How to change an intended major without 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.

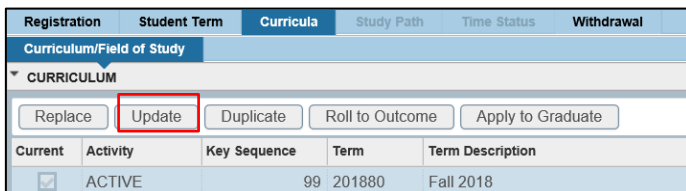3. Click the X at top left corner to close the Distribution Parameters screen.

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.**
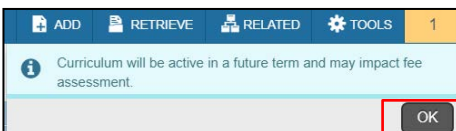
7. Click on the Curricula Tab.

8. Click the Update button.

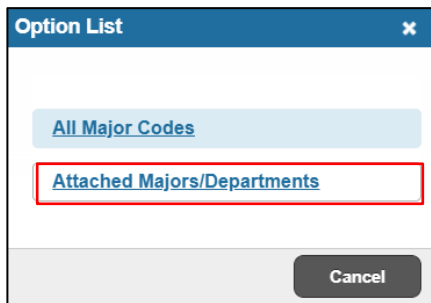9. Click OK on any messages (if displayed).
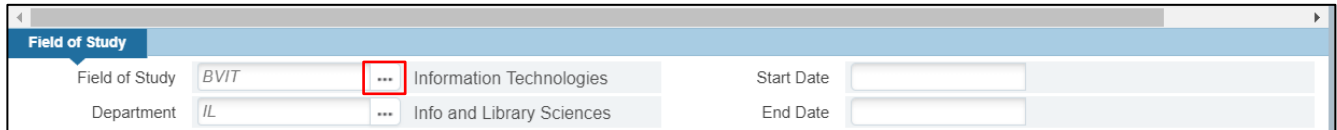
10. Click the Next section button ⏷ in the bottom left hand corner of the screen to move to the Field of Study section.
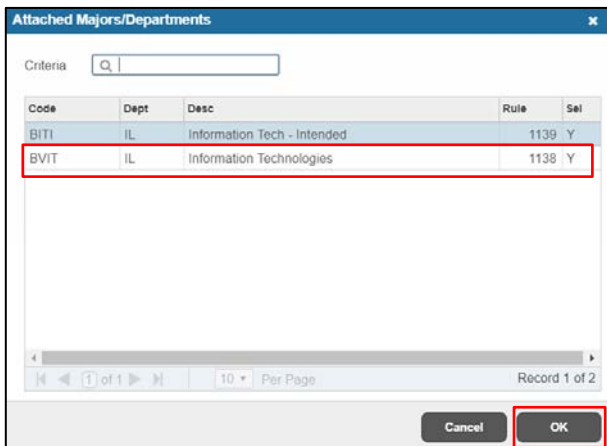

11. In the field of Study section, click the look up button on the Field of study field.

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

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

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