How to Change/Update a Student’s Program/Information

Please follow the steps below so that non-destructive updates to the programs are made in Banner. This ensures that there is an audit trail of when changes were made, what type of changes were made, and who made the changes.

There are three buttons for managing how Banner INB adds and removes programs, majors, minors, concentrations or certificates.

**Replace:** Used for changing a program/major.

**Update:** Used for adding or removing a concentration/minor; changing catalog.

**Duplicate:** Used for adding a second program/major (double major or dual degree) or adding a certificate program.

1. Access your Banner INB Account.
2. From the Banner Main Menu, enter SFAREGS in the Go To... field.
3. Press Enter
4. Click the Exit button on the Banner tool bar to close the Distribution Parameters window.

5. Enter the current term code (i.e., 201480, 201530, etc.) in the Term field.
6. Enter the student ID in the ID field.
7. Click the Next Block button on the Banner tool bar to populate the form.
8. If student has hold on record please enter the override code (if you have access) and click next block. If you do not have access to override a hold please contact regis@ecu.edu to update the student’s banner record for you.
This document includes the following instructions. Click the link to view instructions for what you would like to do.

How to Change a Student’s Program or Major
Adding a Minor to a Student’s Existing Program
Adding a Concentration to a Student’s Existing Program
Removing a Concentration or Minor from Student’s Existing Program
How to Remove a Second Major
Adding a Second Program/Major to a Student’s Existing Program (Double Major or Dual Degree)
How to Add a Certificate to a Student’s Program
How to Change Order (Priority) of Majors
How to Change a Student’s Program/Major [Replace]

For example, a student is a BA Psychology (PSY1) major and wants to change to a major in BA History (HIST1).

1. Access SFAREGS from your Banner INB Account

2. Click on the Curricula tab.

3. Click the Replace button in the Curricula block to inactivate the current major (program) and insert blank curriculum fields for the same term to change the major.

4. Tab to the Program field.

5. Click the program search arrow to add a new program code.

6. Click the Change Curriculum link.

7. Click OK in the message box indicating the “Base Curriculum will be replaced”.

8. Scroll through the listed programs, or use the ‘Find’ option box to search for a program.

Intended majors will have the appropriate degree program code and an Intended major code. For example, an intended BA History student would be (program) UASHST1BA – (major) HSTI.
Declared majors will have the appropriate degree program code for their major. For example, a declared BA History student would be (program) UASHST1BA and (major) HST1.

a) The % is a wild card to help you search. e.g., %PSY% to find PSYC program code or u% to get a list of all undergraduate programs.

b) Enter search criteria in the find box.

c) Click the Find button.

9. Double click the code or select the code and click OK.

10. The new program will now be active. Notice that the Level, Campus, College, and Degree information autofill once the Program has been selected.

11. Click the Field of Study Tab.

12. Verify that the attached Major is accurate. If student is an Intended major you will have to update the major code.

   a. Click the Field of Study down arrow to view attached Majors.
b. **Click** on Attached Major/Departments

c. **Select** the Intended Major code and **click OK**

13. Add a concentration and/or minor by clicking in the next empty type field and selecting Concentration or Minor. Follow the above steps (a-c) to add an attached concentration or minor.

14. **Click** the Save button on the Banner tool bar to save the record.
Adding a Minor to a Student’s Existing Program [Update]

**The catalog year for all an undergraduate student’s curriculums must match. In other words, a student may NOT have one catalog year for the 1st major and a different catalog year for the 2nd major.**

1. Access SFAREGS from your Banner INB Account.
2. Click on the Curricula tab.
3. Click the Update button under the Curricula tab.
4. Click on the Field of Study tab.
5. Click into the next blank Activity field. The section will populate.
6. Tab to the Type field.
7. Click on the Type field search arrow to bring up the Learner Field of Study type box.
8. Double click MINOR or select MINOR and click OK.
9. Tab to the Field of Study field.
10. Click on the Field of Study search arrow.
11. Choose **ATTACHED MINORS**, and you will see a list of the minors attached to that Major. If the desired minor is not attached to the major, contact the Registrar’s Office via email at regis@ecu.edu.

12. **Double click** the **Minor** or select the **Minor** code and **click OK** to attach it to the student record.

13. Click the **Save button** on the Banner tool bar to save the record.
Adding a Concentration to a Student’s Existing Program [Update]

**The catalog year for all a student’s curriculums must match. In other words, a student may NOT have one catalog year for the major and a different catalog year for the concentration and/or minor.**

1. Access SFAREGS from your Banner INB Account.

2. Click on the Curricula tab.

3. Click the Update button under the Curricula tab.

4. Click on the Field of Study tab.

5. Click into the next blank Activity field. The section will populate.

6. Tab to the Type field.

7. Click on the Type field search arrow to bring up the Learner Field of Study type box.

8. Double click on CONCENTRATION or select CONCENTRATION and click OK.

9. Tab to the Field of Study field.

10. Click on the Field of Study search arrow to add a Concentration Code.
11. Choose **Attached Concentration Codes**

12. Use the **scroll bar to search** for the concentration code.

13. **Double click** the **Concentration Code** or **select Concentration code** and **click OK** to attach it to the student record.

14. Click the **Save button** on the Banner tool bar to save the record.
Removing a Concentration or Minor from Student’s Existing Program [Update]

1. Access SFAREGS from your BANNER INB Account.

2. Click on the Curricula tab.

3. Click the Update Button.

4. Click the Field of Study tab.

5. Click in the Status field of the Concentration or Minor you want to remove.

6. Click the Status Field Search arrow to view Curriculum Status codes.

7. Double Click Removed or Select Removed and click OK to remove a Concentration or Minor.

8. Click the Save button on the Banner tool bar to save the record.
Adding a Second Program/Major to a Student’s Existing Program (Double Major or Dual Degree) [Duplicate]

**The catalog year for all an undergraduate student’s curriculums must match. In other words, a student may NOT have one catalog year for the 1st major and a different catalog year for the 2nd major.**

This function allows you to duplicate the curriculum and add a second program/major to an existing student record, so a student would have 2 active programs/majors for the term (double major or dual degree).

1. Access SFAREGS from your BANNER INB Account.
2. Click on the Curricula tab.
3. Click the Duplicate button.
4. Tab to the Priority field.
5. Enter a 2 in the Priority field (change the 1 to a 2). **NOTE:** If there is already a second curriculum on the student record, change the priority of the new curriculum to the next sequential priority.
6. Click on the arrow next to the Program field.
7. Double Click on Change Curriculum
8. A message indicating the Base Curriculum will be replaced will pop up. Click OK.

![Message indicating Base Curriculum will be replaced]

9. Use the scroll bar to search for the program code.

![Scroll bar with program codes]

10. **Double click** the code to add it to the form. Notice that the Level, Campus, College, and Degree information autofill in once you select the program.

11. **Click** the **Field of Study** Tab.

12. **Verify** that the attached Major is accurate. If student is an Intended major you will have to update the major code.
   a. Click the Field of Study down arrow to view attached Majors.
   b. Click on Attached Major/Departments
   c. Select the Intended Major code and click OK

![Field of Study and Attached Majors]

13. Add a concentration and/or minor by clicking in the next empty type field and selecting Concentration or Minor. Follow the above steps (a-c) to add an attached concentration or minor.

14. Click the save button on the Banner tool bar to save the record.
How to Add a Certificate to a Student’s Program [Duplicate]

**Undergraduate students may have certificates added to their curriculum records without special permission. Graduate students must have approval to add a certificate curriculum to their academic record. The student must complete the Request to Add a Certificate form found on the Graduate School’s website. Once approved, the Graduation Services staff in the Registrar’s Office is notified of the approval and will add the student’s certificate curriculum. **

**The catalog year for all an undergraduate student’s curriculums must match. In other words, a student may NOT have one catalog year for the 1st major and a different catalog year for the certificate. **

1. **Access** SFAREGS from your BANNER INB Account.

2. **Click** on the Curricula tab.

3. **Click** the Duplicate Button.

4. **Tab** to the Priority field.

5. **Enter a 2** in the Priority field (change the 1 to a 2). NOTE: If there is already a second curriculum on the student record, change the priority of the new curriculum to the next sequential priority.

6. **Click on the arrow** next to the Program field.

7. **Double Click** on Change Curriculum

8. A message indicating the Base Curriculum will be replaced will pop up. Click OK.
9. Use the scroll bar to search for the Certificate code.

10. **Double click** the code to add it to the form. Notice that the Level, Campus, College, and Degree information autofill in once you select the program.

11. **Click** the **Field of Study** Tab.

12. **Verify** that the attached Certificate is accurate.

13. **Click** the save button on the Banner tool bar to save the record.
How to Remove a Second Major [Update]

1. Access SFAREGS from your BANNER INB Account.

2. Click on the Curricula tab.

3. Click the right arrow of the record field to move to the Second Major.

4. Verify that you are in the correct program you wish to update. Priority field should be 2.

5. Click the Update button.

6. Click in the Activity field of the Program you want to remove.

7. Click the Activity Field Search arrow to view Curriculum Status codes.

8. Double Click Removed or Select Remove and click OK to remove the second program.

9. Click the Save button on the Banner tool bar to save the record.
How to Change Order (Priority) of Majors

**NOTE: Certificates cannot have a higher priority than degree-seeking programs of study. This causes errors in the submission of data to the NC system offices. **

**The catalog year for all an undergraduate student’s curriculums must match. In other words, a student may NOT have one catalog year for the 1st major and a different catalog year for the 2nd major. **

1. Access SFAREGS from your BANNER INB Account.

2. Click on the Curricula tab.

3. Click the Replace button in the Curricula block to inactivate the current 1st priority record curriculum with the current 2nd priority curriculum.

4. Tab to the Program field.
5. Click the **program search arrow** to search for the 2\textsuperscript{nd} priority curriculum that will now be the 1\textsuperscript{st} priority curriculum.

6. Click the **Change Curriculum** link.

7. Click **OK** in the message box indicating the “Base Curriculum will be replaced”.

8. Scroll through the listed programs, or use the “\textbf{Find}” option box to find the previous 2\textsuperscript{nd} priority curriculum.

9. Double click the **code** or select the code and click **OK**.

10. The previous 2\textsuperscript{nd} priority curriculum will now be the 1\textsuperscript{st} priority curriculum. Notice that the Level, Campus, College and Degree Information autofill once the Program has been selected.
11. **Click on the Field of Study Tab.**

12. Verify that the attached major is accurate. Add a concentration and/or minor if necessary so the Field of Study tab matches the previous 2\textsuperscript{nd} priority Field of Study tab.

13. **Click the Save button** on the Banner tool bar to save the record. The previously 2\textsuperscript{nd} priority curriculum is now the 1\textsuperscript{st} priority AND 2\textsuperscript{nd} priority curriculum.

14. Next **Click on the Curricula tab** for the 2\textsuperscript{nd} priority curriculum.

15. Click the Replace button in the Curricula block to inactivate the current program.

16. **Tab to the Program field.**

17. **Click the program search arrow** to add a new program code.

18. **Click the Change Curriculum link.**

19. **Click OK in the message box indicating the “Base Curriculum will be replaced”**.

20. **Scroll through the listed programs, or use the “Find” option box** to search for the previous 1\textsuperscript{st} curriculum that will now be the 2\textsuperscript{nd} curriculum.

21. **Double click the code or select the code and click OK.**

22. The new program will now be active as the 2\textsuperscript{nd} curriculum (priority 2). Notice that the Level, Campus, College and Degree information autofill once the Program has been selected.

23. **Click the Field of Study tab.**

24. Verify the attached major is accurate. Add a concentration and/or minor if necessary so the 2\textsuperscript{nd} curriculum field of study tab matches the previously 1\textsuperscript{st} curriculum field of study tab.

25. **Click the Save button** on the Banner tool bar to save the record.