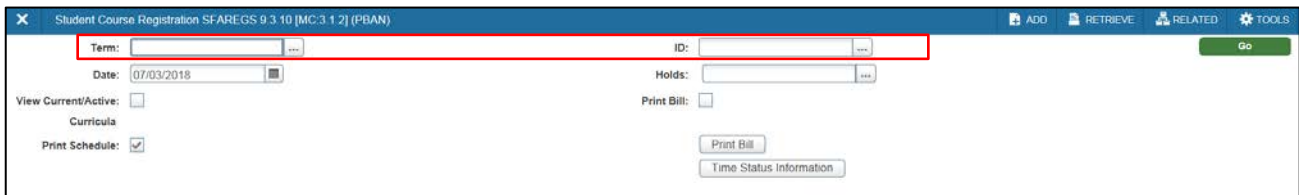



How to add a second degree or major in Banner 9

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

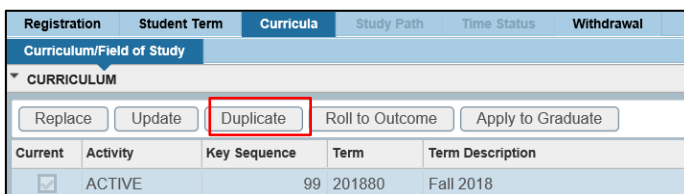


5. Click the Go button to find the record. 

6. Click on the Curricula tab.

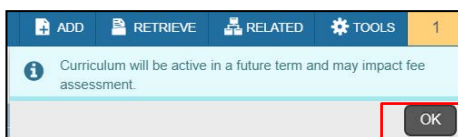


7. Click the Duplicate button.



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

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



9. Tab to the Priority field and enter 2.

The screenshot shows the 'Curriculum/Field of Study' interface. At the top, there are buttons for 'Replace', 'Update', 'Duplicate', 'Roll to Outcome', and 'Apply to Graduate'. Below these is a table with columns: 'End Term', 'End Term Description', 'Catalog Term', 'Catalog Term Description', and 'Priority'. The 'Priority' field in the first row is highlighted with a red box and contains the number '2'.

End Term	End Term Description	Catalog Term	Catalog Term Description	Priority
		201780	Fall 2017	2

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

The screenshot shows the 'Curriculum Status Details' form. It includes fields for Program (UHPEXAFBS), Level (UG), Campus (ECU), College (HP), Degree (BS), Start Date, and End Date. The dropdown menus for Program, Level, and Degree are open, and the '...' button next to the Program field is highlighted with a red box.

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

The screenshot shows the 'Option List' pop-up box. It contains several links: 'All Program Codes', 'Base Curriculum Rules by Program', 'Change Curriculum', and 'Curriculum Rules'. The 'Change Curriculum' link is highlighted with a red box. There is also a 'Cancel' button at the bottom.

12. Click OK on the warning message.

The screenshot shows a warning message dialog box with a yellow background and a warning icon. The message reads: 'Base Curriculum Items will be Replaced.' Below the message are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

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

The screenshot shows the 'Change Curriculum' dialog box. It features a search criteria field with a magnifying glass icon, highlighted with a red box. Below the search field is a table with columns: Program, Campus, Level, College, Degree, Rule, and Sel.

Program	Campus	Level	College	Degree	Rule	Sel
DDTDENTDMD	HSC	DT	DT	DMD	354	Y


Program codes structure:

Level	+	College Code	+	Major Code	+	Degree
U	+	ED	+	ELM1	+	BS

Criteria	<input type="text" value="Q uedelm1bs"/>					
Program	Campus	Level	College	Degree	Rule	Sel
UEDELM1BS	ECU	UG	ED	BS	66	Y

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

Curriculum		Status Details				
Program	<input type="text" value="UBUFIN1BSBA"/> ...	BSBA-Finance	College	<input type="text" value="BU"/> ...	College of Business	
Level	<input type="text" value="UG"/> ...	Undergraduate	Degree	<input type="text" value="BSBA"/> ...	BS in Business Administration	
Campus	<input type="text" value="ECU"/> ...	Main Campus	Start Date	<input type="text"/>	End Date	<input type="text"/>

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	<input type="text" value="16.000"/>	Bill Hours	<input type="text" value="13.000"/>
CEU Hours	<input type="text" value="0.000"/>		

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

FIELD OF STUDY								Insert	Delete	Copy	Filter
Attached Concentrations		<i>Inactivate</i>									
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.

FIELD OF STUDY								Insert	Delete	Copy	Filter
Attached Concentrations		<i>Inactivate</i>									
Current	Activity	Status	Term	Type	Type Description	Priority	Catalog				
<input type="checkbox"/>	ACTIVE	INPROGRESS	201860	<input type="text"/>	...						

18. Select Major and click OK.

Learner Field of Study Type (GTVLFST)			
Criteria	<input type="text"/>		
Code	Description	Activity Date	User ID
CONCE...	Concentration	09/09/2006	GENERAL
MAJOR	Major	09/09/2006	GENERAL
MINOR	Minor	09/09/2006	GENERAL

Cancel	OK
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19. Enter 2 in the Priority field.

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog
<input type="checkbox"/>	ACTIVE	INPROGRESS	201860	MAJOR	Major	2	201780

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

Field of Study: [dropdown] ... Start Date: [calendar]
Department: [dropdown] ... End Date: [calendar]
Attached to Major: [dropdown] ... Rolled:
Full or Part Time: [dropdown] ...

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

Option List

All Major Codes

Attached Majors/Departments


Cancel

22. Select the major and click OK.

Code	Dept	Desc	Rule	Sel
FIN1	FI	Finance	2287	Y
FINI	FI	Finance - Intended Major	2288	Y

Record 1 of 2


Cancel OK

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

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

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

ADD RETRIEVE RELATED TOOLS 1

View Current/Act  Saved successfully (2 rows saved)