

When reviewing a student's application for graduation, there may be a need to make adjustments to the student's program. Faculty and staff may make changes to Plans or Subplans (i.e. Minors, Second Major, Degree, Concentrations). However, changes to a student's Primary Plan (plan Sequence 2) are not allowed. This is typically a student's Major (Undergrad) or Area of Study (Graduate). The following lesson outlines the steps to modify a student's Minor (or Concentration).

IMPORTANT: Prior to proceeding with these steps, please contact Convocation at convinfo@ucalgary.ca to remove the graduation application.

1. Click the **Records and Enrollment** link.

[Records and Enrollment](#)

2. Click the **Career and Program Information** link.

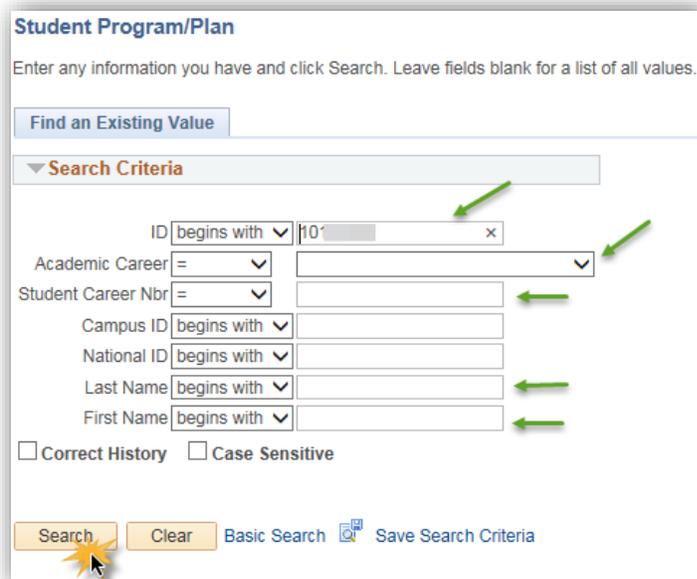
[Career and Program Information](#)

3. Click the **Student Program/Plan** link.

[Student Program/Plan](#)

4. Enter the student's ID and press Search or Enter. Additional Search Criteria may also be entered; Academic Career (Ugrad, Grad or Med); and the specific Student Career Number. If a student changes programs multiple times within a career, then each subsequent program is numbered sequentially (e.g. the first program will be 0, the next newer program will be 1, etc.). Click the **Search** button.

[Search](#)



Student Program/Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

ID begins with x

Academic Career =

Student Career Nbr =

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Program Changes for Minors Concentration

SA – Graduation



- Typically, if there are multiple Student Career Numbers for the student (which represent changes to a student's Academic Program), select the most current number (highest number). An exception to this rule would be a student who is enrolled in a joint program or who is returning to graduate from a prior program. For this example click the **8** link.

Search Results

View All First 1-7 of 7 Last

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
10	Undergrad	8	ARBCH	UCALG		Female	12/13/1995	(blank)	(blank)	CAN	SIN		
10	Undergrad	5	ARBCH	UCALG		Female	12/13/1995	(blank)	(blank)	CAN	SIN		
10	Undergrad	4	ARBCH	UCALG		Female	12/13/1995	(blank)	(blank)	CAN	SIN		
10	Undergrad	3	ARBCH	UCALG		Female	12/13/1995	(blank)	(blank)	CAN	SIN		
10	Undergrad	2	ARBCH	UCALG		Female	12/13/1995	(blank)	(blank)	CAN	SIN		
10	Undergrad	1	ARBCH	UCALG		Female	12/13/1995	(blank)	(blank)	CAN	SIN		
10	Undergrad	0	ARBCH	UCALG		Female	12/13/1995	(blank)	(blank)	CAN	SIN		

- If desired, you may view the student program by clicking on **View All** either on the Student Program or the Student Plan tab (optional). Click the **View All** link.



- In order to modify the Minor for this student's plan, you will need to add a new effective dated row. Click the **Add a new row** button.



Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees | Cdn Student Program | Change History

Academic Career: Undergraduate Programs Career Requirement Term Student Career Nbr 8

Status: Active in Program

*Effective Date: 2018/03/29

*Program Action: PLNC Plan Change

Action Reason: []

*Academic Institution: UCALG University of Calgary

*Academic Program: ARBCH Arts Bachelor

*Admit Term: 2167 F16

Requirement Term: 2167 F16

Expected Grad Term: 2181 W18

Last Updated On: 2018/03/29 2:04:34PM

By: []

Effective Sequence: 1

Action Date: 2018/03/29

Joint Prog Appr: []

Admissions

From Application

Application Nbr: 42315091

Application Program Nbr: 3

*Campus: MAIN UCALG

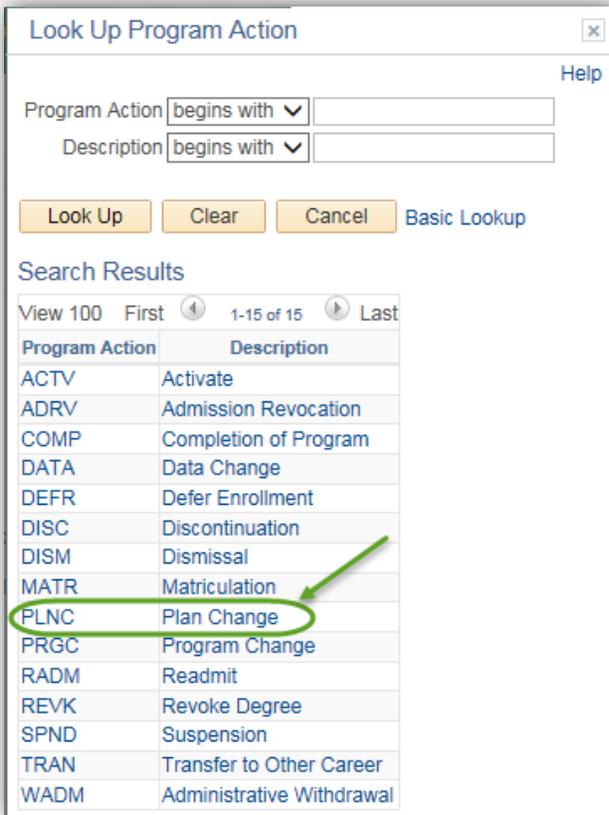
*Academic Load: Full-Time

Find | View All | First 1 of 6 Last

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Include History | Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees | Cdn Student Program | Change History

8. Click the **Look up Program Action** button. A list of Program Actions display. Click the **PLNC** Plan Change link.



Look Up Program Action Help

Program Action begins with

Description begins with

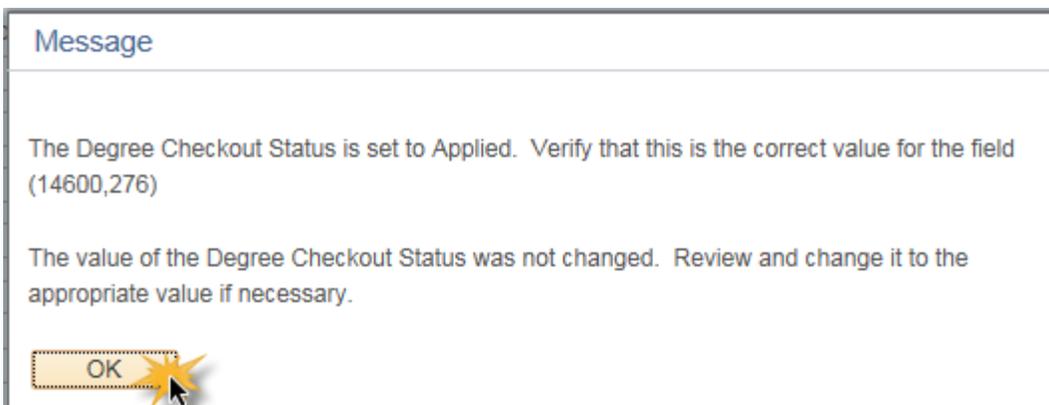
[Basic Lookup](#)

Search Results

View 100 First 1-15 of 15 Last

Program Action	Description
ACTV	Activate
ADRV	Admission Revocation
COMP	Completion of Program
DATA	Data Change
DEFR	Defer Enrollment
DISC	Discontinuation
DISM	Dismissal
MATR	Matriculation
PLNC	Plan Change
PRGC	Program Change
RADM	Readmit
REVK	Revoke Degree
SPND	Suspension
TRAN	Transfer to Other Career
WADM	Administrative Withdrawal

9. If the student has a Degree Checkout Status and you try to make a change to the Student Plan, the warning displays. This is normal and is a reminder of the student's current status. To continue click OK. For a list of Degree Checkout Statuses, please see the table at the end of this lesson. Click the **OK** button.



Message

The Degree Checkout Status is set to Applied. Verify that this is the correct value for the field (14600,276)

The value of the Degree Checkout Status was not changed. Review and change it to the appropriate value if necessary.

Program Changes for Minors Concentration

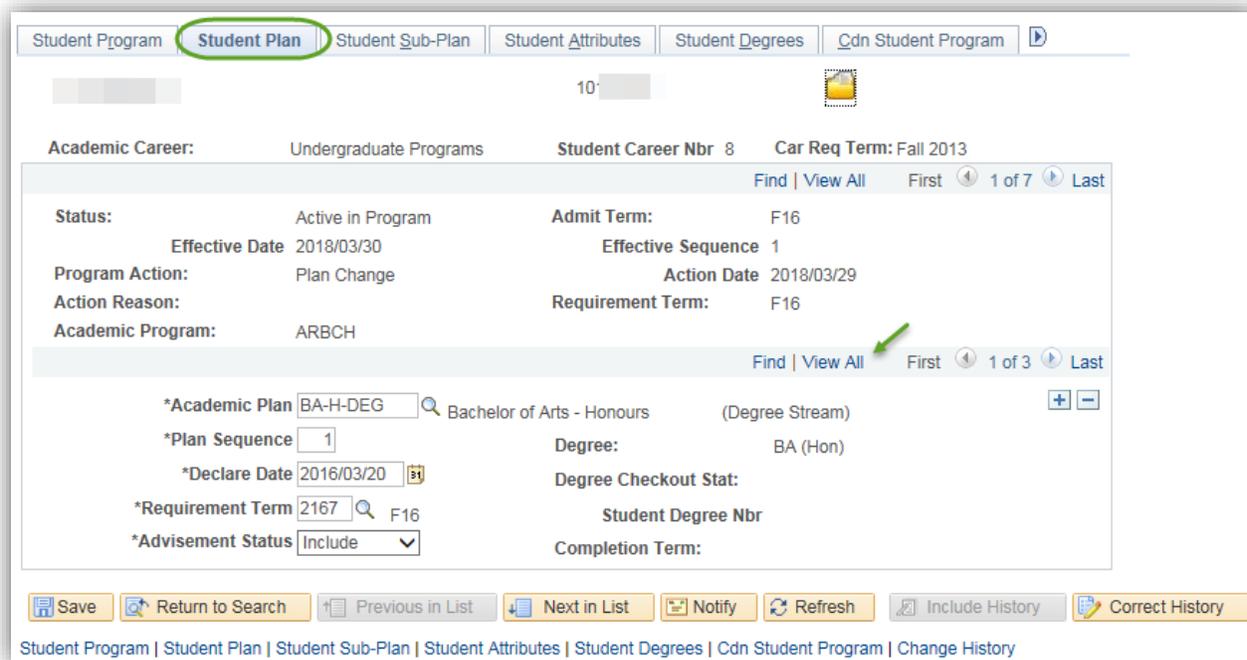
SA – Graduation



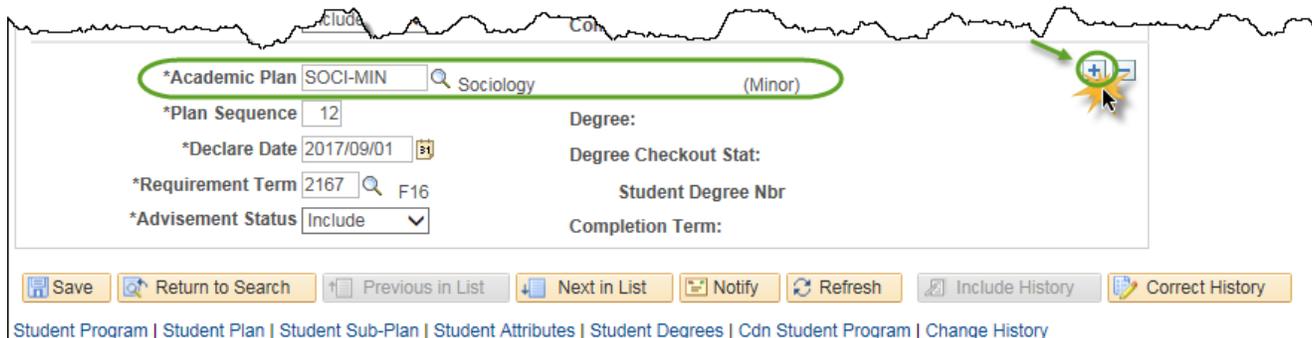
- Click the **Student Plan** tab.



- Click the **View All** link.



- For this example we will add a new minor concentration (e.g. Sociology Minor to Anthropology Minor). Click the **Add a new row** button.

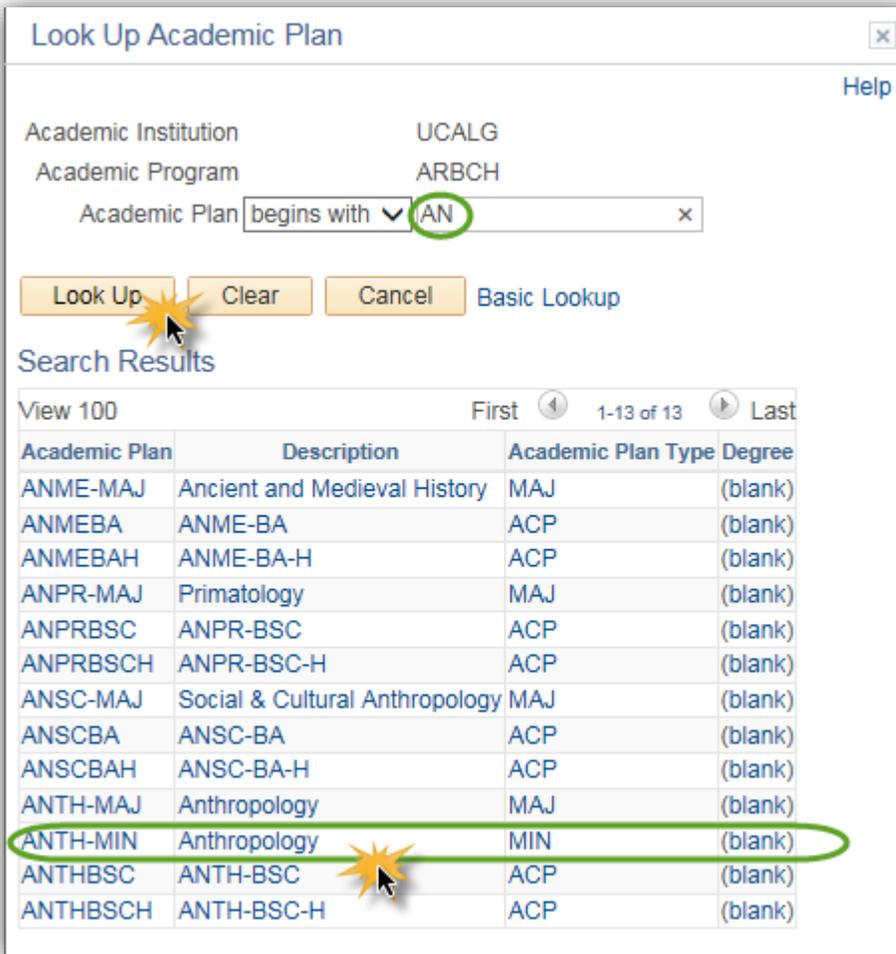


- Click the **Look up Academic Plan** button.



14. Enter part of the minor and press Look Up (e.g. an for Anthropology). Enter the desired information into the **Academic Plan** field. Enter a valid value e.g. "an". Click the **Look Up** button.

Look Up



Look Up Academic Plan [x] Help

Academic Institution UCALG
Academic Program ARBCH
Academic Plan begins with [AN] x

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-13 of 13 Last

Academic Plan	Description	Academic Plan Type	Degree
ANME-MAJ	Ancient and Medieval History	MAJ	(blank)
ANMEBA	ANME-BA	ACP	(blank)
ANMEBAH	ANME-BA-H	ACP	(blank)
ANPR-MAJ	Primatology	MAJ	(blank)
ANPRBSC	ANPR-BSC	ACP	(blank)
ANPRBSCH	ANPR-BSC-H	ACP	(blank)
ANSC-MAJ	Social & Cultural Anthropology	MAJ	(blank)
ANSCBA	ANSC-BA	ACP	(blank)
ANSCBAH	ANSC-BA-H	ACP	(blank)
ANTH-MAJ	Anthropology	MAJ	(blank)
ANTH-MIN	Anthropology	MIN	(blank)
ANTHBSC	ANTH-BSC	ACP	(blank)
ANTHBSCH	ANTH-BSC-H	ACP	(blank)

15. Click the **Anthropology** link.

Anthropology

Program Changes for Minors Concentration

SA – Graduation



16. Note the new minor concentration (Anthropology) is now listed. **Important:** You can only modify the Minor, Concentration, or second Major for a student. If you try to modify a student's Primary Plan (i.e. first Major) or make a change to any Plan/Subplan for a student who is not under review for graduation, you will receive an error message. Additionally the effective date is very important when changing the program plan because if the term is incorrect it will override the application to graduate for a previous term. Click the **Save** button.

Save

*Academic Plan: SOCI-MIN Sociology (Minor)

*Plan Sequence: 12

*Declare Date: 2017/09/01

*Requirement Term: 2167 F16

*Advisement Status: Include

*Academic Plan: ANTH-MIN Anthropology (Minor)

*Plan Sequence: 22

*Declare Date: 2018/03/30

*Requirement Term: 2167 F16

*Advisement Status: Include

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Include History | Correct History

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees | Cdn Student Program | Change History

17. The Degree Checkout Statuses explain the codes and relevant descriptions and usage.

Code	Description	Reason for Usage
"Active" Application for Graduation		
AG	Applied for Graduation	Assigned when the student or staff person updates a student to be considered for graduation for the specified Expected Grad term.
IR	Program in Review	Values that can be used by a Faculty to track the status of a student for graduation. The three 'Pending Special Reason' values may be defined as required by individual Faculties.
P1	Pending Special Reason 1	
P2	Pending Special Reason 2	
P3	Pending Special Reason 3	
PC	Approved Pending Committee	
PN	Pending UofC Course Work	
PT	Pending Transfer Credit	
Used by Program Completion (should not be manually selected by staff)		
AP	Approved	
AW	Degree Awarded	
Denied / Withdrawn		
WD	Withdrawn	Assigned when student withdraws their application
DN	Denied	Assigned by the Faculty when it is determined that a student will not meet their degree requirements.

For the corresponding online learning, consult: www.ucalgary.ca/ittraining.

End of Procedure.