

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.

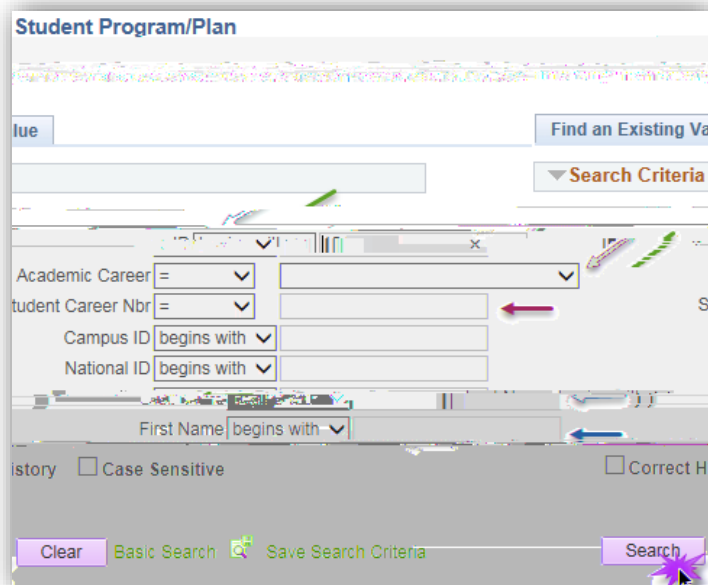
[Career and Program Information](#)

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](#)



The screenshot shows the 'Student Program/Plan' search interface. It features a search criteria dropdown menu, a 'Find an Existing Value' button, and several search fields: 'Academic Career', 'Student Career Nbr', 'Campus ID begins with', 'National ID begins with', and 'First Name begins with'. Each field has a dropdown menu. At the bottom, there are buttons for 'Clear', 'Basic Search', 'Save Search Criteria', and 'Search'. There are also checkboxes for 'Case Sensitive' and 'Correct History'.

Program Changes for Minors Concentration

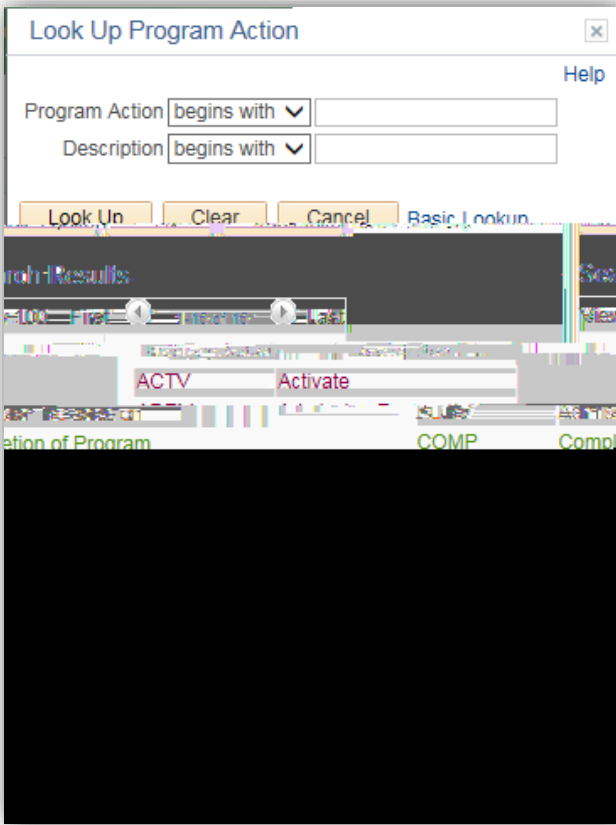
SA – Graduation



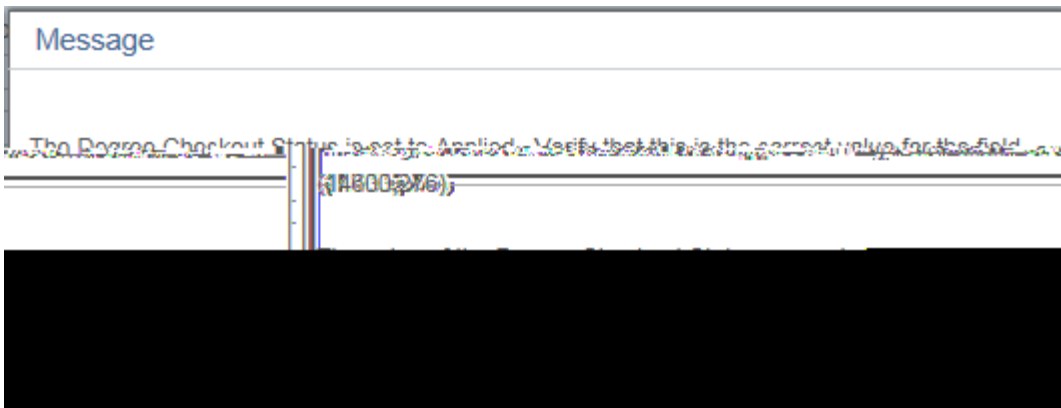
- Typically, if there are multiple Student Career Numbers for the student (which represent changes to a student's Academic Program), select the most current number (highest number). An exception to this rule would be a student who is enrolled in a joint program or who is returning to graduate from a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

- If desired, you may view the student program [m ewlTc -t9 m 4 \(y\)-srJn567ar-6 \(.\)JTJil-6 \(.fwnt\)-76.1 lJill](#)

- Click the [Look up Program Action](#) button. A list of Program Actions display. Click the [PLNC Plan Change](#) link.

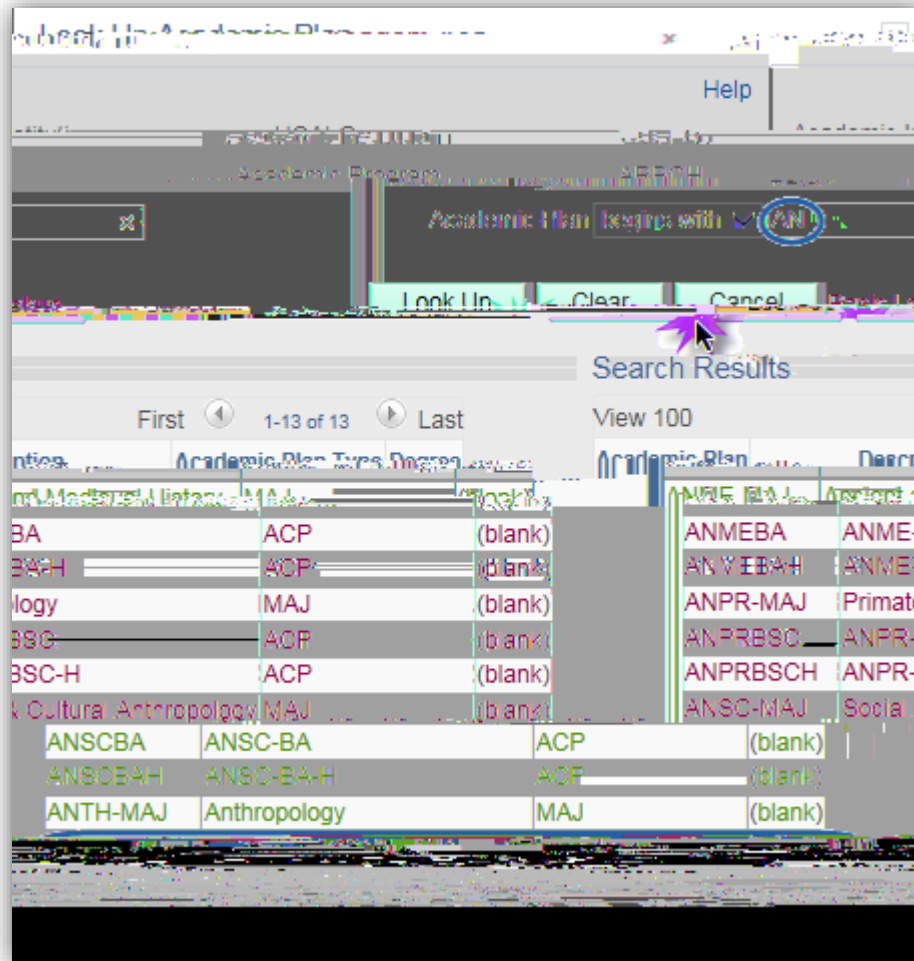


- If the student has a Degree Checkout Status and you try to make a change to the Student Plan, the warning displays. This is normal and is a reminder of the student's current status. To continue click OK. For a list of Degree Checkout Statuses, please see the table at the end of this lessor. Click the [OK](#) 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](#)



15. Click the [Anthropology](#) link.

[Anthropology](#)

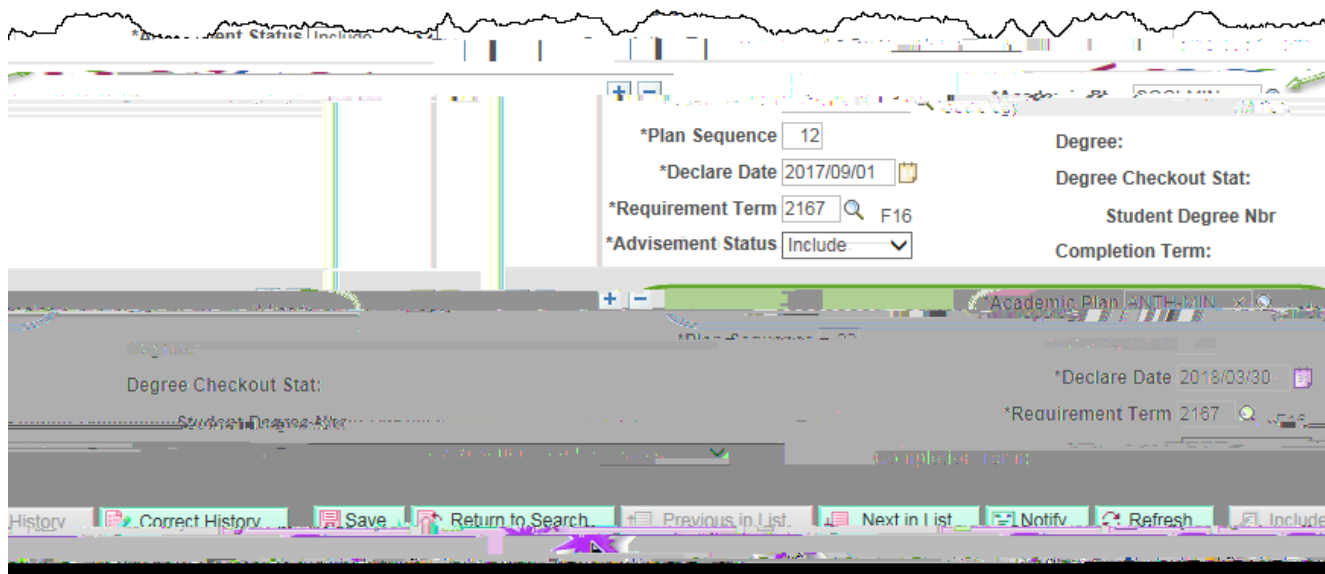
Program Changes for Minors Concentration

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



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. b e.BT 11./MCID 17 >