How to update a Student's Academic Program Information and classification on a student's record using SGASTDN

PRE-REGISTRATION

- 1. Access SGASTDN.
- 2. Enter **ID**.
- 3. Next Block.

To Update Primary Degree Program

- 4. Double click in **Program** field for **Option List** to update Program of primary curriculum.
- 5. Select All Program Codes.
- 6. Select new program.

For updating Dual Degree Programs only:

• Click on **Secondary** icon to update Program of **secondary curriculum** (Second Degree Program)

BA

Secondary

Program:

Primary 🖺

- 7. Update **Program** field in the secondary curriculum block.
- 8. Save.

<u>Update Major:</u>

- 9. Click on **Primary** or **Secondary** icon as appropriate.
- 10.Double click in Major1 or Major2 field for Option List.
- 11.Select Attached Majors/Departments. Warning: DO NOT select All Major Codes.

12.Select new major.

Update/Verify Concentrations

13.If concentrations are indicated, verify their validity.

14. To verify if a concentration is valid or to select a new concentration double click in the concentrations field and select attached concentration from the <u>Attached Concentrations</u> pick list.

Note: Banner will not prompt you to add a concentration for those majors that require attached concentrations.

15. Save.

16.Click Return button to return to the General Student Information Window.

Note: See instructions below if you need to update the student's academic year.

POST-REGISTRATION

To Update Primary Degree Program After Registration Has Occurred:

1. Access SFAREGS.

2. Enter **Term** for which the student's program has to be updated.

- 3. Tab to **ID** field, enter your student's ID, name will default.
- 4. Next Block.

- 5. Select Update Student's Term Information from Navigation Frame.
- 6. Double click on Program field for Option List.
- 7. Select All Program Codes.
- 8. Select new program.

9. Double click in Major1 or Major2 field for Option List.

- 10. Select Attached Majors/Departments.
- 11. Select new major.

Note: You will be able to update attached concentration and Secondary Degree Program in SGASTDN by following the steps described above.

Updating the Student's academic year for Undergrad students:

- 1. Access *Student Cohorts and Attributes* (SGASADD) on the Navigation Frame.
- 2. Click Next Block twice to access the Student Attributes block.

Note: verify date in the Term field in key block matches the date of the record for which you wish to change the attribute.

- 3. Double click in the **Attributes**, scroll down the list and select appropriate **Attribute** code.
- 4. Save.
- 5. Exit to return to SGASTDN.
- 6. Rollback to refresh.
- 7. Next Block to view changes.

Changing Graduate student's classification and/or updating their academic year:

- 1. Access *Student Cohorts and Attributes* (SGASADD) on the Navigation Frame.
- 2. Next Block twice to access the Student Attributes block.

Note: verify date in the Term field of the key block matches the date of the record for which you wish to change the year.

3. Double click in the **Attributes**, scroll down the list and select appropriate **Classification** code.

Student	Attribute Validation (STVATTS)	×
	Find 🏾 🕅	
Code	Description	
CMD1	Medicine Year 1	A
CMD2	Medicine Year 2	
CMD3	Medicine Year 3	
CMD4	Medicine Year 4	
CPDF	Post Doctoral Fellow	
CPGM	Post Graduate Medical Ed 📃	
CUGO	Undergraduate Level Year 0	
CUG1	Undergraduate Level Year 1	
CUG2	Undergraduate Level Year 2	
CUG3	Undergraduate Level Year 3	
CUG4	Undergraduate Level Year 4 —	
	UG & UP Leave of Absence	
		•
РНОТ	PhD Year L - With Masters	
Find	OK	Cancel

	Student	Attribute Validation (STVATTS)	×
		Find 🏾 🕅	
	Code	Description	
	CDE2	Dentistry Year 2	<u> </u>
	CDE3	Dentistry Year 3	
	CDE4	Dentistry Year 4	
	CGCF	Per Credit & Flat Rate	
	CGCP	Per Credit	
	CGUX	Per Credit Non-Thes Extension	
	CGLA	G1 & G2 Leave of Absence	
	CGNR	Grad Non-Resident	
	LGIA	Thesis Additional Session	
		Thesis Continuing	
7	ССТИ	Thesis Full-time	
		Thesis Hall-time	
		Asiang Additional Session	-
	•		
	Find	Πκ	Cancel
			Canoor

4. To update academic year, move cursor to the next record by pressing the down arrow on your keyboard.

aru.	 Attribute	Description	
	CGCP	Per Credit	
	YR01	Year 1	

5. **Double click** in the attribute field. From the **Student Attribute Validation Table** (STVATTS), scroll down the list and select appropriate year by double clicking on the item or by clicking on **OK**.

6. Save.

- 7. Exit to return to SGASTDN.
- 8. Rollback to refresh.

9. Next Block to view changes.

Note: Classification code is invisible on SGASTDN for graduate students.

	Find 🏾 🖗	
Code	Description	
CUG2	Undergraduate Level Year 2	
CUG3	Undergraduate Level Year 3	
	Undergraduate Level Year 4	
	UG & UP Leave of Absence	
	Yeard Yeard	
	Teal 2 Year 2	
MB04	Year A	
MB05	Year 5	
MBUB	Year 6	
MB07	Year 7	
MB08	Year 8	
YR09	Year 9	-
	01/	. 1

the

To Create New Effective Term:

- 1. **Rollback** to key block on SGASTDN.
- 2. Enter the effective term you would like to create in **Term** field.
- 3. Next Block.

New Term: 200301

- 4. Double click in **New Term** field for Option List.
- 5. Click on Create New Effective Term.
- 6. Enter the effective term you would like to create in **New Term** field (It should now matches the term indicated in key block).
- 7. Update Program, Major/Concentration as appropriate by following the steps described on previous pages.
- 8. **Save**.