Concurrent Curriculum

Banner 9

April 2018
# Table of Contents

**General Information** ..................................................................................................................................... 1

**Setting up a Student Record** ......................................................................................................................... 1

- No Registration: Create Secondary Curriculum in SGASTDN ................................................................. 2
- Registration Exists: Update Curriculum in SFAREGS ................................................................................. 4

**Degree Maintenance in SHADEGR** ............................................................................................................. 6

- General Information .................................................................................................................................. 6
- Viewing Degree Sequence in SHADEGR .................................................................................................... 7
- Manual Creation of SHADEGR ................................................................................................................... 8
- Creation of SHADEGR Using Roll to Outcome ......................................................................................... 10
- Degree Sequencing for Primary/Secondary Curriculum ......................................................................... 10
  - Proper Order of Degree Sequence ......................................................................................................... 11

**Grades** ......................................................................................................................................................... 12

**Graduation with Concurrent Curriculum** .................................................................................................. 13

- Declaring Graduation for Secondary Program ........................................................................................ 13
  - Steps in SGASTDN ............................................................................................................................... 13
  - Steps in SHADEGR ............................................................................................................................... 15
  - Special Cases ....................................................................................................................................... 15

**After Graduation: SGASTDN/SHADEGR Maintenance** ........................................................................... 16

**Graduation from Secondary Curriculum** .................................................................................................. 17

- No Registration: Updates in SGASTDN .................................................................................................... 17
- Registration Exists: Updates in SFAREGS ............................................................................................... 18
- Updates in SHADEGR ............................................................................................................................... 19
  - Graduation from Program with Lower Degree Sequence ................................................................. 19
  - Graduation from Program with Higher Degree Sequence .................................................................. 19

**Graduation from Primary Curricula** .......................................................................................................... 20

- No Registration: Updates in SGASTDN .................................................................................................... 20

**Withdrawal from one of two Curricula** ....................................................................................................... 21

- Withdrawal in SGASTDN .......................................................................................................................... 22
- Withdrawal in SHADEGR .......................................................................................................................... 25

**Miscellaneous** ............................................................................................................................................. 26

- Tracking Concurrent Curriculum Students ............................................................................................. 26
General Information

The concurrent curriculum protocol is used when a student is admitted to and/or is registered in two programs simultaneously. For example, a student that has been admitted to a new degree program while completing requirements for a previous degree program would have a concurrent curriculum.

One program will be considered the Primary Curriculum (Priority 1), and the other will be considered the Secondary Curriculum (Priority 2).

Students must fill out the Concurrent Curriculum application, and have the application signed by both involved faculties to be granted permission.

*Note: students wishing to claim a previous un-awarded degree (i.e. no further coursework required), do not need to be set up with concurrent curriculum. Please refer to the Graduation Date: Add, Modify, and Delete protocol found in the How To documents*.

Generally, the most recent admission will be considered the Primary Curriculum, and the program of first admission will become the Secondary Curriculum. The Secondary Curriculum is usually the program which the student will graduate from first.

*Note: PGME and non-degree programs are always considered the Secondary Curriculum.*

Identified Possible Concurrent Curriculum Scenarios:

i. Non-degree/Degree program
ii. Non-degree/Non-degree program
iii. Graduate /Graduate program (e.g. M.A. → Ph. D)
iv. Undergraduate/Graduate program (e.g. LL.B/J.D. → M.A.)
v. Graduate/Undergraduate program (e.g. M.Sc. → M.D.)
vi. Undergraduate/Undergraduate program (e.g. M.D. or D.M.D. → BSc.)
vii. PGME/ Undergraduate program (e.g. PGME → UG, UG → PGME)
viii. PGME/Graduate program (e.g. PGME → GR)

Setting up a Student Record

- The Registrar’s Office receives the Concurrent Curriculum application.
  - Ensure both faculties have signed the form, and given the student permission to pursue Concurrent Curriculum.
- Determine which program is Primary/Secondary
  - The most recent admit will continue to be the Primary program of study. The program in which the student is finishing courses becomes the Secondary program of study (with the exception of PGME and Non-degree).
- Create a Secondary Curriculum record in SGASTDN or SFAREGS.
The Registrar’s Office creates the SGASTDN or SFAREGS record with Primary/Secondary Curricula.

No Registration: Create Secondary Curriculum in SGASTDN

If the student does not have registration, changes to curriculum are made in SGASTDN. If the student has registration, changes to curriculum are made in SFAREGS.

1. In SGASTDN, enter the **student number** in the ID field. Leave the TERM field blank, and click GO.

2. Select the CURRICULA tab, and confirm the Primary program (i.e. the *new* program) information is correct. Once the information is verified, click INSERT to add the Secondary Program (original program) to the new record. *Note: You may wish to print a copy of the original program information to copy to new record.*
3. In the CURRICULUM section, update the Catalog Term. The term will automatically update to match the new Primary Program’s admit term; change it back to the appropriate Catalog Term.
4. If not automatically updated, change PRIORITY to 2.
5. Insert the PROGRAM CODE
6. Insert the appropriate CAMPUS CODE.
7. The LEVEL, COLLEGE, and DEGREE fields will automatically populate.

8. Use the NEXT SECTION arrow (bottom left corner) to navigate to the FIELD OF STUDY section. Enter the correct Major/Minor codes.
9. Change the PRIORITY number to 2.
10. Update CATALOG term (if needed).

11. Select the STATUS DETAILS tab, and enter the appropriate ADMISSION TYPE.
12. Enter the appropriate term in the ADMISSION TERM field.
13. Select **NO** from the ROLL LEARNER drop down menu. *Note: The only time ROLL LEARNER is changed to NO is for Secondary Curriculum*

14. SAVE (bottom right corner).

15. Select the LEARNER tab. Confirm two programs in the CURRICULA SUMMARY section.

**Registration Exists: Update Curriculum in SFAREGS**

1. In SFAREGS, enter the **student number** in the ID field and the appropriate **effective term** (i.e. the term the concurrent curriculum starts) in the TERM field. Click GO.
2. Select the CURRICULA tab. Confirm the new program information is correct, and is listed as PRIORITY 1 (i.e. Primary Program). Ensure the effective term displayed in the TERM field in the CURRICULUM section is correct.
3. Click INSERT (top right corner)
4. Change PRIORITY in the CURRICULUM section to 2.
5. Update the CATALOG TERM (dependent of faculty policy).
6. Insert the PROGRAM CODE
7. Insert the appropriate CAMPUS CODE.
8. The LEVEL, COLLEGE, and DEGREE fields will automatically populate.

9. Select the STATUS DETAILS tab. Enter the appropriate Admission Type and Admission Term.
10. Change the ROLL LEARNER field to NO. Note: The only time ROLL LEARNER is changed to NO is for Secondary Curriculum.
11. Use the NEXT SECTION arrow to navigate to the FIELD OF STUDY section. If not already updated, change Priority to 2.
12. If applicable, update CATALOG TERM.
13. Update Major/Minor code.

14. SAVE (bottom right corner).
15. Verify the two programs are appearing properly in SGASTDN, i.e. Primary/Secondary.

Degree Maintenance in SHADEGR

General Information
All Degree Sequences created in SHADEGR are assigned an Outcome Status of Sought (SO) until a student declares their intent to graduate. For courses to be applied to only the most current SO degree sequence, a customization changes all old SO degree sequences to No Longer Sought (NS).

Concurrent Curriculum students typically have two SO degree sequences active at the same time. Therefore, a new Outcome Status code, CS (Concurrently Seeking), is used to prevent one of the SO records from being overwritten by the NS customization. A degree sequence for both degrees with Outcome Status CS is required.

Once grades roll, all grades will automatically roll to the Primary SHADEGR record. The degree sequence from the Primary program already exists in previous terms. If a degree sequence for the Secondary program does not exist, it must be created manually.

Note: The Registrar’s Office will update the student’s SHADEGR record.
Viewing Degree Sequence in SHADEGR

In SHADEGR, enter the **student number** in the ID field. Click the LOOKUP [. . .] button next to the DEGREE SEQUENCE field to open the Degree Summary (SHADGMQ) page.

A list of **Degree Sequences** will appear.

1. If **Degree Sequences** exist for both programs, change the OUTCOME STATUS from **SO** to **CS** for both.

2. **SAVE.**

If no **Degree Sequence** exists for the Primary or Secondary program, the Registrar's Office will create a SHADEGR record. The SHADEGR record can be created in the following ways:

- Manually creating a SHADEGR record.
- Using the ROLL TO OUTCOME button in SGASTDN or SFAREGS.
Manual Creation of SHADEGR

1. In SHADEGR, enter the **student number** in the ID field. Click the LOOKUP [...] button next to the DEGREE SEQUENCE field to open the Degree Summary (SHADGMQ) page.

A list of **Degree Sequences** will appear.

2. Verify the next available **Sequence Number**, (e.g. 2 is the next available number). Click the X in the top left corner to exit and return to SHADEGR.

3. Enter the available **Sequence Number** in the DEGREE SEQUENCE field and click GO.

4. Enter **CS** in the OUTCOME STATUS field and the **term** the student was admitted to the program in the STUDENT RECORD TERM field, then select the CURRICULA tab.
5. Enter the **term** and **catalog term** in the appropriate fields.
6. Enter the applicable **Degree Sequence number** in the PRIORITY field (e.g. 2)
7. Enter the **program code** in the PROGRAM field and the **campus code** in the CAMPUS Field. The LEVEL, COLLEGE, and DEGREE fields will automatically populate.

8. Use the NEXT SECTION arrow (bottom left corner) to navigate to the FIELD OF STUDY section. Confirm the CATALOG field is correct.
9. Change the PRIORITY to 2.
10. Enter the appropriate Major/Minor in the FIELD OF STUDY field.
11. SAVE.

12. The **Outcome Status** for the other program will need to be changed to **CS**.
13. Select the appropriate **Degree Sequence** and enter **CS** in the OUTCOME STATUS field.
14. SAVE.
Creation of SHADEGR Using Roll to Outcome

1. In SGASTDN or SFAREGS, select the CURRICULA tab.
2. Navigate to the appropriate record using the arrows in the CURRICULUM section.
3. Click ROLL TO OUTCOME.

The Manual Learner to Outcome Roll message will appear:

4. Click YES.

The curriculum will be rolled to SHADEGR. The following confirmation message will appear confirming the applicable SHADEGR Degree Sequence number:

5. Go to SHADEGR and change the OUTCOME STATUS to CS (Concurrently Seeking).

Degree Sequencing for Primary/Secondary Curriculum

The Secondary curriculum record must be Priority 2 and match the SGASTDN curriculum record. The two curriculum records must be Rolled to Outcome in the proper sequence (sequence is situation dependent).

If the Secondary curriculum record is not Priority 2, and/or the curriculum records are not Rolled to Outcome in the proper sequence, a new SHADEGR record is created with the next grade roll or when the automated process is run to create SHADEGRs. If this occurs, record clean-up to remove the extra record(s) and apply courses to the proper program is required.
Proper Order of Degree Sequence

**Degree/PGME**

**SGASTDN**

- Degree Program = Priority 1
- PGME Program = Priority 2

**SHADEGR:** Where student is previously registered in PGME

Degree Sequence for PGME program must match existing PGME-SHADEGR.

- Roll **Priority 2** (PGME) to Outcome first to update existing degree sequence. Confirm curriculum record is Priority 2, if not, update.
- Roll **Priority 1** (Degree) to Outcome second (to higher degree sequence). This will create a new Degree Sequence for the new program.

When the student graduates from Priority 1 (Degree), change the Outcome Status of the PGME-SHADEGR to **NS** (No Longer Sought). When SGASTDN is updated with PGME program Priority 1, Roll to Outcome to create a new **SO SHADEGR** for PGME.

**Degree/Degree**

**SGASTDN**

- New admission/program is Priority 1
- Existing admission/program is Priority 2
  - It is assumed the initial program will be completed first.

**SHADEGR**

The Degree Sequence for the existing program must match the existing SHADEGR for *that* program.

- Roll **Priority 2** (first program) to Outcome first (to lower Degree Sequence). This will create a new Degree Sequence for the new program.
- Roll **Priority 1** (new program) to Outcome second (to higher degree sequence). This will create a new Degree Sequence for the new program.

When the student graduates from Priority 2 (initial program), the SHADEGR for the *new* program will need to be changed from **CS** to **SO**.

**Degree/Non-Degree**

**SGASTDN**

- Degree Program = Priority 1.
- Non-Degree Program = Priority 2.

**SHADEGR:** If starting both programs at the same time
• Roll **Priority 2** (Non-Degree) to Outcome first (to lower sequence number). Confirm curriculum record is Priority 2, if not, update.
• Roll **Priority 1** (Degree) to Outcome second (to higher sequence number).

If the student graduates from Non-Degree program first, the Degree program sequence number will updated from **CS** to **SO**.

If the student graduates from Degree program first, the SHADEGRs must be manipulated; the remaining **SO** SHADEGR must be changed to the higher sequence number.

**SHADEGR**: If Non-Degree program is started first and SHADEGR exists.
Degree sequence for existing program must match existing SHADEGR for that program.

• Roll **Priority 2** (Non-Degree) to Outcome first (to lower sequence number). Confirm curriculum record is Priority 2, if not, update.
• Roll **Priority 1** (Degree) to Outcome second (to higher sequence number).

If the student graduates from Non-Degree program first, the Degree program sequence number will be updated from **CS** to **SO**.

If the student graduates from Degree program first, the SHADEGRs must be manipulated; the remaining **SO** SHADEGR must be changed to the higher sequence number.

**SHADEGR**: If Degree program is started first and SHADEGR exists.
Degree Sequence for existing program must match existing SHADEGR for that program.

• Roll **Priority 1** (Degree) to Outcome first (to lower sequence number).
• Roll **Priority 2** (Non-Degree) to Outcome second (to higher sequence number).

If the student graduates from the Degree program first, the Non-Degree program will be updated from **CS** to **SO**.

If the student graduates from the Non-Degree program first, the SHADEGRs must be manipulated; the remaining **SO** SHADEGR must be changed to the higher sequence number.

**Grades**

• All grades will automatically roll to the Primary SHADEGR record. At the end of each term, courses will need to be manually applied to the appropriate Degree Sequence.
• Faculties for both the Primary and Secondary programs should manually review the student’s SHADEGR records to ensure courses are applied to the correct Degree Sequence.
• Faculties can apply courses to the correct degree sequence by clicking on the INSTITUTIONAL COURSES tab in SHADEGR, and checking off each course that applies to the specific program (SAVE).

Graduation with Concurrent Curriculum
• Students graduating from a previous degree program (with no further coursework required) do not need to be set up as Primary/Secondary curricula. Rather, they only require a graduation date loaded for the correct Degree Sequence. For further instruction, refer to the Graduation Date: Add, Modify, and Delete protocol found in the How To documents.
• When a student applies to graduate from a Primary/Secondary curriculum, the Outcome Status for the Degree Sequence the student is graduating from must be changed from CS (Concurrently Seeking) to AG (Applied to Graduate).

Declaring Graduation for Secondary Program
Steps in SGASTDN
1. Go to SGASTDN.
2. Enter the student number in the ID field. Leave the TERM field blank, and click GO.
3. Use the arrow keys under the GENERAL LEARNER tab to scroll through the terms until you find the most recent term in which only one curricula exists. Ensure that the correct degree is displayed.

4. Select the ACADEMIC AND GRADUATION STATUS, DUAL DEGREE tab.

5. Enter the graduation date (mm/dd/yyyy) in the EXPECTED GRADUATION DATE field and the term the student will graduate in the GRADUATION TERM field. The Graduation Year will automatically populate.

6. SAVE (bottom right corner)

Note: Academic Terms are associated with grad dates as shown below: (mm/dd/yyyy)

- Fall Term: 20XX90 = 02/01/20XX
- Winter Term 20XX10 = 05/01/20XX
- Summer Term 20XX50 = 10/01/20XX
Steps in SHADEGR

1. Enter the **student number** in the ID field, then click the LOOKUP [. . .] button to navigate to the LEARNER OUTCOME SECTION; select the appropriate degree sequence.

![Image of SHADEGR interface with ID field and Degree Sequence field highlighted]

2. Double click the proper degree sequence number.

![Image of LEARNER OUTCOME SUMMARY table with a sequence number highlighted]

3. You will be directed back to the Degree and Other Formal Awards (SHADEGR) page. Click GO.

4. Change the OUTCOME STATUS field to **AG** (Applied to Graduate).

![Image of LEARNER OUTCOME INFORMATION with outcome status AG highlighted]
5. In the GRADUATION INFORMATION section, enter the following information:
   a. GRADUATION TERM: the same term previously entered in SGASTDN
   b. GRADUATION YEAR: will auto-populate
   c. GRADUATION STATUS: PG (Plans to graduate).
   d. GRADUATION DATE: Enter the same grad date previously entered in SGASTDN (mm/dd/yyyy).

   ![Graduation Information Table]

6. SAVE (bottom right corner).

**Special Cases**

If there is no initial SGASTDN record for the Secondary program, and/or the admit term for the Secondary program is greater than the most recent admit, continue setting up the student’s record as per regular instruction. However, the Convocation Coordinator and the Functional Analyst responsible for reporting should be made aware to ensure correct reporting, record processing, etc.

*Note: After graduation from the Secondary program, the Registrar’s Office will close off the Secondary curriculum SGASTDN record(s), and change the remaining CS record to SO. The status on the curriculum record(s) for the completed program(s) will be changed to IG (Inactive due to Graduation).*

**After Graduation: SGASTDN/SHADEGR Maintenance**

At every graduation (February, May, October), the Functional Analyst responsible for reporting will distribute a report to all Records Advisors of students with Primary/Secondary curriculum. Students on this report will already have an AW (Awarded) Outcome Status on their SHADEGR record as well as an IG (Inactive due to Graduation) status on their Learner Record.

All students with Concurrent Curriculum need their SGASTDN record updated to reflect the continuance of only the Primary curriculum (a Secondary curriculum will continue to follow a student until it is inactivated in SGASTDN). These students also require updates to their SHADEGR record as they are no longer concurrently seeking two degrees.

For graduation purposes, the following effective terms are used to clean up concurrent records:

- February grad (Fall Term)
- May grad (Winter Term)
- October grad (Summer Term)
Note: Although Medicine/BSc and Dentistry/BSC students are currently set up by their own faculty offices, their SGASTDN records will have to be cleaned up by the RO office. The Records Advisor responsible for these primary programs should look after cleaning up their records after graduation.

Graduation from Secondary Curriculum

No Registration: Updates in SGASTDN

1. In SGASTDN, enter the **student number** in the ID field and the **effective term** in the TERM field. Click GO.

2. Change the student status back to AS (the IG process has already run).

3. SAVE (bottom right corner).
4. Select the CURRICULA tab, and locate the Secondary curriculum record (Priority 2).
5. Click UPDATE.
6. Change the ACTIVITY field to **INACTGRAD** (Inactive due to Graduation).

7. SAVE (bottom right corner).
8. Select the LEARNER tab to confirm the Secondary curriculum has been removed.
Registration Exists: Updates in SFAREGS

1. Enter the effective term in the TERM field and the student number in the ID field. Click GO.

2. Select the STUDENT TERM tab, and change the STUDENT STATUS back to AS.

3. SAVE (bottom right corner)
4. Select the CURRICULA tab and locate the Secondary curriculum.
5. Click UPDATE.
6. Change the ACTIVITY field to INACTGRAD (Inactive due to Graduation).

7. SAVE (bottom right corner).
8. Go to SGASTDN to confirm the Secondary curriculum was removed.
Updates in SHADEGR

Graduation from Program with Lower Degree Sequence

Once graduation has taken place for one of the CS degree sequences, the remaining CS program must be changed to SO.

1. In SHADEGR, enter the student number in the ID field, then click the LOOKUP [. . .] button.

2. Double click the remaining (highest) CS Degree Sequence, and click GO.

3. Change OUTCOME STATUS from CS to SO.

4. SAVE (bottom right corner).

Graduation from Program with Higher Degree Sequence

If the student graduated first from the program with the highest Degree Sequence, the Degree sequences must be manipulated to make the remaining SO record the highest sequence. Deletion and manual re-entry of SHADEGR records is required.

1. In SHADEGR, enter the student number in the ID field, then click the LOOKUP [. . .] button to view the Degree Sequences.

2. Take note of the PROGRAM, ADMISSION, and CATALOG TERM for both curriculum records.

3. Take screenshots of both programs INSTITUTIONAL COURSES and TRANSFER COURSES sections.

4. Delete both Degree Sequence records, and recreate them in reverse order manually. See Manual Creation of SHADEGR for further instruction.

5. Apply the courses to the appropriate program.

6. Enter the graduation information on the AW Degree Sequence, and change the OUTCOME STATUS to SO on the sequence for the continuing program.
Graduation from Primary Curricula

No Registration: Updates in SGASTDN

1. In SGASTDN, enter the student number in the ID field and leave the TERM field blank. Click GO.

2. Click the LOOKUP [. . .] button in the NEW TERM field and select CREATE NEW EFFECTIVE TERM.

3. In the NEW TERM field, enter the term in which the student is graduating from their primary degree.

4. Click the CURRICUL tab and locate the Primary curriculum record (Priority 1)
5. Change the ACTIVITY field to **INACTGRAD** (Inactive due to graduation).

![Image of a spreadsheet with 'INACTGRAD' highlighted in a cell]

6. **SAVE** (bottom right corner)

7. Select the LEARNER tab and locate the Secondary Curriculum (Priority 2).

8. Select the CURRICULA tab and click UPDATE.

9. Change the PRIORITY field from 2 to 1

10. **SAVE** (bottom right corner).

Verify that a new effective term was created listing the previous Secondary Curricula record as Priority. (Click the START OVER and re-enter the student’s SGASTDN record).

Make necessary updates to SHADEGR. See [Updates in SHADEGR](#) for further instruction.

*Note: If registration exists, make necessary changes in SFAREGS.*

**Withdrawal from one of two Curricula**

If a student is withdrawing from one program, but remaining in the other, create a SGASTDN record for the correct effective term, i.e. the term after the student has withdrawn from the program.
Withdrawal in SGASTDN

1. In SGASTDN, click the LOOKUP [. . .] button next to the NEW TERM field, and select CREATE NEW EFFECTIVE TERM.

![Create New Effective Term](image1.png)

2. Enter the appropriate term in the NEW TERM field, and enter PW (Program Withdrawal) in the STUDENT STATUS field.

![Term and Status](image2.png)

3. SAVE (bottom right corner).
4. Select the CURRICULA tab, locate the record reflecting the program the student has withdrawn from; click UPDATE.
5. Enter INACTIVE in the ACTIVITY field.

6. Use the NEXT SECTION arrow (bottom left corner) to navigate to the FIELD OF STUDY section.
7. Enter INACTIVE in the ACTIVITY field.

8. SAVE (bottom right corner).

The remaining program will default to the Primary program. If the student withdrew from the original Primary program, the Secondary program will become the new Primary program, and the Priority number will need to be changed from 2 to 1 (see example below). If the student withdrew from the Secondary program, proceed to Withdrawal in SHADEGR for instruction.

Example:

Student is withdrawing from their M. Sc., which is currently listed as their Primary program.

The student will continue studies in their PGME program.
Once the student is withdrawn from the M. Sc., the PGME will become the *new* Primary program. However, the Priority number will need to be changed from 2 to 1. To view these changes click START OVER.

9. Select the CURRICULA tab and click UPDATE.
10. Enter 1 in the PRIORITY field.

11. Use the NEXT SECTION arrows (bottom left corner) to navigate to the FIELD OF STUDY section. Enter 1 in the PRIORITY field.

12. SAVE (bottom right corner).
The LEARNER record will reflect this change.

Withdrawal in SHADEGR

1. In SHADEGR, enter the student number in the ID field and click the LOOKUP [. . .] button.

2. Locate the Degree Sequence corresponding to the program the student has withdrawn form. Double click the Sequence Number, then click GO.
3. Change the OUTCOME STATUS from CS to NS (No longer Sought).

![Screen capture showing Learner Outcome with OUTCOME STATUS set to NS (No Longer Sought)]

Note: If the program that is NS is the highest Degree Sequence, the Degree Sequence must be manipulated to make the SO record the highest Degree Sequence. This will require deletion and manual re-entry of SHADEGR records.

1. In SHADEGR, Take note of the student’s Program, Admission term, and Catalog term for both curriculum records.
2. Take screenshots of the two INSTITUIONAL COURSES and TRANSFER COURSES tabs for the corresponding degree sequences.
3. Delete both Degree Sequence records, and recreate them in reverse order manually. See Manual Create of SHADEGR for instruction.
4. Apply courses to the appropriate program. Enter NS in the OUTCOME STATUS field for the program that is being withdrawn, and change the OUTCOME STATUS to SO on the Degree Sequence the student is continuing.

Miscellaneous

Tracking Concurrent Curriculum Students

It is important that we track students with Concurrent Curriculum. A spreadsheet is available on the Shared Drive. A link can be found here.

Ensure that any students set up with Concurrent Curriculum are entered in the spreadsheet.

Fee Assessment

Fees need to be reviewed for all students concurrently seeking two programs. The Functional Analyst responsible for reporting will run a report of all Concurrent Curricula students two days after the Revision Deadline in the Fall, Winter, and Summer Terms (August revision). At this time, fees should be reviewed for all students on the tracking spreadsheet. Any fee anomalies should be dealt with immediately.