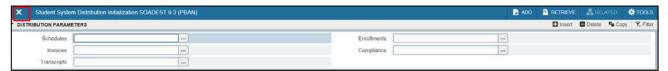


How to change an intended major <u>without concentration</u> to a declared major in Banner 9

- 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

X Student Co	urse Registration SFAREGS 9 3 10 [MC:3 1 2] (PBAN)			🔒 ADD	RELATED	TOOLS
Tern		ID:				Go
Date	e: 07/03/2018	Holds:				
View Current/Active	e 🛄	Print Bill:				
Curricula	1					
Print Schedule	к 🗹		Print Bill			

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

8. Click the Update button.

Registrat	tion	Student T	erm	Curricula	Study Path	Time Status	Withdrawal
Curriculu	um/Fie	ld of Study					
* CURRIC	ULUM						
Replac	ce	Update	Du	plicate	Roll to Outcor	ne Apply to G	raduate
Current	Activ	ity	Key S	equence	Term	Term Description	
	ACT	IVE		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.

	Credit Hours	16.000	Bill Hours 13 000
	CEU Hours	0.000	
*	±		SAVE

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

•					•
Field of Study					
Field of Study	BVIT	 Information Technologies	Start Date		
Department	IL	 Info and Library Sciences	End Date		

12. In the Options List pop up box, click Attached Majors/Departments link.

Option List	×
All Major Codes	
Attached Majors/Departments	
Cancel	

13. Select the major from the list of majors in the Majors/Departments pop box and click OK.

Code	Dept	Desc	Rule	Sel
BITI	IL	Information Tech - Intended	1139	γ
BVIT	IL	Information Technologies	1138	Υ

- 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.

