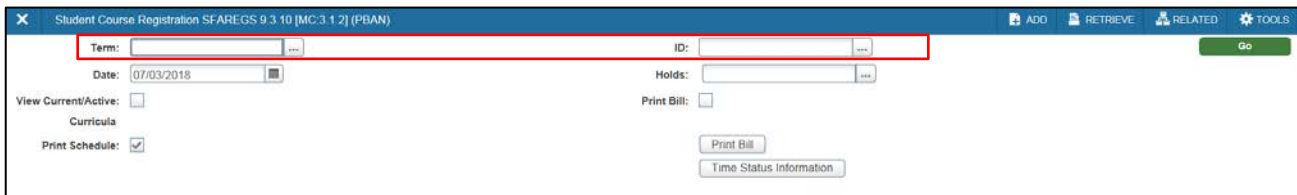



## How to change a concentration or minor in Banner 9

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

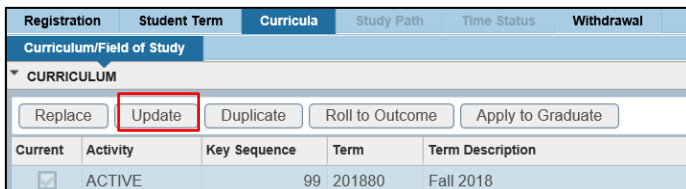


5. Click the Go button to find the record. 
6. If student has hold on record please enter the override code (if you have access) and click next section. **If you do not have access to override a hold please contact [regis@ecu.edu](mailto:regis@ecu.edu) to update the student's banner record for you.**

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

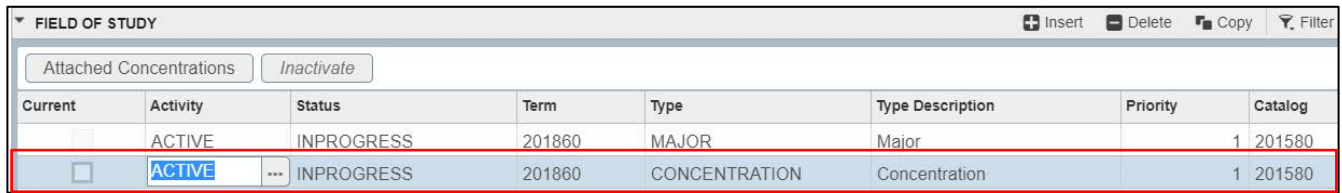
9. Click OK on any messages (if displayed).



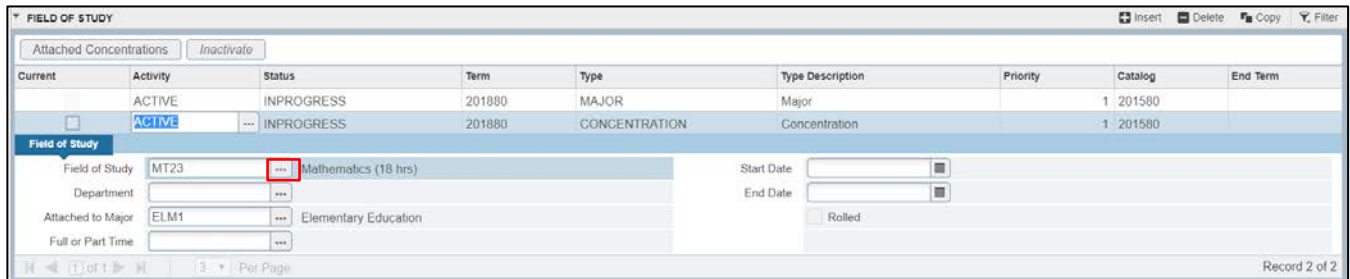
10. Click the Next section button  in the bottom left hand corner of the screen to move to the Field of Study section.



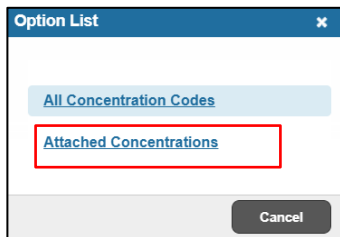
11. Select the field of study you would like to change.



12. Click in the lookup button in the Field of Study field.



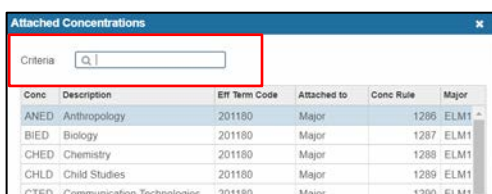
13. Select Attached Concentrations or Attached Minors depending on what type of curriculum you are adding.



14. Enter the Curriculum 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.**

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



FIELD OF STUDY

Attached Concentrations *Inactivate*

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term
<input type="checkbox"/>	ACTIVE	INPROGRESS	201880	MAJOR	Major		1 201580	
<input type="checkbox"/>	ACTIVE	INPROGRESS	201880	CONCENTRATION	Concentration		1 201580	

Field of Study

Field of Study:  General Science (18 hrs) Start Date:

Department:

Attached to Major:  Elementary Education End Date:

Full or Part Time:

Rolled

Record 2 of 2

SAVE

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

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

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

ADD RETRIEVE RELATED TOOLS 1

View Current/Act  Saved successfully (2 rows saved)