Concurrent Curriculum
Non-degree – Extended Education
Banner 8.5

Revised August 1, 2014
# Concurrent Curriculum

Revised August 1, 2014

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CONCURRENT CURRICULUM

General Information

The concurrent curriculum protocol is to be 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).

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).

*In order for a student to be granted such privileges, they must fill out the concurrent curriculum form and have signed permission from both faculties. (In the case of two non-degree programs, students should still fill out a permission form in order for Extended Education to keep track of these students).*

*Note: students wishing to claim a previous (un)awarded degree (with no further coursework required), there is no need to be set up with concurrent curriculum. Please follow the graduation date add/modify protocol.*

What do I do?

1. **Students with an Active SGASTDN record in a non-degree program → applying to a degree program**
   - Undergraduate Admissions Office will admit the student to the degree program (SGASTDN record will be updated to reflect that they are now in a degree program)
   - Admissions will advise EE
   - EE will contact the student to find out if student is continuing with non-degree program
   - If student is continuing with their non-degree program, student will need permission from both EE and their degree faculty to work on both programs concurrently (permission form)
   - Concurrent Curriculum form is sent to the Registrar’s Office (RO sets up SGASTDN with primary/secondary curriculum)
   - If student is not continuing in non-degree program, no further action is needed

2. **Students with an Active SGASTDN record in a degree program → applying to a non-degree program**
   - If student is continuing with their degree program, student will need permission from both EE and their degree faculty to work on both programs concurrently (permission form)
   - Concurrent Curriculum form is sent to the Registrar’s Office (RO sets up SGASTDN with primary/secondary curriculum)
   - If student is not continuing in degree program, student can be admitted to the non-degree program
3. **Students with an Active SGASTDN record in Graduate Studies→ applying to a non-degree program**
   - Students in the Faculty of Graduate Studies must seek special permission in order to take non-degree courses at the same time as their graduate program – they should be referred to the Faculty of Graduate Studies for further information on next steps.
   - If permission granted, student will have both EE and Graduate Studies fill out the concurrent curriculum permission form.
   - Concurrent Curriculum form is sent to the Registrar’s Office (RO sets up SGASTDN with primary/secondary curriculum).

**Who will set up concurrent curriculum?**

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**Setting up Primary/Secondary Curriculum**

**Step 1 - Student hands in their application for Concurrent Curriculum.**

**Step 2 - Determine which program is Primary/Secondary**

The most recent admit will become the Primary program and the program in which the student is finishing first, becomes the Secondary program of study.

**Step 3 – Setting up a SGASTDN record**

The Extended Education Office will set up a SGASTDN record with Primary/Secondary curricula (only) in the case where a student wishes to concurrently seek two non-degree programs.

For example: a student enrolled in the E26-CPSM (EE-Public Sector Mgmt Cert) program also wants to be admitted to the E26-CACE (EE-Adult & Contin Educ Cert) program.

***E26-CACE is the most recent admission, this program becomes the Primary Curriculum and E26-CPSM will become the Secondary Curriculum.***
Scenario 1 - student beginning two new programs at the same time

- Choose which program will be the primary and secondary curriculum (program from which the student is likely to graduate first should be the secondary curriculum)
- Create a SAAADMS record for the primary curriculum
- Once a SGASTDN record is created, create a secondary curriculum
  - Click on the Curricula Tab
  - From the Record Menu, select Insert (the Effective Term and Catalog Term, and Priority “2” will automatically default)
  - Enter appropriate Program Code and Campus Code “M”
  - Enter 1 for Regular Admission Type
  - Enter the appropriate Admission Term
  - Roll Learner Button 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
    - Change the Field of Study Priority to 2
    - Field of Study should be populated (if not click on down arrow menu to choose appropriate field of study)
  - SAVE

Example of Curricula
Scenario 2 – Student is currently working on a non-degree program and wishes to be admitted to another program to be taken concurrently

*If registration does not exist,*

- In SGASTDN, enter Student ID and the correct Effective Term in which student is beginning both degrees concurrently; *Next Block*
- Click on Curricula Tab and confirm **Primary program** information is correct
- From the Record Menu, select Insert (or Alt+R,I)
- The Effective Term and Catalog Term, and Priority “2” will automatically default
- **Enter appropriate Program Code and Campus Code “M”** (This will populate the Level, College and Degree fields)
- **Enter 1 for Regular Admission Type**
- **Enter the appropriate Admission Term**
- **Roll Learner Button 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)
- If it is not already populated, enter the correct Major code (**for the Secondary program**) and update **Catalog Term** to match **Admission Term for the Secondary program**
- **SAVE**
- Click again on **Learner Tab**
- Confirm two programs in **Curricula Summary block**
If registration exists,

- In SFAREGS/SWAREGS, enter Student ID and the correct Effective Term; Next Block
- Click on Curricula Tab and confirm Primary program information is correct
- Use the same steps above to create a new Secondary program record:
  - Ensure the Effective Term displayed in the key block is correct.
  - Click on the Curricula Tab, select Insert (or Alt+R,I)
  - From the Record Menu, select Insert (or Alt+R,I).
  - The Effective Term and Catalog Term, and Priority will automatically default
  - Enter appropriate Program Code and Campus Code “M”. This will populate the Level, College and Degree fields
  - Enter the appropriate 1 for Regular Admission Type
  - Enter the appropriate Admission Term
  - Roll Learner Button must be checked “NO”
  - 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 to match Admission Term for the Secondary program
  - SAVE

Fee Assessment

Courses for non-degree programs are on the course sections. Fee assessment should not be an issue for students pursuing concurrent curriculum in two non-degree programs.

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. 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.
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 if one program is degree and the other is non-degree. Where both programs are non-degree programs, Extended Education will create the degree sequences.

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. **Student is already taking one program, and is admitted to another program to be taken concurrently**

   **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.

   If student graduates from Priority 1 program first, the SHADEGRs must be manipulated so the remaining SO SHADEGR is the highest sequence (See [Graduation from Primary Curricula](#) below).

2. **Student is admitted to two programs at the same time**

   Determine which program will be Priority 1 and 2. Normally 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 student graduates from the Priority 2 program first, the higher sequence will be updated to SO.

If student graduates from Priority 1 program first, the SHADEGRs must be manipulated so the remaining SO SHADEGR is the highest sequence (See Graduation from Primary Curricula below).

I. 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)
II. 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”.

![Image of a software interface showing a SHADEGR record with the fields filled in correctly.]
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.

Review the student’s SHADEGR’s for both the primary and secondary programs to ensure courses are applied to the correct degree sequence.

Courses can be applied to the correct degree sequence by clicking on the Institutional Courses tab and checking off each course that applies to the specific program. Save.

Declaring/Adding a Graduation Date

Note:
Students who are graduating from a previous 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 initial 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, SIS will close off the secondary curriculum SGASTDN record as well as change 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.

**After Graduation SGASTDN/SHADEGR Maintenance**

**General Information**

At every graduation (February, May, October), Shan will distribute a report 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 who have graduated from (in most cases) 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). Such 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)

**Graduation from Secondary Curriculum**

(student continuing with primary curriculum)

**SGASTDN Changes:**

If no registration exists:
- In **SGASTDN**, enter correct **Effective Term** and **Student ID; Next Block**
- Change **Student Status** back to **AS** (Active)
- **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 SF/WAREGS, enter *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
**SHADEGR:**

Once graduation has taken place for one of the CS degree sequences, the other CS must be changed back 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)

There may be a few instances in which students will graduate from their Primary curriculum before their Secondary curriculum.

Refer to Graduation: Add, Modify, Delete protocol for information as to how to load graduation information for these students.

SGASTDN Changes:
A new effective term must be created to reflect the latest program change:

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

- Click on Curricula Tab
- 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
• Change the Priority of remaining curricula record to “1”
• Click on Update
• Change Priority to “1” in curricula
• Click on Field of Study Tab
• Change priority of remaining 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.
Update SHADEGR as explained above. (i.e. Change outcome status for primary degree sequence from CS back to SO).

**Withdrawal from One of Two Curricula**

1. **Withdrawing from Primary Curriculum:**
   - Go to SGASTDN, find the primary curriculum in which the student is withdrawing
   - Click on Update, change the Activity Status to “INACTIVE”
   - SAVE
   - Find the secondary curriculum, Click on Update
   - Change the Curriculum priority from Priority 2 to Priority 1
   - SAVE

2. **Withdrawing from Secondary Curriculum:**

   **Example:**
   The student below is withdrawing from the CQM program (Priority 2), effective 201490
   - Create a SGASTDN record for the correct effective term (i.e. the term after student has withdrawn from program).
   - Click on Down arrow next to New Term field, click on Create a New Effective Term (in this example, 201490)
- Click on Curricula Tab and find the program from which the student is withdrawing
- Click on update, change activity field to INACTIVE (if registration exists, make changes in SFAREGS)
- SAVE

- Update field of study to INACTIVE
- 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.
- 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
- Recreate the two degree sequences 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.