

Process for Creating Dual Academic Programs


1. Students can pursue multiple **Academic Programs** simultaneously. This is more common in UG than in GR/Prof careers.

2. The process for creating Dual Academic Programs is divided into two steps.

Step 1: Activate the new Program and Plan.

Step 2: Contact the Academic Records Dept in the Registrar's Office. They will need to change the data on the original program to indicate the new dual Academic Program.

3. Click the **Records and Enrollment** link.

 Records and Enrollment

4. Click the **Career and Program Information** link.

 Career and Program Information

5. Click the **Student Program/Plan** link.

 Student Program/Plan

6. Carefully review the Student's **Academic Program** information. You will need to know the student's **Career Nbr** and their current program as part of the process of creating the new program.

7. Click the **Add a New Value** tab.


 Add a New Value

8. Select the appropriate **Academic Career**.

9. Enter the desired information into the **Student Career Nbr** field.

Example: If a student only has **Student Career Nbr 0**, enter **1** in the **Student Career Nbr** field. If the student has **Student Career Nbr 0** and **1**, enter **2** in the **Student Career Nbr** field.


10. Click the **Add** button.

 Add

11. Click the **Look up Program Action** button.



12. Click the **Look Up** button.

 Look Up

13. Click the **Activate** link.

 Activate

14. Click the **Look up Academic Program** button.



15. Select the new **Academic Program** link.

16. Enter the term the student will begin the new **Academic Program**. This may be the current term.

Click the **Look up Admit Term** button.





17. Click the desired **Admit Term** link.
18. Click the **Look up** button to select the **Expected Grad Term**.



19. Click the **Expected Grad Term** link.
20. Click the **Joint Prog Appr** option.

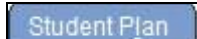


21. The **Dual Academic Program** field is now displayed.

Click the **Look up Dual Academic Program** button.



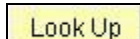
22. Select the **Academic Program** in which the student was *originally* assigned.
23. Click the **Student Plan** tab to add the major for the new **Academic Program**.



24. Click the **Look up Academic Plan** button.



25. Click the **Look Up** button.

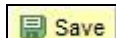


26. Select the new **Academic Plan**.
27. **Note:** If the student has an additional **Academic Plan** associated with the newly entered **Academic Program**, return to the **Student Program** page.

Then, insert a new row, select **Plan Change** as the program action. Next, return to the **Student Plan** tab and add an additional row and select the second **Plan**.

28. **Note:** If the student indicates that the **Expected Grad Term** should also be changed on the original program, they should be advised to visit the school where that program originated.

29. After thorough review, click the **Save** button.



30. **Note:** The final step in the process to create dual programs is to contact Academic Records in the Registrar's office.

You will need to notify them that a new program has been activated. They will need the following information:

- Student's ID #
- Original Program
- New Program

Academic Records can be reached at 214-768-3417 or desrort@smu.edu.

31. **End of Procedure.**

