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.

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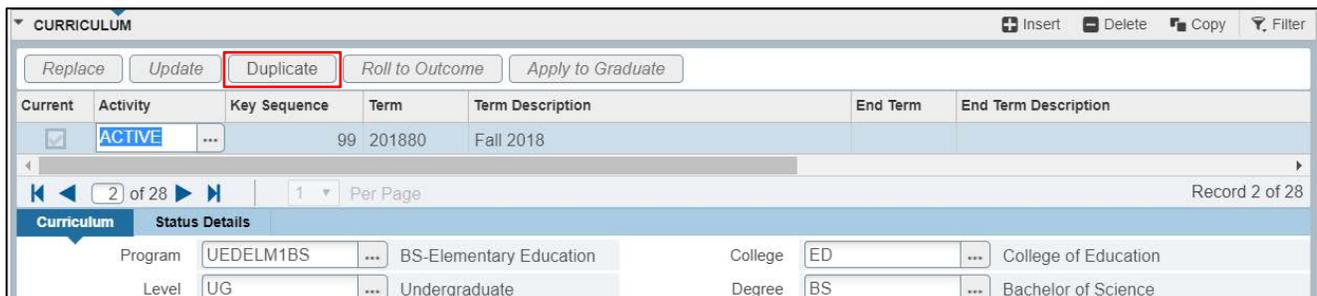
8. Tab to the Priority field and change to 2.

9. Click the Program look up button.

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

11. Click Change Curriculum link.

12. Click OK on the warning message.

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

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.

Credit Hours	16.000		Bill Hours	13.000	
CEU Hours	0.000				

SAVE

16. Tab to the Priority field and enter 2.

▼ FIELD OF STUDY						🞡 Insert	🗕 Delete	🗐 Copy	🝙 Filter

| Attached Concentrations | Inactivate |

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

17. Click the Save button [SAVE] 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.

🗎 ADD	🗎 RETRIEVE	🖧 RELATED	⚙ TOOLS	1
View Current/Act	✓ Saved successfully (2 rows saved)			