

## How to remove a minor or concentration 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.

× Stude	nt System Distribution Initialization SOADEST 9.3 (PBAN)	🔒 ADD	RETRIEVE	👬 REL	ATED	🗱 TOOLS
DISTRIBUTION	I PARAMETERS		1 Insert	Delete	Copy	Y, Filter
Sch	redules Enrollments					
l.	woices Compliance					
Trai	seripes					

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

× Stud	ent Cours	e Registration SFAREGS 9.3.10 [MC/3.1.2] (PBAN)				RELATED	TOOLS
	Term:		ID:				Go
	Date:	07/03/2018	Holds:				
View Current	t/Active:		Print Bill:				
Ci	urricula						
Print Sc	chedule:	Y		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. Click the Update button.

Registration Student Term		erm Curric	ula	Study Path	Time Status	Withdrawal	
Curriculu	m/Field of Study						
* CURRICI	ULUM						
Replac	Poplace Undate Duplicate Poll to Outcome Apply to Graduate						
Ttopiac	opulito	Duplicato				oradato	
Current	Key Sequence		Term	Term Description	1		
		99	201880	Fall 2018			

9. 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		
*	<b>±</b>			SAVE

10. Select the line of the concentration or minor you would like to remove.

FIELD OF STU	DY					
Attached Co	oncentrations Inacti	ivate				
Current	Activity	1	Status	Term	Туре	Type Descr
	ACTIVE		INPROGRESS	201880	MAJOR	Major
	ACTIVE		INPROGRESS	201880	MINOR	Minor
	ACTIVE		INPROGRESS	201880	MINOR	Minor

- 11. Click the Activity Lookup button.
- 12. Select Removed and click OK.

Curriculum A	Activity Status (SORCACT)		×
Criteria	٩		
Code	Description	Active	Activity date
ACTIVE	Active Curriculum	Y	09/09/2006
INACTIVE	Inactive Curriculum	Ν	09/09/2006
REMOVED	Removed	Ν	09/09/2006
	of 1 N Her Page		Record 3 of 3
		C	Cancel OK

- 13. Click the Save button SAVE in the bottom right corner of the screen to save the record.
- 14. A confirmation message will display confirming the record was updated successfully.
- 15. Click the yellow message icon to clear the message.

