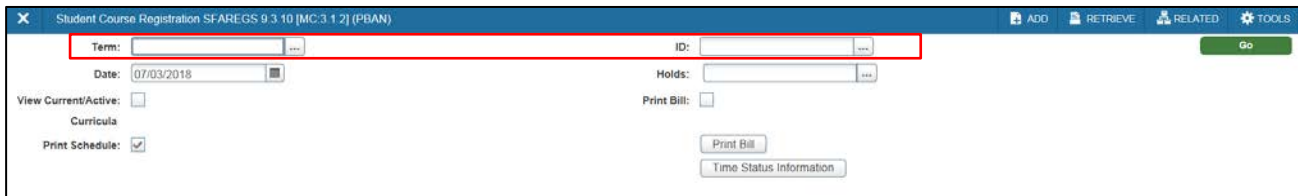# How to change an intended major with concentration to a declared major in Banner 9

1. Log in to Banner 9 Admin Pages.

2. At the Banner 9 Admin Pages home screen type Student Course Registration or SFAREGS.

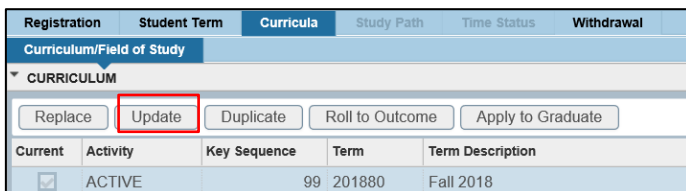3. Click the X at top left corner to close the Distribution Parameters screen.

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. **If student has hold on their record, enter the override code (if you have access) and click next block.** **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.
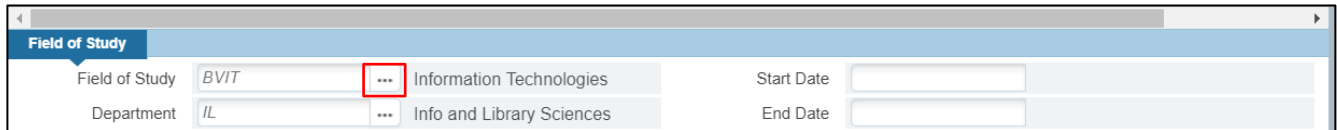

8. Click the Update button.

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

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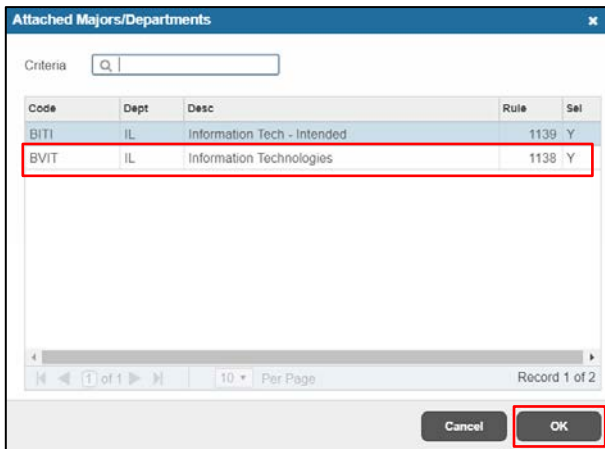

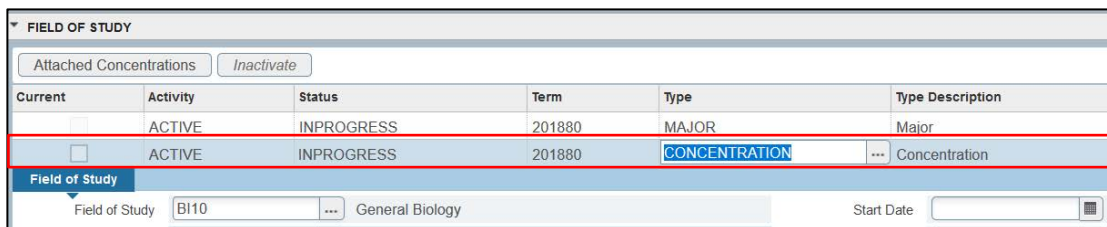11. In the field of Study section, click the look up button on the Field of study field.

12. In the Options List pop up box, click Attached Majors/Departments link.
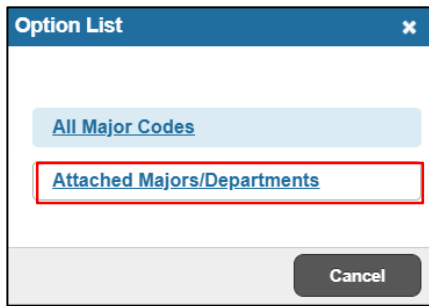
13. Select the major from the list of majors in the Majors/Departments pop box and click OK.

14. Click the concentration in the field of study.

15. Delete the code in the Attached to major field

	ACTIVE	INPROGRESS	201880	CONCENTRATION	···	Con

Field of Study

Field of Study	BI10	···	General Biology		Start Date
Department		···			End Date
Attached to Major	BIOI	···	Biology Intended		
Full or Part Time		···			

16. Click the ... next to the Field of study field.

Field of Study

Field of Study	BI10	···
Department		···
Attached to Major		···
Full or Part Time		···

17. Select attached concentrations.

Option List ✕

All Concentration Codes

Attached Concentrations

Cancel

18. Reselect the Concentration attached to the declared Major and click OK.

Attached Concentrations ✕

Criteria 🔍

Conc	Description	Eff Term Code	Attached to	Conc Rule	Major
BI10	General Biology	201480	Major	1573	BIO1
BI11	Ecology and Evolution	201480	Major	1572	BIO1
BI12	Molecular and Cell Biology	201480	Major	1570	BIO1
BIO3	Molecular Biology/Biotech	201480	Major	1527	BIO1
BIO6	Microbiology	201480	Major	1530	BIO1

|◄ ◄ 1 of 1 ► ►| 10 Per Page   Record 1 of 5

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 ✓ Saved successfully (2 rows saved)