



Updating non-transcript curricula



Adding non-transcript curricula to new students

Before you start

The McGill Conservatory of Music and the Centre for Continuing Education offer non-transcript courses to individuals new to the University, and to current and past students.

SAAQUIK is name of the form used to add students to their non-transcript program.

Steps

- 1 Access SAAQUIK.
- 2 In the key block:
 - a Enter the student **ID** (for example, 261234567).
 - b In **Term**, enter the non-transcript term (for example, 820701) where the program change is applicable.
 - c Click the drop-down arrow next to **Level** and select "NY - Non-Transcript" by double-clicking on it.
 - d Next block to the Quick Admit block.
- 3 Click the **Student Type** drop-down arrow, and select "N - Non-Transcript".
- 4 For **Student Status**, select "AS - Active".
- 5 For **Residence Field**, leave the default value "I - International" as is.
- 6 Under Application and Recruit Information, click the **Admission Type** drop-down arrow to enter the appropriate code from the drop-down list.
Note: Do not save yet!
- 7 Next block to the Curriculum block.
- 8 If you are updating a current student, go **Record > Insert** (or F6). If not, proceed to next step.
The non-transcript term will appear by default in **Term**.
- 9 Tab to **Catalog Term** (the term will automatically appear).
- 10 Enter a **Priority** of 1.
- 11 Click on the drop-down arrow next to **Program**.
- 12 Select "Change Curriculum".
- 13 Click **OK** when prompted that base curriculum items will be replaced.

Adding non-transcript curricula to new students



- 14 From the list, select the appropriate program code (for example, NT-YM-CMUSIC).
- 15 **Save** (F10).

You can now access SFAREGS and register the new student in his or her non-transcript courses for the active, non-transcript term.

Important note about saving in SAAQUIK

In SAAQUIK, if you save your non-academic information and save **before** updating the Curriculum block, you will not be able to update the program information in this form for this term. You will need to update the curricula information in SGASTDN (if there is no registration on the student's record) or otherwise in SFAREGS (if there are previous registration records for the student).

To do this, please refer to corresponding how-to document available on the Banner Documentation Index at <http://www.is.mcgill.ca/whelp/howto/get-pdf.htm>.