This documentation provides step-by-step instructions for common processes encountered by Admissions and Academic Assistance offices, using Banner Concurrent Curriculum.

All examples are in SFAREGS/SGASTDN, but work the same in SAAADMS and SHADEGR.

These instructions are based on the B8QA instance.

This document was originally created by Karl Adams in RCB OAA.

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Getting Your “Priorities” Straight

It is very important that you enter the correct “Priority” numbers when dealing with the Banner Concurrent Curriculum data.

Here is a table that explains the correct order of Priorities for Curricula, Majors, Minors, and Concentrations:

<table>
<thead>
<tr>
<th>Primary Curriculum</th>
<th>Secondary Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Priority 1</td>
<td>Curriculum Priority 2</td>
</tr>
<tr>
<td>Major Priority</td>
<td>Major Priority</td>
</tr>
<tr>
<td>Minor Priority</td>
<td>Minor Priority</td>
</tr>
<tr>
<td>Minor Priority</td>
<td>Minor Priority</td>
</tr>
<tr>
<td>Conc. Priority</td>
<td>Conc. Priority</td>
</tr>
<tr>
<td>Conc. Priority</td>
<td>Conc. Priority</td>
</tr>
<tr>
<td>Conc. Priority</td>
<td>Conc. Priority</td>
</tr>
</tbody>
</table>

Students may have at MOST two “current/active” curricula for the same term. Within each of these two current/active curricula, students may have 1 major, 1 or 2 minors, and 1, 2, or 3 concentrations.

Please be careful when entering Priority numbers. The system will let you to enter any numbers, but only the appropriate Priority numbers listed above for the curricula, majors, minors, and concentrations will work with our database.

Please note: Banner charge tuition based on the Priority 1 curriculum record. Thus, in order for the correct tuition rate to be charged for joint undergraduate and graduate program, the graduate program needs to be the Priority 1 curriculum record.
**Viewing “Current/Active Curricula”**

The procedures outlined below follow a protocol called “non-destructive updates”. This means that the learner’s program history is saved in our database. **The Activity status of the past program stays ACTIVE to show that program was once ACTIVE for that particular term(s).**

Most of the time, you will not need to view the learner’s *past ACTIVE* curricula, but only need to see their “Current/Active” curricula. To cut down on the number of “records” you have to search through, you can check the box at the top of each form to “View Current/Active Curricula”.

Just remember to *un*-check this box when you need to modify the learner’s program(s) so that you can confirm that programs that should be inactivated are correct.

When the “View Current/Active Curricula” box is *un*-checked, you see the Learner’s entire curricula history. You can still tell which ones are “Current/Active” by checking three fields that appear on each Curriculum and Field of Study form:

- Current = Y
- Activity = ACTIVE
- Priority = (1, 2, or 3 as appropriate)

Please note: There can only be one Current and Active Priority 1 record. If the students have a secondary curriculum, there can be only one Current and Active Priority 2 record for any given term.
SAAADMS – Overview

Application Tab

- Student ID / Term
- Check View Current/Active Curricula
- Application Info:
  - Entry Term
  - Application #
  - Admission Type
  - Student Type
  - Appl. Decision Etc.
- Current Curriculum
- Field of Study (FOS)
SAAADMS – Curriculum Tab

Record Number(s)

Curriculum Info:
- Current: Checked = Yes
- Activity = ACTIVE
- Term = 200608
- Catalog = 200608
- Priority = 1
- Program Code
- Level
- College
- Degree
SAAADMS – Field of Study Tab

Field of Study Info:
Current: Checked = Yes
Activity = ACTIVE
Term = 200608
Priority = 1
Type = MAJOR
Catalog = 200608
Field of Study = IB

Fields for Minors & Concentrations
SGASTDN – Overview

Learner Tab

- Student ID / Term
- Check View Current/Active Curricula
- General Info
- Current Curriculum
- Field of Study Summary
SGASTDN – Curriculum Tab

**Curriculum Info**
- **Current**: Checked = Yes
- **Activity**: ACTIVE
- **Catalog Term**: Fall Semester 2008
- **Priority**: 1
- **Program**: SINDA
- **Level**: Graduate Semester
- **College**: RCOB
- **Degree**: Master of Business Admin.
- **Admission Type**: Graduate (GSU)
- **Admission Term**: Spring Semester 2006
- **Application**: Spring Semester 2006
- **Matriculated Term**: Spring Semester 2006
SGASTDN - Field of Study Tab

NOTE: Per curriculum, student may have at most:
1 major
2 minors
3 concentrations
SHADEGR – Overview

Application Tab

<table>
<thead>
<tr>
<th>Student ID and Degree Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learner Outcome Information</td>
</tr>
<tr>
<td>Current Curricula: PRIMARY/SECONDARY</td>
</tr>
<tr>
<td>Field of Study (FOS): Major (1) Minors (0-2) Concentrations (0-3)</td>
</tr>
</tbody>
</table>
SHADEGR – Curricula Tab

Curriculum Info:
- Current: Checked = Y
- Activity = ACTIVE
- Catalog = 200808
- Priority = 1
- Program Code
- Level
- College
- Degree
SHADEGR – Field of Study Tab

NOTE: Per curriculum, student may have at most:
1 major
2 minors
3 concentrations
Changing a Student’s Current Curriculum in SFAREGS/SGASTDN

Step 1: Display student’s SFAREGS record for appropriate term and click the Curriculum Tab

Step 2: Click the Duplicate button

Step 3: Enter new curriculum information and <Tab>.

Example: Priority = 1
          New Program Code = BUBMA
          <Tab>

Step 4: Click the Field of Study Tab to confirm curriculum is correctly populated with Major and Dept information. <Save> [F10].

Step 5: If any MINORS and/or CONCENTRATIONS need to be entered, click in the next blank Field of Study Type, Use the down arrows next to each field to select the appropriate information, and Save each type of Field of Study ONE at a time.

Example: Priority = 1
          Type = CONCENTRATION
          Field of Study = GP

Step 6: Confirm that Curriculum is correct by viewing the Learner Tab in SGASTDN.
Step 1: Display student in SFAREGS and click the Curricula Tab

If a student has registration for the term for which the curriculum needs to be updated, you can only change their curriculum information from SFAREGS.

If a student has NO registration for the term for which the curriculum needs to be updated, you can change their curriculum information from SGASTDN.

Please note: To make any changes through SFAREGS for any term, you must change the date at the Key block from the current date (default to today) to a date that falls within the “Registration Eligible” range for the desired term.

Now you will see two tabs: Curriculum and Field of Study.

The Curriculum tab is automatically displayed first.
Step 2: Click the Duplicate button

The Duplicate button does two things:
1. Duplicate the original Curriculum record.
2. Changes the original Curriculum’s “Current” indicator to be unchecked which means NOT Current, but leaves “Activity” = ACTIVE to show that program was once ACTIVE.

Please note: For Board of Regents reporting purpose, please make sure the Matriculation term is copied from the previous curriculum.
Step 3: Enter new curriculum information and <Tab>.

Example: Priority = 1
New Program Code = BUMBA
<Tab>
Step 4: Click the Field of Study Tab to confirm curriculum is correctly populated with Major and Dept information. If it is correct, <Save> [F10].

To update the major/department code, click on the down arrow key for the Field of Study to select from a list of Attached Major and Department. <Save> [F10].

PLEASE NOTE: The catalog term MUST match the catalog term for the program on the Curriculum tab.

If you need to update the record by remove the existing major, concentration, or minor, click on the Record drop-down menu and select Remove.
Step 5: If any MINORS and/or CONCENTRATIONS need to be entered, click in the next blank Field of Study Type, use the down arrow next to the fields to select the correct information to be entered and Save each type of Field of Study ONE at a time.

Example: Priority = 1
Type = CONCENTRATION
Field of Study = GP
Attached to Major field = BA

Please note: If the concentration is a major-dependent (required) concentration, the Attached to Major field must be entered with the appropriate major code. If not, leave blank.
Step 6: Confirm that Curriculum is correct by viewing the Learner Tab in SGASTDN.
Adding Secondary Curricula in SFAREGS/SGASTDN

When there are a Priority 1 and Priority 2 curricula for the same term, both records are Current and Active.

Step 1: Display student’s SFAREGS record for appropriate term and click the Curriculum Tab

Step 2: Click the Duplicate button

Step 3: Enter new Curriculum information and <Tab>
   Example: Priority = 2
             New Program Code = ASAB_FR
             <Tab>

Step 4: Click the Field of Study Tab to confirm curriculum is correctly populated with Major and Dept information. <Save> [F10].
   Example: Priority = 1
             Major = FR
             Department = MCL

Step 5: Confirm that Curriculum is correct by viewing the Learner Tab in SGASTDN.

If any MINORS and/or CONCENTRATIONS need to be entered, please refer to Step 5 in Changing a Student’s Current (Primary) Curriculum in SFAREGS/SGASTDN section.

Please note: Banner charges tuition based on the Priority 1 curriculum record. Thus, in order for the correct tuition rate to be charged for joint undergraduate and graduate programs, the graduate program needs to be the Priority 1 curriculum record.
Step 1: Display student’s current term SFAREGS record and click the Curriculum Tab

If a student has registration for the term for which the curriculum needs to be updated, you can only change their curriculum information from SFAREGS.

If a student has NO registration for the term for which the curriculum needs to be updated, you can change their curriculum information from SGASTDN.

Please note: To make any changes through SFAREGS for any term, you must change the date at the Key block from the current date (default to today) to a date that falls within the “Registration Eligible” range for the desired term.
Step 2: Click the Duplicate button

The Duplicate button does two things:
1. Duplicate the original Curriculum record.
2. Changes the original Curriculum’s “Current” indicator to be unchecked which means NOT Current, but leaves “Activity” = ACTIVE to show that program was once ACTIVE.

Please note: For Board of Regents reporting purpose, please make sure the Matriculation term is copied from the previous curriculum.
Step 3: Enter new curriculum information and <Tab>.

Example:  
Priority = 2  
New Program Code = ASAB_FR  
<Tab>
Step 4: Click the Field of Study Tab to confirm curriculum is correctly populated with Major and Dept information. <Save> [F10].

Make sure for the second curriculum, the Priority number for the Program code = 2 AND the Priority number for the Major, Concentration and/or Minor = 1

To update the major/department code, click on the down arrow key for the Field of Study to select from a list of Attached Major and Department. <Save> [F10].

PLEASE NOTE: The catalog term MUST match the catalog term for the program on the Curriculum tab.

*If you need to update the record by remove the existing major, concentration, or minor, click on the Record drop-down menu and select Remove.*
Step 5: Confirm that Curriculum is correct by viewing the Learner Tab in SGASTDN

For the primary curriculum, the Priority number for the Program code = 1 AND the Priority number for the Major, Concentration and/or Minor = 1
Step 5: CONT’D.

Click on the scroll bar down arrow to view the second curriculum record.

For the second curriculum, the Priority number for the Program code = 2 AND the Priority number for the Major, Concentration and/or Minor = 1
Adding Minors/Concentrations in SFAREGS/SGASTDN

Step 1: Display student’s SFAREGS record for appropriate term and click the Curriculum tab.

Step 2: Click the Duplicate button.

Step 3: Enter new curriculum information and <Tab>.
   Example: Priority = 1
             New Program Code = ASAB_JOU
             <Tab>

Step 4: Click the Field of Study Tab to confirm curriculum is correctly populated with Major and Dept information. <Save> [F10].

Step 5: If any MINORS and/or CONCENTRATIONS need to be entered, click in the next blank Field of Study Type, Use the down arrows next to each field to select the appropriate information and <Save> each type of Field of Study ONE at a time.

Step 6: Confirm that Curriculum is correct by viewing the Learner Tab in SGASTDN. (Please refer to the same illustration in the previous section).
Step 1: Display student’s SFAREGS record for appropriate term and click the Curriculum tab.

If a student has registration for the term for which the curriculum needs to be updated, you can only change their curriculum information from SFAREGS.

If a student has NO registration for the term for which the curriculum needs to be updated, you can change their curriculum information from SGASTDN.

Please note: To make any changes through SFAREGS for any term, you must change the date at the Key block from the current date (default to today) to a date that falls within the “Registration Eligible” range for the desired term.
Step 2: Click the Duplicate button

The Duplicate button does two things:
1. Duplicate the original Curriculum record.
2. Changes the original Curriculum’s “Current” indicator to be unchecked which means NOT Current, but leaves “Activity” = ACTIVE to show that program was once ACTIVE.

Please note: For Board of Regents reporting purpose, please make sure the Matriculation term is copied from the previous curriculum.
Step 3: Enter new Curriculum information and <Tab>

Example: Priority = 1
New Program Code = ASAB_JOU
<Tab>
Step 4: Click the Field of Study tab to confirm curriculum is correctly populated with Major and Dept information. <Save> [F10].

To update the major/department code, click on the down arrow key for the Field of Study to select from a list of Attached Major and Department. <Save> [F10].

PLEASE NOTE: The catalog term MUST match the catalog term for the program on the Curriculum tab.

*If you need to update the record by remove the existing major, concentration, or minor, click on the Record drop-down menu and select Remove.*

Example: Priority = 1  
Type = MAJOR  
Field of Study = JOU  
<Save> [F10]
Step 5: If any MINORS and/or CONCENTRATIONS need to be entered, from the Field of Study Tab, click in the next blank Field of Study Type, use the down arrow next to the fields to enter the appropriate information and save each type of Field of Study ONE at a time.

The Field of Study Type can be typed in or by clicking on the down arrow and select the desired type.

Enter the Field of Study code and <Save>.

Example:  
Priority = 1  
Type = CONCENTRATION  
Field of Study = PRL (Rule-Based/Optional conc.)  
<Save> [F10]

Please note: If the concentration is Rule-based/optional, leave the Attached to Major field blank. When click on the down arrow next the Field of Study, select the Attached Concentrations link and the box will displayed and indicate whether the concentration is Base or Major.
Step 5: CONT’D

The Field of Study Type can be typed in or by clicking on the down arrow and select the desired type.

Enter the Field of Study code and <Save> [F10].

Example: Priority = 1
Type = MINOR
Field of Study = POL
<Save> [F10]

Step 6: Confirm that Curriculum is correct by viewing the Learner Tab in SGASTDN (Please refer to the same illustration in the previous section).
Changing Priorities in SFAREGS/SGASTDN

Use when a student wants to change the priority order of two curricula (priority 1 becomes priority 2; priority 2 becomes priority 1).

Please note: Use this same procedure when a student wants to change the priorities of their minors or concentrations.

Step 1: Display student’s SRAREGS record; click the Curriculum tab.

Step 2: With the Priority 1 Curriculum displayed (BUMBA_FI); click the Duplicate button.

Step 3: Change the priority number for the curriculum from 1 to 2.
Example: Program Code = BUMBA_FI
         Priority = 2
         <Save> [F10]

Step 4: With the original Priority 2 Curriculum (BUMS_MGRS) displayed; click the Duplicate button.

Step 5: Change the priority number for the curriculum from 2 to 1.
Example: Program Code = BUMS_MGRS
         Priority = 1
         <Save> [F10]

Step 6: Confirm that Curriculum is correct by viewing the Learner Tab in SGASTDN. (Please refer to the illustration in the previous section.)
Step 1: Display student’s SFAREGS record; click the Curriculum tab.

If a student has registration for the term for which the curriculum needs to be updated, you can only change their curriculum information from SFAREGS.

If a student has NO registration for the term for which the curriculum needs to be updated, you can change their curriculum information from SGASTDN.

Please note: To make any changes through SFAREGS for any term, you must change the date at the Key block from the current date (default to today) to a date that falls within the “Registration Eligible” range for the desired term.
Step 2: With the Priority 1 Curriculum displayed (BUMBA_FI); click the Duplicate button.

The Duplicate button does two things:
1. Duplicate the original Curriculum record.
2. Changes the original Curriculum’s “Current” indicator to be unchecked which means NOT Current, but leaves “Activity” = ACTIVE to show that program was once ACTIVE.

Please note: For Board of Regents reporting purpose, please make sure the Matriculation term is copied from the previous curriculum.

In this example, the student wants to change BUMBA_FI from priority 1 to priority 2, and the BUMS_MGRS (BUAN) from priority 2 to priority 1.
Step 3: Change the priority number for the curriculum from 1 to 2.

Example: 
Program Code = BUMBA_FI
Priority = 2

Once the Priority 2 BUMBA_FI record is saved, it will become Current and Active. On the other hand, the original Priority 1 BUMBA_FI record will NOT be current anymore. However, it will show Active to indicate it was Active for those particular term(s).
Step 4: Display the original Priority 2 Curriculum (BUMS_MGRS); click the Duplicate button.

Click on the Record navigation arrow to display the original Priority 2 curriculum (BUMS_MGRS); click the Duplicate button.

Please note: The original Priority 2 curriculum (NUMS_MGRS) is only Active but NOT current with the Current checkbox unchecked.
Step 5: Change the priority number for the curriculum from 2 to 1.

Example:  

Program Code = **BUMS_MGRS**  
Priority = 1  
<Save> [F10]

The Priority 1 BUMS_MGRS should now be Current and Active.

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Step 6: Confirm that Curricula priorities are correct by viewing the Learner Tab in SGASTDN. (Please refer to the illustration in the previous section.)
Inactivating a Priority 2 (Secondary) Program in SFAREGS/SGASTDN

Use when a student decides to drop their Secondary Curriculum and continue with just the Primary Curriculum.

Please note: When a student decides to drop their Priority 1 Curriculum and continue with the Priority 2 Curriculum as their Primary Curriculum, perform the process for “Changing Priorities” FIRST; then follow the Inactivating program process.

There can only be one Current and Active Priority 1 record for any given term.

Step 1: Display student’s SRAREGS record; click the Curriculum tab.

Step 2: With the Priority 2 Curriculum displayed (BUMBA_FI); click the Duplicate button.

Step 3: In the Activity field, select or type “INACTIVE”; <Save> [F10].

Step 4: Confirm that Curriculum is correct by viewing the Learner Tab in SGASTDN. (Please refer to the illustration in the previous section.)
Step 1: Display the student in SGASTDN or SFAREGS as appropriate; click the Curriculum tab.

If a student has registration for the term for which the curriculum needs to be updated, you can only change their curriculum information from SFAREGS.

If a student has NO registration for the term for which the curriculum needs to be updated, you can change their curriculum information from SGASTDN.

Please note: To make any changes through SFAREGS for any term, you must change the date at the Key block from the current date (default to today) to a date that falls within the “Registration Eligible” range for the desired term.
Step 2: With the Priority 2 Curriculum displayed (BUMBA_FI); click the Duplicate button.

The Duplicate button does two things:
1. Duplicate the original Curriculum record.
2. Changes the original Curriculum’s “Current” indicator to be unchecked which means NOT Current, but leaves “Activity” = ACTIVE to show that program was once ACTIVE.

Please note: For Board of Regents reporting purpose, please make sure the **Matriculation term** is copied from the previous curriculum.

Click on the Record navigation arrow to display the Current **and** Active Priority 2 curriculum (BUMBA_FI); click the Duplicate button.
Step 3: In the Activity field, select or type “INACTIVE”. <Save> [F10].

To select “INACTIVE”, click on the down-arrow next to the Activity field, click on INACTIVE from the Curriculum Activity Status window and click OK.

Please note: When the INACTIVE record is saved, the Current checkbox will be checked to show that program was once CURRENT.

Step 4: Confirm that Curriculum is correct by viewing the Learner Tab in SGASTDN. (Please refer to the illustration in the previous section.)
Record Removing Minors/Concentrations in SFAREGS/SGASTDN

Please note: Use when a student is dropping minors/concentrations rather than changing to another minor/concentration.

Step 1: Display student’s SFAREGS record; click the Curriculum tab

Step 2: With the Curriculum displayed; click the Duplicate button.

Step 3: Click the Field of Study tab

Step 4: Record remove the minors/concentration student wants to drop

Step 5: <Save> [F10].

Step 6: Confirm that Curriculum is correct by viewing the Learner tab in SGASTDN. (Please refer to the illustration in the previous section.)
Step 1: Display student’s SFAREGS record; click the Curriculum tab

If a student has registration for the term for which the curriculum needs to be updated, you can only change their curriculum information from SFAREGS.

If a student has NO registration for the term for which the curriculum needs to be updated, you can change their curriculum information from SGASTDN.

Please note: To make any changes through SFAREGS for any term, you must change the date at the Key block from the current date (default to today) to a date that falls within the “Registration Eligible” range for the desired term.
Step 2: With the Curriculum displayed; click the Duplicate button.

The Duplicate button does two things:
1. Duplicate the original Curriculum record.
2. Changes the original Curriculum’s “Current” indicator to be unchecked which means NOT Current, but leaves “Activity” = ACTIVE to show that program was once ACTIVE.

Please note: For Board of Regents reporting purpose, please make sure the Matriculation term is copied from the previous curriculum.
Step 3: Click the Field of Study tab; Click on the minor/concentration to be removed

Step 4: Click on Record from the drop-down menu and select Remove.

Step 5: Save.

Step 6: Confirm that Curriculum is correct by viewing the Learner tab in SGASTDN. (Please refer to the illustration in the previous section.)