

Marshall University

BANNER 9

UPDATING STUDENT MAJORS/MINORS/CATALOG SFAREGS or SGASTDN

USING SFAREGS TO UPDATE A STUDENT MAJOR

SFAREGS is used when Student Registration for that semester/term is open for use.

- For fall and spring semesters, SFAREGS can be used through the first week of classes known as Schedule Adjustment. After the first week of classes see page 7.
- For Summer I term, SFAREGS can be used through the schedule adjustment period, which is the first three days of the term. After that date, use Summer III term or Fall semester with SFAREGS.
- For the remaining summer terms (Intersession, Summer 2, and Summer 3), SFAREGS can be used through the schedule adjustment period, which is the first day of class. After that date, use the next Summer term, or the Fall semester with SFAREGS through the first week of classes.

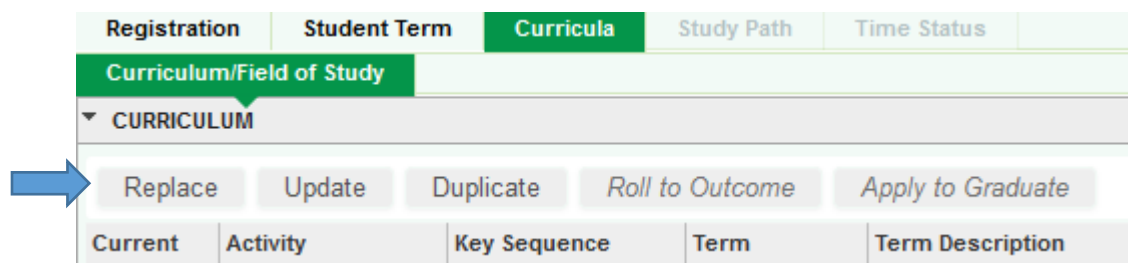
OTHERWISE, please refer to page 7 for using SGASTDN when student registration is not available.

If registration is open but the student is not yet eligible to register, (seniors are registering and it is a freshmen record that needs changed) you might receive an error message and need to wait to update the major until freshmen can register.

- 1) Access SFAREGS "Student Course Registration".
- 2) A "Student System Distribution Initialization SOADEST" page appears the first time you access this screen.
- 3) Click the "X" in the green bar on the upper left to close this page, as it is not used at Marshall.
- 4) The page SFAREGS then appears.
- 5) Enter active term of Registration and MU ID.
- 6) Use Alt + Pg-Dwn or press "Go" in the upper right of your screen.
- 7) Click on the third tab that is labeled "Curricula".

To Change a Student Major/Change a Major with an Emphasis (Concentration)

- 8) Click on the grey tab "Replace".



- a. In the “Curriculum” area , update the catalog year by clicking on the “Catalog term” cell in the row under the “Replace”. Catalog Term is located in the middle right.

End Term Description	Catalog Term
Spring 2020	201902



- b. Enter either the fall or spring term 20XX01 or 20XX02. This is important in order for Degree Works to show the correct curriculum for the student. Do NOT use a summer term for a catalog term.
- c. Also in the “Curriculum” area, “Program” field, enter the Major Code and tab once, all other needed information in the Curriculum section auto-fills. (Old major codes were all numbers – do NOT use an all number major code.)

▼ CURRICULUM

Replace Update Duplicate Roll to Outcome Apply to Graduate

Current	Activity	Key Sequence	Term	Term Description
<input checked="" type="checkbox"/>	ACTIVE	99	201903	Interession 2019

< 1 of 5 1 Per Page

Curriculum Status Details

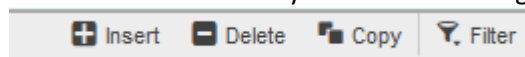
Program	AJ80AJ82	Broadcast
Level	01	Undergraduate
Campus		

- d. If there is an area of emphasis (concentration), enter it as well by adding it to the major code. Example: AJ80AJ82 for BA in Journalism, Area of Emphasis in Broadcast. All active major codes and concentration codes begin with the letter of the College. (Old major codes were all numbers – do NOT use an all number major code.)
- e. If you do not know the Major Code, you can search for it by clicking on the three dots “...” or pressing F9; once you have located the desired code click on that row so it is highlighted in light green, select “OK” and that code will be carried back to the main screen.
- f. All active major codes and Emphasis/concentration codes begin with the letter of the College.
- g. Then, Alt-Pg Down or use the arrows in the bottom left of the screen to move to the next area.



FIELD OF STUDY					
Attached Concentrations		Inactivate			
Current	Activity	Status	Term	Type	Type Description
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201903	MAJOR	Major
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201903	CONCENTRATION	Concentration
Field of Study					
Field of Study	AJ82	Broadcast			Start Date
Department					End Date
Attached to Major	AJ80	BA, Journalism			<input type="checkbox"/> Rolled
Full or Part Time					

- h. In the “Field of Study” area, “Field of Study” Field, enter just the major code, Example AJ80.
 - i. Then, to enter a concentration, click on “+ Insert” that is located in the grey Field of study bar over on the right-hand side; or, down arrow to insert a new row.

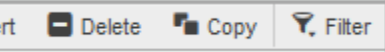


- ii. Click on the “Type” field (see yellow arrow above) and either click on the three dots “...” or type in Concentration, example AJ82. (This information has already auto-populated for the major).
 - iii. In the “Attached to major” Field, enter the major code, example AJ80. (For some majors the “Attached to Major” field auto-populates, but not for others.)
- i. Save by pressing the “Save” button on the lower right-hand side or pressing F10.

NOTE: If you close the form and then go back to it, the Emphasis code will not show in the “Field of Study” section until you go to that row.

Change a Student Major and Add a Minor at the Same Time

- 1) Access SFAREGS “Student Course Registration”.
- 2) A “Student System Distribution Initialization SOADEST” page appears the first time you access this screen.
- 3) Click the “X” in the green bar on the upper left to close this page as it is not used at Marshall.
- 4) The page SFAREGS then appears.
- 5) Enter active term of Registration and MU ID.
- 6) Use Alt + Pg-Dwn or press “Go” in the upper right of your screen.
- 7) Click on the third tab that is labeled “Curricula”.
 - a. Click on the grey button “Replace”.
 - b. Update the catalog year by clicking on the “Catalog term” cell in the row under the “Replace” ta. Catalog Term is located in the middle right. Then enter either the fall or spring term 20XX01 or 20XX02. This is important in order for Degree Works to show the correct curriculum for the student.
 - c. In the “Curriculum” area enter the Major Code and tab once, all other needed information in the Curriculum section auto-fills. If there is an area of emphasis, enter it as well by adding it to the major code. Example: LA10LA12 for BA in Anthropology, Area of Emphasis in Archaeological Anthropology. All active major codes and concentration

- codes begin with the letter of the College. (Old major codes were numbers – do NOT use.)
- d. If you do not know the Major Code, you can search for it by clicking on the three dots “...” or pressing F9; once you have located the desired code click on that row so it is highlighted in light green, select “OK” and that code will be carried back to the main screen.
 - e. Alt-Pg Down or use the arrows in the bottom left.
 - f. In the “Field of Study” area, “Field of Study” Field, enter the major code, Example LA10. Then on another row the Emphasis/Concentration code if needed (see below for details).
 - i. To enter an Emphasis/Concentration, click on “+ Insert” that is located in the grey Field of study bar over on the right-hand side; or, down arrow to insert a new row.
 - ii. Click on the “Type” field and either click on the three dots “...” or type in “Concentration”.
 - iii. In the “Field of Study” Field, which is just below the rows of major and concentration, enter the Concentration code: example LA12 and tab once.
 - iv. In the “Attached to major” Field, enter the major code, example AJ80. (For some majors the “Attached to Major” field auto-populates, but not for others.)
 - v. To enter the minor, “+ Insert” that is located in the grey “Field of Study” bar over on the right-hand side; or, down arrow to insert a new row.
- 
- vi. In that new row, click on the “Type” field and either click on the three dots “...” or type in “Minor”.
 - vii. In the “Field of Study” Field, which is just below the rows of major and Minor, enter the Minor code: example VBSC and tab once. All minors begin with a V; do NOT use minor codes that are only numbers.
- g. Save by pressing the “Save” button on the lower right-hand side or pressing F10.

Updating a catalog year

- 1) Access SFAREGS “Student Course Registration”.
- 2) A “Student System Distribution Initialization SOADEST” page appears the first time you access this screen.
- 3) Click the “X” in the green bar on the upper left to close this page as it is not used at Marshall.
- 4) The page SFAREGS then appears.
- 5) Enter active term of Registration and MU ID.
- 6) Use Alt + Pg-Dwn or press “Go” in the upper right of your screen.
- 7) Click on the third tab that is labeled “Curricula”.
- 8) There are two methods of updating Catalog Year. Choose only one method of updating, not both.
- 9) First: you can update the catalog year once for all the student’s curricula, that includes the major, emphasis, minor, second major, etc. so they are all on one catalog year.
 - a. Click on the grey tab “Update”.

- i. Update the catalog year by clicking on the “Catalog term” cell in the row under the “Replace”. Catalog Term is located in the middle right.
- ii. Enter either the fall or spring term 20XX01 or 20XX02. This is important in order for Degree Works to show the correct curriculum for the student. Do NOT use a summer term for a catalog term.
- iii. Tab once so the “Catalog term Description” auto-populates.
- iv. Save by pressing the “save” button on the lower right-hand side or pressing F10.

Current	Activity	Key Sequence	Term	Term Description	End Term	End Term Description	Catalog Term	Catalog Term Description	Priority	Gradu
✓	ACTIVE	99	202303	Summer 2023			202301	Fall 2022		1

- b. Second: Another method to update the catalog year is to specify different catalog years for the major, emphasis, minor, second major, etc. It is important that each row list a catalog year if this method is used or it will create issues with Degree Works.
 - i. Click on the grey tab “Update”.
 - ii. Go to the next section, “Field of Study”.
 - iii. In the row where you enter “Type” on the right side, enter the specific catalog year for each row/curricular item.
 - iv. Save by pressing the “save” button on the lower right-hand side or pressing F10.

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term
✓	ACTIVE	INPROGRESS	202303	MAJOR	Major	1	202301	
✓	ACTIVE	INPROGRESS	202303	MINOR	Minor	1	202301	
✓	ACTIVE	INPROGRESS	202303	MINOR	Minor	2	202302	

Add an Additional Student Major/Minor to an existing Student Major

- 1) Access SFAREGS “Student Course Registration”.
- 2) A “Student System Distribution Initialization SOADEST” page appears the first time you access this screen.
- 3) Click the “X” in the green bar on the upper left to close this page as it is not used at Marshall.
- 4) The page SFAREGS then appears.
- 5) Enter active term of Registration and MU ID.
- 6) Use Alt + Pg-Dwn or press “Go” in the upper right of your screen.
- 7) Click on the third tab that is labeled “Curricula”.
 - a. Click on the grey tab “Update”. This brings all information from the old student record to the new record. IMPORTANT to use update. NEVER use the “Duplicate” tab on SGASTDN.

- b. Use the “down arrow” in the lower left, or Alt-Pg down, to get to the “Field of Study area.
- c. To add another Major/Minor to an existing record, click on “+ Insert” that is located in the grey “Field of Study” bar over on the right-hand side; or, if you are in the rows with “Activity” listed as “Active” you can opt to down arrow on your keyboard to insert a new row.
- d. Click on the “Type” field and either click on the three dots “...” or type in Major/Minor, example .
- e. Save by pressing the “save button on the lower right-hand side or pressing F10.

Change an Area of Emphasis (Concentration) for an Existing Major

- 1) Access SFAREGS “Student Course Registration”.
- 2) A “Student System Distribution Initialization SOADEST” page appears the first time you access this screen.
- 3) Click the “X” in the green bar on the upper left to close this page as it is not used at Marshall.
- 4) The page SFAREGS then appears.
- 5) Enter active term of Registration and MU ID.
- 6) Use Alt + Pg-Dwn or press “Go” in the upper right of your screen.
- 7) Click on the third tab that is labeled “Curricula”.
- 8) Click on the grey tab “Update”.
 - a. Update the catalog year by clicking on the “Catalog term” cell in the row under the “Replace”. Catalog Term is located in the middle right.
 - b. Enter either the fall or spring term 20XX01 or 20XX02. This is important in order for Degree Works to show the correct curriculum for the student. Do NOT use a summer term for a catalog term.
 - c. Also in the “Curriculum” area, “Program” field, edit the Major Code and emphasis code by removing the old emphasis code and entering the new Area of Emphasis/Concentration code after the major code AJ80AJ82 and tab once, all other needed information in the Curriculum section auto-fills.
 - d. In the “Field of Study” area, click on the row that contains the old Emphasis/Concentration code, select “– Delete” in the far right.
 - e. Staying in the “Field of Study” area, insert a row.
 - f. In the “Type” field enter the word “Concentration”, or select the word by pressing the “...” .
 - g. In the “Attached to major” Field, enter the major code, example AJ80. (For some majors the “Attached to Major” field auto-populates, but not for others.)
 - h. Save by pressing the “Save” button on the lower right-hand side or pressing F10.

Remove an additional Student Major, Emphasis or Minor

Do NOT use to make changes such as changing a major to another major. This is only for when a student has decided they do want NOT complete another Major/Emphasis/Minor/ and it needs to be removed from their student record.

- 1) Go to SFAREGS, enter MU ID and active term of Registration,
- 2) Alt + Pg Down or select “Go.

- 3) Click on the third tab that is labeled "Curricula".
- 4) Click on the grey tab "Update". IMPORTANT to use update. NEVER use the "Duplicate" tab.
 - a. Change the catalog year by clicking on the "Catalog term" cell in the row under the "Replace". Catalog Term is located in the middle right.
 - b. Enter either the fall or spring term 20XX01 or 20XX02. This is important in order for Degree Works to show the correct curriculum for the student. Do NOT use a summer term for a catalog term.
 - c. *If removing an Emphasis, go to the Program" field and remove the emphasis code so only the major code is now listed. Tab once.*
 - d. Alt + Pg Down or click on the grey down arrow in the bottom left to access the "Field of Study" area.
 - e. Place your cursor on the row to be deleted and the row will be highlighted in green.
 - f. Click on the "Delete" button in the Field of Study grey bar, on the right-side of the screen.
 - g. Save by pressing "Save" on the lower right-hand side or by pressing F10.

NOTE: Always make sure the primary major (and Emphasis/Concentration) is listed in the Program code, and listed as major 1 in the Field of Study area.

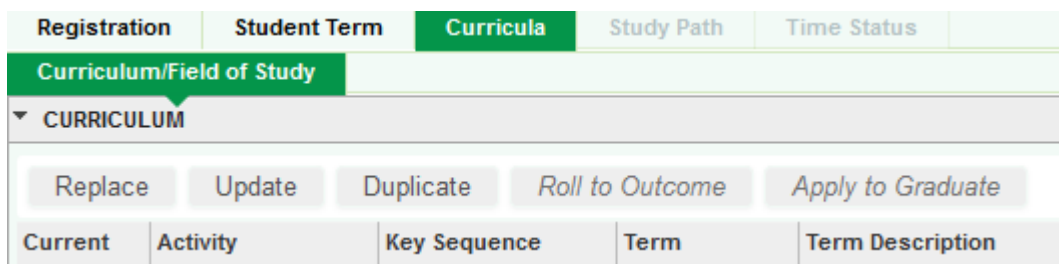
USING SGASTDN TO UPDATE A STUDENT MAJOR

Used when Student Registration is not available. SGASTDN is used to update majors for the next effective term. This prevents the student from receiving bills for college fees in the middle of the semester. Degree Works will show the updated new major/minor/catalog year.

- For fall and spring semesters, SGASTDN will need to be used starting with the second week of classes. Once Summer or Fall/Spring registration is available then SFAREGS can be used with a summer term or fall/spring semester.
- For Summer I, SGASTDN will need to be used beginning the fourth day of the term. Alternatively, use Summer III term or fall semester with SFAREGS.
- For the remaining summer terms (Intersession, Summer II, and Summer III), SGASTDN will need to be used beginning the second day of class. Alternatively, use the next summer term or the fall semester with SFAREGS.


Update a Student Major, or Major with a Concentration for the Next Effective Term

- 1) After the first week of the Fall or Spring semester, majors MUST be updated using the next effective term using SGASTDN. (See bullet points above for summer terms.)
 - 1) Access SGASTDN “General Student” page; enter the MU ID number. Do NOT enter a term. If a term has been brought over from another record remove it. Removing the term ensures you are working with the entire general student record.
 - a. Select Alt-Pg Down or “Go”.
 - b. You are on the “Learner” tab.
 - c. In the grey bar titled “General Learner” click on “Copy” on the right-hand side.
 - d. Enter the next effective term. These can be 20XX01, 20XX02, 20XX03, 20XX04, 20XX06.
 - e. After the third week of the Spring semester, depending on the date you are revising the record, use 20XX03 (Intersession) or 20XX04 (Summer I), 20XX06 (Summer III) so the major is updated for the summer terms. After the end date of Summer 20XX06 use the fall term 20XX01.
 - f. Click on the “Curricula” tab.
 - g. Click on the “Replace” tab. NEVER use the “Duplicate” tab on SGASTDN.



- h. In the “Curriculum” area update the catalog year by clicking on the “Catalog term” cell just under the “Replace” tab in the middle right; then enter either the fall or spring term 20XX01 or 20XX02. Do NOT use a summer term for a catalog term. Catalog term is important in order for Degree Works to show the correct curriculum for the student. Do NOT use a summer term as a catalog term.

End Term Description	Catalog Term
Spring 2020	201902



- i. Also in the “Curriculum” area, in the “Program” field, enter the Major Code and tab once, all other needed information in that section auto-fills. (Old major codes were all numbers – do NOT use an all number major code.)
- j. If there is an area of emphasis (concentration), enter it as well by adding it to the major code. Example: LA10LA12 for BA in Anthropology, Area of Emphasis in Archaeological Anthropology.

▼ CURRICULUM

Replace Update Duplicate Roll to Outcome Apply to Graduate

Current	Activity	Key Sequence	Term	Term Description
<input checked="" type="checkbox"/>	ACTIVE	99	201903	Interession 2019

< 1 of 5 1 Per Page

Curriculum Status Details

Program	AJ80AJ82	Broadcast
Level	01	Undergraduate
Campus		

- k. All active major codes and Emphasis/concentration codes begin with the letter of the College.
- l. If you do not know the Major Code, you can search for it by clicking on the three dots “...” or pressing F9; once you have located the desired code click on that row so it is highlighted in light green, select “OK” and that code will be carried back to the main screen.
- m. Alt-Pg Down or use the arrows in the bottom left to move to the next area.
- n. In the “Field of Study” area, “Field of Study” Field, enter just the major code, Example LA10.
 - i. To enter an Emphasis (concentration), click on “+ Insert” that is located in the grey Field of study bar over on the right-hand side; or, down arrow to insert a new row.
 - ii. Click on the “Type” field and either click on the three dots “...” or type in the word “Concentration”. NEVER change the priority of a major/ concentration /minor. Bad idea.
 - iii. In the “Field of Study” field, enter the Concentration code, such as LA12.
 - iv. In the “Attached to Major” Field, enter the major code.

FIELD OF STUDY					
Attached Concentrations		Inactivate			
Current	Activity	Status	Term	Type	Type Description
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201903	MAJOR	Major
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201903	CONCENTRATION	Concentration
Field of Study					
Field of Study	AJ82	Broadcast		Start Date	
Department				End Date	
Attached to Major	AJ80	BA, Journalism			<input type="checkbox"/> Rolled
Full or Part Time					

- o. Save by pressing the “Save” button on the lower right-hand side or pressing F10.

NOTE: If you close the form and then go back to it, the Emphasis (concentration) code will not show in the “Field of Study” section until you go to the concentration row.

NEVER use the “Duplicate” tab on SGASTDN.

Change an Area of Emphasis (Concentration) for an Existing Major

- 1) Access SGASTDN General Student” form.
- 2) Enter an MU ID and remove the term if one is listed. Removing the term ensures you are working with the entire general student record.
- 2) Use Alt + Pg-Dwn or press “Go” in the upper right of your screen.
- 3) Click on the second tab that is labeled “Curricula”.
- 4) Click on the grey tab “Update”.
 - a. Update the catalog year by clicking on the “Catalog term” cell in the row under the “Replace”. Catalog Term is located in the middle right.
 - b. Enter either the fall or spring term 20XX01 or 20XX02. This is important in order for Degree Works to show the correct curriculum for the student. Do NOT use a summer term for a catalog term.
 - c. Also in the “Curriculum” area, “Program” field, edit the Major Code and emphasis code by removing the old emphasis code and entering the new Area of Emphasis/Concentration code after the major code AJ80AJ82 and tab once, all other needed information in the Curriculum section auto-fills.
 - d. In the “Field of Study” area, click on the row that contains the old Emphasis/Concentration code, select “– Delete” in the far right.
 - e. Staying in the “Field of Study” area, insert a row.
 - f. In the “Type” field enter the word “Concentration”, or select the word by pressing the “...” .
 - g. In the “Attached to major” Field, enter the major code, example AJ80. (For some majors the “Attached to Major” field auto-populates, but not for others.)
 - h. Save by pressing the “Save” button on the lower right-hand side or pressing F10.

NOTE: Always make sure the primary major (and Emphasis/Concentration) is listed in the Program code, and listed as major 1 in the Field of Study area.

UPDATING A CATALOG YEAR

- 3) Access SGASTDN “General Student” record.
- 4) Enter the MU ID of the student and remove any term that might have been brought over from another Banner form. Removing the term ensures you are working with the entire general student record.
- 5) Click on “Copy” on the right-side” and the term information on the left-side is now empty.
- 6) Enter the new term, such as 202402, then tab once for the other information to auto-populate.
- 7) Use Alt + Pg-Dwn or press “Go” in the upper right of your screen.
- 8) Click on the third tab that is labeled “Curricula”.
- 9) There are two methods of updating Catalog Year. Choose only one method of updating, not both.
- 10) First: you can update the catalog year once for all the student’s curricula, that includes the major, emphasis, minor, second major, etc. so they are all on one catalog year.
 - a. Click on the grey tab “Update”.
 - i. Update the catalog year by clicking on the “Catalog term” cell in the row under the “Replace”. Catalog Term is located in the middle right.
 - ii. Enter either the fall or spring term 20XX01 or 20XX02. This is important in order for Degree Works to show the correct curriculum for the student. Do NOT use a summer term for a catalog term.
 - iii. Tab once so the “Catalog term Description” auto-populates.
 - iv. Save by pressing the “save” button on the lower right-hand side or pressing F10.

The screenshot shows the Banner system interface for updating curricula. At the top, there are fields for Term (202303), ID, Date (07/25/2023), Holds, View Current/Active Curricula, Print Bill, and Print Schedule. Below this is a navigation bar with tabs for Registration, Student Term, Curricula (selected), Study Path, and Time Status. The main area is titled 'CURRICULUM' and contains a table with columns: Current, Activity, Key Sequence, Term, Term Description, End Term, End Term Description, Catalog Term, Catalog Term Description, Priority, and Gradu. The first row shows 'ACTIVE', '99', '202303', 'Summer 2023', and '202301' in the Catalog Term column. Above the table are buttons for Replace, Update, Duplicate, Roll to Outcome, and Apply to Graduate. At the bottom, there are navigation controls and a 'Record 1 of 9' indicator.

Current	Activity	Key Sequence	Term	Term Description	End Term	End Term Description	Catalog Term	Catalog Term Description	Priority	Gradu
✓	ACTIVE	99	202303	Summer 2023			202301	Fall 2022	1	

- b. Second: Another method to update the catalog year is to specify different catalog years for the major, emphasis, minor, second major, etc. This would be used when a second major/emphasis/minor/certificate would be a different catalog year than the active major. It is important that each row list a catalog year if this method is used or it will create issues with Degree Works.
 - i. Click on the grey tab “Update”.
 - ii. Go to the next section, “Field of Study”.
 - iii. In the row where you enter “Type” on the right side, enter the specific catalog year for each row/curricular item.
 - iv. Save by pressing the “save” button on the lower right-hand side or pressing F10.

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	202303	MAJOR	Major		1 202301	
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	202303	MINOR	Minor		1 202301	
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	202303	MINOR	Minor		2 202302	

Field of Study	SB10	BS, Biological Science	Start Date	
Department			End Date	
Attached to Major			<input type="checkbox"/> Rolloff	
Full or Part Time				

ADDING AN ADVISOR TO A STUDENT RECORD

- 1) Access SGAADVR “Multiple Advisors” by typing the page name in the search bar, or by going to “Related” in the upper right, and selecting SGAADVR.
- 2) Enter the effective term of the advisor change (20XX01, 20XX02, 20XX03, 20XX04).
- 3) Alt-Pg Down or select GO.
- 4) Enter the MU ID number of the advisor.
 - a. Alternatively, press the “...” to search for the person which takes you to SIAIQR “Faculty Advisor Query”.
 - b. Alt-Pg Down or press “Enter”.
 - c. Enter last name, enter first name; Press F8 to execute the query or press “Go”.
 - d. Double click on the desired name which takes it back to SGAADVR page.
- 5) Place a check mark in the “Primary Indicator” box.
- 6) Press F10 to save, or select “Save” in the bottom right.
- 7) Click the “X” in the upper left to close the page.
- 8) If you accessed SGAADVR from SGASTDN then close the SGASTDN page to go back to the main menu.

CHANGING AN ADVISOR

- 1) Access SGAADVR “Multiple Advisors” by typing the page name in the search bar, or by going to “Related” in the upper right, and selecting SGAADVR.
- 2) Enter the effective term of the advisor change (20XX01, 20XX02, 20XX03, 20XX04).
- 3) Alt-Pg Down or select GO.
- 4) A message appears “From term not equal to key block term. Press DUPREC to update”.
- 5) This is a known error in Banner 9.
- 6) Click on the number just above the error message so the message will go away.
- 7) Click on “Copy” which is located in the grey bar just under the “Start Over” button on the upper right.
- 8) Click on “Insert” which is to the left of “Copy” in the grey bar. Alternatively, you can click on the existing MU ID number, and use the down arrow.
- 9) Enter the MU ID number of the advisor.
 - a. Alternatively, press the “...” to search for the person which takes you to SIAIQR “Faculty Advisor Query”.
 - b. Alt-Pg Down or press “Enter”.
 - c. Enter last name, enter first name; Press F8 to execute the query or press “Go”.
 - d. Double click on the desired name which takes it back to SGAADVR page.
- 10) Place a check mark in the “Primary Indicator” box.
- 11) Remove the check mark from the prior advisor’s row.
- 12) Making sure the prior advisor’s row is highlighted, click on “Delete” in the grey bar on the upper right and that row will be deleted.

- 13) Press F10 to save, or select "Save" in the bottom right.
- 14) Click the "X" in the upper left to close the page.
- 15) If you accessed SGAADVR from SGASTDN then close the SGASTDN page to go back to the main menu.

ADDING AN ADDITIONAL ADVISOR TO A STUDENT RECORD

- 1) Same steps as above for steps 1-9. In place of step 10: You need to determine who will be the primary advisor for the student. You will place a check mark in the "Primary Indicator" box for the primary advisor only. The other advisors will also be listed in Degree Works and myMU.
 - 11) Leave the other advisor(s) listed making sure the primary advisor has a check mark.
 - 12) Press F10 to save, or select "Save" in the bottom right.
 - 13) Click the "X" in the upper left to close the page.
 - 14) If you accessed SGAADVR from SGASTDN then close the SGASTDN page to go back to the main menu.

Goof Up?

- 1) If you have made an entry error on any of the above Banner pages do not save your changes and click on "Start over" at the top right of your screen. You will receive a warning "Curriculum Data changes have not been saved. Do you want to save your changes?" Select "No" and the record rolls back to the top with no changes saved. Whew!

IMPORTANT

If you encounter an error in a student record, or somehow something is entered incorrectly (not by you of course!) please contact someone in the office of the Registrar and we can resolve it. Student majors/Concentrations/Catalog year will affect the tuition and fees charged to a student. In addition, it will impact Degree Works and how graduation is evaluated for the student.

Curricula Tab in SFAREGS

Application Navigator X +

https://rubanapp.marshall.edu/applicationNavigator/seamless

Student Course Registration SFAREGS 9.3.10 (BanProd)

Term: 201902 ID: 901602421 Test, Charlie Date: 12/06/2018 Holds: View Current/Active Curricula: Print Bill: Print Schedule:

Registration Student Term Curricula Study Path Time Status

CURRICULUM

Replace Update Duplicate Roll to Outcome Apply to Graduate

Current	Activity	Key Sequence	Term	Term Description	End Term	End Term Description	Catalog Term	Catalog Term Description
<input checked="" type="checkbox"/>	ACTIVE	99	201902	Spring 2019	201903	Interession 2019	201701	Fall 2016

1 of 9 Per Page

Curriculum Status Details

Program	Level	Campus	Psychology	Undergraduate	Student on campus	College	Degree	Start Date	End Date
LP20	01	1	Psychology	Undergraduate	Student on campus	LA	BA	College of Liberal Arts	Bachelor of Arts

FIELD OF STUDY

Attached Concentrations Inactivate

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201902	MAJOR	Major	1		

Field of Study LP20 BA, Psychology

Department

Attached to Major

Full or Part Time Rolloff

1 of 1 Per Page

Activity Date 11/06/2018 11:04:26 AM Activity User HANRAHAN

Record: 1/9 SAVE

SOURCE: SOURCE_CURR_CODE [1]

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Curricula Tab in SGASTDN

Workspace Services
+

https://mubanapp.marshall.edu/BannerAdmin/ws/
Search

ellucian General Student SGASTDN 9.3.9 (Banner)
ADD RETRIEVE RELATED TOOLS

ID: 901602421 Test, Charlie Term: 201903 View Current/Active Curricula:
Start Over

Curriculum / Field of Study
Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

Replace Update Duplicate Roll to Outcome Apply to Graduate
Insert Delete Copy Filter

Current	Activity	Key Sequence	Term	Term Description	End Term	End Term Description	Catalog Term	Catalog Term Description
<input checked="" type="checkbox"/>	ACTIVE	99	201903	Intercession 2019			201903	Intercession 2019

1 of 11
Per Page

Curriculum Status Details
Insert Delete Copy Filter

Program	BF10	Finance	College	BU	College of Business
Level	01	Undergraduate	Degree	BBA	Bachelor of Business Admin.
Campus			Start Date		End Date

FIELD OF STUDY
Attach Concentrations Inactivate

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201903	MAJOR	Major	1		

Field of Study
Field of Study

Field of Study	BF10	BBA, Finance	Start Date		End Date	
Department			Attached to Major		<input type="checkbox"/> Rolloff	
Full or Part Time						

1 of 1
Per Page

Record 1 of 1

Activity Date 11/09/2018 10:08:32 AM Activity User HANRAHANI
SAVE

Record: 1/11
SGASTDN_SORLCUR_CACT_CODE [1]

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