

SZACURU – CURRICULUM/PROGRAM UPDATE - Banner 8.2

What's New with SZACURU in Banner 8

Before you start...

Fatal Curriculum Error Message

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What's New with SZACURU in Banner 8

- Learner tab
 - When creating a **future term** you must **save the record** before proceeding to the Curricula tab. Check for registration before creating future term. See **"Before you start..."** below if registration exists.
- Curriculum tab change/new fields:
 - **Change Curriculum** button now called **Replace**
 - **Duplicate Curriculum** button now called **Duplicate**
 - **Graduation Sequence** – displays the graduation application sequence number on the curriculum record for the learner (SGASTDN, SFAREGS) and outcome (SHADEGR) curriculums
 - **Duplicate/Reg Exists** button – Use when adding a minor or concentration to a future term where there is a learner, but no curriculum record and registration exists for that term. (Create new Learner record first)
- Field of Study tab new fields:
 - **Attached Concentrations** button – will display if the concentration is attached to the major.
- Updated process for changing priority of multiple curriculum records

Before you start...

- **Program changes cannot be made on a term where registration exists.** Those changes will need to be performed by the Registration/Records Dept. Email almoy@uic.edu for "Change of College/Major/Curriculum" forms. However, you can **add/inactivate Concentrations and Minors** on terms with registration.
- **Do not change the Admissions Term** on the new curriculum record. If you insert a new record for a future term, make sure that you enter the original Admissions Term. (Inserting a record will populate the Admission Term with the new Effective Term when the record is saved and has significant assessment implications.)

"Fatal Curriculum" Error Message

- You may receive a **"Fatal: Curriculum, Base Curriculum Invalid"** error message when attempting to save a **new program or concentration** if the **Catalog Term is after the current Effective Term** of the term on the Curriculum tab. Change the Catalog Term to match the new Effective Term and try saving the record again. If you continue to receive the Fatal Curriculum error please contact the Registration office.

A. Key Block

Enter UIN or Name (Last Name, First Name)

Select **Student Summary** to view a summary of the student's curriculum history.

Enter a term in the **Term** field to filter curriculum records by Effective Term.

View Current/Active Records - Check this box to filter out historical changes and display only the current curriculum record for the specified term.

Next Block into SZACURU form to view/update curriculum records.

B. The Learner Tab

Use scrollbar to navigate between learner records by Effective Term

Use scrollbar to view curriculum information in the Summary block

Updates involve effective term processing

C. The Curricula Tab

Contains two sub tabs: **Curriculum** and **Field of Study** tabs. Use arrows to navigate through curriculum/field of study records.

Priority 1 = Primary curriculum, Priority 2 = Secondary Curriculum.

D. Create a New/Future Effective Term

1. Updates cannot be done on current term if registration exists, create a new **effective term**.
2. On the **Learner Tab – Make sure you are in the latest term.**
3. Click the arrow button next to **New Term** field.
4. Select **Create New Effective Term**
5. **NOTE - Create a term record for the next term – even if it's the summer term** (and the program change is for Fall). This will ensure that the correct student type is assigned by the Student Type Batch Update.
6. Save the record.
7. Make sure the new term record is displayed on the Learner tab and navigate to the Curricula Tab.
8. **Note** – Rollback to the header block and delete the term code in the Term field and Next Block back into SZACURU in order to see all term records.

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E. Change Curriculum/Program Code

1. If student is registered for the term in which you are changing the curriculum, you must create a new Effective Term record on the Learner tab and then change the curriculum. (see **D - Create a New/Future Effective Term**) **NOTE – Be sure you are on the latest term, and then select the next term**, even if it's the summer term.
2. If the curriculum change is required for a term in which registration exists, the change must be done by Registration/Records.
3. Select the correct term on the **Learner Tab** or create a new future Effective Term record (see **D**).
4. Navigate to the **Curricula Tab**.
5. The current/active record displays on the **Curriculum tab**.
6. Click the **Replace** icon.
7. The Catalog Term will default to original term. (Change the Catalog Term if necessary).
8. Click the **Program** arrow button.
9. Choose **Change Curriculum** in the Options List.
10. Click the **OK** command button on the "Base Curriculum Rules will be Replaced" window.
11. Select desired Program Code.
12. Click the **OK** button to continue.
13. The Curriculum and Field of Study tabs populate.
14. **Do not change the Admissions Type or Admissions Term information.**
15. Save the record. (2 records applied and saved).
16. If Fatal Curriculum error received see "**Fatal Curriculum**" Error Message section.
17. Verify changes on Learner tab.

F. Add Secondary Curriculum

1. On the Learner tab, create a new Effective Term record (See D). **NOTE – Be sure you are on the latest term, and then select the next term**, even if it's the summer term.
2. Navigate to the **Curricula Tab**.
3. Create a new Priority 1 record on the **Curriculum tab**, click the **Duplicate button**.
4. Save the record.
5. To create the secondary record, select **Record/Insert**.
6. The Catalog Term will default to the new term
7. **Priority 2** will default.
8. Click the Program drop-down-arrow
9. Choose **Change Curriculum in Options List**
10. Click the OK command button on the "Base Curriculum Rules will be Replaced" window.
11. Select desired Program Code.
12. Click the OK command button to continue.
13. The Curriculum and Field of Study tabs populate.
14. **Enter the original Admissions Term** (will default to new term on Save if not changed)
15. Save the record.
16. If Fatal Curriculum error received see "**Fatal Curriculum**" Error Message section.
17. Verify changes on Learner tab.

G. Change Priority of Multiple Curriculums

1. On the Learners tab, create a future term record (if registration exists for the term in which changes are being made). **NOTE – Be sure you are on the latest term, and then select the next term**, even if it's the summer term.
2. Verify that you are in the new term and navigate to the **Curricula Tab**.
3. On the **Curriculum tab**, select the current Primary Curriculum record (Priority 1).
4. Create a curriculum record for the new term by clicking the **Duplicate button**.
5. The term field displays the new term. Catalog and admissions term are unchanged.
6. Change the **Priority to 2**.
7. Save the record.
8. Use the scroll arrows at the top right of the screen Navigate to the old Priority 2 record.
9. Create a new Priority 1 record for the new term by clicking the **Duplicate button**.
10. Change the priority to 1.
11. The term field displays the new term. Catalog and admissions term are unchanged.
12. Save the record.
13. Verify changes on Learner tab.

H. Inactivate Secondary Curriculum

1. If the Primary Curriculum needs to be inactivated you must first change the Priority from 1 to 2 (See "G")
2. If **registration** exists for the current term create a **new effective term** record on the **Learner Tab** (See D). **NOTE – Be sure you are on the latest term, and then select the next term**, even if it's the summer term.
3. Navigate to the **Curricula Tab**.
4. Create a new Priority 1 record for the new term by clicking the **Duplicate button**.
5. Save the Priority 1 record.
6. Navigate to the Priority 2 record.
7. Create a new Priority 2 (see step #6).
8. To inactivate the **Priority 2 record**, click the **Duplicate button**, set the **Activity** field to **Inactive**.
9. Save the record.
10. Verify changes on Learner Tab.

I. Single Major to a Double Major

1. On the Learner tab, create a new effective term record if applicable (See D). **NOTE – Be sure you are on the latest term, and then select the next term**, even if it's the summer term.
2. On the Curricula Tab, select the applicable Curriculum record.
3. On the **Curriculum tab**, click the **Replace** icon.
4. Click the Program drop down arrow and follow steps to select the applicable Double Major Program Code.
5. Navigate to the **Field of Study (FOS) tab**
6. The Priority 1 Major record is created.
7. Click the arrow button next the Field of Study field.
8. Click the **Attached Majors/Departments** link and select the applicable **Major**.
9. Navigate to next row in the Field of Study Block (or insert record if necessary).

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10. For the second Major, enter **Priority = 2** in the **Priority** field and **Major** in the **Type** field.
11. Repeat steps 7 and 8 from above and select the applicable secondary Major.
12. Save the record.
13. If Fatal Curriculum error received see "**Fatal Curriculum**" **Error Message** section.
14. Go to **Learner Tab** and verify that both Majors display.

J. Add a Minor to Current Program

1. **NOTE:** Minors can be added to the current term record even if registration exists (as long as there is a curriculum record with the associated Learner record for that term). To create a curriculum record if one doesn't exist for a term in which registration exists, use the **Duplicate/reg exists** button and then add the minor.
2. On the Learner Tab, select the correct term record.
Note: Create a new **Effective Term** record if applicable (See D) and use the **Duplicate Curriculum** button to create a curriculum record for the new term. **NOTE – Be sure you are on the latest term, and then select the next term**, even if it's the summer term.
3. Navigate to the **Curricula - Field of Study tab**.
4. Click in the next empty Field of Study record or insert a new record if there is no "empty" record.
5. In the **Type** field, choose **Minor. Priority = 1 will default** in the Priority field (change if necessary).
6. Navigate to Field of Study field; and select a **Minor** from **All Minor Codes**.
7. Click Save.
8. Verify changes on Learner tab.

K. Add a Major-Dependent (Attached) Concentration to Current Program

9. **NOTE:** Concentrations can be added to the current term record even if registration exists (as long as there is a curriculum record with the associated Learner record for that term). To create a curriculum record if one doesn't exist for a term in which registration exists, use the **Duplicate/reg exists** button and then add the concentration.
10. On the Learner Tab, select the correct term record.
Note: Create a new **Effective Term** record if applicable (See D) and use the **Duplicate Curriculum** button to create a curriculum record for the new term. **NOTE – Be sure you are on the latest term, and then select the next term**, even if it's the summer term.
11. Navigate to the **Curricula - Field of Study tab**.
12. Click the Insert Record icon.
13. Select **Concentration** in the Type Field. **Priority = 1 will default** in the Priority field (change if necessary).
14. Click the OK command button.
15. **NOTE:** You may have to change the **Catalog Term** to the **new Effective Term** in order see the Concentrations for the current term
16. In the Field of Study field, select **Attached Concentrations** on the Option List.
17. Select the Concentration.
18. Click the OK command button to continue.
19. Save the record.
20. If Fatal Curriculum error received see "**Fatal Curriculum**" **Error Message** section.

21. Verify changes on Learner tab.

L. Add a Floating (non Attached) Concentration to Current Program

1. **NOTE:** Concentrations can be added to the current term record even if registration exists (as long as there is a curriculum record with the associated Learner record for that term). To create a curriculum record if one doesn't exist for a term in which registration exists, use the **Duplicate/reg exists** button and then add the concentration.
2. On the Learner Tab, select the correct term record.
Note: Create a new **Effective Term** record if applicable (See D) and use the **Duplicate Curriculum** button to create a curriculum record for the new term. **NOTE – Be sure you are on the latest term, and then select the next term**, even if it's the summer term.
3. Navigate to the **Curricula - Field of Study tab**.
4. Click in the next empty Field of Study record or insert a new record if there is no "empty" record.
5. Select **Concentration** in the Type Field. **Priority = 1 will default** in the Priority field (change if necessary).
6. Navigate to Field of Study Field; and select a Concentration from All Concentration Codes.
7. Click Save. Note: Floating Concentrations cannot be added to dual major programs)
8. If Fatal Curriculum error received see "**Fatal Curriculum**" **Error Message** section.
9. Verify changes on Learner tab.

M. Inactivate Minor or Floating Concentration

1. **NOTE:** Minors and Floating Concentrations can be inactivated for the current term record in Banner.
2. Navigate to the **Curricula - Field of Study tab**.
3. Use the scrollbar to find the Field of Study to be inactivated; select/highlight that record.
4. Click the **Inactivate** button.
5. Save the record and verify on Learner Tab.
6. **NOTE:** Attached Concentrations are normally inactivated as part of inactivating or changing the curriculum/program record.

N. Department change in Future Term

1. On the **Learner tab** - create the future **New Term** (see **Section D**)
2. Navigate to the **Curricula - Curriculum tab**.
3. Click the **Replace** button.
4. **Change the Catalog Term** to the same as the **Term** (the Catalog Term defaults to the previous Effective Term).
5. Verify the **Priority**
6. Select the appropriate **Program Code**
7. Navigate to the **Field of Study tab** and verify that the new **Department** displays
8. Save the record.