Manual Transit from U1
To Arts or Science
Banner 9

April 2018
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General Information

- 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 minimum DGPA of 2.0.
- Upon request, Arts or Science staff may manually transit students.
- In March 2012, a new admit type (T) was introduced to track how many students transit from University 1 into Arts or Science.

Create new General Student Record Reflecting New Program

- Determine the correct term for transit (20XX90, 20XX10, or 20XX50).
- If no registration exists, Update General Student Record in SGASTDN.
- If registration exists, proceed to Update General Student Record in SFAREGS for instruction.

Update General Student Record in SGASTDN

1. Go to SGASTDN.
2. Enter the student number in the ID field, leave TERM field blank, and then click GO.
Update Learner Information in SGASTDN

1. Select the LOOKUP [. . .] button beside the NEW TERM field, and select CREATE NEW EFFECTIVE TERM.

2. In the NEW TERM field, enter the effective term in which the student is transiting. (Ex. 201890)

3. If Student Type is A (New), change to B (Continuing).
4. SAVE (bottom right corner).

The following Warning Notification will appear:

5. Click OK.
Update Curricula Information in SGASTDN

1. Select THE CURRICULA tab, then click UPDATE, enabling you to update the fields to reflect the student’s new program information.

2. Update the CATALOG TERM field to reflect the term in which the student is transiting.

3. Enter the Arts or Science **program code** in the PROGRAM field. Alternatively, click the LOOKUP button [. . .] to open the OPTION list, then select the ALL PROGRAM CODES to choose the correct code. The COLLEGE and DEGREE fields will automatically populate.
4. Select the STATUS DETAILS tab.
5. Change the ADMISSION TERM field to match the transit term.
6. Change the ADMISSION TYPE to T (Transit).

7. In the FIELD OF STUDY section, update the CATALOG field to match the transit term.

   If the student is transiting to Arts, the FIELD OF STUDY field will default to 0000. If the student is transiting to Science, enter 02GN in the FIELD OF STUDY field; the student may declare a Major and/or Minor through web declaration, or staff may enter the declaration when updating SGASTDN.

   If you select the CURRICULUM tab again, you will see the record for University 1 is INACTIVE as of the transiting term (201890).
Update Miscellaneous Information in SGASTDN

1. Select the MISCELLANEOUS tab and enter **33 (Former/current U of M student)** in the EDUCATION LEVEL field.

   ![Miscellaneous Tab](image)

2. SAVE (bottom right corner).

   The SGASTDN component of the manual transit is complete. Proceed to **Expire Holds not Relevant to New Faculty**.

Update General Student Record in SFAREGS

If the student has registration in the transit term, the General Student record needs to be updated in SFAREGS.

1. Go to SFAREGS.
2. In the TERM field, enter the **term** the transit will take effect. In the ID field, enter the **student number**. Click GO.

![SFAREGS Screen](image)
Update Student Term Information in SFAREGS

1. Select the STUDENT TERM tab. If the STUDENT TYPE field indicates A, change the type to B (Continuing).

<table>
<thead>
<tr>
<th>Registration</th>
<th>Student Term</th>
<th>Curricula</th>
<th>Study Path</th>
<th>Time Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Status</td>
<td>AS</td>
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<td>Active</td>
<td></td>
</tr>
<tr>
<td>Student Type</td>
<td>B</td>
<td>...</td>
<td>Continuing</td>
<td></td>
</tr>
<tr>
<td>Residence</td>
<td>C</td>
<td>...</td>
<td>Canadian Citizen</td>
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<td>Fee Assessment Rate</td>
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<td>Regular Student</td>
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<tr>
<td>Last Term Attended</td>
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<td>Fall 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full or Part Time</td>
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<td>Part Time</td>
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<td></td>
</tr>
<tr>
<td>Block Schedule</td>
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<tr>
<td>Effective Term</td>
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<tr>
<td>Student Centric</td>
<td>...</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. SAVE (bottom right corner).

   The steps for updating CURRICULA are the same as steps in SGASTDN. Please see Update Curricula Information in SGASTDN for instruction. Once these steps have been completed, the student will have an effective SGASTDN record for the faculty to which they have transited.

   Expire Holds not Relevant to New Faculty

   It is the responsibility of the new faculty to expire any holds that are not relevant to the new faculty (e.g. Must Declare Transit).

   1. Go to SOAHOLD
   2. In the HOLD DETAILS section update the TO field to today’s date (mm/dd/yyyy) to expire the hold (Note: entering any letter on the keyboard, then TAB will automatically enter today’s date).
3. SAVE (bottom right corner).

4. Additional Information

- **New Degree Sequence**: 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.

![Degree Summary SHADGMOQ 9.3 (BANDVL1)](image)

- **Class**: The CLASS field in SGASTDN will automatically update when the Class Update process is run.
- **Fees**: Fees will automatically update. No notification to the Registrar’s Office is necessary.