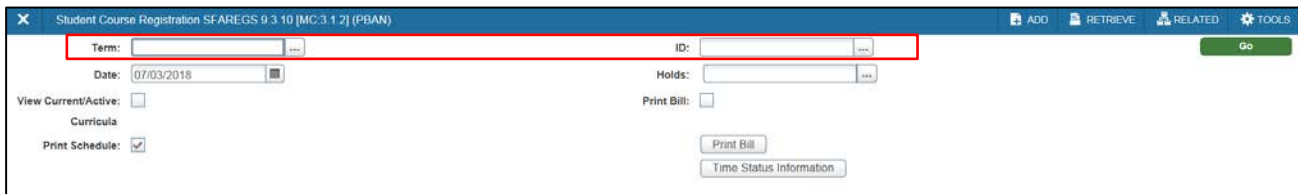



How to remove a second degree/major or certificate Banner 9

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.



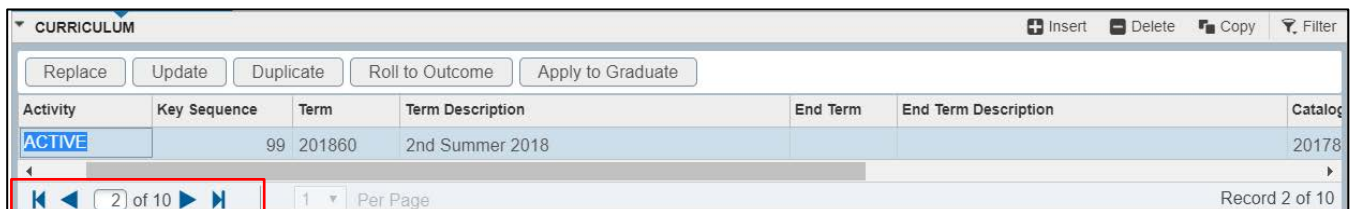
4. Enter the following information in the search screen
 - a. Term Code
 - b. Banner ID



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.

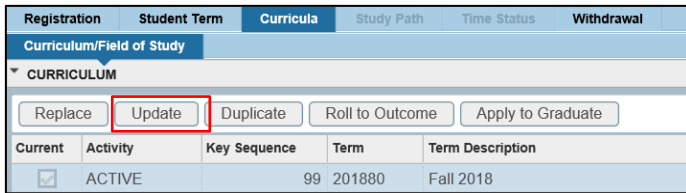


8. In the Curriculum section, click the next record button to move to the second degree/major or Certificate.

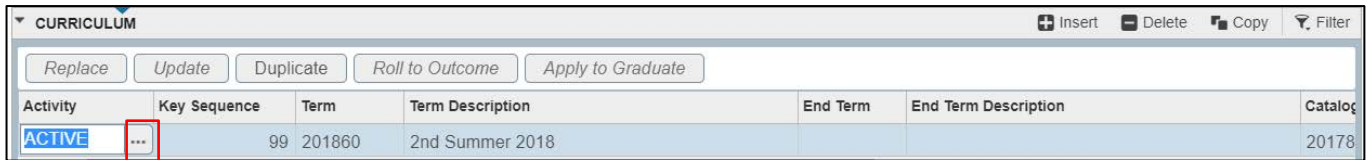


Activity	Key Sequence	Term	Term Description	End Term	End Term Description	Catalog
ACTIVE	99	201860	2nd Summer 2018			20178

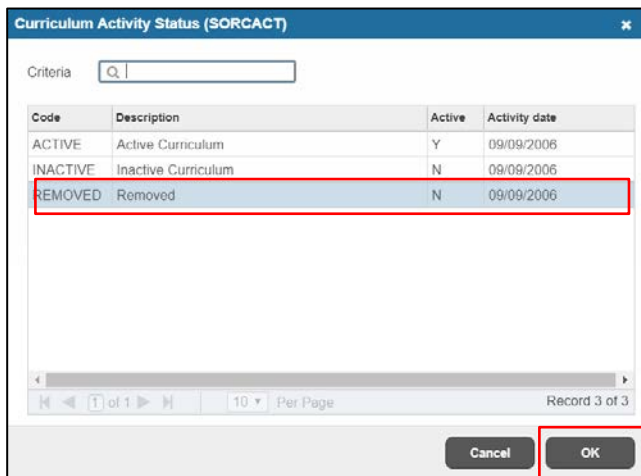
9. Click the Update button.



10. Click the Activity look up button.



11. Click REMOVED and OK.



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

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

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

