# ADDING CONCENTRATIONS FOR GRADUATE STUDENTS

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INTRODUCTION AND PURPOSE

Concentrations are connected to many graduate majors in Banner. This procedure provides instruction and expectations for the maintenance of concentrations by Graduate Program Coordinators using the SGASTDN and SFAREGS forms in Banner.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. The degree audit is impacted by the concentration area maintenance. It is imperative that concentrations be updated and maintained in order for students to be able to efficiently use the degree audit.
2. The expectation is that Major Advisors (Graduate Program Coordinators) will update student concentration areas as soon as they are known.
3. If the concentration area has not been assigned by the time a student applies for advancement to candidacy (PhD) or graduation (master’s), a staff member in Graduate Academic Affairs will contact the Major Advisor with instructions to add the concentration to the student record.
4. The concentration is displayed on the student’s transcript and must be updated to ensure the accuracy of that document.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Departments
2. Graduate Division Academic Affairs Office
3. Registrar’s Office (transcript)

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Banner (https://bannersbxe.ucr.edu) to follow along. It is also required that you have completed the Curriculum Changes After SIR training through the online UC Learning Center (www.ucrlearning.ucr.edu) and the Curriculum Changes lab before reviewing this document.

FORMS

- SGASTDN
- SFAREGS
- The degree audit is located within Degree Works. There are no Banner forms in Degree Works.
PROCEDURES

STEPS

1. The procedures for how to add a concentration on SGASTDN and SFAREGS are outlined in the Adding a Minor & Concentration tutorial that is available at [http://ucrbanner.ucr.edu/training/training-documents.html](http://ucrbanner.ucr.edu/training/training-documents.html) (see Curriculum: Adding a Minor or Concentration to a Program). The procedures for adding a concentration are also reviewed in the *Curriculum Changes After SIR* online tutorial.
   a. This document outlines the expectations for adding concentrations specifically to *graduate* student records.

2. When a student declares a concentration area (for some this happens at the time of admission, for others it comes later in the program), the Major Advisor (Graduate Program Coordinator) will follow the procedures outlined in the Banner training document to add the concentration area for a student.
   a. If the next term is not open yet, then the concentration may be added in SGASTDN.
   b. If enrollment preparation is already open for the next term (typically 4th week and beyond), then the concentration must be added in SFAREGS.

3. The concentration area affects the degree audit. It is imperative that the concentration be added as soon as the student reports it to the department so that the student may follow their correct degree progress as they move through the program toward advancement to candidacy and graduation. Below is an example of a degree audit with a concentration.

4. If a concentration has not been added, the audit will state that a concentration is required. See example below.
5. Students will be directed to their Major Advisor for questions about their degree audit.
   a. If a student contacts Graduate Academic Affairs regarding the performance of the degree audit, the student will be referred to the department.
   b. The Major Advisor will communicate with GAA regarding issues pertaining to the audit.

6. If the concentration area has not been added by the time a student advances to candidacy, a staff member in Graduate Academic Affairs will contact the Major Advisor to confirm the correct concentration area and ask the Major Advisor to add the concentration to SGASTDN or SFAREGS as appropriate.

7. A concentration area for a PhD student may NOT be changed after a student advances to candidacy. Master’s degree candidates may change the concentration area after advancement, but they must reapply for candidacy in order to be approved for graduation.

WHEN TO UPDATE CONCENTRATION AREA

1. Major Advisors who oversee programs with concentrations should assess and contact, as necessary, their group of students at the end of each quarter in order to keep SGASTDN (or SFAREGS) updated with the most current information. Use SDQS to pull a report of your students and their current assigned concentrations in Banner.

2. If a Major Advisor receives information that impacts a student’s Concentration, the Concentration area of the SGASTDN or SFAREGS form should be updated as soon as possible.

3. If a student applies for advancement to candidacy and the Concentration area has not yet been added, it should be added by the Major Advisor prior to submission of the advancement paperwork.

FINAL QUIZ

1. When should Major Advisors (Graduate Program Coordinators) update a student’s Concentration area?
   a. Major Advisors who oversee programs with concentration areas should assess and contact, as necessary, their group of students at the end of each quarter in order to keep SGASTDN (or SFAREGS) updated with the most current information. They should also update the Concentration immediately upon receiving information that affects a student’s Concentration area.

2. True or False: Concentration areas will not have an impact on the degree audit.
   a. False. The concentration area must be maintained in order for the degree audit to function properly.

3. Who should a student contact if they want to update their concentration area?
   a. The Major Advisor (Graduate Program Coordinator)

4. True or False: PhD candidates may not change their concentration area after advancement to candidacy.
   a. True. The coursework is most likely different for each concentration area, so changes to the concentration area are not appropriate once a student advances to candidacy. (Master’s candidates may change the concentration by submitting a revised advancement application.)
1. Find a student who has a current concentration listed. Determine if it is appropriate to change the concentration area. What do you need to know in order to make the determination?
   a. Has the student advanced to candidacy?
   b. What term is the change to become effective?

2. Find a student who does not have a current concentration. Add the concentration area as appropriate. What do you need to know in order to add the concentration?
   a. Has the student advanced to candidacy?
   b. What term is the change to become effective?
   c. Has the enrollment preparation been done yet for the upcoming quarter?