

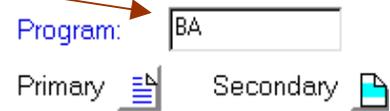
How to update a Student's Academic Program Information and classification on a student's record using SGASTDN

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

Update Major:

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 **Attached Concentrations** 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:

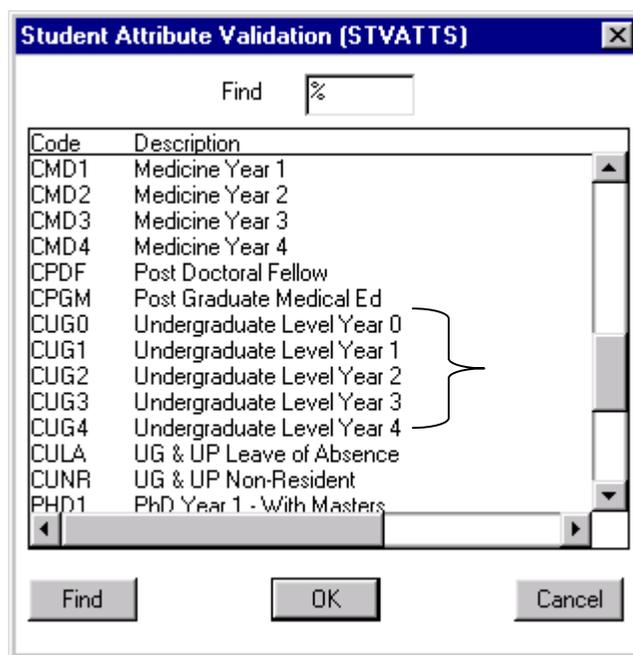
1. Access **SFAREGS**.
2. Enter **Term** for which the student's program has to be updated.
3. Tab to **ID** field, enter your student's ID, name will default.
4. **Next Block**.

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.

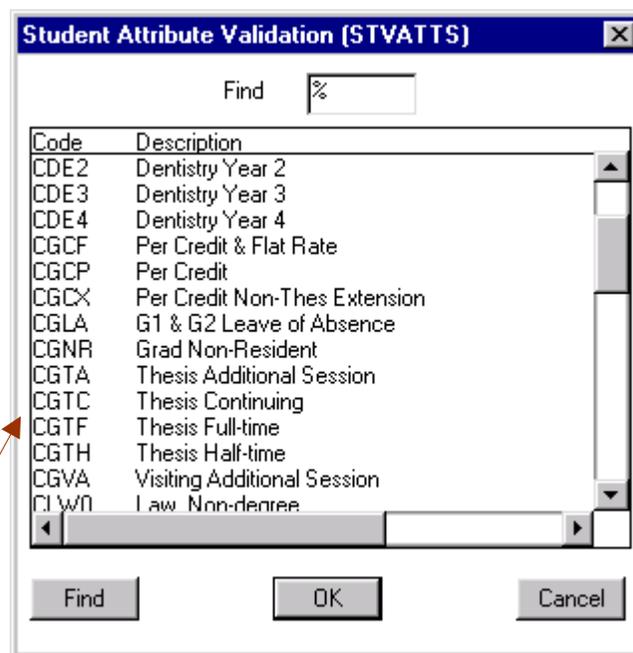
Updating the Student's academic year for Undergrad students:

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.

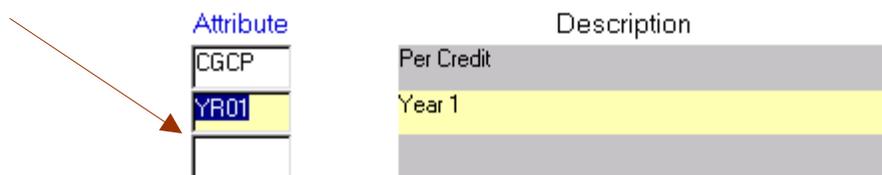


Changing Graduate student's classification and/or updating their academic year:

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.



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



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**.

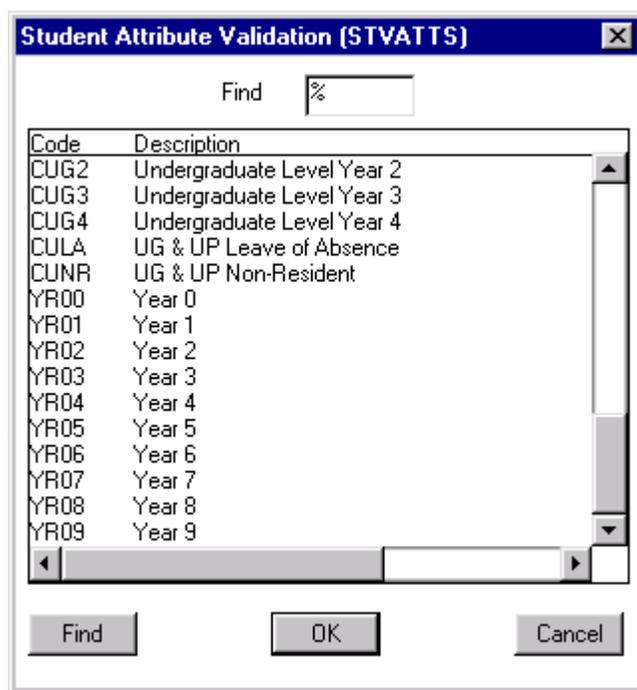
6. Save.

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.



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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**.



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**.