These instructions are being written for use in the Registrar’s Office, and are based on the submission of a Declaration of Major Card—your area may decide not to use a card to collect the information.

- Only matriculated students can declare a major
- If you need your major, minor or program codes, contact the Registrar’s Office

<table>
<thead>
<tr>
<th>TERMS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum (Primary and Secondary)</td>
<td>There is no real importance placed on primary or secondary curriculum. Usually the first major entered will be the primary curriculum; also in most cases, if a student has been admitted to the College of Ed, the ED record will normally be the secondary curriculum. The system will check two curriculums. Each curriculum can have two field-of-study records for a total of four majors/minors that will be checked during registration.</td>
</tr>
<tr>
<td>Field of Study</td>
<td>This field used to be called the major field. It now includes minors and concentrations (we don’t use concentrations, but you may see it as an option) therefore; the name was changed to ‘field of study’ to include the new options.</td>
</tr>
<tr>
<td>Matriculated</td>
<td>A student who has submitted credentials and has been admitted as a degree seeking student is considered to be matriculated.</td>
</tr>
<tr>
<td>Priorities 1 and 2</td>
<td>Priorities are also ordered by date of declaration versus importance. Priorities are on the curriculum record and the field of study records.</td>
</tr>
</tbody>
</table>

**SGASTDN**

Check the card to determine the intent of the student

- Declare first major or premajor
- Add an additional major
- Change major
- Drop major
- Change Advisor
- Change Catalog

If there is registration for the term, updates will need to take place in SFAREGS—skip to SFAREGS instructions (pg. 7)—the exact process will have to be repeated for each **active** term (our most extreme time is the end of Spring—summer and fall are both open for registration and all 3 quarters have to be updated).

Check to see if there is a check in the Fairhaven indicator on the card—if the student has indicated Fairhaven Interdisciplinary Studies, s/he will continue to be coded as a Fairhaven student unless s/he visits the Fairhaven Office.
Quick Summary of Records

- It is also possible to access the summary records via SGASTDQ.
- If you are in SFAREGS, you can go to Options and click on SGASTDQ.

It is important to know what currently exists in the curricula records prior to making changes. An easy way to check is the summary records. Click on the Student Summary located at the top of SGASTDN.

The student summary displays the most recent curriculum data for each priority if the curriculum row is active.
DECLARE FIRST MAJOR (no registration or activity on SFAREGS)

Only admitted, matriculated students can declare majors or minors.

If you need your major, minor or program codes, contact the Registrar’s Office.

FYI: Sometimes a student has tried to access registration. The system will interpret this as a registration record even though there are no registered courses.

If there is information other than the 'Status=EL', you will need to use SFAREGS to update the curriculum (even if there are no registered courses on the student’s record).

SGASTDN

- Enter W # and Term
- Enter a check in [View Current/Active Curricula] --This will display all of the current, active records
- Control pagedown
- Click on Curricula Tab

Record 1 of 2 ▶️ ▶️ ▶️ (use the arrow buttons to view records)
- Occasionally there will be a minor or a second field of study record that needs to be preserved. Be sure and check for additional records before making changes.
- If program is IN (Interest), it is probably safe to use Replace: and create a new record (Replace inactivates current record and creates a new, blank record)
  - If there are additional records, then use Update: or Duplicate: instead. Update and duplicate are very similar:
    - Replace copies curriculum, sets activity status to INACTIVE and the curriculum status to CHANGED and inserts a blank curriculum record.
    - Update copies curriculum and creates an inactive record for the curriculum and the field of study records; inserts and duplicates curriculum to change. Using update makes it easier to read the historical information when trying to troubleshoot curriculum issues.
    - Duplicate inserts new curriculum and duplicates curriculum to change. Duplicate does not create an inactive record; it inserts an end term which essentially inactivates the data (unless you enter a priority 2 record—then the duplicated priority 1 record remains active also).

- Tab to Catalog Term
  - enter the current term or the term specified in ‘Catalog Year’ on the card (the student must have been admitted for the quarter)
  - Priority 1 if this is the first major
  - Program: see Degree Type on card
    - Program is determined by the degree type (BA, BS, etc) and the college the department is part of (HS, ST, BU, ED, etc.) For example: A student declaring a BA in Political Science would have a program code of BA-HS
      - Exception: a Fairhaven student (BA-FA)—the major card would have a check in the ‘...admitted to Fairhaven...’ box on the declaration card or ‘FA’ will display in the ‘College’ field in curriculum.
    - Once the program is entered, the remaining information will populate.
    - Click on ‘Field of Study’ tab before saving
Enter Field of Study (Major Code)

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Field of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current:</td>
<td>Activity: ACTIVE</td>
</tr>
<tr>
<td>Priority: 1</td>
<td>Program: BA-HS</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Field of Study

- **Click on the Field of Study Tab**
  - Most of the information will have been populated by the program code
    - The catalog term should be the same as the term on curriculum
    - Enter major code into the **Field of Study** and **Department** will populate

- **Save <F10> or Be sure to check the message at the bottom of the form to verify the changes were completed**

```
FRM-40400: Transaction complete: 2 records applied and saved.
Record: 1/1  |  |  | ...  |  |  |
```

- **Repeat for the next active quarter(s)**
SFAREGS - CHANGE OR UPDATE MAJOR (with existing registration)

• If registration exists, you must use SFAREGS to make curriculum changes. You will get the following error message if registration exists:

| Registration exists, must make changes in the Registration Form. |
|-------------------------|---------|---------|---------|
| Record: 1/1 |        | ...     |         |

• SFAREGS
  ▪ Enter a student’s W # and Term
  ▪ Enter a check in View Current/Active Curricula —This will display all of the current, active records
  ▪ Control pagedown
  ▪ Click on Curricula Tab
    † Check the number of records
    ![Record 1 of 2](<image_url>)
    † If there is more than one active record, choose the record designated on the card to be changed
    † Click Update: —doing so copies curriculum and makes it inactive; inserts and duplicates new curriculum to change
  • Tab to Catalog Term
    † enter the current term or the term specified on ‘Catalog Year’ on the card
    † Enter a 1 in the priority field
    † Priority 2 is used if the student has a double major (see entering a double major)
  • Program: see Degree Type on card
    † Program is determined by the degree type (BA, BS, etc) and the college the department is part of (HS, ST, BU, ED, UI, etc.) If you are changing the major, the correct program code may already exist, if the student is changing departments, you may need to update. For example: A student declaring a BA in Political Science would have a program code of BA-HS, but if they are moving to the college of Ed, their program would change to BA-ED
    † Exception: a Fairhaven student (BA-FA)—the major card would have a check in the ‘...admitted to Fairhaven...’ box.
    † Once the program is verified, the remaining fields will populate

Changing/Updating Field of Study (Major/Minor code)

• Click on the Field of Study Tab
  ▪ Most of the information will have been populated by the program code
  ▪ Change the catalog term to the same term on curriculum record
  ▪ The Field of Study will already be populated with the old major/minor. Tab to the field and type the new major code.

Field of Study: 8A21 Planning & Env Policy Plan
Registration Errors

- After updating the record, Save (<F10> or <Enter>)
- Occasionally you will encounter registration errors
  - When this happens a pop-up box will display, click on OK

You will need to fix the registration error. Please be aware that your user ID will display on the class list and the override report.
**Secondary Curriculum**

- Before proceeding, pull up the current curricula and determine if the new major is in the same program (ie. BA-HS) or will a new curriculum be necessary (ie. BS-ST).
- You can have 2 curriculums and within each curriculum, you can have 2 degree types (Major or Minor) which will be checked during registration.

**Same Curriculum**

- If the major is in the same program, it is not necessary to create a new curriculum record.
- Go to the Field of Study tab.
- Use the arrow keys to move down to the next field:
  - Tab to the ‘Type’ field and enter ‘Major’ or ‘Minor’
  - Priority 2 will populate the ‘Priority’ field.
  - Catalog should be the term designated on the card.
  - Enter the major code in the ‘Field of Study’ field.

**Different Curriculum**

- If the majors are not in the same program, it is necessary to create a second (priority 2) curriculum.
- Go back to the ‘Curricula’ tab.

![Field of Study Diagram](image)

- Click on **Duplicate:**
- Your cursor will be in the ‘Activity’ field.
- Tab once to move the cursor to the ‘Catalog Term’ field, enter the term specified on the card, or the effective term.
- To create a new curriculum, enter 2 into the ‘Priority’ field.
- Enter the correct program code (combination of degree type (BA, BS, etc.) and College (HS, ST, UI, etc.).
- From this point, the remaining fields should populate.
- Click on the ‘Field of Study Tab’ BEFORE YOU SAVE your changes.

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Last Updated: November 30, 2011
Field of Study (Major)

- The duplicated data will already exist and will need to be updated with the new major
  - The cursor will be in the ‘Activity’ field
  - Tab to the ‘Catalog’ field and enter the new catalog year (or year designated on the card) if necessary
  - Tab to the ‘Field of Study’ field and enter the new major code, the ‘Department’ field will populate (if it doesn’t, there is something wrong with your entry)
  - Save <F10>
Inactivate a Field of Study

- Click on Field of Study tab
- Use the arrow buttons to highlight the field of study record to be inactivated
- Click on the inactivate button

You will see an additional record—‘Activity’ field will change to INACTIVE and ‘Status’ field will change to REMOVED and once saved, both records will be removed.

Inactivate Curriculum Record

- At least one active curriculum record has to exist
- If a student has two curriculum records and decides to drop a curriculum (with only one major/minor attached)
  - Click on update (this creates an end record – populates the current term date in the ‘End Term’ field) The ‘Activity’ field still shows ACTIVE but there is an end term populated
  - Click on the down arrow next to the ‘Activity’ field and choose INACTIVE

- Click on the down arrow next to the ‘Field of Study’ field and choose INACTIVE, click OK
- **Before you save**, go to the ‘Field of Study’ tab
- Click on the down arrow and choose **INACTIVE**, click
- Save record <F10> or
ENTER AN ADVISOR – SGAADVR

You can also access this form from SGASTDN, Options

- Enter the student’s W# and term (if updating more than one term, use the earliest term) – If you were working in the student’s curriculum, the W# will already be populated
- Control Pagedown
- If there has never been an advisor, and the from term is the same term entered at the top of the form, enter the advisor’s W#

![Multiple Advisors SGAADVR 8.2 (PPRD)](https://example.com/multiple_advisors.png)

- Often the card will not display the W# of the Advisor; to look it up:
  - Click on the down-arrow under ID

- This will take you to the Advisor/Faculty Query form
  - Make sure the Advisor checkbox is checked
  - Control Pagedown
  - Tab to Last Name field
  - Enter the query—You can enter partial name by using the wildcards, % and _ to replace characters
  - <F8> to process the query

![Faculty/Advisor Query SIAQRY 8.1.1 (MISP)](https://example.com/faculty_advisor_query.png)
• When the correct results display, Select ( or <F3>) to pull the information back to the Advisor Form
• Save <F10> or

Changing an existing Advisor(s)

• If an advisor already exists on the student’s record and is no longer valid:
  ▪ Click on Maintenance, the from term will blank out
  ▪ Enter the new term

• Copy Advisor (End Advisor can be used, but requires additional steps)
• Record Remove ( or <Shift F6>) to remove one or more existing Advisors—if the student has multiple majors, there will be multiple advisors, be sure to check SGASTDN before ending or removing existing advisors (Summerstart Advisors should be removed)
• Enter the new Advisor’s W number (see previous page for steps on querying an Advisor)
• Only one Advisor can be the Primary Advisor