

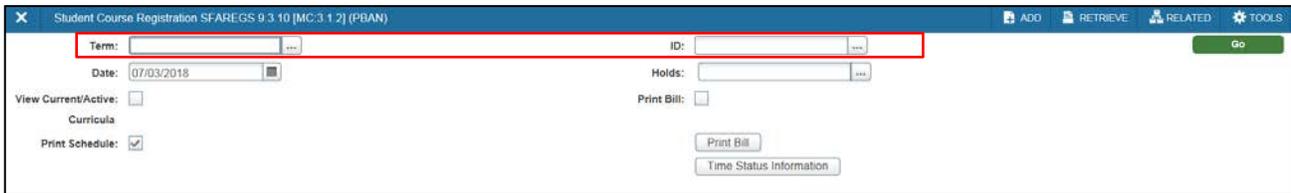
How to switch order (priority) of degree or major in Banner 9

Certificates cannot have a higher priority than degree-seeking programs of study. This causes errors in the submission of data to the UNC system office.

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 the Curriculum tab.



8. **IMPORTANT:** Use the record navigation bar to review both curriculums. Make sure to write down the program, major, concentration(s), and minor(s) associated with each of the priorities you are switching.

Current	Activity	Key Sequence	Term
<input checked="" type="checkbox"/>	ACTIVE	99	201830

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9. In record 1 (be sure you are on priority 1 curriculum record), click the **Replace** button. You will inactivate the current 1st priority curriculum record and replace with the current 2nd priority curriculum.

Replace	Update	Duplicate	Roll to
Current	Activity	Key Sequence	Term
<input checked="" type="checkbox"/>	ACTIVE	99	2018
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10. Click the Program look up button.

Curriculum	Status Details
Program	<input type="text"/> ...
Level	<input type="text"/> ...
Campus	<input type="text"/> ...

11. Click Change Curriculum in the pop-up window.

Option List ✕

[All Program Codes](#)

[Base Curriculum Rules by Program](#)

[Change Curriculum](#)

[Curriculum Rules](#)

Cancel

12. Click OK on the warning message.

! Base Curriculum Items will be Replaced.

OK **Cancel**

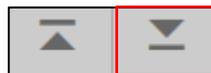
13. Enter the program code from the Priority 2 curriculum and click OK

Change Curriculum ✕

Criteria

Program	Campus	Level	College	Degree	Rule	Sel
UASANT1BA	ECU	UG	AS	BA	9	Y

14. Click the Next Section button to add major information.



15. Click the Field of study look up button to add the major.

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

Field of Study

Field of Study ...

16. Click Attached Majors/Departments in the pop-up window.

Option List

All Major Codes

Attached Majors/Departments

Cancel

17. Select the same major that is listed in the 2nd priority curriculum and click OK.

Attached Majors/Departments

Criteria

Code	Dept	Desc	Rule	Sel
ANT1	AN	Anthropology	1186	Y
ANTI	AN	Anthropology - Intended	1187	Y

18. Add a concentration and /or minor if necessary so the Field of Study matches the 2nd priority Field of Study tab

19. Click the save button to save the curriculum. **SAVE** The 1st priority curriculum is now the same as the 2nd priority curriculum.

20. Click the previous section button to move back the curriculum section.



21. Use the record navigation bar to move to the 2nd priority curriculum record.

ACTIVE

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22. Click the Replace button.

CURRICULUM

Replace Update

Current Activity ACTIVE

23. Click the Program look up button.

Curriculum	Status Details
Program	<input type="text"/> ...
Level	<input type="text"/> ...
Campus	<input type="text"/> ...

24. Click Change Curriculum in the pop-up window.

Option List

- All Program Codes
- Base Curriculum Rules by Program
- Change Curriculum**
- Curriculum Rules

Cancel

25. Click OK on the warning message.

Base Curriculum Items will be Replaced.

OK Cancel

26. Enter the original 1st priority curriculum and click OK

Change Curriculum

Criteria

Program	Campus	Level	College	Degree	Rule	Sel
UFAAR02BFA	ECU	UG	FA	BFA	78	Y

27. Click the Next Section button to add major information.



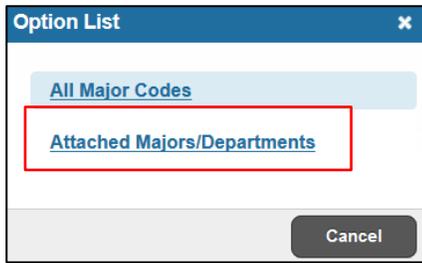
28. Click the Field of study look up button to add the major.

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

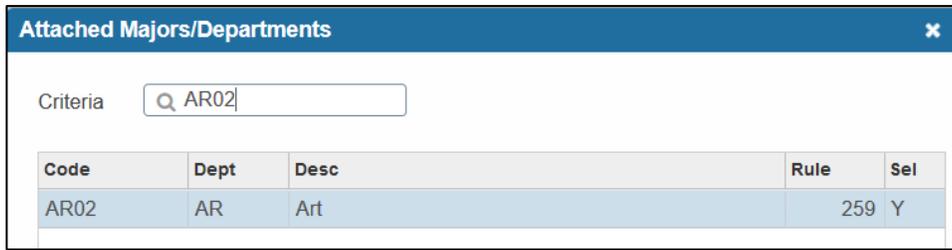
Field of Study

Field of Study ...

29. Click Attached Majors/Departments in the pop-up window.



30. Select the same major that is listed in the 1st priority curriculum and click OK.



31. Add a concentration and /or minor if necessary so the Field of Study matches the original 1st priority Field of Study tab.

32. Click the save button to save the curriculum.  The 2nd priority curriculum is now the original 1st priority curriculum.

33. Click the previous section button to move back the curriculum section. 

34. Use the record navigation bar to verify that the curriculum priorities have been switched.

