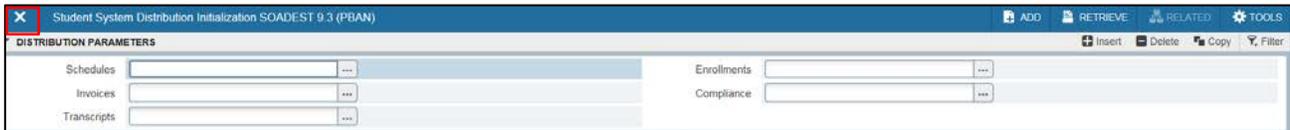
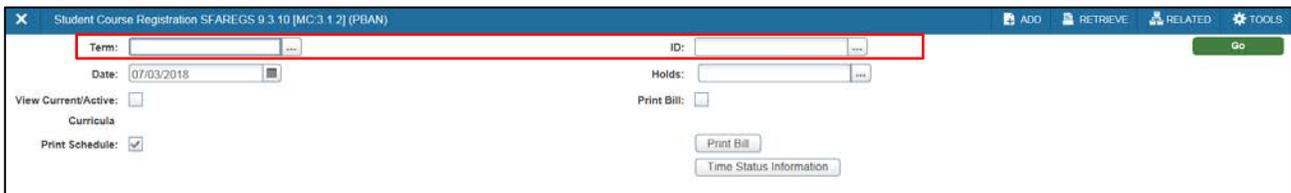


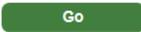
How to remove a minor or concentration in Banner 9

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.



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

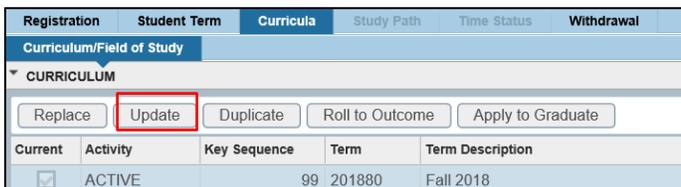


5. Click the Go button to find the record. 
6. If student has hold on record please enter the override code (if you have access) and click next section. **If you do not have access to override a hold please contact regis@ecu.edu to update the student's banner record for you.**

7. Click on the Curricula Tab.



8. Click the Update button.



Current	Activity	Key Sequence	Term	Term Description
<input checked="" type="checkbox"/>	ACTIVE	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.



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

FIELD OF STUDY

Attached Concentrations Inactivate

Current	Activity	Status	Term	Type	Type Descr
<input type="checkbox"/>	ACTIVE	INPROGRESS	201880	MAJOR	Major
<input type="checkbox"/>	ACTIVE	INPROGRESS	201880	MINOR	Minor
<input type="checkbox"/>	ACTIVE	INPROGRESS	201880	MINOR	Minor

11. Click the Activity Lookup button. 

12. Select Removed and click OK.

Curriculum Activity Status (SORCACT)

Criteria

Code	Description	Active	Activity date
ACTIVE	Active Curriculum	Y	09/09/2006
INACTIVE	Inactive Curriculum	N	09/09/2006
REMOVED	Removed	N	09/09/2006

1 of 1 Per Page Record 3 of 3

Cancel OK

13. Click the Save button  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.

ADD RETRIEVE RELATED TOOLS 1

View Current/Act  Saved successfully (2 rows saved)