

The Change of Program Exclusions table serves to ensure any programs that have requirements in addition to GPA and course requirements are not automatically processed by the Change of Program Process. Any programs indicated on this table will have their course requirements value set to '50' to indicate to advisors that these students need the appropriate review for the program – they will not be automatically processed by the change of program process. This table also needs to be used for any minor changes (CF3's) that the program does not want automatically processed.

1. Click the **Set Up SACR** link.

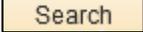
2. Click the **Product Related** link.

3. Click the **Recruiting and Admissions** link.

4. Click the **U of C Evaluations** link.

5. Click the **COP Admission Rules** link.

6. Click the **COP Exclusions** link.

7. Enter the desired term (e.g. 2157 Fall 2015) and press Enter or Search. Click the **Search** button.


COP Exclusions

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

▼ Search Criteria

Academic Institution: begins with ▼ UCALG 

Academic Career: begins with ▼ UGRD 

Admit Term: begins with ▼ 2157  

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



[Find an Existing Value](#) | [Add a New Value](#)

Change of Program

Exclusion Table

SA - Registration



8. The Change of Program Exclusion table displays. In this example, there are several fields already populated. The first field, Academic Group displays a "wildcard" character * that can be used to indicate all academic groups. To view the academic groups, use the Look up tool. When setting up an exclusion you would enter your Faculty as the Academic Group.

Change of Program Exclusions

COP Exclusions

Institution: UCALG University of Calgary
Acad Career: UGRD Undergraduate Programs
Admit Term: 2157 Fall 2015

*Academic Group	Admit Type	Academic Plan Type	Academic Plan	Academic Sub-Plan Type	Academic Sub-Plan		
*		MIN	ARST			+	-
*		MIN	NANS			+	-
*				CON	NANS	+	-
AR		MAJ	DNCE			+	-
AR		MAJ	VIST			+	-
AR		DEG	BMUS			+	-
HA		MAJ	ENMG			+	-
HA		MAJ	PLMA			+	-
KN		MAJ	ATTH			+	-
SC		MAJ	ACEM			+	-
SC		MAJ	CHPH			+	-
SC		MAJ	NEUR			+	-

Save Return to Search Notify

Add Update/Display

9. Click the **Look up Academic Group** button to display the Academic Groups. Select your desired academic group. 

Look Up Academic Group
✕

[Help](#)

Academic Institution: UCALG

Academic Group: begins with

Look Up
Clear
Cancel
Basic Lookup

Search Results

View 100 First ◀ 1-24 of 24 ▶ Last

Academic Group	Description
	All
AR	Faculty of Arts
CC	Fac of Communication & Culture
CL	Community of Learners
ED	Werklund School of Education
EN	Schulich School of Engineering
EV	Fac of Environmental Design
FA	Fac of Fine Arts
GS	Faculty of Graduate Studies
HA	Haskayne School of Business
HU	Fac of Humanities
KN	Faculty of Kinesiology
LA	Fac of Law
MD	Cumming School of Medicine
NU	Faculty of Nursing
PD	PostDegree Continuous Learning
QA	Qatar Faculty
RO	Enrolment Services
SA	Student Awards
SC	Faculty of Science
SS	Fac of Social Sciences
SW	Faculty of Social Work
UCALG	University of Calgary
VM	Faculty of Veterinary Medicine

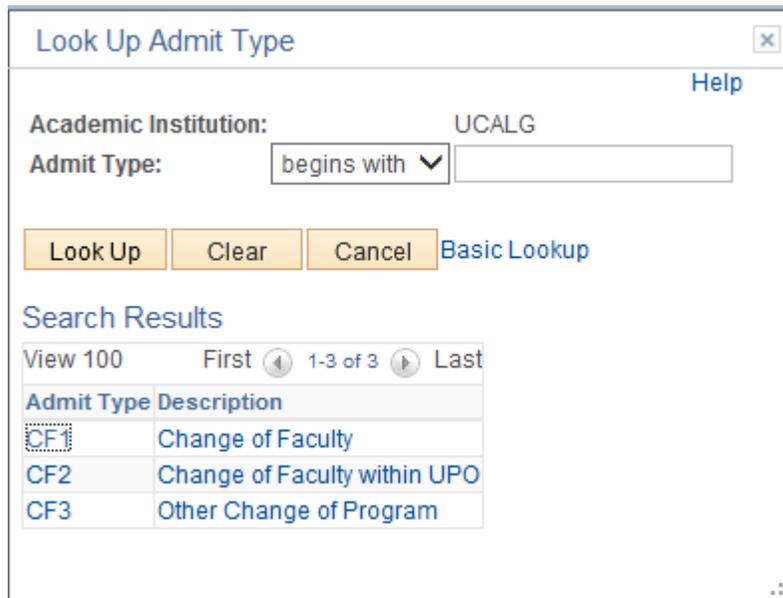
Change of Program

Exclusion Table

SA - Registration



10. Programs can also be excluded by Admit type. If no admit type is selected, all admit types will be excluded. Click the **Look up Admit Type** button to view the Admit Types. Select CF3 for any minor changes that the program does not want automatically processed. 



Look Up Admit Type Help

Academic Institution: UCALG

Admit Type: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-3 of 3 Last

Admit Type	Description
CF1	Change of Faculty
CF2	Change of Faculty within UPO
CF3	Other Change of Program

11. Click the **Look up Academic Plan Type** button and Select the desired academic plan type if applicable. 

[Look Up Academic Plan Type](#) ✕

[Help](#)

Academic Institution: UCALG

Academic Plan Type: begins with ▼

Look Up
Clear
Cancel
Basic Lookup

Search Results

View 100 First ◀ 1-22 of 22 ▶ Last

Academic Plan Type	Description
AFT	(After Degree)
AOS	(Area of Study)
CER	(Certificate)
CNC	(Concentration)
COH	(Cohort)
COI	(Co-op / Internship)
DEG	(Degree Stream)
DEP	(Department)
DES	(Designation)
DIP	(Diploma)
EPE	(Enrl Planning Env)
HAP	(Honours Applied)
IFA	(Intended Faculty)
IMA	(Intended Major)
INS	(Instrument)
LEV	(Level of Program)
LOC	(Location)
MAJ	(Major)
MIN	(Minor)
SPC	(Specialization)
TYP	(Type)
WLD	(World Area)

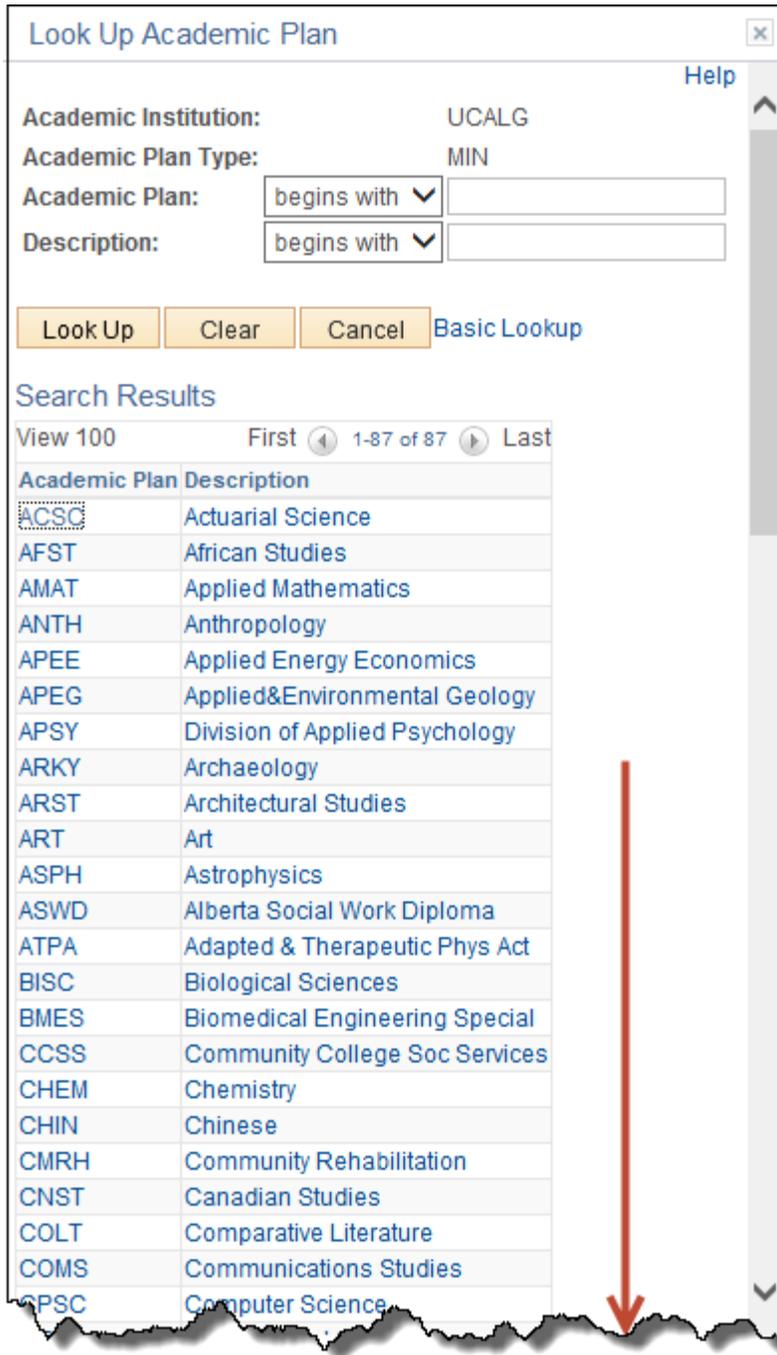


Change of Program

Exclusion Table

SA - Registration

12. Click the **Look up Academic Plan** button. Select the academic plan, if applicable. Scroll down to view more academic plans. 



Look Up Academic Plan

Academic Institution: UCALG

Academic Plan Type: MIN

Academic Plan: begins with []

Description: begins with []

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-87 of 87 Last

Academic Plan	Description
ACSC	Actuarial Science
AFST	African Studies
AMAT	Applied Mathematics
ANTH	Anthropology
APEE	Applied Energy Economics
APEG	Applied&Environmental Geology
APSY	Division of Applied Psychology
ARKY	Archaeology
ARST	Architectural Studies
ART	Art
ASPH	Astrophysics
ASWD	Alberta Social Work Diploma
ATPA	Adapted & Therapeutic Phys Act
BISC	Biological Sciences
BMES	Biomedical Engineering Special
CCSS	Community College Soc Services
CHEM	Chemistry
CHIN	Chinese
CMRH	Community Rehabilitation
CNST	Canadian Studies
COLT	Comparative Literature
COMS	Communications Studies
CPSC	Computer Science

13. Click the **Look up Academic Sub-Plan Type** button.  Select the applicable sub-plan type.

Look Up Academic Sub-Plan Type ✕

[Help](#)

Academic Sub-Plan Type: begins with

[Basic Lookup](#)

Search Results

View 100 First  1-5 of 5  Last

Academic Institution	Academic Sub-Plan Type	Description
<u>UCALG</u>	CN1	(Concentration 1)
UCALG	CN2	(Concentration 2)
UCALG	CON	(Concentration)
UCALG	IMA	(Intended Major)
UCALG	SPC	(Specialization)

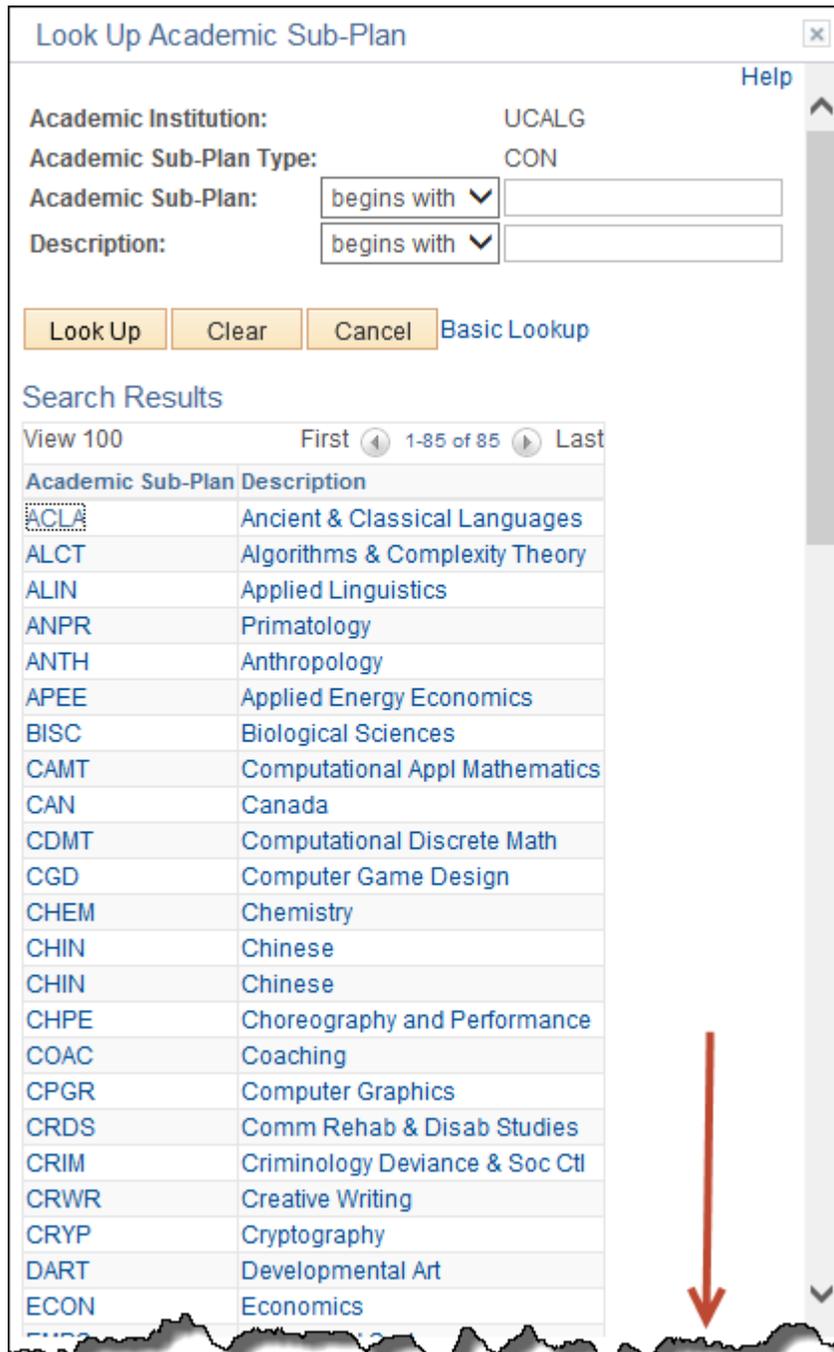


Change of Program

Exclusion Table

SA - Registration

14. Click the **Look up Academic Sub-Plan** button. Select the applicable academic sub-plan type if required. Scroll down to view additional academic sub-plans.



Look Up Academic Sub-Plan

Academic Institution: UCALG

Academic Sub-Plan Type: CON

Academic Sub-Plan: begins with

Description: begins with

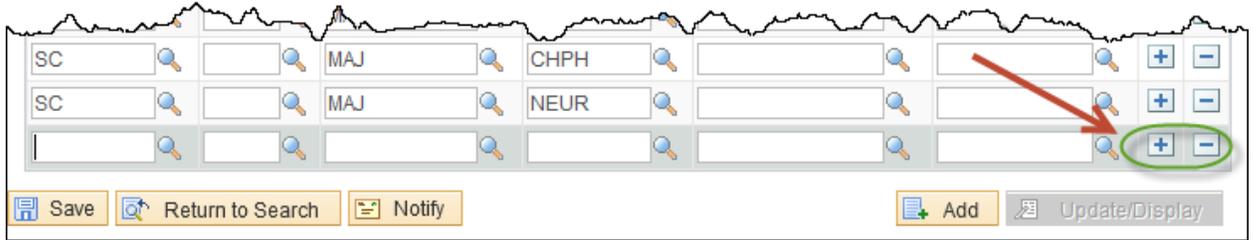
Look Up Clear Cancel Basic Lookup

Search Results

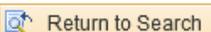
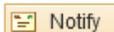
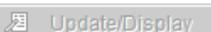
View 100 First 1-85 of 85 Last

Academic Sub-Plan	Description
ACLA	Ancient & Classical Languages
ALCT	Algorithms & Complexity Theory
ALIN	Applied Linguistics
ANPR	Primatology
ANTH	Anthropology
APEE	Applied Energy Economics
BISC	Biological Sciences
CAMT	Computational Appl Mathematics
CAN	Canada
CDMT	Computational Discrete Math
CGD	Computer Game Design
CHEM	Chemistry
CHIN	Chinese
CHIN	Chinese
CHPE	Choreography and Performance
COAC	Coaching
CPGR	Computer Graphics
CRDS	Comm Rehab & Disab Studies
CRIM	Criminology Deviance & Soc Ctl
CRWR	Creative Writing
CRYP	Cryptography
DART	Developmental Art
ECON	Economics

15. Add and delete rows as required. Enter the program and plan information for your faculty. Click the **Add a new row** button  Alternatively; you can **delete rows** as required. 



SC		MAJ		CHPH				
SC		MAJ		NEUR				
								

16. When all change of program exclusions have been added to the table, click the **Save** button.



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

End of Procedure.