CONCURRENT CURRICULUM
BANNER 8

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CONCURRENT CURRICULUM
Primary/Secondary Programs

General Information

The concurrent curriculum protocol is to be used when a student is admitted to and/or is registered in two programs simultaneously. An example of concurrent curriculum is when a student has been admitted to a new degree program while completing requirements for a previous different degree program.

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

In order for a student to be granted such privileges, they must fill out the concurrent curriculum application form and have signed permission from both faculties.

Note: students wishing to claim a previous (un)awarded degree (with no further coursework required), do not need to be set up with concurrent curriculum. Please follow the graduation date add/modify protocol.

In most cases, the most recent admission will be considered the Primary curriculum and the program of first admission will become the Secondary curriculum. The secondary curriculum should be the program which the student will graduate from first.

Exceptions:

PGME and non-degree programs will always be considered the secondary curriculum.

Seven scenarios have been identified as possible for concurrent curriculum:

1. Non-degree/ Non-degree programs
2. Non-degree/Degree program
3. Graduate Program → Graduate Program (ex. MA → PHD)
4. Undergraduate Program → Graduate Program (ex. LLB/JD → MA)
5. Graduate Program → Undergraduate Program (ex. MSC→MD)
6. Undergraduate Program → Undergraduate Program
   (ex. MD or DMD → BSc; Pharmacy → BSc)
7. Undergraduate/Graduate Program – PGME (ex. PGME → GR; PGME →UG; UG→PGME)
Setting up a Student’s Record

Step 1 – The Registrar’s Office receives the concurrent curriculum application form.

Ensure that both faculties have signed the form and given the student permission to pursue concurrent curriculum.

Step 2 – Determine which program is Primary/Secondary

The most recent admit will continue to be the Primary program. The program in which the student is finishing courses becomes the Secondary program of study (with the exception of the PGME program).

Step 3 – Create a secondary curriculum record in SGASTDN

The Registrar’s Office will set up a SGASTDN record with Primary/Secondary curricula.

In the following example, a Pharmacy student (who was previously in the Faculty of Science) would like to finish up some courses and claim their Science degree.

If registration does not exist,

- In SGASTDN, enter Student ID and leave Term blank in key block; Next Block
- Click on Curricula Tab and confirm Primary program information is correct (You will also need to know what the admission term was for the secondary program)

- From the Record Menu, select Insert (or Alt+R,I).
• Update **Catalog Term** for the **Secondary program**.
• If it is not already updated, change **Priority** to “2” and insert **Program Code** and **Campus Code** “M”. This will populate the Level, College and Degree fields.
• Enter the appropriate Admission Type
• Roll **Learner Tab** must be checked **“NO”**.

**Note:** The only time the *Roll Learner Tab* is checked “no” on the curriculum tab is for Secondary Curriculum.
- Click on Field of Study Tab
- If it is not already updated, change Priority to “2” (to match the learner’s priority 2 curricula)
- Enter the correct Major code (for the Secondary program) and update Catalog Term
- SAVE

- Click on Learner Tab.
- Confirm two programs in Curricula Summary block.
If registration exists,

- In SFAREGS/SWAREGS, enter Student ID and correct Effective Term; Next Block.
- Click on Curricula Tab and confirm Primary program information is correct.
- Ensure the Effective Term displayed in the key block is correct.
- From the Record Menu on the Curricula Tab, select Insert (or Alt+R,I)
- Use the same steps above to create a new Secondary program record.

### Step 4 – Tracking Concurrent Curriculum Students

It is important that we track students with concurrent curriculum. A spreadsheet is available on the shared drive:
S:\Registrar's Office\Common\Concurrent Curriculum

Please ensure that any student you have set up with concurrent curriculum be entered into the spreadsheet.

### Step 5 – Fee Assessment

Fees need to be reviewed for all students concurrently seeking two programs.

*** Shan will run a report of all concurrent curricula students 2 days after the revision period in fall, winter and August. At this time, fees should be reviewed for all students on the tracking spreadsheet. Any fee anomalies should be dealt with immediately.
Step 6 – Degree Maintenance - SHADEGR

Currently, all degree sequences created in SHADEGR are assigned an outcome status of Sought (SO) until a student declares their intent to graduate. In order for courses to be applied to only the most current Sought degree sequence, a customization has been built to change all old SO degree sequences to NS (No Longer Sought).

Because concurrent curriculum students typically have two SO degree sequences open at the same time, a new outcome status code will be used to prevent one of the SO records from being overwritten by the NS customization. The new outcome status code for concurrent curriculum students is **CS (Concurrently Seeking)**.

In the case of concurrent curriculum, a degree sequence for both degrees with **outcome status of CS** is required. Once grades roll, all grades will automatically roll to the Primary SHADEGR record. The degree sequence from the Primary program will already exist from previous terms, if a degree sequence for the Secondary program does not exist, it must be created manually.

The Registrar’s Office will update the student’s SHADEGR record.

Use the following steps to view what degree sequences already exist:

- **In SHADEGR**, enter **Student ID**, tab to Degree Sequence field and double click on down arrow or press F9. This will produce the **SHADGMQ** form which lists all previous degree sequences.

  In this particular example below, the student currently has two degree sequences with Outcome Status Sought (SO) for both Pharmacy (primary program) and Science (secondary program).

- **Exit SHADGMQ** and return to **SHADEGR**. Click on “X”
1. If a degree sequence already exists in SHADEGR for both the primary and secondary programs:
   - Update outcome status of both degree sequences to CS (concurrently seeking)
   - Update the secondary program’s curriculum and in the field of study to priority 2

2. If no degree sequence exists for the primary or secondary, the RO will create a SHADEGR record:

   Degree Sequences can be created in two ways:
   
   I. By using the Roll to Outcome button on SGASTDN or SF/WAREGS.
   II. By manually creating a SHADEGR record.

Roll to Outcome Sequencing for Primary/Secondary Curriculum

It is imperative that the secondary curriculum record be Priority 2, matching the SGASTDN curriculum record. It is also important that the 2 curriculum records are rolled to outcome in the proper sequence, depending on the situation.

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 will be created with the next grade roll or the automated process used to create required SHADEGRs. This will require record clean up to remove the extra record and apply courses to the proper program.

Use the applicable option below to determine the proper sequence for the situation.

1. Degree/PGME:

   SGASTDN
   Degree Program is priority 1
   PGME Program is 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 student graduates from priority 1 (degree), change outcome status of the PGME SHADEGR to NS. When SGASTDN is updated with PGME program priority 1, roll to outcome to create new SO SHADEGR for PGME.
2. **Degree/Degree:**

SGASTDN
New admission is priority 1
Existing admission is priority 2 – this assumes it will be completed first

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

- Roll priority 2 (first admission) to outcome first (to lower degree sequence). Confirm curriculum record is Priority 2, if not update.
- Roll priority 1 (new admission) to outcome second (to higher degree sequence). This will create a new degree sequence for the new admission.

When the student graduates from priority 2 (existing admission), the higher sequence SHADEGR for the new admission will be updated to SO.

3. **Degree/Non-Degree**

SGASTDN
Degree Program is priority 1
Non-Degree Program is 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 student graduates from non-degree program first, the higher sequence (degree) will be updated to SO.

If student graduates from degree program first, the SHADEGRs must be manipulated so the remaining SO SHADEGR is the highest sequence.

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 student graduates from non-degree program first, the higher sequence (degree) will be updated to SO.

If student graduates from degree program first, the SHADEGRs must be manipulated so the remaining SO SHADEGR is the highest sequence.
Concurrent Curriculum

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 student graduates from degree program first, the higher sequence (non-degree) will be updated to SO.

If student graduates from non-degree program first, the SHADEGRs must be manipulated so the remaining SO SHADEGR is the highest sequence

Creating a SHADEGR - Roll to Outcome Option – SGASTDN/SF/WAREGS

- This button is found on the curriculum record.
- Ensure the curriculum you roll to outcome does not already have a degree sequence in the Rolled to Outcome field.
- Click on the Roll to Outcome button.

- The curriculum will roll to the next degree sequence, and the Rolled to Outcome field will update with the sequence number
- The new SHADEGR record has been created.
- Go into SHADEGR and change the Outcome Status to Concurrently Seeking (CS).
Create a SHADEGR - Manual creation of SHADEGR Option

- In SHADEGR, enter Student ID, and tab to Degree Sequence field
- Enter in the next degree sequence number in the Degree Sequence field; Next Block.
- Enter Outcome Status “CS”, Next Block.
- Enter Student Record Term (the effective term for which the student was admitted into the program)

Note: Once grades roll to this degree sequence, the system will update the Student Record Term to the last term in which grades were applied)
• Click on Curricula Tab.
• Enter Term and Catalog Term.
• Enter Priority “2”.
• Enter Program Code, Level, College and Degree fields will populate.
• Enter Campus Code.

• Click on Field of Study Tab. Confirm values are correct in Catalog and Field of Study Fields.
• Priority for Field of Study should be “2”
• SAVE

Students should now have a SHADEGR record similar to the one below where both degree sequences have an outcome status of “CS”.

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Step 7 - Grades

All grades will automatically roll to the Primary SHADEGR record. At the end of each term, courses will have to be manually applied to the appropriate degree sequence.

Faculties for both the primary and secondary programs should manually review 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 and checking off each course that applies to the specific program. Save.
Step 8 – Declaring/Adding a Graduation Date

Note:
Students who are graduating from a previous degree program (with no further course work), do not need to be set up as primary/secondary curricula, rather they only require a graduation date loaded on the correct degree sequence. Refer to protocol Graduation Date – add/modify/delete.

When a student applies for graduation from a primary/secondary curriculum, the outcome status for the degree sequence in which they are graduating needs to be changed to AG (Applied to Graduate).

1. Loading a grad date on the secondary program of the primary/secondary curricula in SGASTDN:
   - Go to SGASTDN, enter Student ID
   - Search for the first effective term of the SGASTDN record of the secondary program (program from which the student wishes to graduate)
   - Select Graduation Status from the Options Menu or click on Academic and Graduation Status, Dual Degree Tab
   - In the Graduation Status block, enter the expected graduation date
     - Expected Graduation field: DD-MM-YYYY
     - Graduated Term field: the term the student intends to graduate (term should correspond with the grad dates as below):
       - Fall Term: 20XX90 – 01-FEB-20XX
       - Winter Term: 20XX10 – 01-MAY-20XX
       - Summer Term: 20XX50 – 01-OCT-20XX
     - Graduation Year field: year will automatically populate
   - SAVE
2. Loading a grad date on the secondary program of the primary/secondary curricula in SHADEGR:
   - Go to SHADEGR
   - Verify the Degree Sequence Number for which the graduation date should be loaded
   - Update Outcome Status to AG (Applied to Graduate)
   - Enter the following Graduation Information:
     - Term field: enter the same term as entered in SGASTDN
     - Year field: auto-populates
     - Status field: enter PG (Plans to graduate)
     - Date field: enter the same grad date as entered in SGASTDN above (DD-MM-YYYY).
   - SAVE

Special Cases: If there is no initial SGASTDN record for the secondary program, and/or the admit term is greater than the most recent admit, continue setting up the student’s record as per regular instructions. However, the Convocation Office and Reporting (Shan) should be made aware to ensure correct reporting, record processing, etc.

Note: After graduation from the secondary program, the Registrar’s Office will look after closing off the secondary curriculum SGASTDN record as well as changing the remaining CS record to SO at that time. The status on the curriculum record(s) for the completed program(s) will be changed to IG – Inactive Due to Graduation.

**Step 9 – After Graduation SGASTDN/SHADEGR Maintenance**

At every graduation (February, May, October), Shan will distribute a report to all the records advisors of all students with primary/secondary curriculum. The students on this report will already have an AW (outcome status) on their SHADEGR record as well as an IG student status on their Learner Record.

All students with concurrent curriculum will need their SGASTDN record 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). These students also require updates to their SHADEGR record as they are no longer concurrently seeking two degrees.

The Effective Terms for cleaning up concurrent students are (for graduation purposes) the following:

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
(student continuing with primary curriculum)

1. SGASTDN Changes:

If no registration exists:

- In SGASTDN, enter the Effective Term and Student ID; Next Block
- Change Student Status back to AS (Active) (IG process has already run)
- SAVE
- Click on Curricula Tab
- Find the Secondary curriculum record (Priority 2)
- Click on Update Icon
- Change Activity Field to “INACTGRAD” (Inactive due to Graduation)
- SAVE
- Look back at SGASTDN to confirm Secondary curriculum has been removed

If registration exists:

- In SFWAREGS, enter the Effective Term and Student ID; Next Block
- Click on Student Term Tab
- Change Student Status back to AS (Active)
- SAVE
• Click on Curricula Tab.
• Find the Secondary curriculum record (Priority 2)
• Click on Update
• Change Activity Field to “INACTGRAD” (Inactive due to Graduation)
• SAVE

• Look back at SGASTDN to confirm Secondary curriculum has been removed
2. SHADEGR Changes:

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

1. If the student graduated from the program with the lower degree sequence:

   - Go to SHADEGR
   - Enter Student ID, tab to Degree Sequence
   - Click on down arrow
   - Double Click on the remaining (highest) CS Degree Sequence, Next Block
   - Change Outcome Status from CS to SO
   - SAVE

2. If the student graduated first from the program with the highest degree sequence, the degree sequences must be manipulated so the remaining SO record is the highest sequence. This will require deletion and manual re-entry of SHADEGR records.

   - Go to SHADEGR
   - Enter Student ID, tab to Degree Sequence
   - Make note of the student’s programs, admission and catalog terms on the two curriculum records
• Take screenshots of the two institutional courses tab and transfer courses tab on the two degree sequences.
• Delete both degree sequence records, and recreate them in reverse order manually (follow the Manual Creation of SHADEGR Option above)
• Apply the courses to the appropriate program, enter the graduation information on the awarded degree sequence, and change the outcome to SO on the sequence the student is continuing.

**Graduation from Primary Curricula (exceptional cases)**
(continuing on with secondary curriculum)

1. **SGASTDN Changes:**

   If no registration exists:
   
   • In SGASTDN, enter **Student ID; Next Block**
   • Click on down arrow beside **New Term field**, click on **Create New Effective Term**
   • Enter term in which the student is graduating from their primary degree

   ![SGASTDN interface with highlighted instructions](image)

   • Click on **Curricula Tab** (Find the Primary Curriculum record (Priority 1)
   • Click on **Update**
   • Click on down arrow of Activity field and choose “**INACTGRAD**” (Inactive due to Graduation)
   • Click OK, **SAVE**
• Click on the Learner Tab and click back on the Curricula Tab
  (Find the Secondary Curriculum (Priority 2)
• Click on Update
• Change Secondary Curriculum Priority to “1”
• Click on Field of Study Tab
• Change priority of Secondary Curriculum field of study to “1”
• SAVE

Rollback and verify that a new effective term has been created with the previous Secondary Curricula record now becoming Priority 1

If registration exists, make the appropriate changes in SF/WAREGS.

2. SHADEGR:

Update SHADEGR as explained above.
Withdrawal from one of two curricula

Example:

The student below is withdrawing from one program but remaining in the other program.

- Create a SGASTDN record for the correct effective term (i.e., the term after student has withdrawn from program).
- Update the Student Status Code to PW (Program Withdrawal)
- SAVE
• Click on the Curricula Tab
  o Update curricula to INACTIVE

• Click on the Field of Study Tab
  o Update field of study to INACTIVE.
  o SAVE

• The program now becomes primary. (Find the curricula record)
• Update Curricula and Field of Study to Priority 1.
• SAVE
- In SHADEGR, enter **Student ID**, select the arrow next to the **Degree Sequence** field. This will produce the SHADMQ form, illustrated below. The **Learner Outcome Summary** block lists all degree sequences.
- Locate the appropriate Sequence Number by verifying the **Priority/Program/Degree** in the **Curricula Summary – Primary** block. The information displayed pertains to the sequence number highlighted in the **Learner Outcome Summary** block.
- Double click the **Sequence Number** pertaining to the program that the student is withdrawing from in **Learner Outcome Summary** block.

![Learner Outcome Summary](image)

- This takes you back to SHADEGR. Next Block.
- Change the **Outcome Status** to **NS (No Longer Sought)**.
Note: If the program that is no longer sought is the highest degree sequence, the degree sequences must be manipulated so the SO record is the highest degree sequence. This will require deletion and manual re-entry of SHADEGR records.

- Go to SHADEGR
- Enter Student ID, tab to Degree Sequence
- Make note of the student’s programs, admission and catalog terms on the two curriculum records
- Take screenshots of the two institutional courses tab and transfer courses tab on the two degree sequences.
- Delete both degree sequence records, and recreate them in reverse order manually (follow the Manual Creation of SHADEGR Option above)
- Apply the courses to the appropriate program, enter change the outcome status to NS for the program that is being withdrawn, and change the outcome to SO on the degree sequence the student is continuing.