



UNIVERSITY OF MANITOBA

Aurora Student

**Student Transit into Arts or
Science in Error
BANNER 8**

Revised October 2010

Students Who Transit to Arts or Science in Error

Scope: Staff member in Arts or Science.

Purpose: Accurate registration and correct assessment of fees.

Details: At the request of the student. Processed by the faculty the student would like to transfer to.

Staff in Arts or Science may manually move newly transited students **within the revision period** by using the following steps:

Step 1: Determine Current **SGASTDN** Term

- Load **SGASTDN** and leave key block term blank. *Next* block.
- This will be their most recent **SGASTDN** record (example below is 201090)

General Student SGASTDN 8.3X (BA8NEXT)

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: Fall 2010 From Term: To Term:

Student Status: Active

Student Type: Continuing

Residence: Canadian Citizen

Fee Assessment Rate: Regular Student

Class: Year 2

Full or Part Time: Full Time Part Time None

Additional Information

Site: Session: Block: Citizenship: Canadian citizen

Curricula Summary - Primary

Priority Term	Program	Catalog	Student Type:	Level	Campus	Rate:	College	Degree
<input type="text" value="1"/>	<input type="text" value="201090"/> Arts-BA General	<input type="text" value="201090"/>	Undergraduate		Main (Fort Garry & Bani)		Faculty of Arts	B.A.

End: Outcome Key: Admission Type: Regular Student Admission: Matriculation:

Field of Study Summary

Priority Term	Type	Field of Study	Department	Attached to Major
<input type="text" value="1"/>	<input type="text" value="201090"/> Major	Undeclared		<input type="checkbox"/>

- Incorrect SGASTDN – Student wanted Science but is in Arts

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Step 2: Correcting the **SGASTDN** record

- If **no registration** exists, change the general student record in **SGASTDN** and follow **Part A**.
- If **registration was activated**, changes will need to be done through **SFAREGS**. Follow **Part B**.

Part A: Updating SGASTDN

- Click on **Curricula** tab, then click on the **Update** icon.

The screenshot shows the 'General Student SGASTDN 8.3X (BA8NEXT)' application window. The 'Curricula' tab is active, and the 'Update' icon is highlighted with a red box. The form contains the following fields:

- Current:** Replace: **Update:** Duplicate:
- Activity:** ACTIVE Apply to Graduate:
- Key Sequence:** 99
- Term:** 201090 Fall 2010
- End Term:** [Empty]
- Catalog Term:** 201090 Fall 2010
- Priority:** 1
- Program:** 01-G Arts-BA General
- Level:** UG Undergraduate
- Campus:** M Main (Fort Garry & Bannatyne)
- College:** 01 Faculty of Arts
- Degree:** 0101 B.A.
- Admission Type:** 1 Regular Student
- Admission Term:** 201090 Fall 2010
- Application:** [Empty]
- Matriculated Term:** [Empty]
- Roll Learner:** Yes No Default
- Roll to Outcome:**
- Graduation Sequence:** [Empty]
- User ID:** 007624669-WWW_1
- Activity Date:** 27-OCT-2010
- Start Date:** [Empty]
- End Date:** [Empty]
- Student Type:** [Empty]
- Site:** [Empty]
- Rate:** [Empty]
- Leave of Absence:** [Empty]
- Leave From Date:** [Empty]
- Leave To Date:** [Empty]
- Expected Graduation Date:** [Empty]
- Graduation Term:** [Empty]
- Graduation Year:** [Empty]

- Enter correct *Program* code:
 - General Program: 01-G (Arts) or 02-G (Science)
 - In Arts, students may also wish to go into Advanced (01-AD), Honours (01-H) or Double Honours (01-DH) immediately
 - In Science, students may also wish to go into Major (02-MJ), Major Co-op (02-MC), Honours (02-H), Double Honours (02-DH), Honours Co-op (02-HC) immediately
 - St. Boniface General Program: 01F-G (Arts) or 02F-G (Science)
- Hit *Tab* button. College, degree, etc. will automatically populate.
- Ensure that the campus code is M.

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General Student SGASTDN 8.3X (BA8NEXT)

ID: Student Summary Term: 201090 View Current/Active Curricula

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

Curriculum Field of Study

Curriculum Record 2 of 4

Replace: Update: Duplicate: Roll Learner: Yes No Default Roll to Outcome:
 Activity: ACTIVE Apply to Graduate: Graduation Sequence: Rolled to Outcome:
 Key Sequence: 99 User ID:
 Term: 201090 Fall 2010 Activity Date:
 End Term: Start Date:
 Catalog Term: 201090 Fall 2010 End Date:
 Priority: 1
 Program: 02-G Science-BSc General
 Level: UG Undergraduate Student Type:
 Campus: M Main (Fort Garry & Bannatyne) Site:
 College: 02 Faculty of Science Rate:
 Degree: 0201 B.Sc. Leave of Absence:
 Admission Type: 1 Regular Student Leave From Date:
 Admission Term: 201090 Fall 2010 Leave To Date:
 Application: Expected Graduation Date:
 Matriculated Term: Graduation Term:
 Graduation Year:

Enter Program code. Tab.

- **DO NOT SAVE YET**
- Click Field of Study tab
- Type over the existing major with the correct major for the program - General Science (02GN), Arts General (0000) or other Arts or Science programs.
- Save

Corrected **SGASTDN** record now reflects Science program. Go to the SHADEGR correction instructions below.

Part B: Updating SFAREGS

- Open **SFAREGS**. Enter the effective term for transit in the *Term* field and student number. *Next Block*
- Save

Corrected **SGASTDN** record now reflects Science program. Go to the SHADEGR correction instructions below.

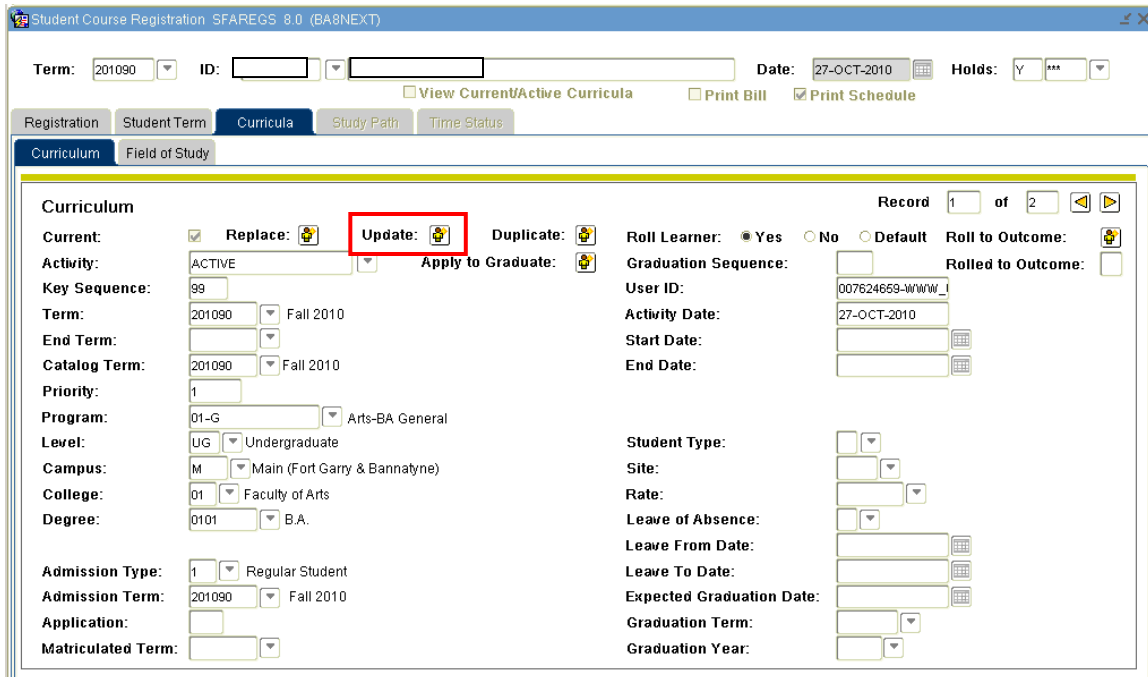
Part B: Update using SFAREGS

- Open **SFAREGS**. Enter the effective term for transit in the *Term* field and student number. *Next Block*



The screenshot shows the SFAREGS 8.0 (BA8NEXT) interface. The 'Term' field is highlighted with a red box. The 'Date' field is set to 27-OCT-2010. The 'Holds' field is set to Y. The 'Print Schedule' checkbox is checked. The 'Curricula' tab is selected.

- Click on **Curricula** Tab, then on the **Update** icon.



The screenshot shows the SFAREGS 8.0 (BA8NEXT) interface with the 'Curricula' tab selected. The 'Update' icon is highlighted with a red box. The 'Curriculum' section is visible, showing fields for 'Current', 'Activity', 'Key Sequence', 'Term', 'End Term', 'Catalog Term', 'Priority', 'Program', 'Level', 'Campus', 'College', 'Degree', 'Admission Type', 'Admission Term', 'Application', 'Matriculated Term', 'Roll Learner', 'Graduation Sequence', 'User ID', 'Activity Date', 'Start Date', 'End Date', 'Student Type', 'Site', 'Rate', 'Leave of Absence', 'Leave From Date', 'Leave To Date', 'Expected Graduation Date', 'Graduation Term', and 'Graduation Year'. The 'Record' field shows 1 of 2 records.

- Type over old program code:
 - General Program: 01-G (Arts) or 02-G (Science)
 - In Arts, students may wish to go into Advanced (01-AD), Honours (01-H) or Double Honours (01-DH) immediately

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- In Science, students may wish to go into Major (02-MJ), Major Co-op (02-MC), Honours (02-H), Double Honours (02-DH), Honours Co-op (02-HC) immediately
- St. Boniface General Program: 01F-G (Arts) or 02F-G (Science)
- Hit *Tab* button. College, degree, etc. will automatically populate.
 - Ensure campus code is M.
- **DO NOT SAVE YET!**

- Click Field of Study tab
- Type over the existing major with the correct major for the program - General Science (02GN), Arts General (0000) or other appropriate major for the program.
- Save

Corrected **SGASTDN** record now reflects Science program. Go to the SHADEGR correction instructions below.

Step 3: Correcting 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 also need to be updated.

- Load **SHADEGR**, determine the correct Degree Sequence to change
(In this case we want to find the Arts SHADEGR and change it to Science)

Use search icon to find the relevant **SHADEGR** record

Degree and Other Formal Awards SHADEGR 8.3 (BA8NEXT)

ID: Degree Sequence: Graduation Holds: Override Hold:

[View Current/Active Curricula](#)

[Learner Outcome](#) [Curricula](#) [Dual Degree](#) [Honors](#) [Institutional Courses](#) [Transfer Courses](#) [Non-Course Work](#) [Course Attributes](#)

Click on drop down arrow to display degree sequences

Select the degree sequence you want to update.

Degree Summary SHADGMQ 8.3 (BA8NEXT)

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	Dual Degree	Graduation Term	Graduation Status	Graduation Date	Diploma Name
2	SO	201090			<input type="checkbox"/>				
1	SO	200890	2009		<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				
					<input type="checkbox"/>				

Curricula Summary - Primary

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	201090	Arts-BA General	201090	Undergraduate	Main (Fort Garry & Bani	Faculty of Arts	B.A.

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201090	Major	Undeclared		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Place cursor on each line to see the corresponding degree sequence. Sequence #2 is Arts.

Degree and Other Formal Awards SHADEGR 8.3 (BA8NEXT)

ID: Degree Sequence: Graduation Holds: Override Hold:

View Current/Active Curricula

Learner Outcome Curricula Dual Degree Honors Institutional Courses Transfer Courses Non-Course Work Course Attributes

Learner Outcome Information

Outcome Status: Sought

Student Record Term:

Bulletin Academic Year:

Degree Completion Term:

Graduation Application Date:

Calculate GPA:

Apply to Graduate:

Graduation Information

Graduation Term: Graduation Year:

Graduation Status:

Graduation Date:

Fee: Charge Fee Waive Fee None Fee Term:

Fee Detail: Fee Charged

Fee Amount: Fee Date: Fee Waived

Authorize: No Fee

Curricula Summary - Primary

Priority Term	Program	Catalog	Level	Campus	College	Degree
1	201090 Arts-BA General	201090	Undergraduate	Main (Fort Garry & Bani	Faculty of Arts	B.A.

Field of Study Summary

Priority Term	Type	Field of Study	Department	Attached to Major
1	201090 Major	Undeclared		

- Click on **Curricula** Tab, then on Update icon.

Degree and Other Formal Awards SHADEGR 8.3 (BA8NEXT)

ID: Degree Sequence: Graduation Holds: Override Hold:

View Current/Active Curricula

Learner Outcome **Curricula** Dual Degree Honors Institutional Courses Transfer Courses Non-Course Work Course Attributes

Curriculum Field of Study

Curriculum Record 1 of 1

Current: Replace: **Update:** Duplicate:

Activity:

Key Sequence:

Term: Fall 2010

Graduation Sequence:

User ID:

Activity Date:

Start Date:

End Date:

Catalog Term: Fall 2010

Priority:

Program: Arts-BA General

Level: Undergraduate

Campus: Main (Fort Garry & Bannatyne)

College: Faculty of Arts

Degree: B.A.

- Enter the same **program code** you assigned the student in SGASTDN or SFAREGS. *Tab*. Level, College and Degree will automatically populate.
- Ensure campus code is M.
- **DO NOT SAVE YET**

Degree and Other Formal Awards: SHADEGR 8.3 (BA8NEXT)

ID: Degree Sequence: Graduation Holds: Override Hold:

View Current/Active Curricula

Learner Outcome **Curricula** Dual Degree Honors Institutional Courses Transfer Courses Non-Course Work Course Attributes

Curriculum **Field of Study**

Curriculum Record 2 of 3

Current: Replace: Update: Duplicate:

Activity: ACTIVE

Key Sequence: 2

Term: 201090 Fall 2010

Graduation Sequence:

User ID:

Activity Date:

Start Date:

End Date:

Catalog Term: 201090 Fall 2010

Priority: 1

Program: 02-G Science-BSc General

Level: UG Undergraduate

Campus: M Main (Fort Garry & Bannatyne)

College: 02 Faculty of Science

Degree: 0201 B.Sc.

- Click on **Field of Study** tab.
- Enter the same **major code** you assigned the student in SGASTDN or SFAREGS. *Tab.*
- **SAVE**

Degree and Other Formal Awards: SHADEGR 8.3 (BA8NEXT)

ID: Degree Sequence: Graduation Holds: Override Hold:

View Current/Active Curricula

Learner Outcome **Curricula** Dual Degree Honors Institutional Courses Transfer Courses Non-Course Work Course Attributes

Curriculum **Field of Study**

Curriculum Record 2 of 3

Current: Activity: ACTIVE Term: 201090 End Term: Key Seq: 2

Priority: 1 Program: 02-G Catalog: 201090 Level: UG Campus: M College: 02 Degree: 0201

Field of Study Attached Concentrations: Inactivate:

Current: Type: MAJOR Major Full or Part Time:

Activity: ACTIVE Priority: 1

Status: SOUGHT Catalog: 201090 Field of Study: 02GN Science Start Date:

Term: 201090 End Term: Department: End Date:

Attached to Major: Created:

- Verify that the correct courses have been applied in the Institutional and Transfer course tabs.