



UNIVERSITY OF MANITOBA

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Aurora Student

**Manual Transit from U1  
to Arts or Science  
BANNER 8**

# 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.

Internet Native Banner - bannext: Open > SGASTDN

File Edit Options Block Item Record Query Tools Help

General Student SGASTDN 8.3X (BANNEXT)

ID: Student Summary Term: View Current/Active Curricula

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

**General Learner**

New Term: 201210 Winter 2012

Student Status: AS Active

Student Type: A New

Residence: C Canadian Citizen

Fee Assessment Rate: REG Regular Student

Class: A U 1 (A - 0-11.99 or hrs)

Full or Part Time:  Full Time  Part Time  None

Site: Session: Block: Citizenship: 01 Canadian citizen

Student's effective term is 201210  
Student wants to transit for 201290

Priority	Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	201210	University 1	201210	Undergraduate	Main (Fort Garry & B	University 1	Undeclared

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201210	Major	Undeclared		

DUPREC - create new eff term, DUPFLD - go to Advisor Form, HELP - go to Degree.

Record: 1/2 <OSC>

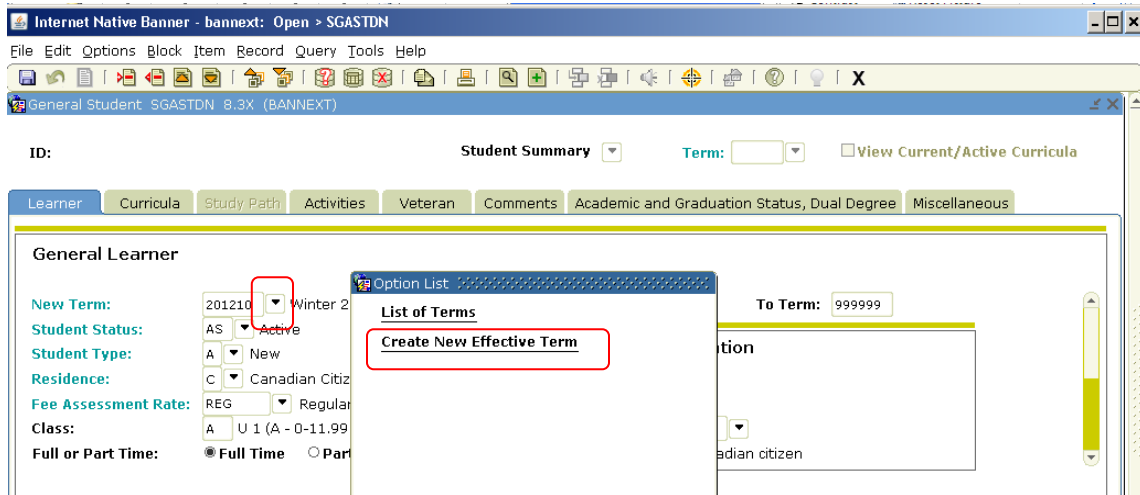
- If **no** registration exists: change general student record in **SGASTDN** (instruction **A**).
- If registration exists: change general student record through **SFAREGS** (instruction **B**).

## A. Updating General Student record via SGASTDN

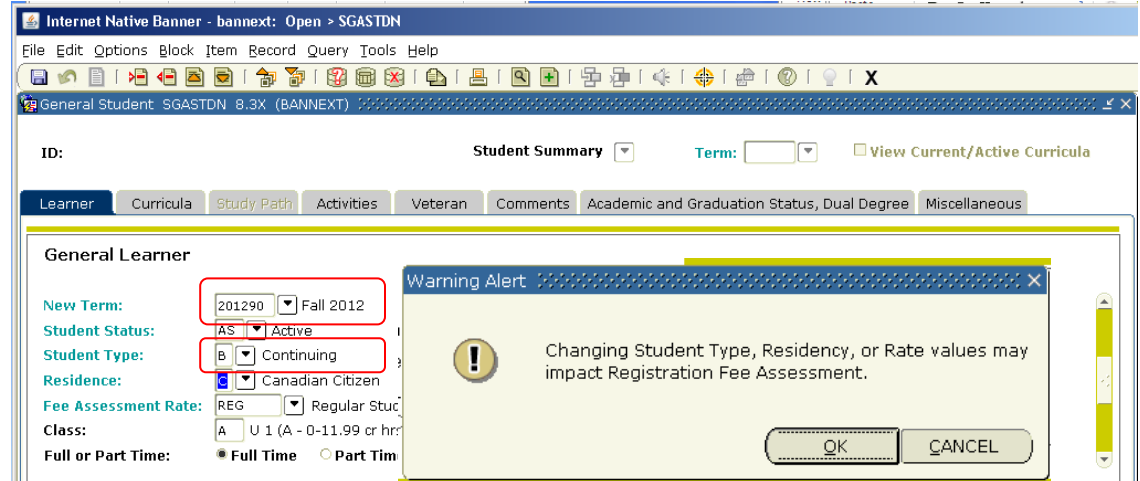
If current term is the correct effective term for transit, proceed to step 1 below (Click *Curricula* tab).

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:

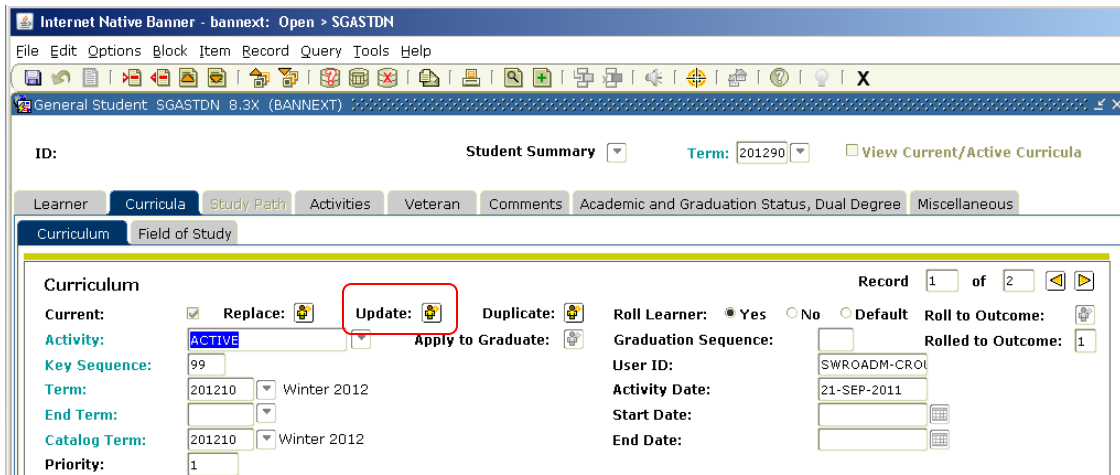
### Changing Student Type may impact Registration Fee Assessment

This is a notification only. Click the **OK** button to continue.

- **SAVE**. Proceed to step 1.

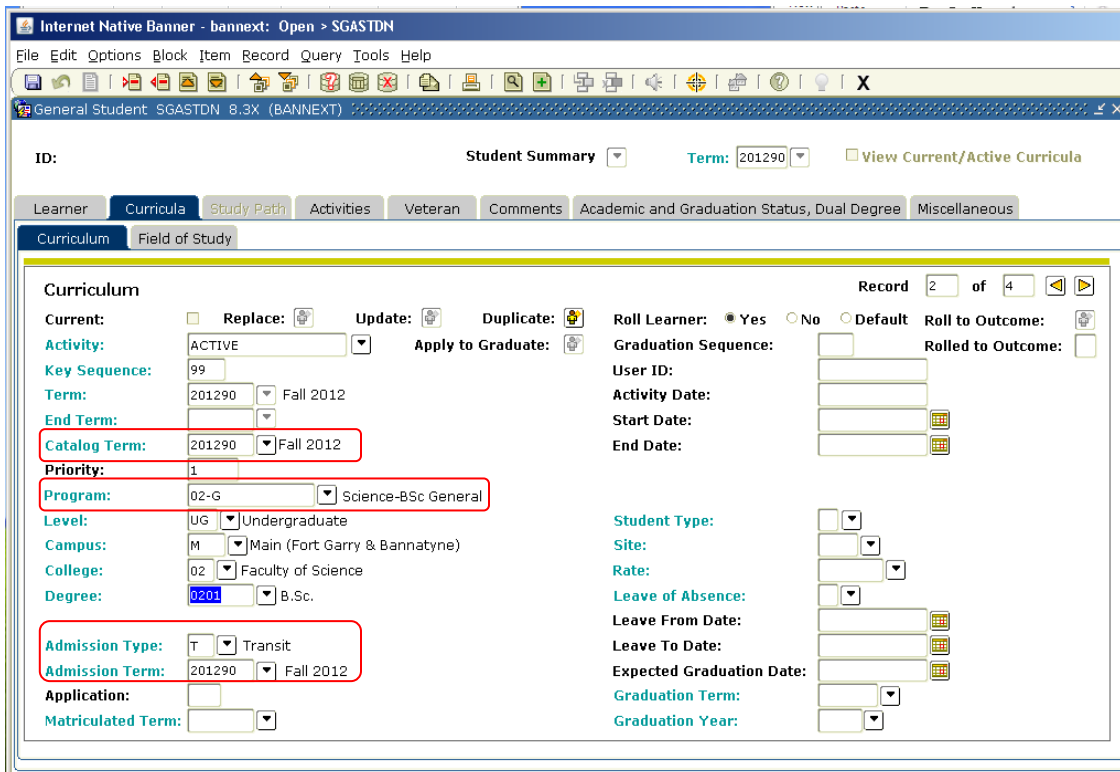
1. Select the *Curricula* tab

- 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*.

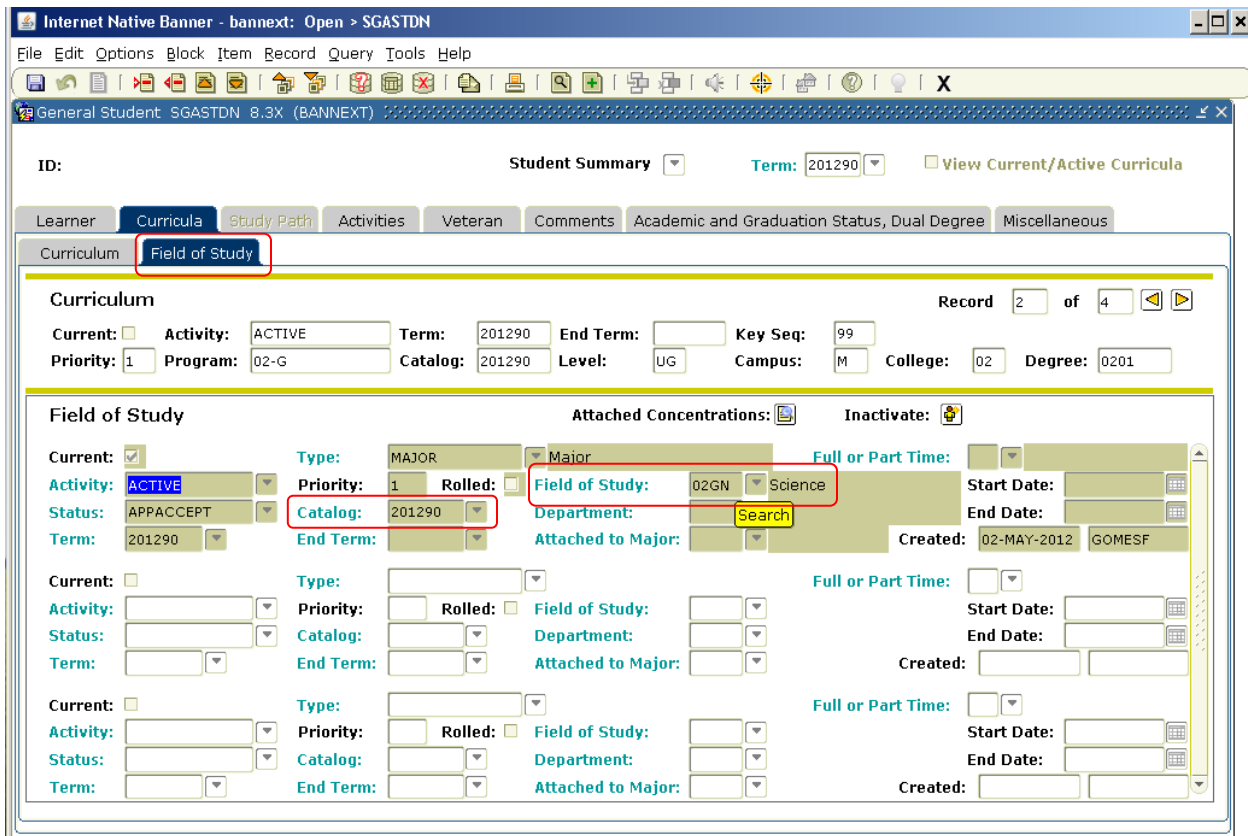
3. Enter the Arts or Science *Program* code. *College* and *Degree* fields will automatically populate.
4. Change *Admission Type* to **T for Transit**
5. Change *Admission Term* to match the *transit term*.



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

The screenshot shows the 'Miscellaneous' tab selected in the 'Internet Native Banner - bannext: Open > SGASTDN' application. The 'Miscellaneous Information' section contains several dropdown menus and checkboxes. The 'Education Level' dropdown is highlighted with a red box and set to '33 Former/current U of M studen'. Other fields include 'Orientation Session', 'Career Plan', 'Practical Training', 'Income Range', 'Employment Expectation', 'Apprenticeship Code', 'Leave of Absence', 'Employee and Training Code', 'Vocational Education', 'Transfer Center', 'Educational Goal', 'Basic Skills', and 'Graduate Credit Approved'. The 'From Date' and 'To Date' fields are also visible.

- 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**

The screenshot shows the SFAREGS Student Course Registration form. The 'Term' field is set to 201290 and the 'Date' is 02-MAY-2012. The 'Student Term' tab is selected. The 'Student Status' is AS (Active) and the 'Student Type' is B (Continuing). The 'Residence' is C (Canadian Citizen) and the 'Fee Assessment Rate' is REG (Regular Student). The 'Class' is U 1 (A - 0-11.99 cr hrs). The 'Effective Term' is 201210 (Winter 2012). The 'Curricula' tab is highlighted in the navigation bar.

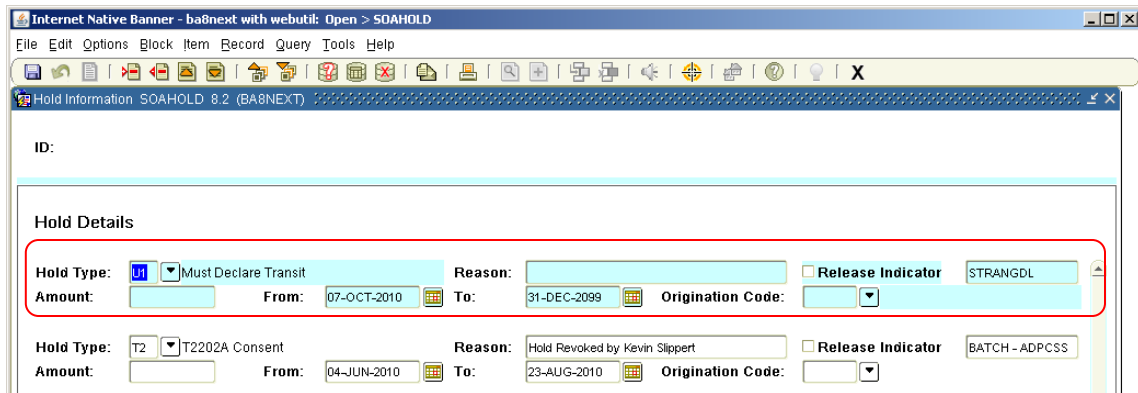
- Select the Curricula tab

The screenshot shows the SFAREGS Student Course Registration form with the 'Curricula' tab selected. The 'Term' field is 201290 and the 'Date' is 02-MAY-2012. The 'Curricula' tab is highlighted in the navigation bar.

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 transitioned.

### 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.

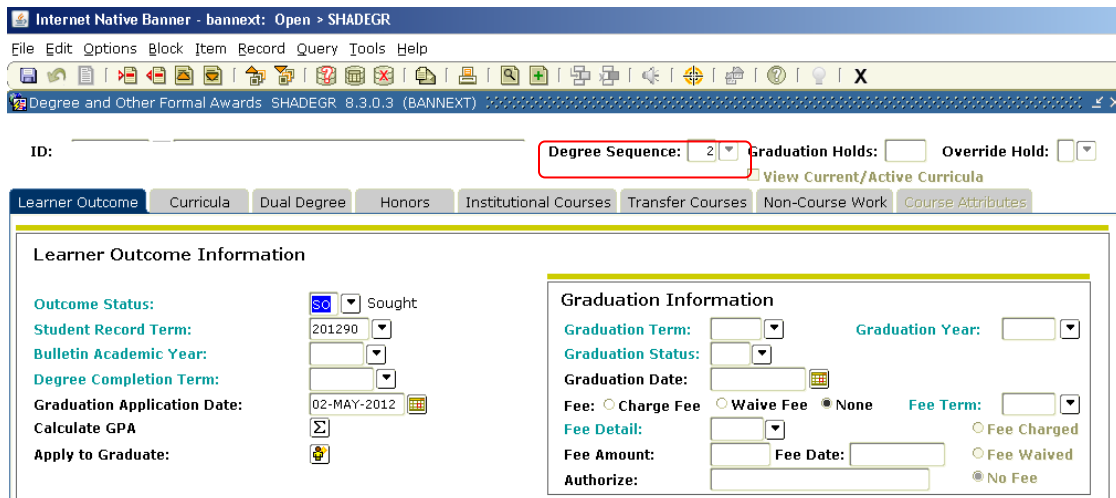


### ADDITIONAL INFORMATION:

#### 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.