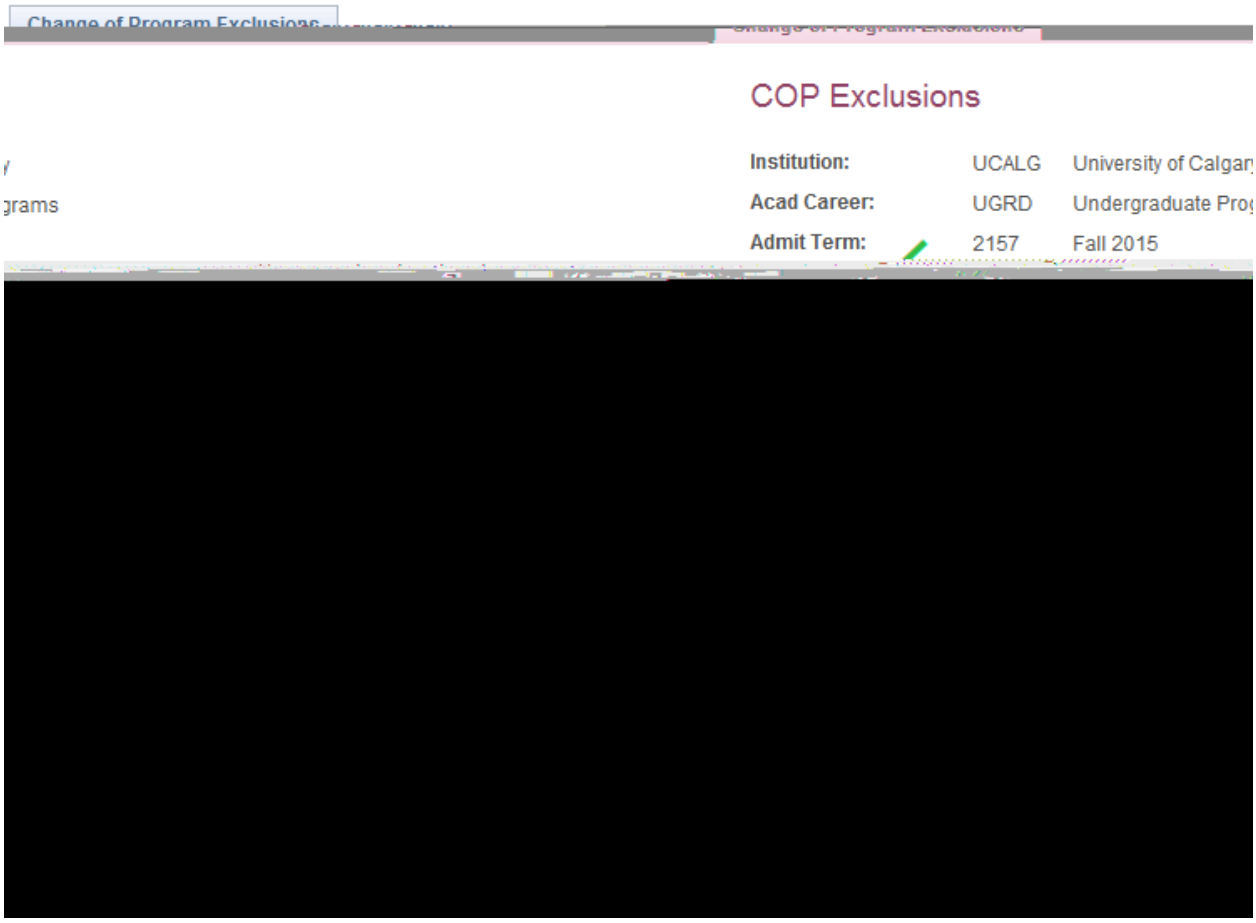
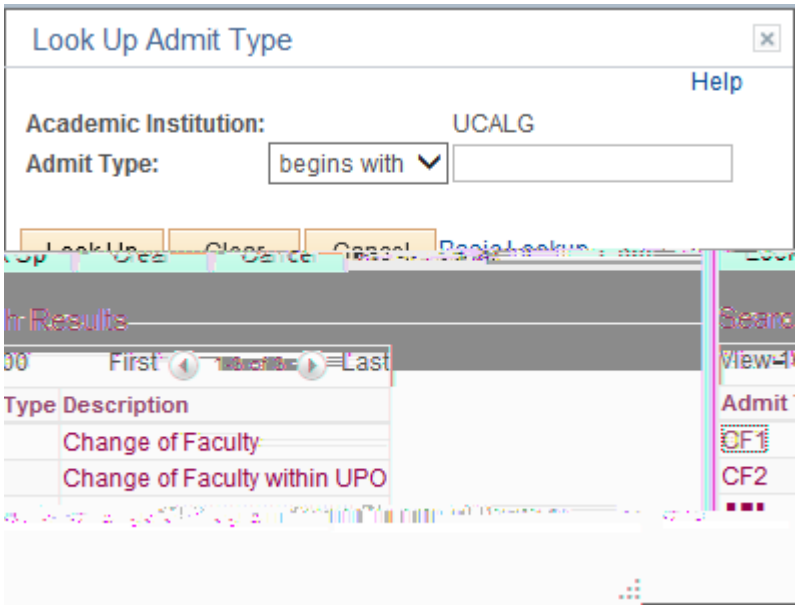
The Change of Program Exclusions table serves to ensure any programs that have requirements in addition to

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.

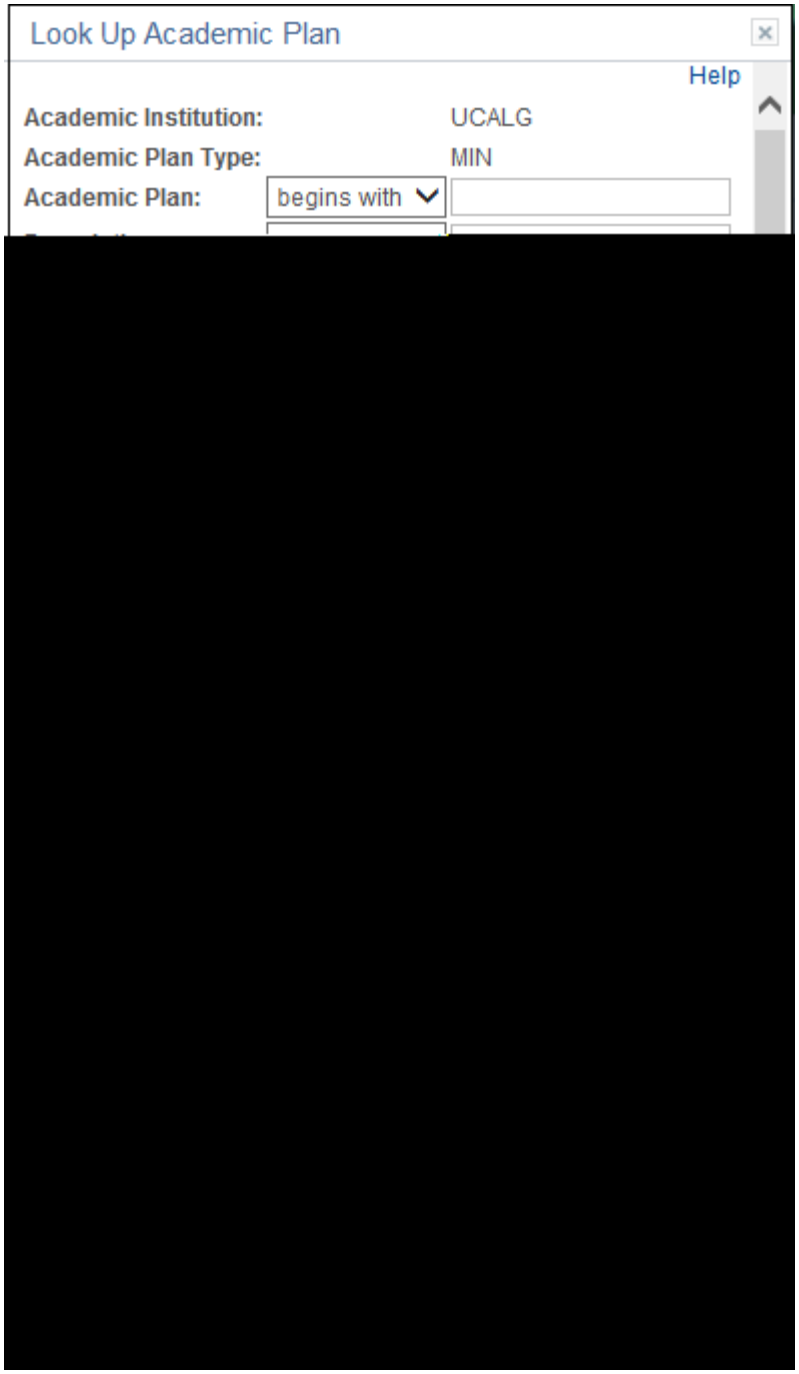


10. Programs can also be excluded by Admit type. If no admit type is selected, all admit types will be excluded. Click the button to view the Admit Types. Select CF3 for any minor changes that the program does not want automatically processed.

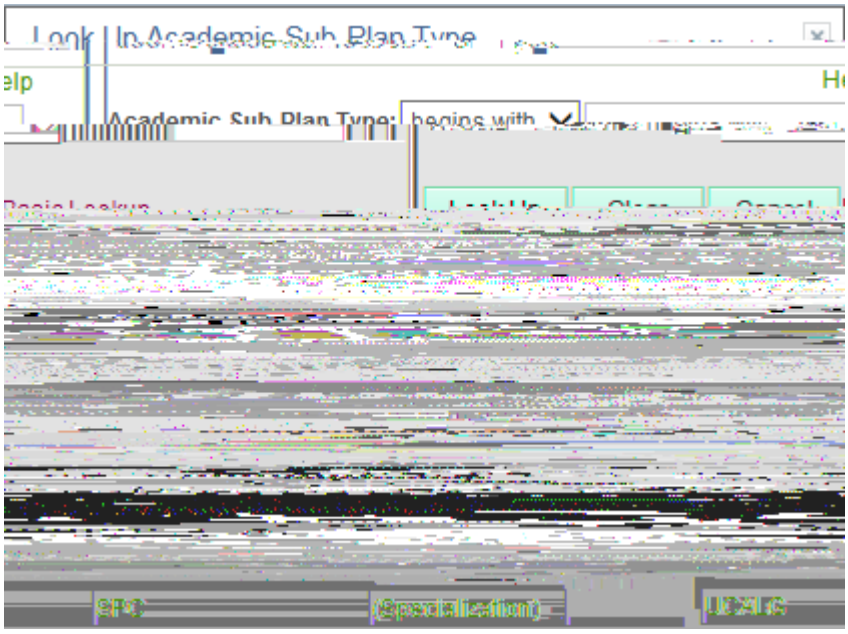


11.

12. Click the button. Select the academic plan, if applicable. Scroll down to view more academic plans.



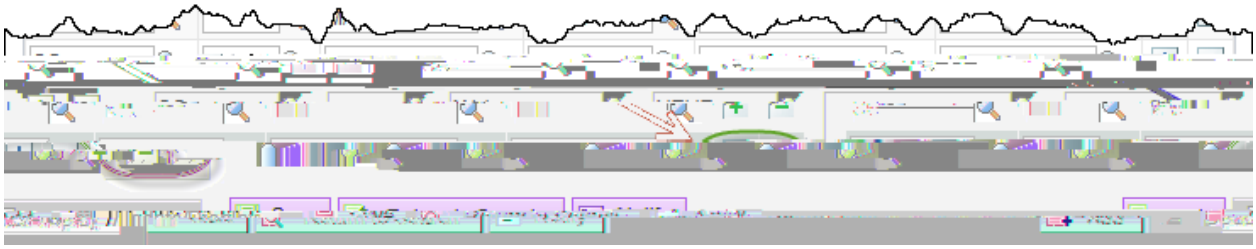
13. Click the button. Select the applicable sub-plan type.



14. Click the

15. Add and delete rows as required. Enter the program and plan information for your faculty.

Click the button Alternatively; you can as required.



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

Save

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