



UNIVERSITY OF NORTHERN COLORADO

Office of the Registrar

## Viewing a Student's Curriculum

- Log on to URSA at <https://ursa.unco.edu> using your UNC username and password.
  - Access **Production Banner (INB)** via the link under your **Employee** tab.
  - Go to **SGASTDN** using the **Go To** field.
  - Enter the student's Bear Number in the **ID** field.
  - If you are looking for a specific term you can enter the term in the **Term** field, but if it is left blank the record for the most current term will appear.
  - Perform a **Next Block** using the **Block** icon or the **Block** drop-down menu in the tool bar, or by using the shortcut keys: **Ctrl + Page Down**.
  - Click on the **Curricula** tab.

The screenshot shows the URSA system interface for a student's curriculum. The top navigation bar includes tabs for Learner, Curricula, Study Path, Activities, Veteran, Comments, Academic and Graduation Status, Dual Degree, and Miscellaneous. The main content area is titled 'CURRICULUM' and includes a toolbar with 'Replace', 'Update', 'Duplicate', 'Roll to Outcome', and 'Apply to Graduate' buttons. Below this is a table with columns for Current, Activity, Key Sequence, Term, Term Description, End Term, End Term Description, Catalog Term, Catalog Term Description, Priority, and Graduation. The table shows one record for 'ACTIVE' with Key Sequence 99, Term 202030, and End Term Spring 2020. Below the table is a 'Curriculum Status Details' section with fields for Program (BS-BSCH-SEC), Level (UG), Campus, College (NH), Degree (BS), and Start/End Dates. The 'FIELD OF STUDY' section includes a table for 'Attached Concentrations' with columns for Current, Activity, Status, Term, Type, Type Description, Priority, Catalog, and End Term. It shows three records: one for 'MAJOR' and two for 'CONCENTRATION'. Below this is a 'Field of Study' section with fields for Field of Study (BSCI), Department (BIO1), Attached to Major, Full or Part Time, and Start/End Dates.

- **Curriculum involves the following:**
  - **Catalog Term** - This is the catalog year that the student is operating in. Any catalog prior to Fall 2006 will be using General Education; any catalog Fall 2006 and after will be using the Liberal Arts Core.
  - **Priority** - This will designate the order of a student's program(s) of study (i.e. 1 = first major, 2 = second major, etc.) The program and all additional field of study items, such as major, concentration and minor will follow the same priority number sequence.
  - **Program** - The student's program of study (e.g. BS-BUSAD-GEN)

- **Type** - This field will describe a specific part of a student's field of study (i.e. major, concentration or minor)
  - **Major** - The student's major (e.g. BSAD)
  - **Concentration** - Previously known as the student's EMPHASIS area (e.g. BGEN) Licensure codes are listed as concentrations and under most circumstances will have a priority number of 2.
  - The curriculum information will show you the code as well as the description of that code.
  - To view any additional curriculum (program of study) information, click on the arrows in the upper right of the Curriculum section of the screen to move forward or backward. The **Current** indicator will show as "ACTIVE" for an active curriculum and "INACTIVE" for an inactive curriculum.

Review: 06/17/20