Concurrent Curriculum
Non-Degree – Extended Education
Banner 9
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General Information

The concurrent curriculum protocol is used when a student is admitted to and/or is registered in two programs simultaneously. 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. In the case of two non-degree programs, students should still fill out a permission form as Extended Education will need to keep track of these students.

In the case where a student is seeking concurrent curriculum in two non-degree programs, the most recent admission will be considered the Primary curriculum and the program of first admission will become the Secondary curriculum. (In other words, the program in which the student is expected to graduate first is the secondary curriculum).

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. For further instruction, please follow the Graduation Date: Add, Modify, and Delete protocol in the How To documents.

The following scenarios are applicable to non-degree students with concurrent curriculum:

- Students with an active SGASTDN record in a non-degree program who are applying to a degree program.
- Students with an active SGASTDN record in a degree program who are applying to a non-degree program.
- Students with an active SGASTDN record in Graduate Studies who are applying to a non-degree program.
- Students who are applying to study in two non-degree programs concurrently.

<table>
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<tr>
<th>Student Scenario</th>
<th>Office to Amend Record</th>
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<td>Non-degree/Non-degree</td>
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<tr>
<td>Degree/Degree</td>
<td>Registrar’s Office</td>
</tr>
</tbody>
</table>

I. Students with an active SGASTDN record in a non-degree program who are applying to a degree program.
   - Undergraduate Admission Office will admit the student to the degree program.
     - The student’s SGASTDN record is updated to reflect the new degree program.
   - Admissions will notify Extended Education.
• Extended Education will contact the student to determine whether or not the student will continue in their non-degree program.
• If student is continuing with the non-degree program, permission from both Extended Education and the faculty is required, and must be sent to the Registrar’s Office.
  o The Registrar’s Office sets up SGASTDN with Primary/Secondary curriculum.
• If student is not continuing in non-degree program, no further action is required.

I. Students with an active SGASTDN record in a degree program who are applying to a non-degree program
• If the student is continuing with their degree program, permission from both Extended Education and the faculty is required.
  o The Registrar’s Office will set up SGASTDN with Primary/Secondary curriculum.
• If student is not continuing in degree program, student can be admitted to the non-degree program.

II. Students with an active SGASTDN record in Graduate Studies who are applying to a non-degree program.
• Student must seek special permission to take non-degree courses while pursuing a graduate level degree.
• The student should be referred to Graduate Studies for further information.
• If permission is granted, student will have Extended Education and Graduate Studies fill out the Concurrent Curriculum form.
• The Concurrent Curriculum form is sent to the Registrar’s Office.
• The Registrar’s Office will set up SGASTDN with Primary/Secondary curriculum.

Setting up Primary/Secondary Curriculum
1. Determine which program is Primary/Secondary.
   a. In general, the most recent admit will become the Primary program and the initial program, which the student will usually graduate from first, will become the Secondary program.
   b. When students begin a certificate program and a Letter of Accomplishment simultaneously, the certificate is used as the Primary program, and the Letter of Accomplishment becomes the Secondary program.
2. Extended Education will set up SGASTDN with Primary/Secondary curricula only when the student wishes to concurrently seek two non-degree programs.

Seeking two Non-Degree Programs with Simultaneous Admission
1. Choose which program will be Primary and Secondary curriculum.
2. Create a SAAADMS record for the Primary curriculum.
3. Once SGASTDN record is created, create a Secondary curriculum.
No Registration: Updates in SGASTDN

1. Enter the **student number** in the ID field, then click GO.

2. Select the CURRICULA tab, then click INSERT.

3. The PRIORITY will default to 2. The TERM and CATALOG TERM will automatically populate.
4. Enter the appropriate PROGRAM and CAMPUS. The LEVEL, COLLEGE and DEGREE field will automatically populate.

5. Select the STATUS DETAILS tab, and enter 1 (Regular) in the ADMISSION TYPE field.
6. Enter the appropriate ADMISSION TERM.
7. The ROLL LEARNER field must indicate NO.

8. Use the NEXT SECTION arrow to navigate to the FIELD OF STUDY section.

Note: The only time the Roll Learner is changed to NO is for Secondary curriculum.
9. Change the PRIORITY to 2.
10. The FIELD OF STUDY should have automatically populated. If not, click the LOOKUP [. . .] button to select the appropriate Major.
11. SAVE.

Seeking two Non-Degree Programs with Different Admission Terms

No Registration: Updates in SGASTDN
Both programs should already have SGASTDN records created. The following instruction explain how to change the previous Primary curriculum to Secondary for the current term.

1. In SGASTDN, enter the student number in the ID field and the appropriate effective term (i.e. the term in which Concurrent Curriculum will begin) in the TERM field, then click GO.

2. Select the CURRICULA tab, then click INSERT.

The TERM, CATALOG TERM and PRIORITY (2) fields will automatically populate.

Note: Dependent on faculty regulations, the CATALOG TERM may need to be updated.
3. Enter the PROGRAM and CAMPUS. The LEVEL, COLLEGE, and DEGREE fields will automatically populate.

4. Select the STATUS DETAILS tab.
5. Enter 1 (Regular) in the ADMISSION TYPE field.
6. Enter the appropriate ADMISSION TERM.

Note: The only time the Roll Learner is changed to NO is for Secondary curriculum.

7. Use the NEXT SECTION arrow to navigate to the FIELD OF STUDY section.
8. Change the PRIORITY to 2.
9. The FIELD OF STUDY should have automatically populated. If not, click the LOOKUP [. . .] button to select the appropriate Major.
10. SAVE.
11. Select the LEARNER tab, and confirm two programs appearing in CURRICULA SUMMARY section.

Registration Exists: Updates in SFAREGS

1. In SFAREGS, enter the appropriate effective term in the TERM field and the student number in the ID field, and then click GO.

2. Select the CURRICULA, then click INSERT.

3. The TERM field will automatically populate.

4. Change the PRIORITY to 2 if it does not automatically populate.

5. Update the CATALOG TERM to reflect the admit term for the Secondary program.

6. Enter the PROGRAM and CAMPUS. The LEVEL, COLLEGE, and DEGREE fields will automatically populate.

7. Select the STATUS DETAIL tab.

8. Enter 1 (Regular) in the ADMISSION TYPE field.

9. Enter in the appropriate ADMISSION TERM

10. Change ROLL LEARNER to NO.
Note: The only time the Roll Learner is changed to NO is for Secondary curriculum.

11. Use the NEXT SECTION arrows to navigate to the FIELD OF STUDY section
12. Change PRIORITY to 2.
13. Update the CATALOG TERM to reflect the correct admission term for the Secondary program.
14. Enter the correct Major for the Secondary program in the FIELD OF STUDY field
15. SAVE.

Fee Assessment
Fees for non-degree programs are on the course sections. Therefore, proper fee assessment should not be an issue for students pursuing Concurrent Curriculum in two non-degree programs.

Degree Maintenance in SHADEGR
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).

Since Concurrent Curriculum students usually have two SO Degree Sequences at the same time, a new Outcome Status code, Concurrently Seeking (CS), is used to prevent one of the SO records from being overwritten by the NS customization.
Both Degree Sequences will need an Outcomes Status of CS. Once grades roll, all grades will automatically roll to the Primary SHADEGR record. A Degree Sequence from the Primary program will already exist from previous terms. However, if a Degree Sequence for the Primary or Secondary program does not exist, it must be created manually.

To View an Existing Degree Sequence

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 SW/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.

Note: Once grades roll to this degree sequence, the system will update the STUDENT RECORD TERM to the last term grades were applied.

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 in 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.

4. The Manual Learner to Outcome Roll message will appear, click YES.

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

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

Admission to two programs at the same time

Determine which program will be Priority 1 and which will be Priority 2. Usually, the program the student will graduate from first will be Priority 2.

SHADEGR

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

If the student graduates from Priority 2 first, the higher sequence will be updated to SO.

If the student graduates from Priority 1 first, the SHADEGRs must be manipulated; the remaining SO SHADEGR must be changed to the higher sequence number. See Graduation from Primary Curricula for further instruction.

Admission to two programs at different times

SGASTDN

- New Program = Priority 1
- Existing/First Program = Priority 2
  - It is assumed the existing program is completed first.

SHADEGR

Degree sequence for the existing program must match the existing SHADEGR for that program.

- Roll Priority 2 (existing/first program) to Outcome first (to lower Degree Sequence). Confirm curriculum record is Priority 2, if not, update.
- Roll Priority 1 (new program) to Outcome second (to higher Degree Sequence) to create a new Degree Sequence for the new program.

When the student graduates from Priority 2, the higher sequence SHADEGR for the new program will be updated to SO.

If the student graduates from Priority 1 first, the SHADEGRs must be manipulated; the remaining SO SHADEGR must be changed to the higher sequence number. See Graduation from Primary Curricula for further instruction.

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.
- Review the student’s SHADEGR records to ensure courses are applied to the correct Degree Sequence for both the Primary and Secondary program.
• 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 in the How To documents.

• When a student applied 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.

2. Double click the proper degree sequence number.

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).
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 Primary program is prior to the admit term for the Secondary program (reverse of the standard situation), 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, SIS 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

General Information
At every graduation, a report of all students with Primary/Secondary curriculum is distributed. The students on this report already have an AW (Awarded) Outcome Status on their SHADEGR record, and an IG (Inactive due to Graduation) status on their Learner record.

Generally, students who have graduated from their Secondary curriculum require their SGASTDN to be updated to reflect the continuance of only their Primary curriculum. A Secondary curriculum will continue to follow a student until it is inactivated in SGASTDN. Concurrent Curriculum students require updates to their SHADEGR record because they are no longer concurrently seeking two degrees.

Graduation from Secondary Curriculum
If a student has graduated from their Secondary curriculum, and is continuing with their Primary curriculum, their record will need to be updated. These updates are made on the following pages:

- If the student is not registered in the term, the changes are made in SGASTDN.
- If the student is registered in the term, the changes are made in SFAREGS.
• SHADEGR record.

No Registration: Updates in SGASTDN

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

2. Change the STUDENT STATUS to AS (the IG process has already run).

3. SAVE (bottom right corner).
4. Select the CURRICULA tab and locate the Secondary curriculum (Priority 2) record, then click UPDATE.

![Image of CURRICULA tab]

5. Enter INACTGRAD in the ACTIVITY field.
6. SAVE (bottom right corner).
7. Select the LEARNER tab, and confirm the Secondary curriculum was removed.

**Registration Exists: Updates in SF/SWAREGS**

1. In SFAREGS or SWAREGS, enter the effective term in the TERM field and the student number in the ID field, then click GO.
2. Select the STUDENT TERM tab, and change the STUDENT STATUS to AS (Active)
3. SAVE.
4. Select the CURRICULA tab, locate the Secondary curriculum (Priority 2) record, and click update.
5. Enter INACTGRAD in the ACTIVITY field.
6. SAVE.
7. Check SGASTDN to verify the Secondary curriculum was removed.

Updates in SHADEGR
Once graduation has taken place for one of the CS Degree Sequences, the other CS must be changed back to SO. Below are instructions for graduating from the lower Degree sequence and graduating from the higher Degree Sequence.

Student graduated from Lower Degree Sequence
1. In SHADEGR, enter the student number in the ID field and click the LOOKUP [. . .] button next to the DEGREE SEQUENCE field.
2. Double click the remaining (highest) CS Degree Sequence, then click GO (top right corner).
3. Change the OUTCOME STATUS from CS to SO.
4. **SAVE (bottom right corner).**

**Graduation from Highest Degree Sequence**

If the student graduated from the program with the highest Degree Sequence first, the degree sequences must be manipulated to make the remaining **SO** record the highest Degree Sequence. This requires deletion and manual re-entry of SHADEGR records.

1. In SHADEGR, enter the **student number** in the ID field and click the LOOKUP [...] button next to the DEGREE SEQUENCE field.
2. Take note of the student’s program, admission and catalog term for the two curriculum records.
3. Take screenshots of the INSTITUTIONAL COURSES and TRANSFER COURSES tabs for the two Degree Sequences.
4. Delete both Degree Sequence records, and recreate them in reverse order manually. See the [Manual Creation of SHADEGR](#) section for further instruction.
5. Apply courses to the appropriate program.
6. Enter the graduation information on the awarded Degree Sequence, and change the OUTCOME STATUS to **SO** on the Degree Sequence for the continuing program.

**Graduation from Primary Curricula**

There may be a few instances in which students graduate from their Primary curriculum prior to completion of their Secondary curriculum.

For instruction on how to load graduation information, refer to the Graduation: Add, Modify, and Delete protocol, found in the [How To documents](#).

**No Registration: Updates in SGASTDN**

1. In SGASTDN, enter the **student number** in the ID field and click GO.
2. Click the LOOKUP [ . . ] next to the NEW TERM field and click CREATE NEW EFFECTIVE TERM.

3. Enter the graduation term for the student’s Primary curriculum in the NEW TERM field.

4. Select the CURRICULA tab, then click UPDATE.

5. Enter INACTGRAD in the ACTIVITY field.

6. SAVE.

7. Leave and re-enter the page (i.e. select the LEARNER tab, then select CURRICULA).
8. Click UPDATE and change the PRIORITY of remaining curricula record to 1.

9. Use the NEXT SECTION arrow (bottom left corner) to navigate to the FIELD OF STUDY section, and change the PRIORITY to 1.

10. SAVE (bottom right corner).

11. Select the LEARNER tab to confirm that a new effective term with the previous Secondary Curricula as the new Primary curricula was created, and that this curricula is now Priority 1.

   Note: If registration exists, make the appropriate changes in SF/SWAREGS.

   Update SHADEGR as indicated in the Updates in SHADEGR section.

Withdrawal from one of two Curricula

Withdrawal from Primary Curriculum

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

2. Enter the correct effective term in the NEW TERM field (i.e. the term after the student withdrew).
3. select the CURRICULA A tab
4. Locate the Primary curricula, then click UPDATE.
5. Change the ACTIVITY STATUS to INACTIVE.

6. Use the NEXT SECTION arrow (bottom left corner) to navigate to the FIELD OF STUDY section, and change the ACTIVITY to INACTIVE.
7. SAVE.

8. Locate the Secondary curriculum, then click UPDATE.
9. Change the Priority 2 to Priority 1.
10. Use the NEXT SECTION arrows (bottom left corner) to navigate to the FIELD OF STUDY section, and change the PRIORITY to 1.

11. SAVE.

Withdrawal from Secondary Curriculum

No Registration: Withdrawal in SGASTDN

1. In SGASTDN, click the LOOKUP [. . .] button next to the NEW TERM FIELD, then select CREATE NEW EFFECTIVE TERM.
2. Enter the correct **effective term** in the NEW TERM field (i.e. the term after the student has withdrawn from program).

![Diagram](image1)

3. Select the CURRICULA tab and locate the program the student is withdrawing from.
4. Click update, then enter **INACTIVE** in the ACTIVITY field.

![Diagram](image2)

5. Use the NEXT SECTION arrow (bottom left corner) to navigate to the FIELD OF STUDY tab, and change the ACTIVITY field to **INACTIVE**.
6. SAVE.

**Registration Exists: Withdrawal in SFAREGS**

1. In SFAREGS, enter the **term** in the TERM field and the **student number** in the ID field, then click GO.
2. Select the CURRICULA tab and locate the program the student is withdrawing from, then click UPDATE.
3. Change the ACTIVITY field to INACTIVE.

4. Use the NEXT SECTION arrow (bottom left corner) to navigate to the FIELD OF STUDY section.
5. Change the ACTIVITY field to INACTIVE.
6. SAVE.

Note: If the student is withdrawing from the Primary curriculum, change the PRIORITY number on the Secondary curriculum (i.e. the new Primary program) from 2 to 1.

Updates in SHADEGR
1. In SHADEGR, enter the student number in the ID field. Click the LOOKUP [ . . . ] button next to the DEGREE SEQUENCE field, and locate the Degree Sequence that corresponds to the program the student is withdrawing from.
2. Double click the Degree Sequence number, then click GO.
3. Change the OUTCOME STATUS from CS to NS.

4. SAVE (bottom right corner).

Note: If the program that is No Longer Sought is the highest Degree Sequence, the Degree Sequences must be changed to make the Sought 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.
5. SAVE.