



UNIVERSITY
OF MANITOBA

Registrar's Office

Student Transit into Arts or Science in Error Banner 9

April 2018

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General Information

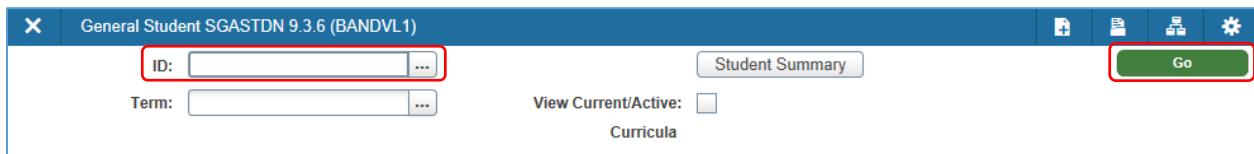
In error, a University 1 student may transit to the wrong faculty (Arts or Science). Faculty staff can correct this error during the revision period by manually transiting the student to the correct faculty. This process is completed at the request of the student, and processed by the faculty the student would like to transfer to.

Correcting the Student Record

- If the student is not registered in the term, program changes must be made in SGASTDN.
- If the student is registered in the term, program changes must be made in SFAREGS.

Correcting Program Information in SGASTDN

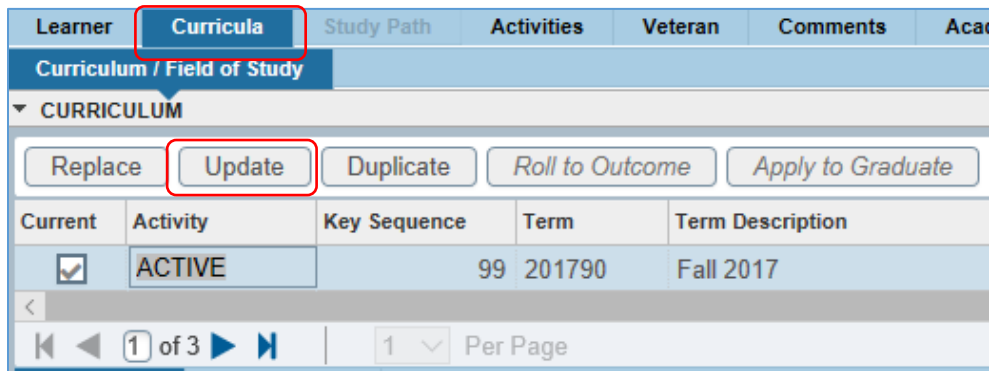
1. Enter in the **student number** in the ID field. Leave the TERM field blank; click GO.



The screenshot shows the top section of the SGASTDN application. The title bar reads "General Student SGASTDN 9.3.6 (BANDVL1)". Below the title bar, there is an "ID:" field with a dropdown arrow, a "Term:" field with a dropdown arrow, and a "Go" button. A "Student Summary" button is also visible. The "View Current/Active:" checkbox is unchecked, and the "Curricula" label is centered below it.

The most recent SGASTDN record will populate.

2. Select the CURRICULA tab; then click UPDATE.



The screenshot shows the "Curricula" tab selected in the application. The "Update" button is highlighted with a red box. Below the buttons is a table with the following data:

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

At the bottom of the table, there is a pagination control showing "1 of 3" and "1 Per Page".

3. Enter the correct **program code** in the PROGRAM field or select the LOOKUP [. . .] button to select the code from the Option List. The COLLEGE, DEGREE, and LEVEL fields will automatically populate.
 - a. In Arts, students may be directly admitted to Advanced (01-AD), Honours (01-H), or Double Honours (01-DH).
 - b. In Science, students may be directly admitted to Major (02-MJ), Major Co-op (02-MC), Honours (02-H), Double Honours (02-DH), Honours Co-op (02-HC).
 - c. Students may be directly admitted to the St. Boniface General Program: 01F-G (Arts) or 02F-G (Science).

The screenshot shows the CURRICULUM section of a software interface. The 'Program' field is highlighted with a red box and contains the value '01-G'. The 'Campus' field is also highlighted with a red box and contains the value 'M'. Other fields include 'Level' (UG), 'College' (01), 'Degree' (0101), and 'Term' (Summer 2015). The interface includes navigation buttons like 'Replace', 'Update', 'Duplicate', 'Roll to Outcome', and 'Apply to Graduate'.

4. Enter the appropriate **campus code** in the CAMPUS field (e.g. M).
5. Use the **Next Section** arrow (bottom left corner) to move to the FIELD OF STUDY section.
6. Type over the existing Major with the correct **Major code** for the program or use the LOOKUP [. . .] button to select the appropriate Major from the Option List.
 - a. If the student does not have a Major, use either **0000 (Arts)** or **02-GN (Science)**.

The screenshot shows the FIELD OF STUDY section of a software interface. The 'Field of Study' field is highlighted with a red box and contains the value '02GN'. A dropdown menu is open, showing a list of major codes and descriptions. The 'OK' button is highlighted with a red box. The dropdown menu includes a search criteria field and a table with columns: Code, Description, CIPC, Occ, Aid Elig, and ACTIVITY DATE.

Code	Description	CIPC	Occ	Aid Elig	ACTIVITY DATE
0000	Undeclared				07/03/2007
001	Botany	260301			11/17/2006
001A	Environmental Science	30104			04/27/2009
001E	Ecology	261301			11/17/2006
001Z	Botany IIP	260301			04/27/2009
002	Chemistry	400501			06/17/2010
002P	Chemistry - Physics	400501			06/29/2011
003	Classics	161299			04/27/2009
003C	Classical Studies	161299			06/17/2010

7. SAVE (bottom right corner).
8. Proceed to [Correcting Program Information in SHADEGR](#)

Correcting Program Information in SFAREGS

1. In SFAREGS, enter the **effective term for transit** in the TERM field and the **student number** in the ID field. Click GO.



Student Course Registration SFAREGS 9.3.6 (BANDVL1)

Term: 201790 ID:

Date: 04/30/2018 Holds:

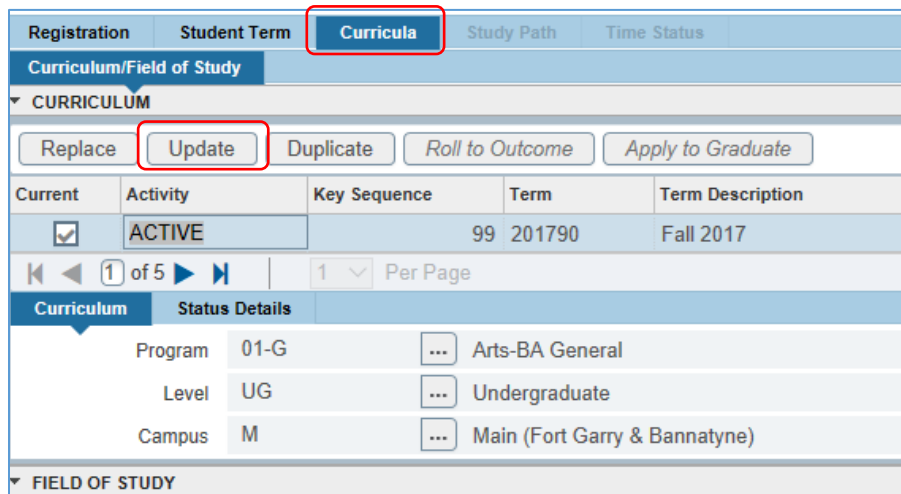
View Current/Active: Currricula

Print Schedule:

Time Status Information

Get Started: Fill out the fields above and press Go.

2. Select the CURRICULA tab, then UPDATE.



Registration	Student Term	Curricula	Study Path	Time Status
Curriculum/Field of Study				
CURRICULUM				
Replace Update Duplicate Roll to Outcome Apply to Graduate				
Current	Activity	Key Sequence	Term	Term Description
<input checked="" type="checkbox"/>	ACTIVE	99	201790	Fall 2017
1 of 5 Per Page				
Curriculum Status Details				
Program	01-G	...	Arts-BA General	
Level	UG	...	Undergraduate	
Campus	M	...	Main (Fort Garry & Bannatyne)	
FIELD OF STUDY				

3. Type over the existing program code or select the LOOKUP button [. .] to select the appropriate code from the Option List. The LEVEL, COLLEGE and DEGREE fields will automatically populate.
4. Enter the appropriate **campus code** in the CAMPUS field.

The screenshot shows the CURRICULUM section of a software interface. At the top, there are tabs for 'Registration', 'Student Term', 'Curricula', 'Study Path', and 'Time Status'. Below these is a 'Curriculum/Field of Study' section with a 'CURRICULUM' dropdown. There are buttons for 'Replace', 'Update', 'Duplicate', 'Roll to Outcome', and 'Apply to Graduate'. A table below shows the current curriculum entry with columns for 'Current', 'Activity', 'Key Sequence', 'Term', 'Term Description', 'End Term', and 'End Term Description'. The entry is 'ACTIVE', '99', '201790', 'Fall 2017', '201810', and 'Winter 2018'. Below the table is a 'Curriculum Status Details' section with fields for 'Program' (02-G), 'Level' (UG), 'Campus' (M), 'Term Description' (Science-BSc General), 'College' (02), 'Degree' (0201), and 'Start Date'. The 'Program', 'Level', and 'Campus' fields are highlighted with red boxes.

5. Use the **Next Section** arrow to move to the FIELD OF STUDY section.
7. Type over the existing Major with the correct **Major code** for the program or use the LOOKUP button [. .] to select the appropriate Major from the Option List.
 - a. If the student does not have a Major, use either **0000 (Arts)** or **02-GN (Science)**.

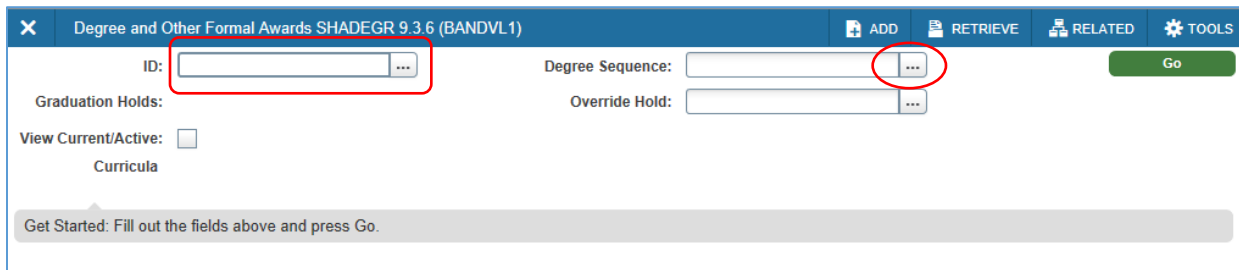
The screenshot shows the FIELD OF STUDY section of a software interface. At the top, there are buttons for 'Attached Concentrations' and 'Inactivate'. Below these is a table with columns for 'Current', 'Activity', 'Status', and 'Term'. The entry is 'ACTIVE', 'INPROGRESS', and '201790'. Below the table is a 'Field of Study' section with fields for 'Field of Study' (02GN), 'Department', 'Attached to Major', and 'Full or Part Time'. The 'Field of Study' field is highlighted with a red box.

8. SAVE (bottom right corner).
9. Proceed to [Correcting Program Information in SHADEGR](#)

Correcting Program Information in SHADEGR

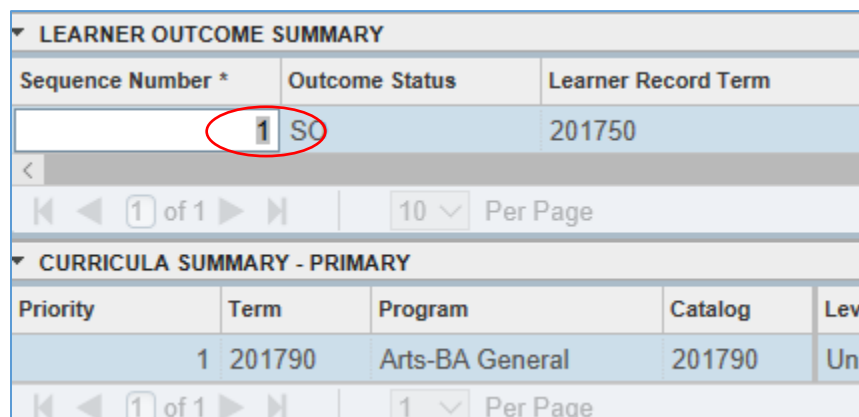
If the student requests a change of faculty the same day as the transit, update the SGASTDN information and a new SHADEGR will be created overnight with the new program information. Otherwise, SHADEGR will need to be updated.

1. In SHADEGR, enter the **student number** in the ID field. Click the LOOKUP [. . .] button next to the DEGREE SEQUENCE field to open DEGREE SUMMARY (SHADGMQ).



The screenshot shows the top section of the SHADEGR interface. The title bar reads "Degree and Other Formal Awards SHADEGR 9.3.6 (BANDVL1)". Below the title bar, there are several fields: "ID:" with a text input field and a "..." button; "Degree Sequence:" with a text input field and a "..." button; "Graduation Holds:" with a text input field; "Override Hold:" with a text input field; and "View Current/Active:" with a checkbox. A "Go" button is located on the right side. At the bottom, there is a grey bar with the text "Get Started: Fill out the fields above and press Go."

2. Double click the appropriate Sequence Number.



The screenshot shows a table titled "LEARNER OUTCOME SUMMARY". The table has three columns: "Sequence Number *", "Outcome Status", and "Learner Record Term". The first row has the value "1" in the "Sequence Number *" column, "SO" in the "Outcome Status" column, and "201750" in the "Learner Record Term" column. The "1" is circled in red. Below the table, there is a pagination control showing "1 of 1" and "10 Per Page".

Sequence Number *	Outcome Status	Learner Record Term
1	SO	201750

3. You will be taken back to SHADEGR. Click GO.

- Select the CURRICULA tab, then click UPDATE.

- Enter the same **program code** assigned in SGASTDN/SFAREGS. The LEVEL, COLLEGE, and DEGREE fields will automatically populate.

- Ensure the appropriate campus code appears in the CAMPUS field.
- Use the **Next Section** arrow (bottom left corner) to move to the FIELD OF STUDY section.
- Enter the **Major code** assigned in SGASTDN/SFAREGS

9. SAVE (bottom right corner).
10. Select the INSTITUTIONAL COURSES and TRANSFER COURSES tabs to verify the correct courses were applied.

The screenshot displays a web-based curriculum management interface. At the top, there are several tabs: 'Learner Outcome', 'Curricula', 'Dual Degree', 'Honors', 'Institutional Courses', 'Transfer Courses', and 'Non-Course Work'. The 'Institutional Courses' and 'Transfer Courses' tabs are highlighted with red boxes. Below the tabs, there is a section for 'CURRICULUM' with buttons for 'Replace', 'Update', and 'Duplicate'. A table shows the current curriculum details, including 'Activity' (ACTIVE), 'Key Sequence' (1), 'Term' (201750), and 'Term Description' (Summer 2017). Below this, there is a 'Curriculum' section with a dropdown for 'Program' (02-G) and a dropdown for 'Science-BSc General'. Two smaller screenshots are overlaid on the main image. The left one shows the 'Institutional Courses' tab with a table of courses. The right one shows the 'Transfer Courses' tab with a table of transfer credits.

Apply to Learner Outcome	Term	Level	Subject	Course	Section
<input checked="" type="checkbox"/>	201750	UG	ECON	2020	A01
<input checked="" type="checkbox"/>	201750	UG	ECON	2010	A01
<input checked="" type="checkbox"/>	201750	UG	ECON	3392	A01

Apply to Learner Outcome	Count in GPA	Level	Term	Subject
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	UG	201510	ECON
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	UG	201510	ECON
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	UG	201590	ABIZ
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	UG	201590	COMP
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	UG	201610	ANTH