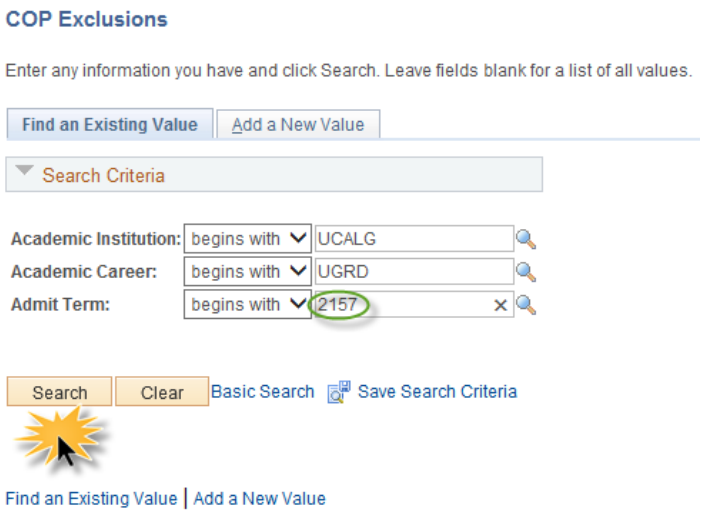
Change of Program Exclusion Table

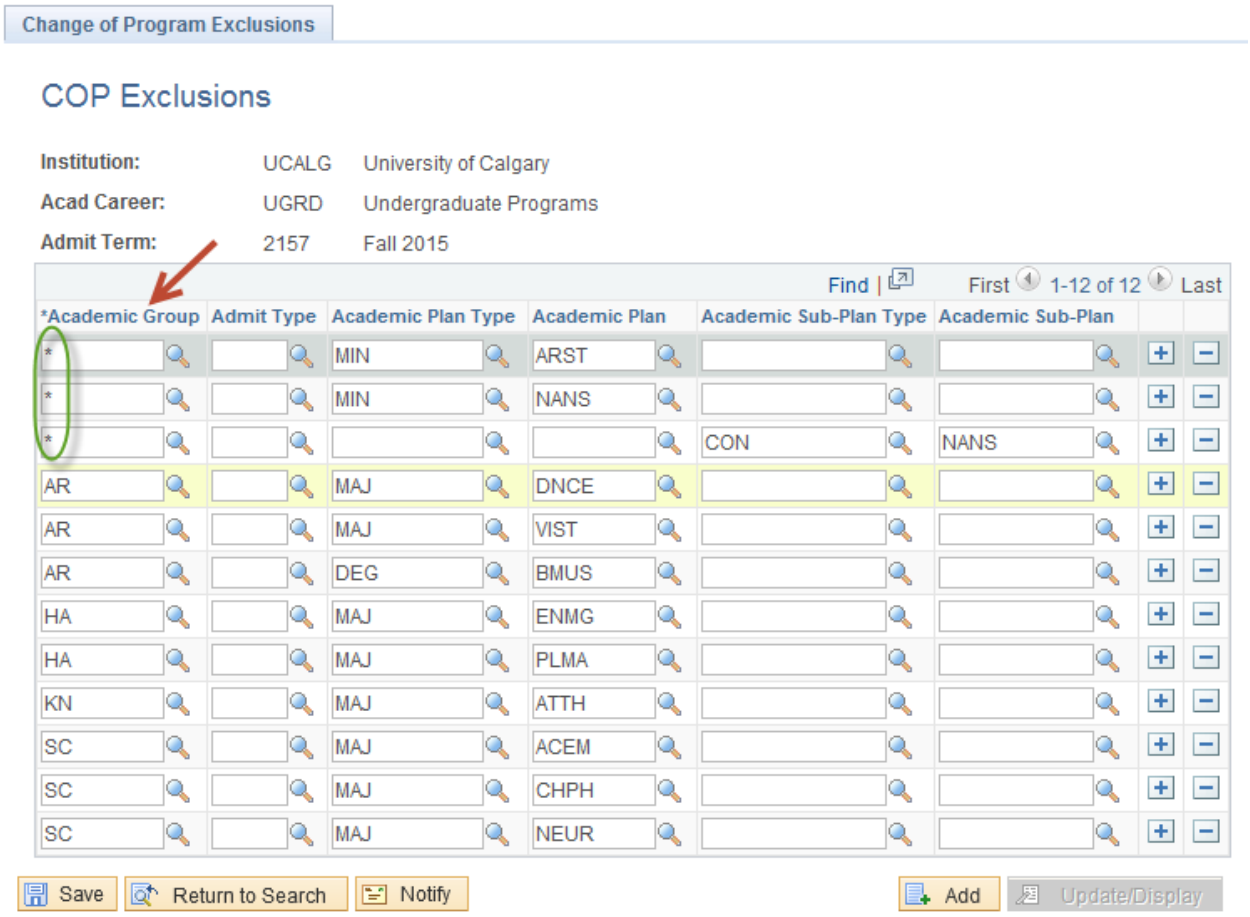
SA - Registration

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.
   Set Up SACR
2. Click the **Product Related** link.
   Product Related
3. Click the **Recruiting and Admissions** link.
   Recruiting and Admissions
4. Click the **U of C Evaluations** link.
   U of C Evaluations
5. Click the **COP Admission Rules** link.
   COP Admission Rules
6. Click the **COP Exclusions** link.
   COP Exclusions
7. Enter the desired term (e.g. 2157 Fall 2015) and press Enter or Search. Click the **Search** button.
   Search

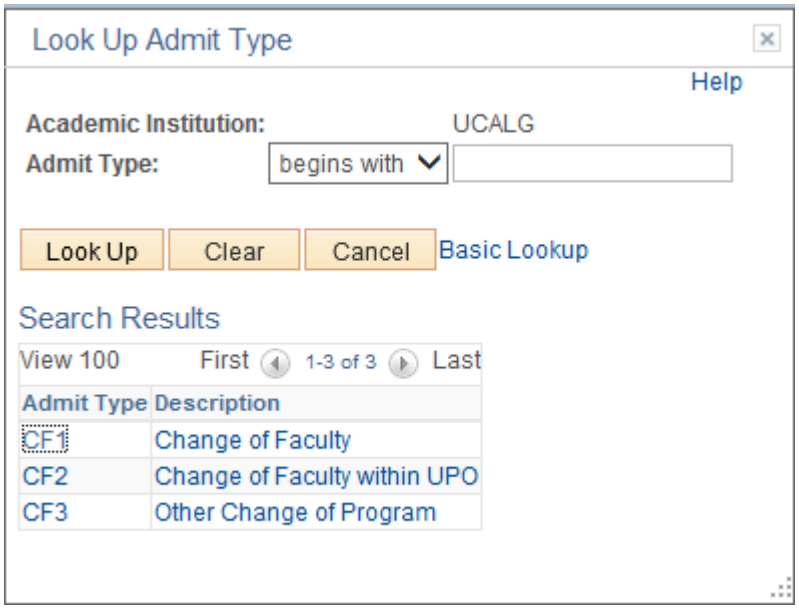


8. The Change of Program Exclusion table displays. In this example, there are several fields already populated. The first field, Academic Group displays a "wildcard" character ***** that can be used to indicate all academic groups. To view the academic groups, use the Look up tool. When setting up an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

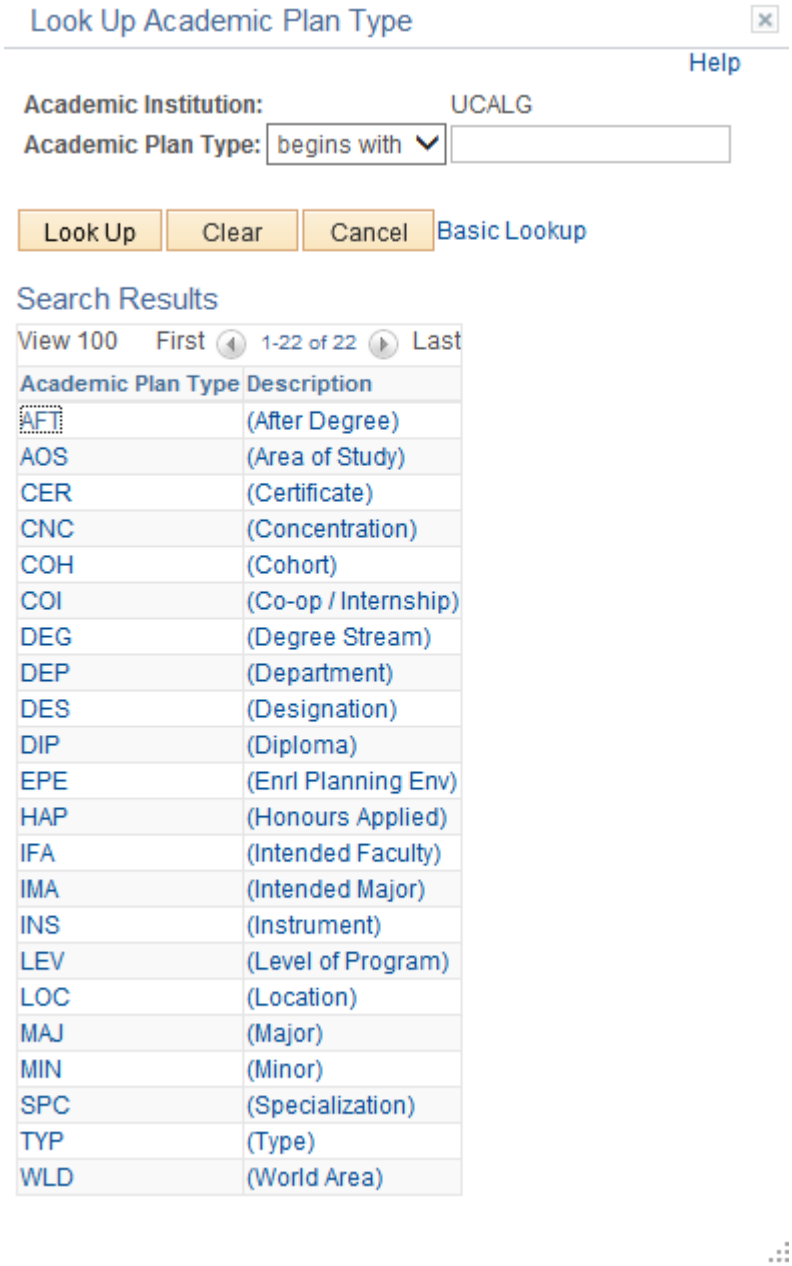


9. Click the **Look up Academic Group** button to display the Academic Groups. Select your desired academic group.

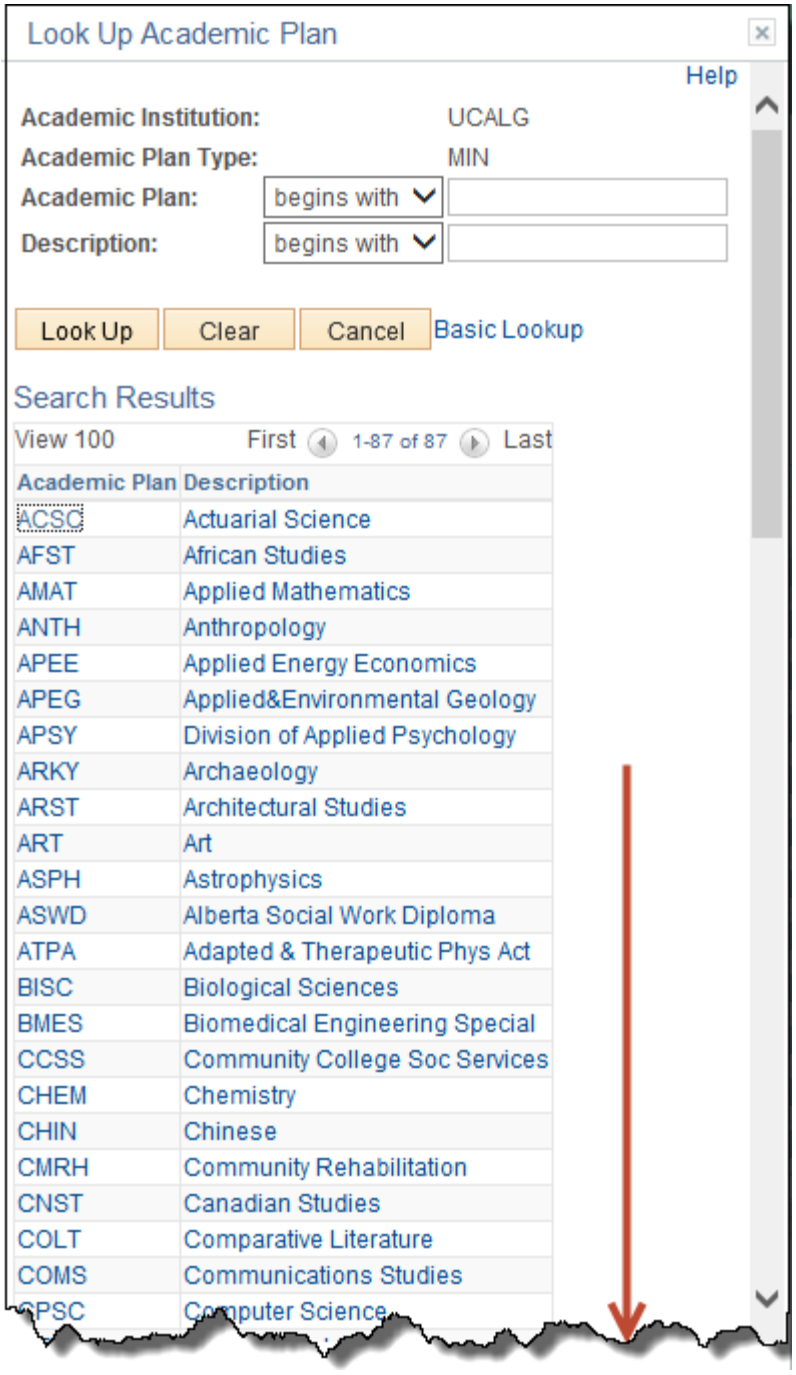
10. Programs can also be excluded by Admit type. If no admit type is selected, all admit types will be excluded. Click the **Look up Admit Type** button to view the Admit Types. Select CF3 for any minor changes that the program does not want automatically processed.



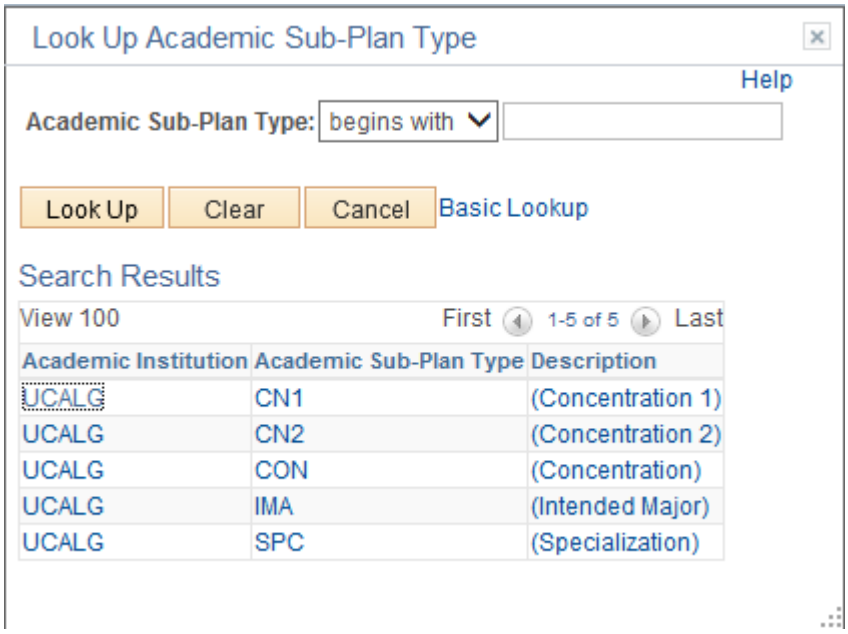
11. Click the **Look up Academic Plan Type** button and Select the desired academic plan type if applicable.



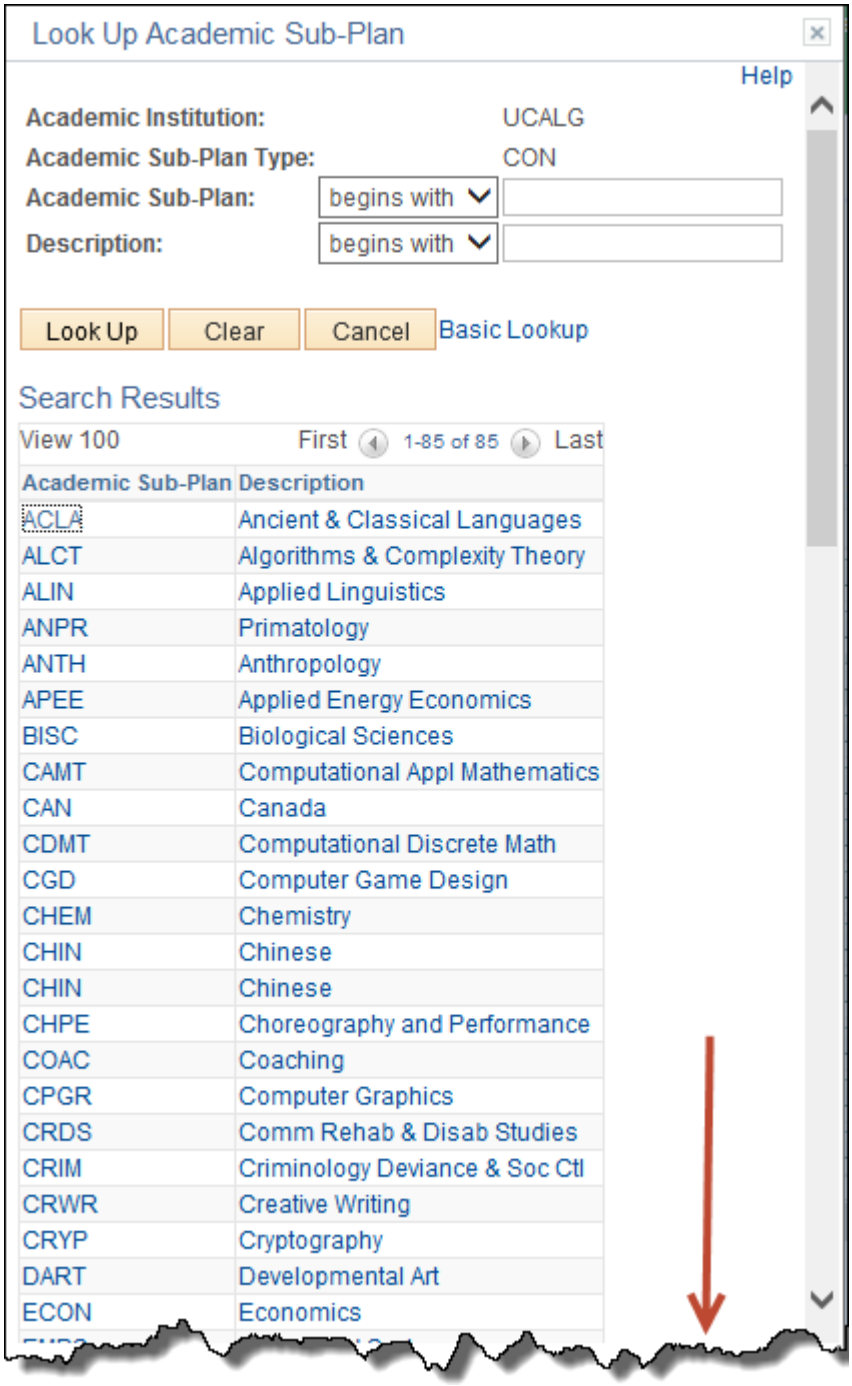
12. Click the **Look up Academic Plan** button. Select the academic plan, if applicable. Scroll down to view more academic plans.



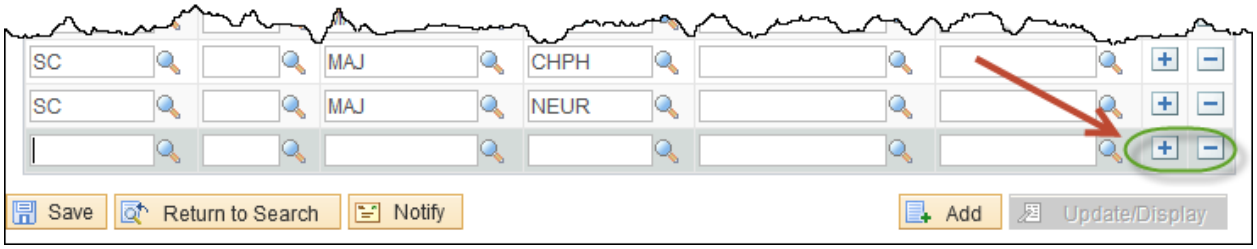
13. Click the **Look up Academic Sub-Plan Type** button. Select the applicable sub-plan type.



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.



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.



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

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

End of Procedure.