**Office of the Registrar**

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.
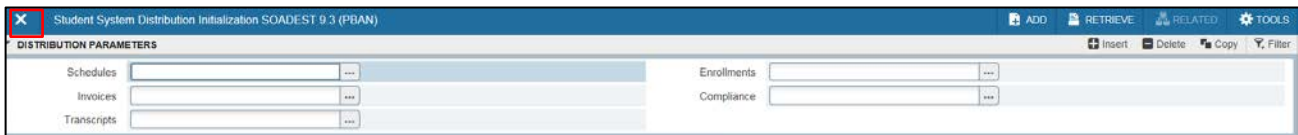

4. Enter the following information in the search screen
   a. The Current Term Code or Admitted Term code if student is not admitted in Current Term.
   b. Banner ID
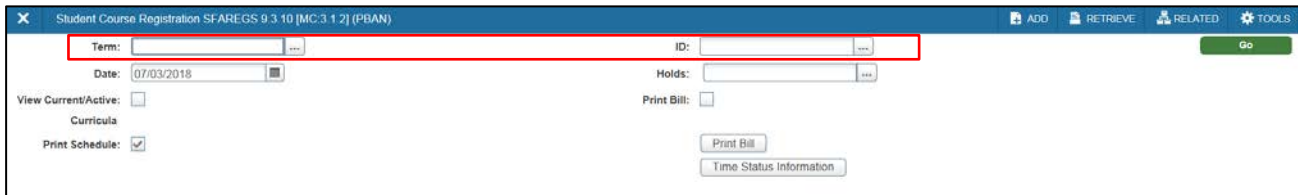
5. Click the Go button to find the record.

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.**
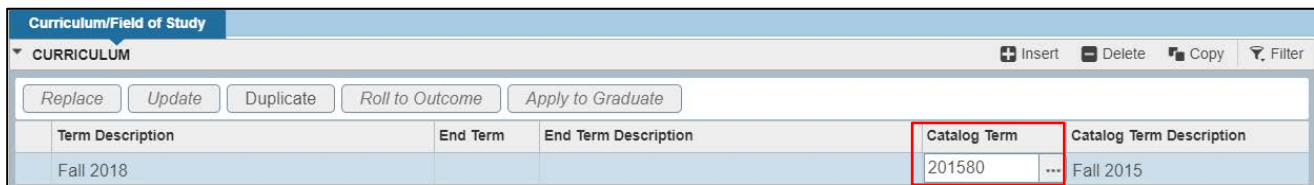
7. Click on the Curricula Tab.

8. Click the Update button.
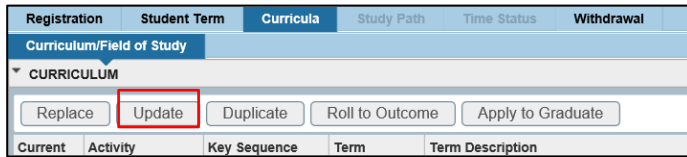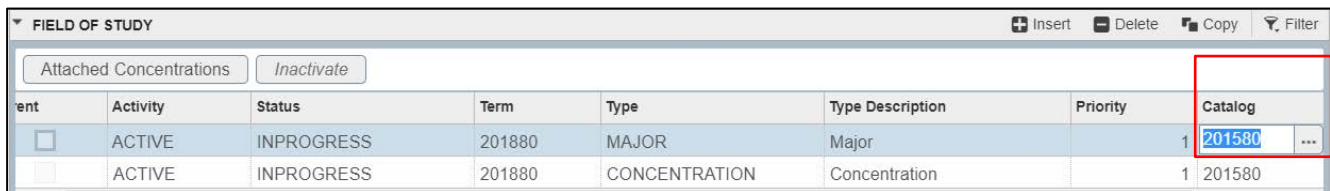

9. Click OK on any messages (if displayed).

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


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

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

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.