

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.

×	Student System	Distribution Initialization SOADEST 9.3 (PBAN)		🔒 ADD	RETRIEVE	RELA	TED	🗱 TOOLS
DISTR	RIBUTION PARAME	TERS			C Insert	Delete	🖷 Сору	Y, Filter
	Schedules		Enrollments					
	Invoices		Compliance					
	Transcripts	[]						

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

X Student Cou	se Registration SFAREGS 9.3.10 [MC:3.1.2] (PBAN)			🔒 ADD	RELATED	TOOLS
Term:		ID:			(A.)	Go
Date:	07/03/2018	Holds:				
View Current/Active:		Print Bill:				
Curricula						
Print Schedule:			Print Bill			
			Time Status Information			

- 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 <u>regis@ecu.edu</u> 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.

* CURRICULUM					🕂 Insert	🛢 Delete 🏼 🗖 Co	opy 🏹 Filter
Replace	Update Dupl	icate R	oll to Outcome Apply to Graduate				
Activity	Key Sequence	Term	Term Description	End Term	End Term Description		Cataloç
ACTIVE	99	201860	2nd Summer 2018				20178
4							•
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9. Click the Update button.

Registrat	tion Student T	erm Cu	rricula	Study Path	Time Status	Withdrawal
Curriculu	um/Field of Study					
* CURRIC	ULUM					
		_				
Replac	ce Update	Duplicate	e I	Roll to Outcon	ne Apply to Gr	aduate
Current	Activity	Key Sequen	ice	Term	Term Description	
	ACTIVE		99	201880	Fall 2018	

10. Click the Activity look up button.

CURRICULUM	Í					🚦 Insert	Delete	Га Сору	👻 Filter
Replace	Update	Dupl	icate Ro	Il to Outcome Apply to Graduate					
Activity	Key Se	quence	Term	Term Description	End Term	End Term Description			Catalo
ACTIVE]	99	201860	2nd Summer 2018					20178

11. Click REMOVED and OK.

Code	Description	Active	Activity date
ACTIVE	Active Curriculum	Y	09/09/2006
NACTIVE	Inactive Curriculum	N	09/09/2006
REMOVED	Removed	N	09/09/2006
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- 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.

