



UNIVERSITY
OF MANITOBA

Registrar's Office

Updating Field of Study (Major/Minor Correction)

Banner 9

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General Information

If an incorrect Major/Minor is identified on a student record, every effort should be made to correct the Major/Minor code in the first term in which it was entered in error on the student record.

- If no registration exists, updates to Major/Minor must be made in SGASTDN.
- If registration exists, updates to Major/Minor must be made in SFAREGS.

In addition, the student's SHADEGR record must be updated.

No Registration: Update Major/Minor in SGASTDN

1. In SGASTDN, enter the **student number** in the ID field and 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.

2. If multiple records exist, use the arrows to scroll to the first term the Major/Minor was entered incorrectly.
3. Select the CURRICULA tab, then click UPDATE.

Learner **Curricula** Study Path Activities Veteran Comments Academ

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 3

Curriculum Status Details

Program	02-MJ	...	Science-BSc Major
Level	UG	...	Undergraduate
Campus	M	...	Main (Fort Garry & Bannatyne)

4. Use the NEXT SECTION arrow (bottom left corner) to navigate to the FIELD OF STUDY section.

- Write over the incorrect Major/Minor with the correct Major/Minor code in the FIELD OF STUDY field.

FIELD OF STUDY

Attached Concentrations

Current	Activity	Status
<input type="checkbox"/>	ACTIVE	INPROGRESS

Field of Study

Field of Study: 017 Psychology

Department: ...

Attached to Major: ...

Full or Part Time: ...

- SAVE (bottom right corner).

Repeat all steps until all incorrect SGASTDN records have been corrected.

Registration Exists: Update Major/Minor in SFAREGS

- In SFAREGS, enter the **student number** in the ID field and the **term** in the TERM field, then click GO.

Student Course Registration SFAREGS 9.3.10 (BANUAT1)

Term: 201790 ID: ...

Date: 05/16/2018 Holds: ...

View Current/Active: Print Bill:

Curricula: Print Schedule:

Print Bill Time Status Information

Go

- Select the CURRICULA TAB, then click 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 3 Per Page

Curriculum Status Details

Program	02-MJ	...	Science-BSc Major
Level	UG	...	Undergraduate

- Use the NEXT SECTION arrow (bottom left corner) to navigate to the FIELD OF STUDY section.
- Write over the incorrect Major/Minor in the FIELD OF STUDY field with the correct Major/Minor code.

The screenshot shows a 'FIELD OF STUDY' section with a table. The table has columns for 'Current', 'Activity', and 'Status'. The 'Activity' column contains the text 'ACTIVE'. Below the table, there is a 'Field of Study' dropdown menu with '017' selected and circled in red. Other fields include 'Department', 'Attached to Major', and 'Full or Part Time', all with dropdown menus. At the bottom, there is a pagination control showing '1 of 1' and '3 Per Page'.

- SAVE (bottom right corner).

Repeat all steps until all incorrect records have been corrected.

Update SHADEGR

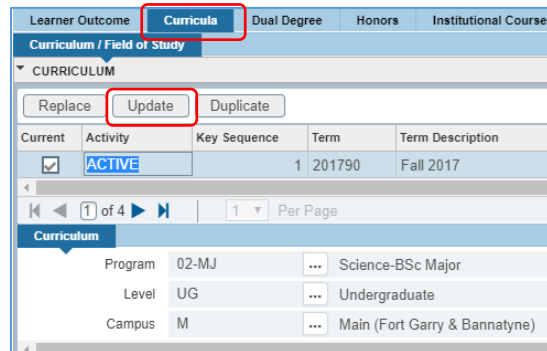
- In SHADEGR, enter the **student number** in the ID field, then click the LOOKUP [. . .] button to navigate to DEGREE SUMMARY (SHADGMQ).

The screenshot shows the 'Degree and Other Formal Awards SHADEGR 9.3.10 (BANUAT1)' interface. It has an 'ID' field, a 'Degree Sequence' dropdown menu, and a 'Go' button. The 'ID' field is empty and circled in red. The 'Degree Sequence' dropdown menu is open, showing '1' selected and circled in red. The 'Go' button is also circled in red.

- Double click the **Degree Sequence** that needs to be corrected and click GO.

The screenshot shows the 'LEARNER OUTCOME SUMMARY' interface. It has a table with columns for 'Sequence Number *' and 'Outcome Status'. The 'Sequence Number' field is circled in red and contains the number '1'. Below the table, there is a 'Degree Sequence' dropdown menu with '1' selected and a 'Go' button circled in red.

3. Select the CURRICULA tab, then click UPDATE.

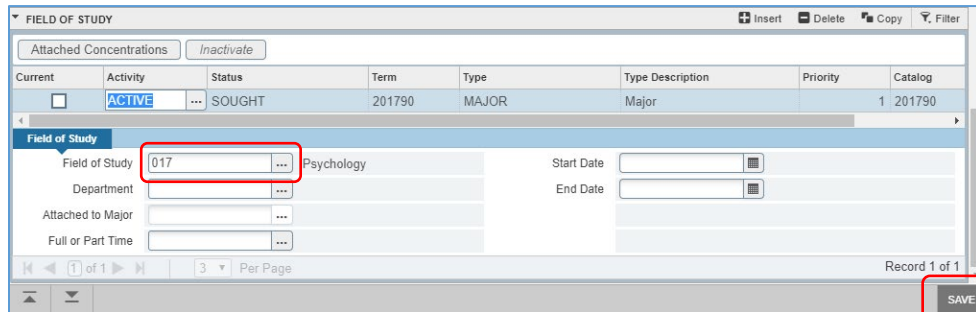


Current	Activity	Key Sequence	Term	Term Description
<input checked="" type="checkbox"/>	ACTIVE	1	201790	Fall 2017

Curriculum

Program	02-MJ	...	Science-BSc Major
Level	UG	...	Undergraduate
Campus	M	...	Main (Fort Garry & Bannatyne)

4. Use the NEXT SECTION arrow (bottom left corner) to navigate to the FIELD OF STUDY section.
5. Overwrite the data displayed in the FIELD OF STUDY FIELD with the correct Major/Minor code.
6. SAVE.



FIELD OF STUDY

Attached Concentrations *Inactivate*

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog
<input type="checkbox"/>	ACTIVE	...	SOUGHT	201790	MAJOR	Major	1 201790

Field of Study

Field of Study: 017 Psychology

Department: ...

Attached to Major: ...

Full or Part Time: ...

Start Date: ...

End Date: ...

Record 1 of 1

SAVE