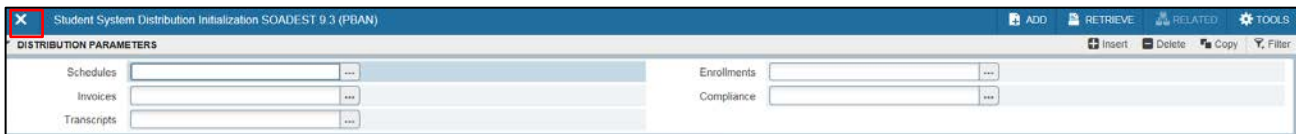
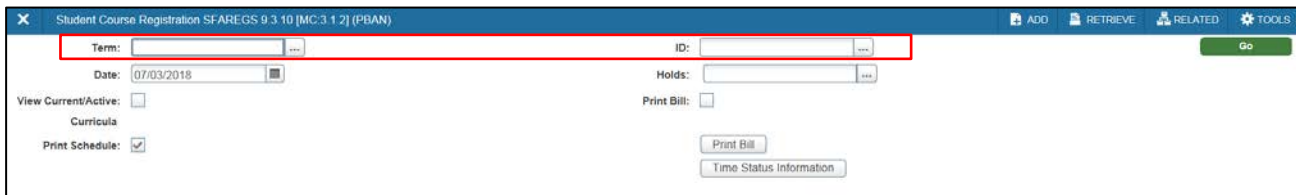



## How to add a concentration or minor in Banner 9

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

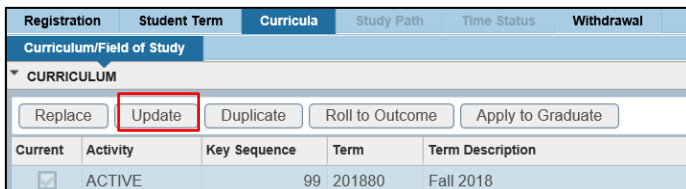


5. Click the Go button to find the record. 
6. If student has hold on record please enter the override code (if you have access) and click next section. **If you do not have access to override a hold please contact [regis@ecu.edu](mailto:regis@ecu.edu) to update the student's banner record for you.**

7. Click on the Curricula Tab.

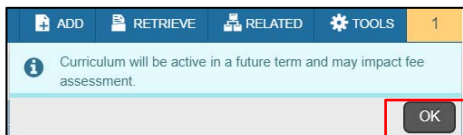



8. Click the Update button.



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

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



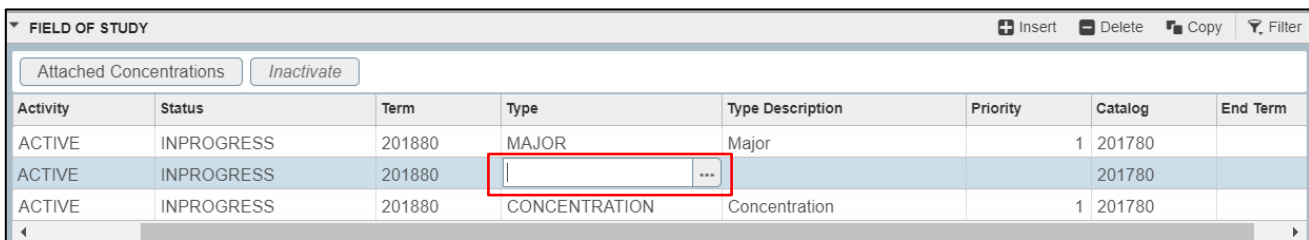
10. Click the Next section button  in the bottom left hand corner of the screen to move to the Field of Study section.



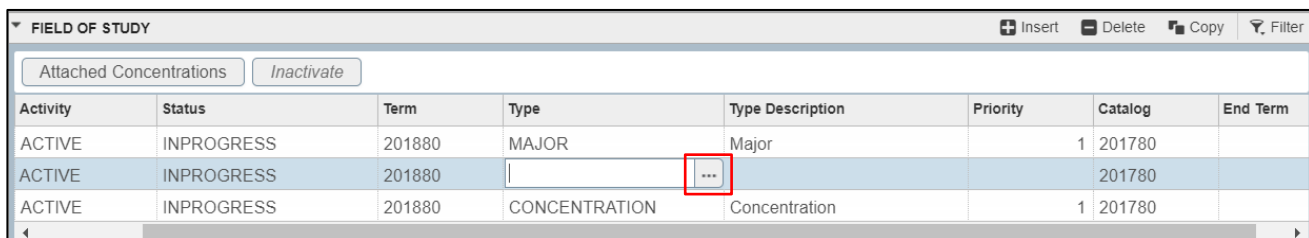
11. Click the Insert button.



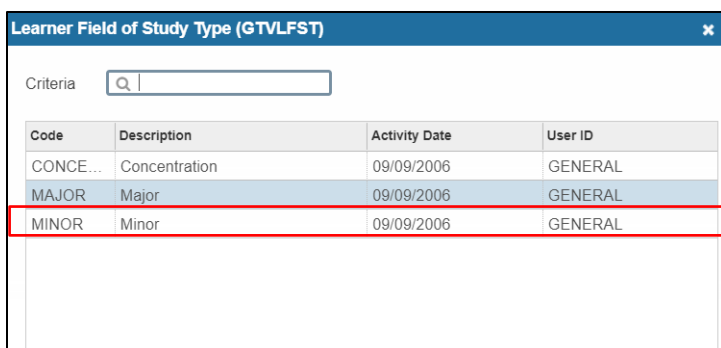
12. In the Field of Study section, click in the Type Field.



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



14. Select Minor or Concentration (depending on the curriculum you are adding) and click OK.



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

Field of Study [dropdown with look-up button] Start Date [calendar icon]  
Department [dropdown with look-up button] End Date [calendar icon]  
Attached to Major [dropdown with look-up button] Rolled [checkbox]  
Full or Part Time [dropdown with look-up button]

16. In the Options List pop up box, click Attached Minors (or Attached Concentrations) link.

Option List [close icon]  
All Minor Codes  
Attached Minors  
Cancel

17. Enter the Minor (or Concentration) code in the Criteria box to search for the Concentration (or minor) or use the scroll bar to search for the concentration (or minor).

**NOTE: Only Concentrations (or minors) that are approved to be attached to the major will be listed.**

18. Select the Minor (or Concentration) and click OK.

Attached Minors [close icon]  
Criteria [search icon] [input field]  

Code	Description
BVE5	BV Distributive Tech Merchand
CHM1	Chemistry
CLS1	Clinical Chem and Hematology
CLS2	Clinical Microbiology
CLS3	Hematology Immunohematology
CLS4	Clinical Lab Scie Generalist
CO02	Communication Studies
CO03	Media Studies
CRJ1	Criminal Justice

1 of 6 | 20 Per Page | Record 19 of 103  
Cancel OK

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

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

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

ADD RETRIEVE RELATED TOOLS 1  
View Current/Act [checkmark] Saved successfully (2 rows saved)