

How to change a current student's catalog year in Banner 9

All Catalog years for a student's program, major, minor, concentrations in Banner <u>MUST</u> be the same. Please be sure when updating a catalog year that it is updated on the Curriculum tab <u>AND</u> the Field of Study Tab

PLEASE NOTE: Catalog terms must end in 80. For the 2016-2017 catalog the catalog term would be 201680, for the 2017-2018 catalog the term would be 201780, etc. Academic year encompasses three terms; fall, spring and summer. Choosing a 201730 term would equal the 2016-2017 catalog because spring 2017 is part of the 2016 academic year and catalog.

- 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.

×	Student Syster	Distribution Initialization SOADEST 9.3 (PBAN)		00A 🔒	RETRIEVE	Ret.	TED	🗱 TOOLS
DISTRI	BUTION PARAME	TERS			C Insert	Delete	🖷 Сору	Y, Filter
	Schedules		Enrollments					
	Invoices		Compliance					
	Transcripts							

- 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

X Student Cou	se Registration SFAREGS 9.3.10 [MC/3.1.2] (PBAN)			🔒 ADD	RELATED	TOOLS
Term:		ID:				Go
Date:	07/03/2018	Holds:				
View Current/Active:		Print Bill:				
Curricula						
Print Schedule:	×.		Print Bill			
			Time Status Information			

- 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 <u>regis@ecu.edu</u> to update the student's banner record for you.
- 7. Click on the Curricula Tab.

Registration	Student Term	Curricula	Study Path	Time Status	Withdrawal

8. Click the Update button.



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

÷	ADD	RETRIEVE	RELATED	🗱 TOOLS	1
0	Curric asses	ulum will be active sment.	in a future term a	nd may impact f	ee
				Γ	ок

10. Click in The Catalog Term field in the Curriculum section and enter the new Catalog year code

Curriculum/Field of Study								
CURRICULUM								
Replace Update Duplicate	Roll to Outcome	Apply to Graduate						
Term Description	End Term	End Term Description	Catalog Term	Catalog Term Descriptio	'n			
Fall 2018			201580	Fall 2015				

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

	Credit	Hours t6.000	Bill Hours 13 000	
	CEU	Hours 0.000		
*	<u>×</u>			SAVE

12. Click in the Catalog field in the Field of Study Section. Update ALL catalog terms for ALL curriculums listed.

• FIELD	OF STUDY					Insert Delete	Га Сору	Y, Filter
Attac	hed Concentration	ns Inactivate						
ent	Activity	Status	Term	Туре	Type Description	Priority	Catalog	8
	ACTIVE	INPROGRESS	201880	MAJOR	Major		1 20158	0)
	ACTIVE	INPROGRESS	201880	CONCENTRATION	Concentration		1 20158	0

- 13. Click the Save button SAVE in the bottom right corner of the screen to save the record.
- 14. A confirmation message will display confirming the record was updated successfully.
- 15. Click the yellow message icon to clear the message.

