

### What's New with SZACURU in Banner 9

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#### \*\*\*What's New with SZACURU in Banner 9\*\*\*

- There are no content changes to SZACURU in Banner 9. See "Banner 9 Pages – Quick Reference Guide" (Banner9NavigationGuide\_UIC.PDF) additional information.
- Go to <https://osss.uic.edu/Training&job%20Aid.html> for that guide and other job aids.
- Forms are now **Pages**.
- Blocks are also called **Sections**.
- A new tab called Status Details on the Curricula tab in the CURRICULUM section
- Items/buttons are inactive if the font is italicized and a lighter shade.
- Navigational changes to be aware of:
  - **Go** replaces Next Block in the key block.
  - **Start Over** replaces Rollback to return to the key block.
  - **Save** is in the lower right corner
  - **Previous Section and Next Section** arrows allow you to navigate through sections. These replace Next Block and Previous Block.
  - **X** in the upper left corner closes the pages.

#### 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](mailto:almoy@uic.edu) for "Change of College/Major/Curriculum" forms. Also, you can **no longer 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

1. Enter UIN or Name. Click the search box (...) to open a PERSON SEARCH page.
2. Select **Student Summary** to view a summary of the student's curriculum history.
3. Enter a term in the **Term** field to filter curriculum records by Effective Term.
4. **View Current/Active Records** - Check this box to filter out historical changes and display only the current curriculum record for the specified term.
5. Click **Go** to display SZACURU page and you view or update curriculum records.

#### B. The Learner Tab

1. Has three sections: **GENERAL LEARNER, CURRICULA SUMMARY – PRIMARY, and FIELD OF STUDY SUMMARY**
2. Use the arrows on the horizontal navigation bar at the end of General Learner section to step through learner records by Effective Term.
3. CURRICULA and FIELD OF STUDY RECORDS are displayed as rows in those sections. The section navigation bar indicates the number of records.
4. A horizontal sliding scrollbar will display when there is additional information to the right or left of the displayed section.
5. Updates involve effective term processing.

#### C. The Curricula Tab

1. Contains two sections: **CURRICULUM** and **FIELD OF STUDY**. Use arrows to navigate through curriculum/field of study records.
2. **Priority 1 (scroll to the right) = 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 future **effective term**.
2. On the **Learner Tab – Make sure you are in the latest term record that exists for the student.**
3. Click the search box (...) next to **New Term** field.
4. Select **Create New Effective Term**
5. **NOTE - Create a new term record for the future term immediately following the current term.** For example: if it is now spring, create a term record for summer (even though the program change may be 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** – Click **Start Over** to return to the header block. Delete the term code in the Term field and click **Go** to redisplay SZACURU in order to see all term records.

#### 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 future 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 (upper left of the CURRICULUM section).
5. The current/active record displays on the **Curriculum** tab of the CURRICULUM section.
6. Click the **Replace** icon.
7. The Catalog Term will default to original term. (Change the Catalog Term if necessary—usually this should remain the original term. Check with Registration/Records if you have questions).
8. Click the **Program** search button (...).
9. Choose **Change Curriculum** in the Options List.
10. Click the **OK** command button on the “Base Curriculum Items will be Replaced” message.
11. Select desired Program Code.
12. Click the **OK** button to continue.
13. The Curriculum and Field of Study tabs populate.
14. Save the record. (2 rows saved).
15. Note: No changes should be made to the **Status Details** tab.
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/Reg exists** button.
4. Save the record.
5. To create the secondary record, select **Insert** (on the right of the **CURRICULUM** header bar).
6. The Catalog Term will default to the new term
7. **Priority 2** will default.
8. Click the Program search box (...).
9. Choose **Change Curriculum** in **Options List**

10. Click the OK command button on the “Base Curriculum Items 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. Navigate to the **Status Details** tab and enter the **original Admissions Term** (will default to new term on Save if not changed).
15. Save the record. (Note: You must make changes on the Status Details tab BEFORE you Save.)
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 Learner 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
3. **Curricula Tab**.
4. On the **Curriculum tab**, select the current Primary Curriculum record (Priority 1).
5. Create a curriculum record for the new term by clicking the **Duplicate button**.
6. The term field displays the new term. Catalog and admissions term are unchanged.
7. Change the **Priority to 2**.
8. Save the record.
9. Use the scroll arrows at the bottom left of the CURRICULUM status block. Navigate to the old Priority 2 record.
10. Create a new Priority 1 record for the new term by clicking the **Duplicate button**.
11. Change the priority to 1.
12. The term field displays the new term. Catalog and admissions term are unchanged.
13. Save the record.
14. 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 (future) effective term record if applicable (See D). **NOTE – Be sure you are on the latest term, and then select the next future 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 search box (...) 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 search box (...) next the Field of Study field.
8. Click the **Attached Majors/Departments** link and select the applicable **Major**.
9. Click on the Insert button in the **FIELD OF STUDY** title bar to enter a new FIELD OF STUDY row for the second major.
10. For the second Major, enter **Major** in the **Type** field. **Priority = 2 will default** in the Priority field (change if necessary).
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. On the Learner Tab, select the correct term record. **Note:** Create a new **Effective Term** record if applicable (See D) and use the **Duplicate/Reg exists** button to create a curriculum record for the new term. **NOTE – Be sure you are on the latest term, and then select the next future term**, even if it's the summer term.
2. Navigate to the **Curricula - FIELD OF STUDY** section.
3. Click on the Insert button in the **FIELD OF STUDY** title bar to enter a new FIELD OF STUDY row.
4. In the **Type** field, enter **MINOR**. **Priority = 1 will default** in the Priority field (change if necessary).
5. Navigate to Field of Study field; and select a **Minor** from All Minor Codes.
6. Click Save.
7. Verify changes on Learner tab.

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

1. On the Learner Tab, select the correct term record. **Note:** Create a new **Effective Term** record if applicable (See D) and use the **Duplicate/Reg exists** button to create a curriculum record for the new term. **NOTE – Be sure you are on the latest term, and then select the next future term**, even if it's the summer term.

2. Navigate to the **Curricula - FIELD OF STUDY** section.
3. Click on the Insert button in the **FIELD OF STUDY** title bar to enter a new FIELD OF STUDY row.
4. Select **CONCENTRATION** in the Type Field. **Priority = 1 will default** in the Priority field (change if necessary).
5. **NOTE:** You may have to change the **Catalog Term** to the **new Effective Term** in order see the Concentrations for the current term. Change the Catalog term ONLY if necessary.
6. Navigate to Field of Study field. In the Field of Study field, select **Attached Concentrations** on the Option List.
7. Select the Concentration.
8. Click the OK command button to continue.
9. Save the record.
10. If Fatal Curriculum error received see "**Fatal Curriculum**" Error Message section.
11. Verify changes on Learner tab.

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

1. 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 future term**, even if it's the summer term.
2. Navigate to the **Curricula - Field of Study tab**.
3. Click in the next empty Field of Study record or insert a new record if there is no "empty" record.
4. Select **Concentration** in the Type Field. **Priority = 1 will default** in the Priority field (change if necessary).
5. Navigate to Field of Study Field; and select a Concentration from All Concentration Codes.
6. Click Save. Note: Floating Concentrations cannot be added to dual major programs)
7. If Fatal Curriculum error received see "**Fatal Curriculum**" Error Message section.
8. Verify changes on Learner tab.

#### M. Inactivate Minor or Floating Concentration

1. On the Learner Tab, select the correct term record. **Note:** Create a new **Effective Term** record if applicable (See D) and use the **Duplicate/Reg exists** button to create a curriculum record for the new term. **NOTE – Be sure you are on the latest term, and then select the next future term**, even if it's the summer term.
2. Navigate to the **Curricula - Field of Study tab**.
3. Use down arrow 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 section** and verify that the new **Department** displays
8. Save the record.