UNIVERSITY OF MANITOBA

Aurora Student

Manual Transit from U1 to Arts or Science

BANNER 8

Revised May 2012
MANUAL TRANSIT OF U1 STUDENTS TO ARTS OR SCIENCE

Scope: Faculty that are transiting a student manually – either Arts or Science.

Purpose: Enable student to transit to either Arts or Science

Note: The transit function is available on the web for students who wish to transit. Transit opens 28 days before the start of fall registration.

The transit function available on the web is restricted to students who have 24 credit hours of completed or in-progress courses and a DGPA of 2.0. Upon request, Arts or Science staff may manually transit students using the following 3 steps.

In March 2012, a new admit type (T) was introduced in order to track how many students transit from University 1 into Arts or Science.

Step 1: Create a new General Student record that reflects the new program

- Determine correct term for transit (20xx90; 20xx10; 20xx50).
- Enter student ID, leave Term blank; Next Block.

- If no registration exists: change general student record in SGASTDN (instruction A).
- If registration exists: change general student record through SFAREGS (instruction B).
A. Updating General Student record via SGASTDN

If current term is the correct effective term for transit, proceed to step 1 below (Click Curricula tab).

If current term is not the effective term:

- Next block into the Learner Record
- Select the dropdown arrow on the New Term field
- Select Create New Effective Term

- In the New Term field, enter the effective term in which the student is transiting (i.e., 201290).

- Change Student Type to B – Continuing (if student is still A – New). Doing this will cause the following message to appear:

  Changing Student Type may impact Registration Fee Assessment
  This is a notification only. Click the OK button to continue.

- SAVE. Proceed to step 1.
1. Select the Curricula tab
   - Select Update - This will allow you to update the fields to reflect the new program.

2. Update the Catalog Term so that it matches the transit term.
3. Enter the Arts or Science Program code. College and Degree fields will automatically populate.
4. Change Admission Type to T for Transit
5. Change Admission Term to match the transit term.
6. Click Field of Study tab.

- Update the Catalog Term so that it matches the transit term.
- If the student is now in Science change Field of Study field to 02GN Science
- SAVE

Note: If the student is now an Arts student, the Field of Study field should default to 0000 Undeclared. The student may declare a major and/or minor through web declaration or staff may enter declaration when updating SGASTDN (rather than leaving the Field of Study 0000 Undeclared).

- The curriculum record for University 1 is now has an Inactive status and an End Term of 201290
Step 2: Update Education Level on SGASTDN Miscellaneous Tab

- Go to the Miscellaneous tab on the new SGASTDN record
- Change the Education Level to 33 (Former/current U of M Student)
- SAVE

SGASTDN component of manual transit is now complete.
B. Updating General Student record via SFAREGS

- Enter the term the transit is to take effect in the Term field; enter student ID. Next Block.
- Click the Student Term tab, or select Update Student’s Term Information from the Options menu.
- Change Student Type to B – Continuing (if student is still A – New).
- SAVE

From this point forward, all steps to updating General Student record via SFAREGS are identical to those used when updating via SGASTDN. Follow the process above. Once these steps have been completed, the student will have an effective SGASTDN record for the faculty to which they have transited.
Step 3: Expire any hold that is not relevant to the new faculty

- In SOAHOLD expire any hold that is not relevant to the new faculty i.e. *Must Declare Transit*. This is the responsibility of the faculty of the new program.

**ADDITIONAL INFORMATION:**

1. Degree sequence for new program:

   A new SHADEGR will be created. All courses that were applicable to University 1 will be applied to the new Arts or Science degree sequence.

   New Degree Sequence 2 for Science:

2. Class: The *Class* (year) field in SGASTDN will be automatically updated when the class update process is run.

3. Fees: Fees will automatically be updated. No notification to the Registrar’s Office is necessary.