



# Creating a New Effective Term



**Note** When updating records for future terms, it is imperative that a new effective term is created. The procedure is slightly different for students without registration (in SGASTDN) and after registration (in SFAREGS).

## Before Registration

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- Accessing the Form**
- 1 Access SGASTDN.
  - 2 In the Key Block:
    - a Enter the student ID (please refer to ID Sheet).
    - b Enter the future term where program change is applicable (e.g 200709).
    - c Next Block to the **General Learner** Block.
  - 3 In the **General Learner** block, click the arrow next to **New Term**.
  - 4 From Options, select **Create New Effective Term**.
  - 5 In the **Term** field, enter the new term (e.g 200709).
  - 6 **Save** (F10).

**Note:** The **New Term** field has now been updated with the future term.

**Updating the Curricula** In Minerva, go to **SR Admin Menu > Curriculum and Registration Controls Menu** and select either **Change Primary Curriculum (1st degree)** or **Change Secondary Curriculum (2nd degree)** to update student curricula information as required.



## After Registration

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### Accessing the Form

- 1 Access SFAREGS.
- 2 Exit **Distribution Parameters Block** (if required).
- 3 In the Key Block:
  - a Enter the future term where program change is applicable (e.g 200709).
  - b Enter the student ID (please refer to ID Sheet).
  - c Next Block to **Enrollment Information** Block.
- 4 Select the **Student Term** tab.
- 5 **Save** (F10).

**Note:** The **Effective Term** field has now been updated with the future term.

### Updating the Curricula

In Minerva, go to **SR Admin Menu > Curriculum and Registration Controls Menu** and select either **Change Primary Curriculum (1st degree)** or **Change Secondary Curriculum (2nd degree)** to update student curricula information as required.