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.
# Table of Contents

Getting Your “Priorities” Straight ................................................................. 3

Viewing “Current/Active Curricula” ............................................................... 4

Admissions Application (SAAADMS) – Overview ........................................ 5

Degree and Other Formal Awards (SHADEGR) – Overview ........................ 9

Changing a Student’s Current Curriculum in SFAREGS/SGASTDN ............ 11

Adding Secondary Curricula in SFAREGS/SGASTDN for a Program code associated with more than one major code .......................................................... 18

Adding Minors/Concentrations in SFAREGS/SGASTDN .......................... 25

Changing Minors/Concentrations in SFAREGS/SGASTDN ....................... 31

Delete Minors/Concentrations in SFAREGS/SGASTDN ............................ 35

Changing Priorities in SFAREGS/SGASTDN .............................................. 38

Inactivating a Priority 2 (Secondary) Program in SFAREGS/SGASTDN ....... 44
Getting Your “Priorities” Straight

It is very important that you enter the correct “Priority” numbers when dealing with the Banner Concurrent Curriculum data. Student may have up to 3 current and active curriculum records.

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>
<th>Third Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Priority 1</td>
<td>Curriculum Priority 2</td>
<td>Curriculum Priority 3</td>
</tr>
<tr>
<td>Major Priority 1</td>
<td>Major Priority 1</td>
<td>Major Priority 1</td>
</tr>
<tr>
<td>Minor Priority 1</td>
<td>Minor Priority 1</td>
<td>Minor Priority 1</td>
</tr>
<tr>
<td>Minor Priority 2</td>
<td>Minor Priority 2</td>
<td>Minor Priority 2</td>
</tr>
<tr>
<td>Conc. Priority 1</td>
<td>Conc. Priority 1</td>
<td>Conc. Priority 1</td>
</tr>
<tr>
<td>Conc. Priority 2</td>
<td>Conc. Priority 2</td>
<td>Conc. Priority 2</td>
</tr>
<tr>
<td>Conc. Priority 3</td>
<td>Conc. Priority 3</td>
<td>Conc. Priority 3</td>
</tr>
</tbody>
</table>

Multiple curricula should be entered as individual program code using Priority 1, 2, or 3 for students approved to pursue multiple curricula, such as double major or joint program.

Students may have at MOST three “current/active” curricula for the same term. Within each of these three 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 allow 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.

For students pursuing Law and graduate programs, the Law program with the higher tuition rate 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 the 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.
### Admissions Application (SAAADMS) – Overview

#### Application Tab

- **Student ID / Term**
- **Application Info:**
  - Entry Term
  - Application #
  - Admission Type
  - Student Type
  - Appl. Decision, etc.
- **Current Curriculum**
- **Field of Study (FOS)**
- **Bottom Section Navigation**

![Diagram of the Application Tab](image-url)

**Check View Current/Active Curricula**
SAAADMS – Curricula Tab

**Curriculum:**
Current: Checked = Yes  
Activity = ACTIVE  
Term = 201808  
Catalog Term = 201808  
Priority = 1  
Record number = 1 of 1  
Program = PCAS_CSCJ  
Level = UA  
College = PC  
Degree = AS

**Field of Study:**
Current: Checked = Yes  
Activity = ACTIVE  
Term = 201808  
Priority = 1  
Type = MAJOR  
Catalog Term = 201808  
Field of Study = CSCI  
Record number = 1 of 1
General Student (SGASTDN) – Overview

Learner Tab

Student ID / Term

General Learner Info

Current Curriculum

Field of Study Summary

Check View Current/Active Curricula

Click on the < Next Section > button [Alt+PageDown] in the bottom section navigation to go to the Curricula Summary section.
SGASTDN – Curricula Tab

**Curriculum:**
- Current: Checked = Y
- Activity = ACTIVE
- Catalog = 200508
- Priority = 1
- Program Code
- Level
- College
- Degree

**Field of Study:**
- Click on Major Row to view Major
- Field of Study = PSY

**Field of Study:**
- Click on Minor Row to view Minor
- Field of Study = ARH

**Field of Study:**
- Click on Concentration Row to view Concentration
- Field of Study = CYP
Degree and Other Formal Awards (SHADEGR) – Overview

Learner Outcome Tab

- Student ID and Degree Sequence
- Learner Outcome Information
- Current Curricula: Primary
- Field of Study (FOS): Major (1) Minors (0-2) Concentrations (0-3)
### SHADEGR – Curricula Tab

**Curriculum:**
- Current: Checked = Y
- Activity = ACTIVE
- Catalog = 200508
- Priority = 1
- Program Code
- Level
- College
- Degree

**Field of Study:**
- Click on Major Row to view Major
  - Field of Study = PSY

**Field of Study:**
- Click on Minor Row to view Minor
  - Field of Study = ARH

**Field of Study:**
- Click on Concentration Row to view Concentration
  - Field of Study = CYP
Changing a Student’s Current Curriculum in SFAREGS/SGASTDN

If student has registration for the term, curriculum must be changed via SFAREGS. Otherwise, curriculum can be changed via SGASTDN.

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

Step 2: Click the <Duplicate> button.

Step 3: Click on the Catalog Term field and enters the appropriate term, if needed.

Step 4: Click on the < > Search function in the Program field to bring up the Option List.

Step 5: Click on <Change Curriculum> from the Option List.

Step 6: Click <OK> to acknowledge “Base Curriculum items will be Replaced” message.

Step 7: In the Change Curriculum box Criteria field, enter the program code, if known (for example, ASBS_PSY), or enter College and Degree codes to narrow down the search.

Step 8: Select the appropriate program code from the search results and click <OK>.

Step 9: Click <SAVE> [F10] in the bottom section navigation.

Step 10: 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.
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: Click on the Catalog Term field and enters the appropriate term, if needed.

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

Step 4: Click on the Search function in the Program field to bring up the Option List.
Step 5: Click on `<Change Curriculum>` from the Option List.

Step 6: Click `<OK>` to acknowledge “Base Curriculum items will be Replaced” message.
Step 7: In the **Change Curriculum box Criteria field**, enter College and Degree codes to narrow down the search OR enter the program code, if known (for example, ASBS_PSY).

Step 8: Select the appropriate program code from the search results and click **<OK>**.

Step 9: Click **<SAVE>** [F10] in the bottom section navigation.

A Current **and** ACTIVE Curriculum record will be created with all the curriculum information will be populated, which includes Program, Level, College, Degree, Field of Study Major code, and Department code.
Step 10: Confirm that Curriculum is correct by viewing the Learner Tab in SGASTDN.
Adding Secondary Curricula in SFAREGS/SGASTDN for a Program code associated with more than one major code

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 Curricula Tab.

Step 2: Click the <Duplicate> button.

Step 3: Click on the Catalog Term field and enters the appropriate term, if needed.

Step 4: Click in the Priority field and enter 2.

Step 5: Click on the < > Search function in the Program field to bring up the Option List.

Step 6: Click on the <Change Curriculum> from the Option List.

Step 7: Click <OK> to acknowledge “Base Curriculum items will be Replaced” message.

Step 8: In the Change Curriculum box Criteria field, enter College and Degree codes to narrow down the search OR enter the program code, if known (for example, BUMBA).

Step 9: Select the appropriate program code from the search results and click <OK>.

Step 10: Click on the < > Next Section button [Alt+PageDown] in the bottom section navigation.

Step 11: Click on the < > Search function in the Type field to bring up the Learner Field of Study Type and Select MAJOR.

Step 12: Click on the < > Search function in the Field of Study field to bring up the Option List and Select Attached Majors/Departments.

Step 13: Select the appropriate Major/Department codes and Click <OK>.

Step 14: Click <SAVE> [F10] in the bottom section navigation.

Step 15: Confirm that Curriculum is correct by viewing the Learner Tab in SGASTDN.

Step 16: Click on the < > Next Section button [Alt+PageDown] in the bottom section navigation to go to the Curricula Summary section.

Step 17: Click on the <Record Navigation Arrow> to view the Priority 1 Primary curriculum record and the Priority 2 Secondary curriculum record.
Step 1: Display student’s current term SFAREGS record 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.

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: 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.

For students pursuing Law and graduate programs, the Law program with the higher tuition rate needs to be the Priority 1 curriculum record.
Step 3: Click on the Catalog Term field and enters the appropriate term, if needed.

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

Step 4: Click in the Priority field and Enter 2.

Step 5: Click on the < Search function in the Program field to bring up the Option List.
Step 6: Click on `<Change Curriculum>` from the Option List.

![Image of Change Curriculum interface]

Step 7: Click `<OK>` to acknowledge “Base Curriculum items will be Replaced” message.

![Image of OK button]

Step 8: In the Change Curriculum box Criteria field, enter College and Degree codes to narrow down the search OR enter the program code, if known (for example, BUMBA).

Step 9: Select the appropriate program code from the search results and click `<OK>`.

![Image of program selection]

Banner Concurrent Curriculum 21 October 2018
Step 10: Click on the < > Next Section button [Alt+PageDown] in the bottom section navigation.

Step 11: Click on the < > Search function in the **Type field** to bring up the **Learner Field of Study Type** and Select MAJOR.
Step 12: Click on the `<>` Search function in the **Field of Study field** to bring up the **Option List** and Select Attached Majors/Departments.

Step 13: Select the appropriate Major/Department codes and Click `<OK>`

Step 14: Click `<SAVE>` [F10] in the bottom section navigation.
Step 15: Confirm that Curriculum is correct by viewing the Learner Tab in SGASTDN.

Step 16: Click on the `< > Next Section` button [Alt+PageDown] in the bottom section navigation to go to the Curricula Summary section.

Step 17: Click on the `< Record Navigation Arrow >` to view the Priority 1 Primary curriculum record and the Priority 2 Secondary curriculum record.

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

PLEASE NOTE: The catalog term MUST match the catalog term for the program on the Curricula tab.
Adding Minors/Concentrations in SFAREGS/SGASTDN

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

Step 2: Click the <Duplicate> button.

Step 3: Click on the <Next Section> button [Alt+PageDown] to navigate to the Field of Study section in order to add minors/concentrations.

Step 4: Click <Insert> and click in Type field. Click the <Search> button in the Type field to bring up the Learner Field of Study Type box.

Step 5: Select the Minor or Concentration and click <OK>. The first minor/concentration default to Priority number 1. Update Priority number to 2 if entering second minor/concentration.

Step 6: Click on the Catalog Term field and enters the appropriate term, if needed.

Step 7: Click on the <Search> button in the Field of Study field and click Attached Minors if the Minor Type was selected or Attached Concentrations if the Concentration Type was selected.

Step 8: Select the appropriate minor or concentration and click <OK>

Step 9: Click <SAVE> [F10] in the bottom section navigation.

Step 10: Confirm that Curriculum is correct by viewing the Learner Tab in SGASTDN.

Step 11: Click on the <Next Section> button [Alt+PageDown] to navigate to the Field of Study section in order to add minors/concentrations.

Step 12: Click on the Minor row to view the minor information or Concentration row to view the concentration information.

Please note: Leave the Department field blank when adding Minor or Concentration.

Please note: Each Minor/Concentration must be <Insert> and <SAVE> ONE at a time by repeating Steps 2 to 12.
**Step 1:** Display student’s SFAREGS record for appropriate term 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.
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: Click on the Next Section button [Alt+PageDown] to navigate to the Field of Study section in order to add minors/concentrations.
Step 4: Click `<Insert>` and click in **Type field**. Click the `<Search>` button in the **Type field** to bring up the Learner Field of Study Type box.

Step 5: Select the **Minor or Concentration** and click `<OK>`.
The first minor/concentration default to Priority number 1. Update Priority number to 2 if entering second minor/concentration.

Step 6: Click on the **Catalog Term field** and enters the appropriate term, if needed.
Step 7: Click on the **Search** button in the **Field of Study** field and click **Attached Minors** if the Minor Type was selected or **Attached Concentrations** if the Concentration Type was selected.

![Screenshot of Field of Study field with Attached Minors and Attached Concentrations options highlighted](image1.png)

**Option List**

- **All Concentration Codes**
- **Attached Concentrations**

- **All Minor Codes**
- **Attached Minors**

Step 8: Select the appropriate minor or concentration and click **OK**

![Screenshot of Attached Minors and Attached Concentrations options](image2.png)
Step 9: Click <SAVE> [F10] in the bottom section navigation.

Step 10: Confirm that Curriculum is correct by viewing the Learner Tab in SGASTDN.

Step 11: Click on the < > Next Section button [Alt+PageDown] to navigate to the Field of Study section in order to add minors/concentrations.

Step 12: Click on the Minor row to view the minor information or Concentration row to view the concentration information.
Changing Minors/Concentrations in SFAREGS/SGASTDN

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

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

Step 3: Click on the < Next Section button [Alt+PageDown] to navigate to the Field of Study section in order to add minors/concentrations.

Step 4: Click on the appropriate Minor or Concentration Row in the Field of Study section to display the Field of Study code

Step 5: Click on the Catalog Term field and enters the appropriate term, if needed.

Step 6: Click on the <Search> button in the Field of Study field and click Attached Minors if the Minor Type was selected or Attached Concentrations if the Concentration Type was selected.

Step 7: Select the appropriate minor or concentration and click <OK>

Step 8: Click <SAVE> [F10] in the bottom section navigation.

Step 9: Confirm that Curriculum is correct by viewing the Learner Tab in SGASTDN. (Please refer to the illustration in the previous section.)

Please note: Leave the Department field blank when adding Minor or Concentration.

Please note: Each type of Field of Study must be change and <SAVE> ONE at a time by repeating Steps 2 to 9.
Step 1: Display student’s SFAREGS record; click the Curricula tab

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

Step 3: Click on the < Next Section button [Alt+PageDown] to navigate to the Field of Study section in order to add minors/concentrations.
Step 4: Click on the appropriate Minor or Concentration Row in the Field of Study section to display the Field of Study code

Step 5: Click on the Catalog Term field and enters the appropriate term, if needed.

Step 6: Click on the <Search> button in the Field of Study field and click Attached Minors if the Minor Type was selected or Attached Concentrations if the Concentration Type was selected.
Step 7: Select the appropriate minor or concentration and click <OK>.

Step 8: Click <SAVE> [F10] in the bottom section navigation.

Step 9: Confirm that Curriculum is correct by viewing the Learner Tab in SGASTDN. (Please refer to the illustration in the previous section.)
**Delete 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 Curricula tab

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

Step 3: Click on the **< >** Next Section button [Alt+PageDown] to navigate to the Field of Study section in order to add minors/concentrations.

Step 4: Click on the appropriate Minor or Concentration row in the Field of Study section student wants to drop and click **< Delete >**.

Step 5: Click **<Save>** [F10] in the bottom section navigation.

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 Curricula tab

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

Step 3: Click on the < Next Section button [Alt+PageDown] to navigate to the Field of Study section in order to add minors/concentrations.
Step 4: Click on the appropriate Minor or Concentration row in the Field of Study section student wants to drop and click < Delete >.

Step 5: Click <Save> [F10] in the bottom section navigation. Notice there are now only two rows in the Field of Study section - Major and Concentration.

Step 6: Confirm that Curriculum is correct by viewing the Learner tab in SGASTDN. (Please refer to the 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 SGASTDN record for appropriate term and click the Curricula Tab

Step 2: Click the <Duplicate> button.

Step 3: Change the priority number for the curriculum from 1 to 2.
   Example: Program Code = BUMBA_FI
   Priority = 2

Step 4: Click <Save> [F10] in the bottom section navigation.

Step 5: With the original Priority 2 Curriculum (BUMS_MGRS) displayed; click the <Duplicate> button.

Step 6: Change the priority number for the curriculum from 2 to 1.
   Example: Program Code = BUMS_MGRS
   Priority = 1

Step 7: Click <Save> [F10] in the bottom section navigation.

Step 8: Confirm the Current checkbox is checked and the Activity field is ACTIVE for the curriculum information.

Step 9: Confirm that Curriculum is correct by viewing the Learner Tab in SGASTDN.
Step 1: Display student’s SGASTDN record; 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.
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.
Step 4: Click <Save> [F10] in the bottom section navigation.

Example: Program Code = BUMBA_FI
          Priority = 2
          <Save> [F10]

Once the Priority 2 BUMBA_FI record is saved, it will become Current and Active.

On the other hand, the original Priority 2 BUMS_MGRS record will NOT be current anymore. However, it will show Active to indicate it was Active for those particular term(s). (Please refer to Step 4 screenshot.)
Step 5: 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 (BUMS_MGRS) is only Active but NOT current with the Current checkbox unchecked.

Step 6: Change the priority number for the curriculum from 2 to 1.

Step 7: Click <Save> [F10] in the bottom section navigation.

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

The Priority 1 BUMS_MGRS should now be Current and Active.
Step 8: Confirm that Curricula priorities are correct by viewing the Learner Tab in SGASTDN.

Step 8a: Click on the <  > **Next Section** button [Alt+PageDown] in the bottom section navigation to go to the Curricula Summary section.

Step 8b: Click on the <  > **Record Navigation Arrow**> to view the Priority 2 curriculum.
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 SGASTDN record; click the **Curricula** tab.

Step 2: Click on the <Record Navigation Arrow> to view the Priority 2 curriculum. With the Priority 2 Curriculum displayed (BUMBA_F1); click the <Duplicate> button.

Step 3: In the **Activity** field, select or type “INACTIVE”.

Step 4: Click <Save> [F10] in the bottom section navigation.

Step 5: Confirm that Curriculum is correct by viewing the **Learner** Tab in SGASTDN.
Step 1: Display the student in SGASTDN 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.

Note: Record 1 of 2 in the Curricula Summary section
Step 2: Click on the `<Record Navigation Arrow>` to view the Priority 2 curriculum. 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.
Step 3: In the Activity field, select or type “INACTIVE”.
Step 4: Click <Save> [F10] in the bottom section navigation.

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 5: Confirm that Curriculum is correct by viewing the Learner Tab.
Note: Record 1 of 1 in the Curriculum Summary section.