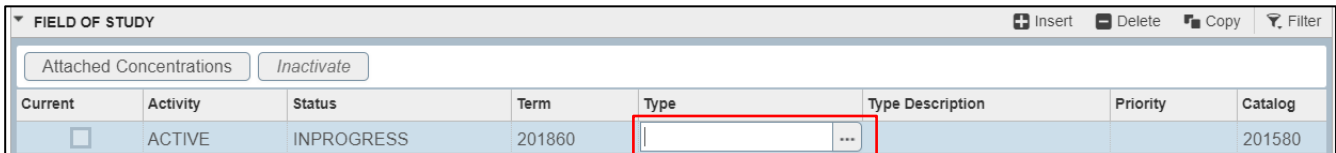


14. Select the code and click OK to select the program code.

15. Click the Next section button  in the bottom left hand corner of the screen to move to the Field of Study section.

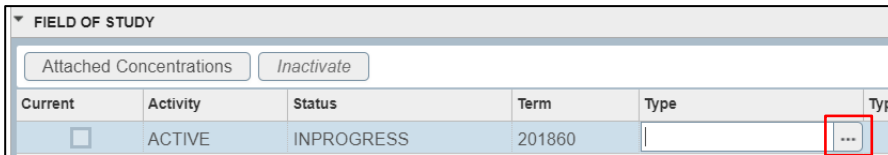


16. In the Field of Study section, click in the Type Field.

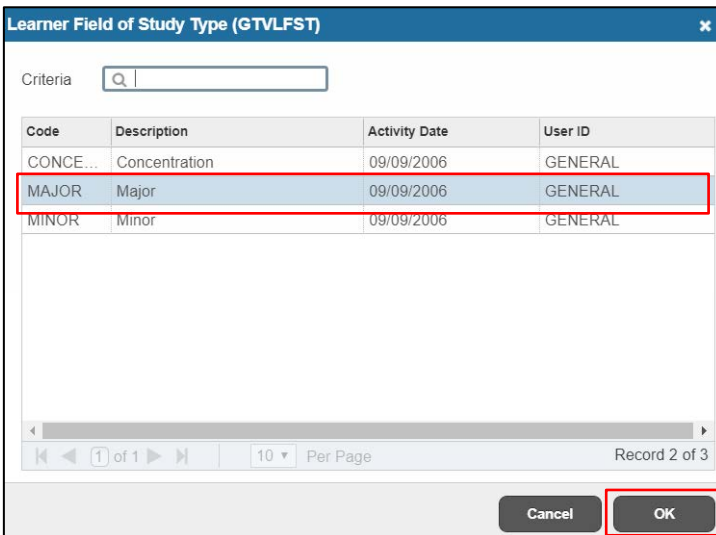


Current	Activity	Status	Term	Type	Type Description	Priority	Catalog
<input type="checkbox"/>	ACTIVE	INPROGRESS	201860	<input type="text"/>			201580

17. Click the look up button at add a type.

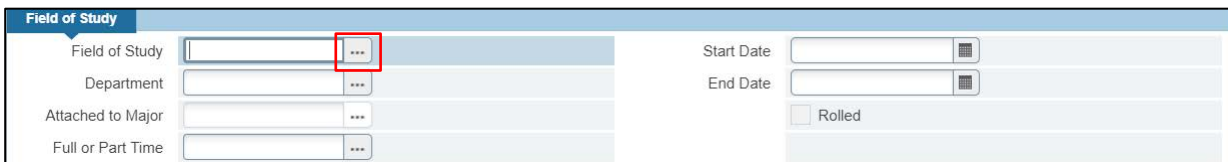


18. Select Major and click OK.

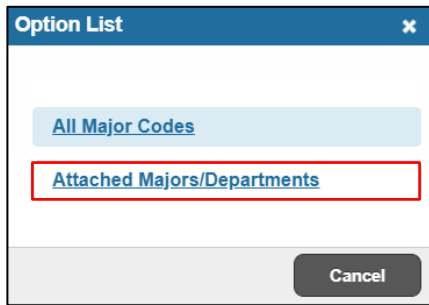


Code	Description	Activity Date	User ID
CONCE...	Concentration	09/09/2006	GENERAL
MAJOR	Major	09/09/2006	GENERAL
MINOR	Minor	09/09/2006	GENERAL

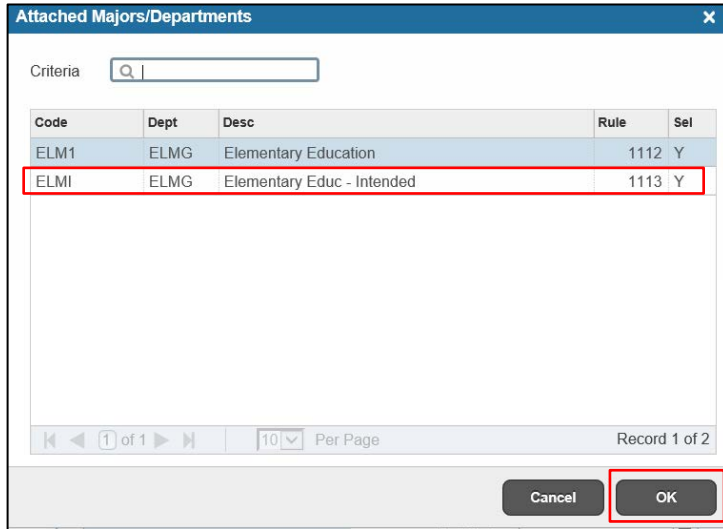
19. Click the look up button on the field of study filed.



20. In the Options List pop up box, click Attached Majors/Departments link.



21. Select the Major and click OK.



22. Click the Save button **SAVE** in the bottom right corner of the screen to save the record.

23. A confirmation message will display confirming the record was updated successfully.

24. Click the yellow message icon to clear the message.

