Student Transit into Arts
or Science in Error
Banner 9

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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.

   ![Image 1](image1.png)

   The most recent SGASTDN record will populate.

2. Select the CURRICULA tab; then click UPDATE.

   ![Image 2](image2.png)
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).

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).

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.

2. Select the CURRICULA tab, then UPDATE.
3. Type over the exiting 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.

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)**.

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).

![Screenshot of SHADEGR interface with highlighted fields and buttons]

2. Double click the appropriate Sequence Number.

![Screenshot of Learner Outcome Summary]

3. You will be taken back to SHADEGR. Click GO.
4. Select the CURRICULA tab, then click UPDATE.

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

6. Ensure the appropriate campus code appears in the CAMPUS field.

7. Use the **Next Section** arrow (bottom left corner) to move to the FIELD OF STUDY section.

8. 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.