



UNIVERSITY
OF MANITOBA

Registrar's Office

Manual Transit from U1 To Arts or Science Banner 9

April 2018

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General Information

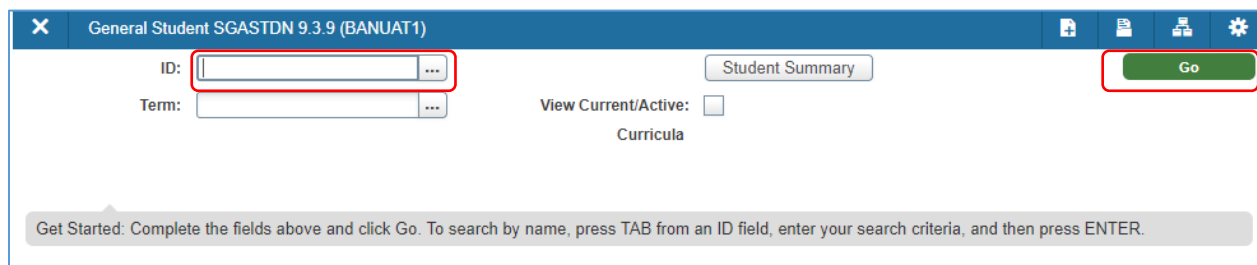
- The transit function is available on the web for students who wish to transit.
- Transit opens 28 days before the start of fall registration.
- The transit function available on the web is restricted to students who have 24 credit hours of completed or in progress courses and a minimum DGPA of 2.0.
- 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.



General Student SGASTDN 9.3.9 (BANUAT1)

ID: ...

Term: ...

View Current/Active:

Curricula

Student Summary

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Update Learner Information in SGASTDN

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

The screenshot shows the 'GENERAL LEARNER' form in the SGASTDN system. The form includes fields for 'From Term' (201790), 'New Term' (201790), 'Student Status' (AS), and 'Student Type' (A). An 'Option List' dialog box is open over the 'New Term' field, showing a search bar and two options: 'List of Terms' and 'Create New Effective Term'. The 'Create New Effective Term' option is highlighted with a red circle. The 'New Term' field is also highlighted with a red circle. The 'Option List' dialog box has a 'Cancel' button at the bottom right.

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).

Learner	Curricula	Study Path	Activities	Veteran	Comments
GENERAL LEARNER					
From Term	201890				
New Term	201890	...	Fall 2018		
Student Status	AS	...	Active		
Student Type	B	...	New		
Additional Information					
Site	...				
Session	...				
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4. SAVE (bottom right corner).

The following Warning Notification will appear:

ADD	RETRIEVE	RELATED	TOOLS	1
Warning Alert				
Changing Student Type, Residency, or Rate values may impact Registration Fee Assessment.				
OK				CANCEL

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.

Current	Activity	Key Sequence	Term	Term Description
<input checked="" type="checkbox"/>	ACTIVE	99	201790	Fall 2017

Curriculum	Status Details
Program	27-00 ... University 1
Level	UG ... Undergraduate
Campus	M ... Main (Fort Garry & Bannatyne)

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.

Current	Activity	Key Sequence	Term	Term Description	End Term	End Term Description	Catalog Term
<input checked="" type="checkbox"/>	ACTIVE	...	99	201890	Fall 2018		201890

Curriculum	Status Details
Program	01-G ... Arts-BA General
Level	UG ... Undergraduate
Campus	M ... Main (Fort Garry & Bannatyne)

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)**.

The screenshot shows the 'Status Details' tab with the following fields:

- Admission Type: T (Transit)
- Admission Term: 201890 (Fall 2018)
- Application: [Empty]
- Matriculated Term: [Empty]
- Roll Learner: Yes

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

The screenshot shows the 'FIELD OF STUDY' section with the following details:

- Attached Concentrations: Inactivate
- Current: ACTIVE
- Activity: INPROGRESS
- Status: INPROGRESS
- Term: 201890
- Type: MAJOR
- Type Description: Major
- Priority: 1
- Catalog: 201890
- Field of Study: 0000 (Undeclared)
- Department: [Empty]
- Attached to Major: [Empty]
- Full or Part Time: [Empty]

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).

The screenshot shows the 'Curriculum' tab with the following details:

- Buttons: Replace, Update, Duplicate, Roll to Outcome, Apply to Graduate
- Current:
- Activity: INACTIVE
- Key Sequence: 99
- Term: 201890
- Term Description: Fall 2018
- Page: 2 of 3
- Per Page: 1
- Curriculum Details:
 - Program: 27-00 (University 1)
 - Level: UG (Undergraduate)
 - Campus: M (Main (Fort Garry & Bannatyne))

Update Miscellaneous Information in SGASTDN

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

The screenshot shows the 'Miscellaneous' tab selected in the SGASTDN system. The 'Education Level' field is set to '33' and is highlighted with a red box, with the text 'Former/current U of M student' displayed next to it. Other fields include Orientation Session, Career Plan, Practical Training, Income Range, Employment, Expectation, Apprenticeship Code, and Leave of Absence.

2. SAVE (bottom right corner).

The SGASTDN component of the manual transit is complete. Proceed [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.

The screenshot shows the SFAREGS Student Course Registration form. The 'Term' field is set to '201810' and the 'ID' field is set to '007852490', both highlighted with red boxes. The 'Go' button is also highlighted with a red box. Other fields include Date, Holds, View Current/Active, Curricula, Print Schedule, and Time Status Information.

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)**.

The screenshot shows the 'Student Term' tab in the SFAREGS system. The 'Student Status' field is set to 'AS' (Active) and the 'Student Type' field is set to 'B' (Continuing). Other fields include 'Residence' (Canadian Citizen), 'Fee Assessment' (Regular Student), 'Last Term Attended' (201790 Fall 2017), 'Full or Part Time' (Full Time), 'Block Schedule' (empty), 'Effective Term' (201790 Fall 2017), and 'Student Centric Cycle' (empty). Red boxes highlight the 'Student Status' and 'Student Type' fields.

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*).

The screenshot shows the 'Hold Information SOAHOLD 9.3.8 (BANDVL1)' window. The 'HOLD DETAILS' section contains a table with the following data:

Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *
U1	Must Declare Transit		<input type="checkbox"/>		04/30/2018	12/31/2099

The 'To' field for the 'Must Declare Transit' hold is highlighted with a red box. The bottom of the window shows 'Record 1 of 1' and '10 Per Page'.

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 SHADGMQ 9.3 (BANDVL1)				
ID:	Level:	Campus:	College:	Degree: Term: Program: Field of Study Type:
Field of Study Code:				
LEARNER OUTCOME SUMMARY				
Sequence Number *	Outcome Status	Learner Record Term	Bulletin Year	Outcome Completion Term
2	SO	201810		
1	SO	201790		

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- **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.