

How to add a certificate to a Student in Banner 9

GRADUATE CERTIFICATES MAY ONLY BE ADDED 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.



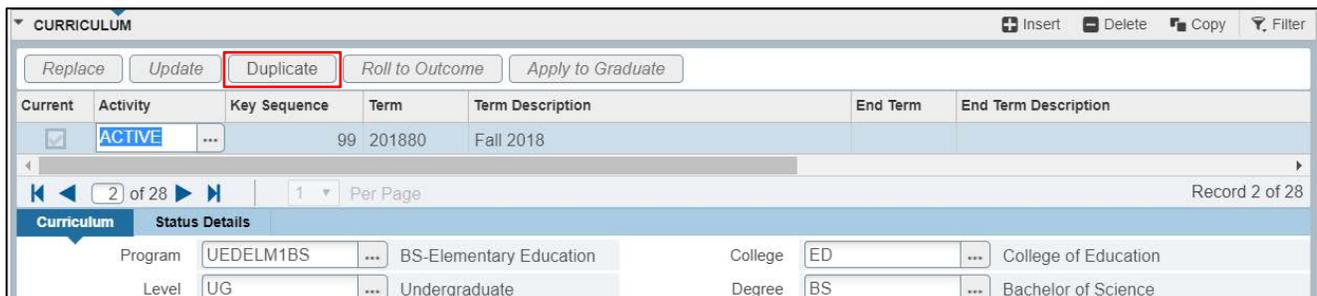
The screenshot shows the 'Student System Distribution Initialization SOADEST 9.3 (PBAN)' window. The 'DISTRIBUTION PARAMETERS' section is visible, with fields for Schedules, Invoices, Transcripts, Enrollments, and Compliance. A red 'X' is highlighted in the top left corner of the window.

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



The screenshot shows the 'Student Course Registration SFAREGS 9.3.10 [MC:3.1.2] (PBAN)' search screen. The 'Term' and 'ID' fields are highlighted with a red box. Other fields include Date (07/03/2018), Holds, View Current/Active, Curricula, Print Schedule, Print Bill, and Time Status Information. A green 'Go' button is visible.

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 section. **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 the Duplicate button



The screenshot shows the 'CURRICULUM' screen. The 'Duplicate' button is highlighted with a red box. Below the buttons is a table with columns: Current, Activity, Key Sequence, Term, Term Description, End Term, and End Term Description. The first row shows 'ACTIVE', '99', '201880', and 'Fall 2018'. Below the table is a 'Status Details' section with fields for Program (UEDELM1BS), Level (UG), College (ED), and Degree (BS).

8. Tab to the Priority field and change to 2.

The screenshot shows the CURRICULUM form with a table containing one record. The Priority field in the second row is highlighted with a red box and contains the value '2'. The table has columns: End Term, End Term Description, Catalog Term, Catalog Term Description, and Priority. The record shows End Term: 201780, End Term Description: Fall 2017, and Priority: 2. Navigation buttons like 'Replace', 'Update', 'Duplicate', 'Roll to Outcome', and 'Apply to Graduate' are visible at the top. The bottom of the form shows 'Record 2 of 28'.

9. Click the Program look up button.

The screenshot shows the CURRICULUM form with the 'Status Details' section expanded. The 'Program' field is set to 'UEDELM1BS' and the 'Level' field is set to 'UG'. The 'Program' look up button (indicated by three dots) is highlighted with a red box. Other fields include 'Term' (99), 'Term Description' (201880), 'End Term' (Fall 2018), 'College' (ED), 'Degree' (BS), and 'Campus' (ECU). The bottom of the form shows 'Record 2 of 28'.

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

The screenshot shows a warning message dialog box with the text: 'Curriculum will be active in a future term and may impact fee assessment.' The 'OK' button is highlighted with a red box. The dialog box has a blue header with 'ADD', 'RETRIEVE', 'RELATED', 'TOOLS', and a count of '1'.

11. Click Change Curriculum link.

The screenshot shows the 'Option List' dialog box with a blue header and a close button. The 'Change Curriculum' link is highlighted with a red box. Other links include 'All Program Codes', 'Base Curriculum Rules by Program', and 'Curriculum Rules'. A 'Cancel' button is at the bottom.

12. Click OK on the warning message.

The screenshot shows a warning message dialog box with the text: 'Base Curriculum Items will be Replaced.' The 'OK' button is highlighted with a red box. The dialog box has a blue header with 'ADD', 'RETRIEVE', 'RELATED', 'TOOLS', and a count of '1'.

13. Search for the certificate code using the Criteria search box.

The screenshot shows the 'Change Curriculum' dialog box with a search criteria box containing 'UBU'. Below the search box is a table with columns: Program, Campus, Level, College, Degree, Rule, and Sel. The table contains the following data:

Program	Campus	Level	College	Degree	Rule	Sel
GBUBUS1MBA	ECU	GR	BU	MBA	160	Y
MBUBUS3MBA	ECU	GR	BU	MBA	340	Y
UBUACC1BSBA	ECU	UG	BU	BSBA	55	Y
UBUC1294C	ECU	UG	BU	4C	470	Y
UBUC1344C	ECU	UG	BU	4C	477	Y
UBUDSC1BSBA	ECU	UG	BU	BSBA	275	Y

Certificate codes structure:

Level	+	College Code	+	Cert Code	+	Degree
U	+	BU	+	C129	+	4C

14. Select the code and click OK.

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



16. Tab to the Priority field and enter 2.



Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term
ACTIVE	INPROGRESS	201880	MAJOR	Major	2	201780	

17. Click the Save button  in the bottom right corner of the screen to save the record.

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

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

