Process for Creating Dual Academic Programs

1. Students can pursue multiple **Academic Programs** simultaneously. This is more common in UG then 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.

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

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

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.

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.

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

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

13. Click the **Activate** link.

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.


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.