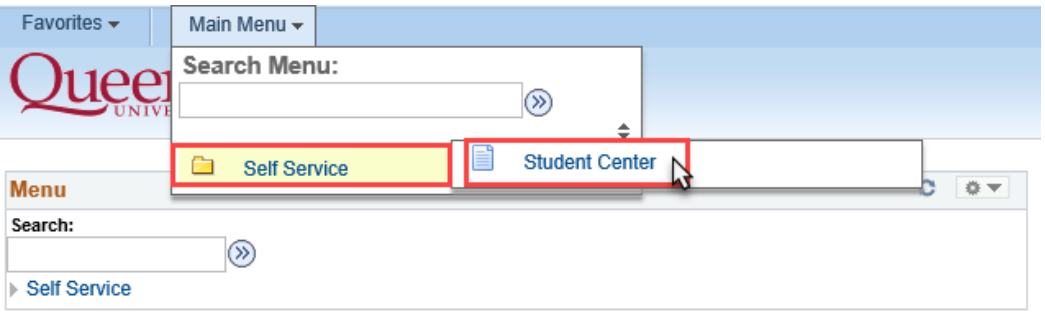
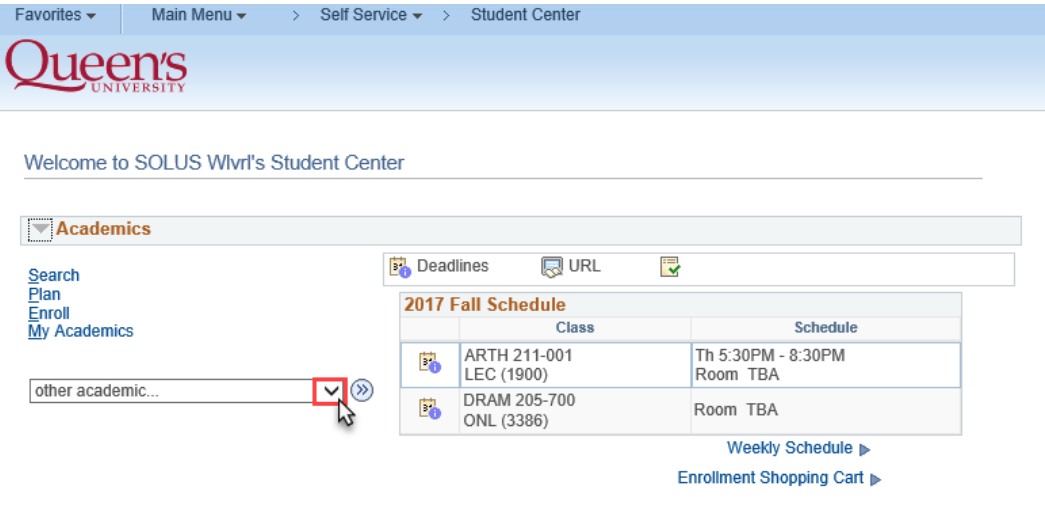
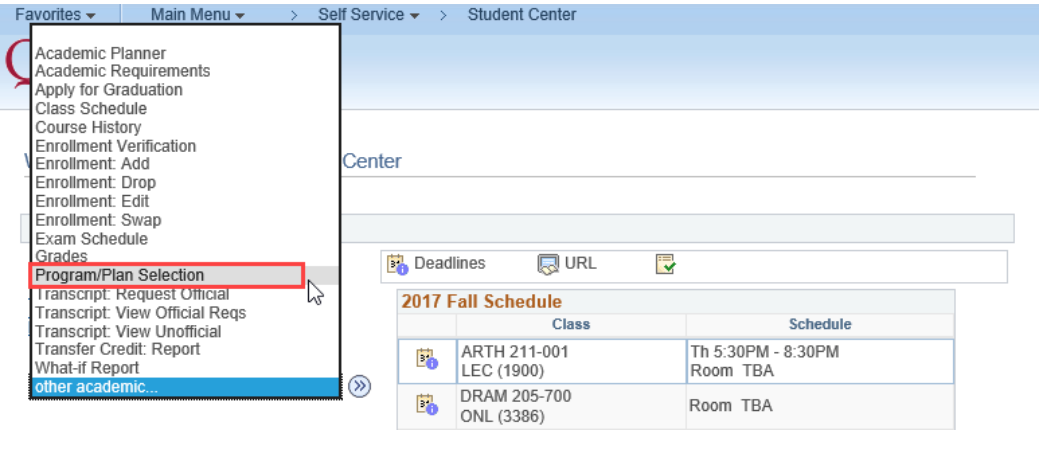


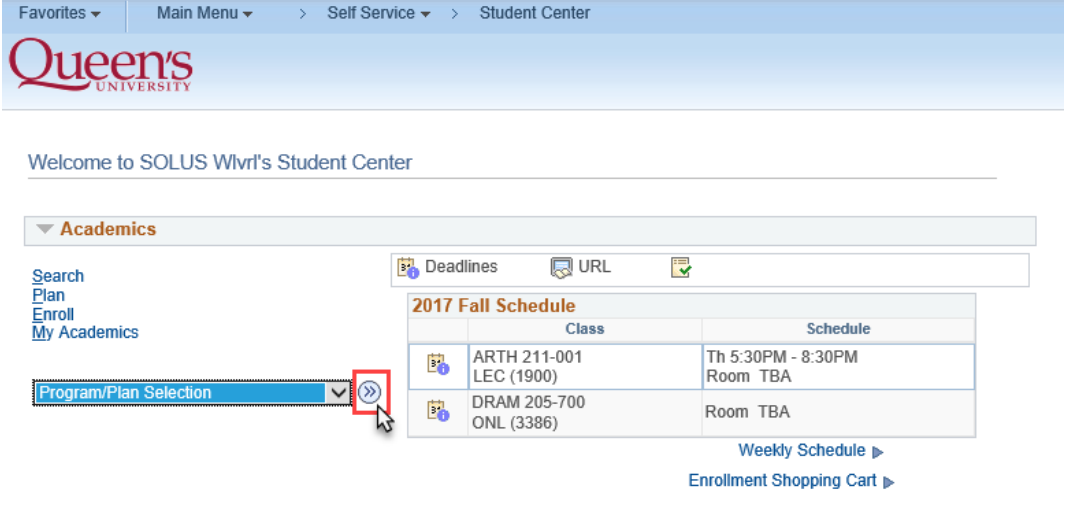
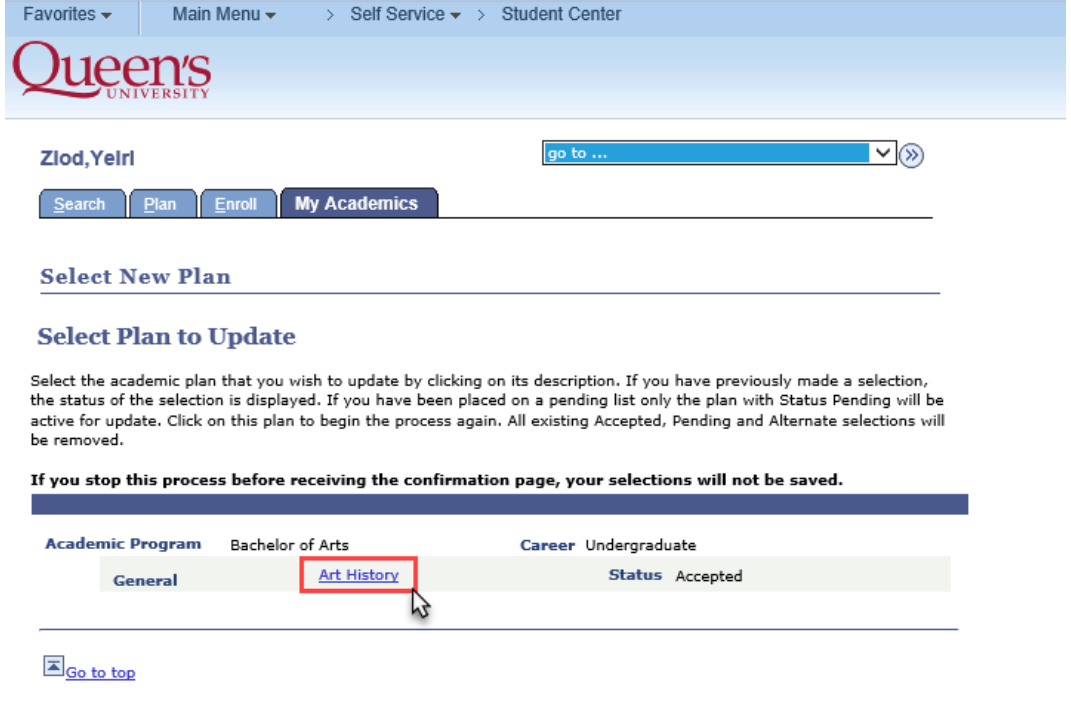
# ACADEMICS – How to Perform a Program/Plan Section

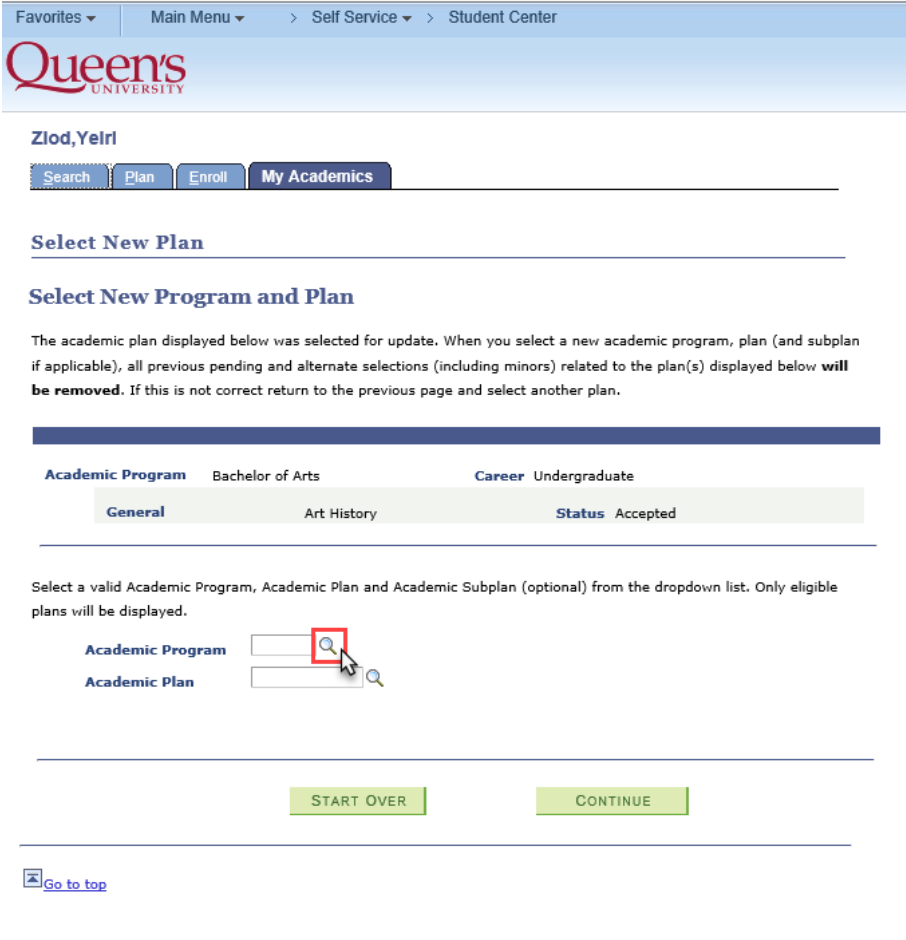
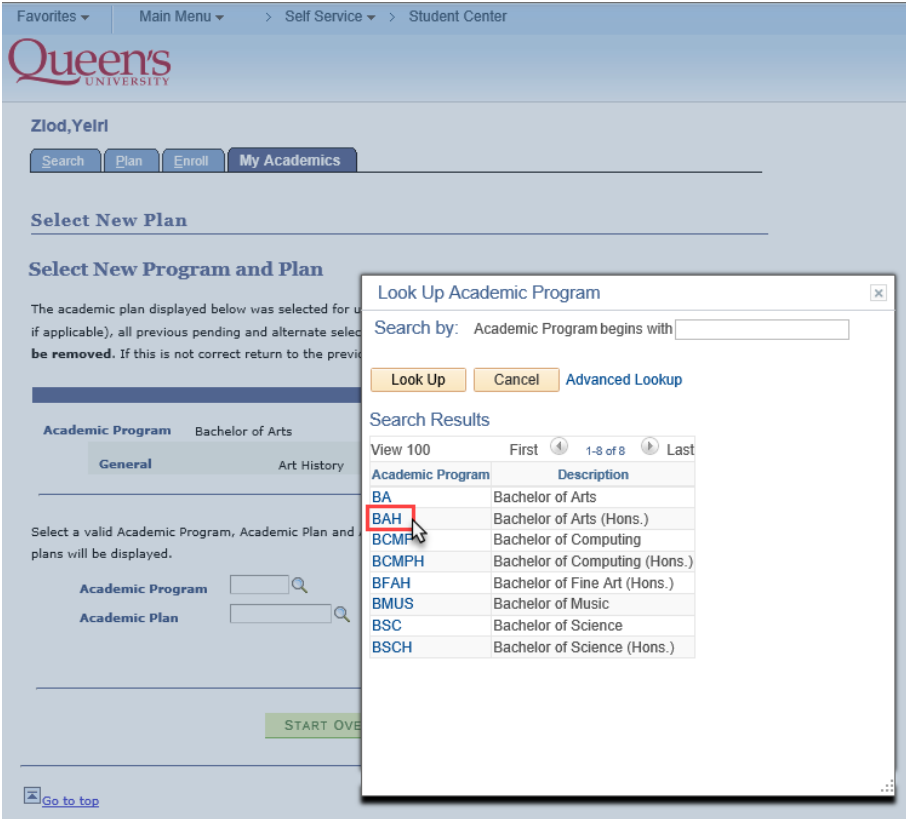
This example will illustrate how to apply for an **Academic Program** and an **Academic Plan**.

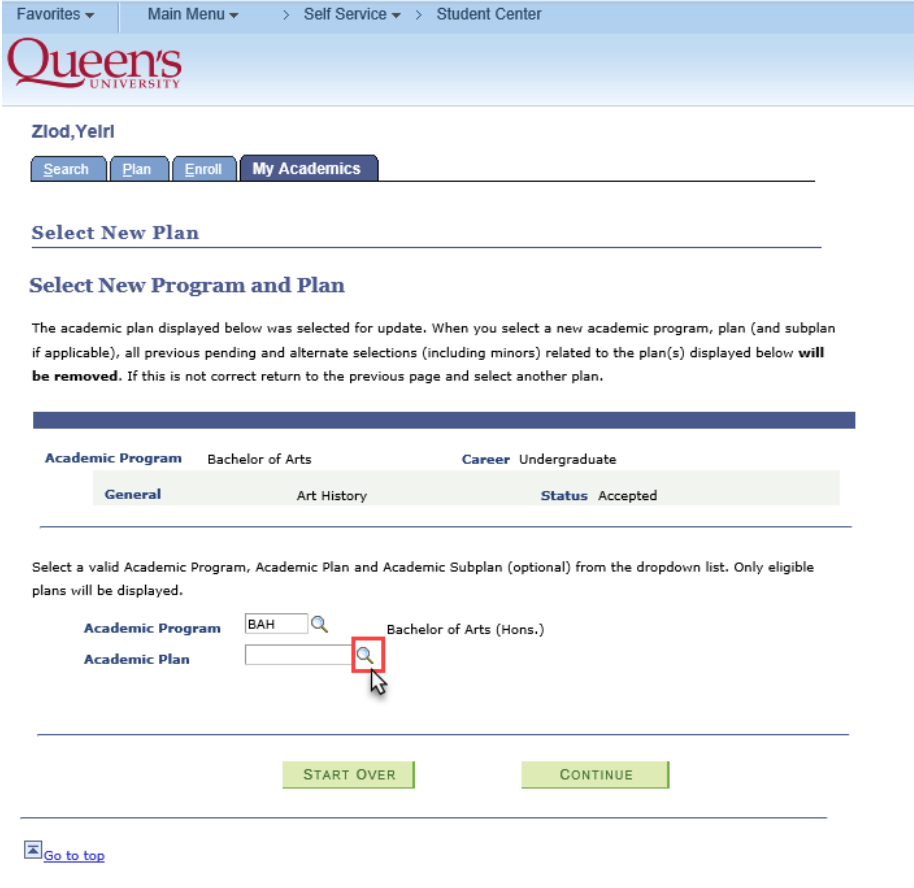
**Please note:** The Programs and Degrees listed in this instruction sheet **ARE FOR EXAMPLE ONLY**.

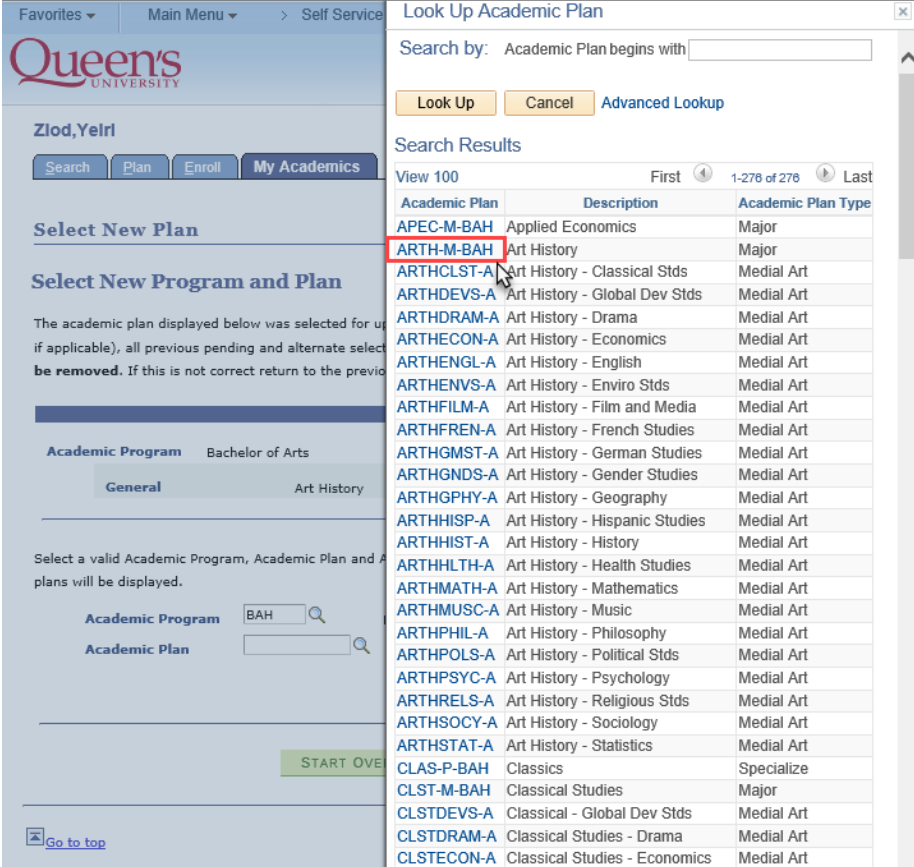
Your SOLUS Student Center profile will contain listings specific to your program and concentration of study.

Processing Steps	Screenshots
<p><b>Step 1:</b></p> <p>Access the main page of <b>SOLUS</b> via the following navigation:</p> <p><b>Main Menu &gt; Self Service &gt; Student Center</b></p>	
<p><b>Step 2:</b></p> <p>Click on the <b>other academic...</b> drop-down list box to access the list.</p>	
<p><b>Step 3:</b></p> <p>Select <b>Program/Plan Selection</b>.</p>	

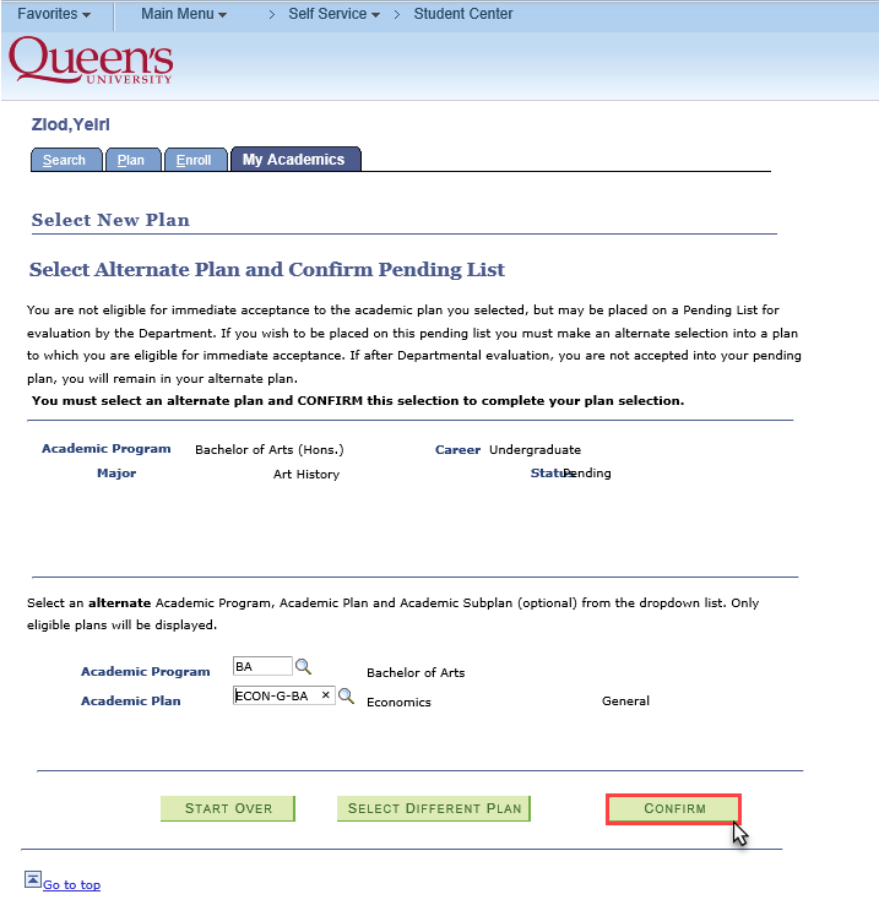

Processing Steps	Screenshots
<p><b>Step 4:</b></p> <p>Click the <b>Go</b> button.</p>	 <p>The screenshot shows the Queen's University Student Center interface. At the top, there are navigation links: Favorites, Main Menu, Self Service, and Student Center. Below the university logo, a welcome message reads 'Welcome to SOLUS Wlvrl's Student Center'. A section titled 'Academics' contains a search bar and a 'Program/Plan Selection' dropdown menu. The dropdown menu is highlighted with a red box, and a mouse cursor is pointing to the 'Go' button (represented by two right-pointing arrows) next to it. To the right of the dropdown, there is a '2017 Fall Schedule' table with columns for 'Class' and 'Schedule'. The table lists two classes: ARTH 211-001 LEC (1900) and DRAM 205-700 ONL (3386). Below the table are links for 'Weekly Schedule' and 'Enrollment Shopping Cart'.</p>
<p><b>Step 5:</b></p> <p>Click the link to the <b>Plan</b> that you want to update.</p> <p>In this example, we will click the <b>Art History</b> link.</p>	 <p>The screenshot shows the Queen's University Student Center interface. At the top, there are navigation links: Favorites, Main Menu, Self Service, and Student Center. Below the university logo, the user's name 'Zlod,Yelrl' is displayed next to a 'go to ...' dropdown menu. Below this are buttons for 'Search', 'Plan', 'Enroll', and 'My Academics'. The 'My Academics' button is highlighted. Below the buttons, there are sections for 'Select New Plan' and 'Select Plan to Update'. The 'Select Plan to Update' section contains a paragraph of instructions and a warning: 'If you stop this process before receiving the confirmation page, your selections will not be saved.' Below the warning, there is a table with columns for 'Academic Program', 'Bachelor of Arts', 'Career Undergraduate', and 'Status Accepted'. The 'Art History' link is highlighted with a red box, and a mouse cursor is pointing to it. At the bottom left, there is a 'Go to top' link.</p>

Processing Steps	Screenshots																		
<p><b>Step 6:</b></p> <p>Click the <b>Academic Program Look up tool</b>.</p>	 <p>The screenshot shows the 'Select New Program and Plan' page. At the top, there are navigation links: 'Favorites', 'Main Menu', 'Self Service', and 'Student Center'. Below this is the 'Queen's UNIVERSITY' logo. The user's name 'Zlod, Yelri' is displayed. There are buttons for 'Search', 'Plan', 'Enroll', and 'My Academics'. The main heading is 'Select New Plan', followed by 'Select New Program and Plan'. A paragraph explains that selecting a new program will remove previous selections. Below this, there are tabs for 'Academic Program' (Bachelor of Arts), 'Career' (Undergraduate), and 'Status' (Accepted). Under 'Academic Program', there are sub-tabs for 'General' and 'Art History'. Below the tabs, there are two dropdown menus: 'Academic Program' and 'Academic Plan'. A red box highlights the search icon in the 'Academic Program' dropdown, and a mouse cursor is clicking on it. At the bottom, there are 'START OVER' and 'CONTINUE' buttons, and a 'Go to top' link.</p>																		
<p><b>Step 7:</b></p> <p>Click on the link to the specific <b>Academic Program</b> you want.</p> <p>In this example, we select <b>BAH</b>.</p>	 <p>The screenshot shows the 'Look Up Academic Program' search results window. The search criteria is 'Academic Program begins with'. There are buttons for 'Look Up', 'Cancel', and 'Advanced Lookup'. Below the search criteria, there is a table of search results:</p> <table border="1"> <thead> <tr> <th>Academic Program</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>BA</td> <td>Bachelor of Arts</td> </tr> <tr> <td><b>BAH</b></td> <td>Bachelor of Arts (Hons.)</td> </tr> <tr> <td>BCMP</td> <td>Bachelor of Computing</td> </tr> <tr> <td>BCMPH</td> <td>Bachelor of Computing (Hons.)</td> </tr> <tr> <td>BFAH</td> <td>Bachelor of Fine Art (Hons.)</td> </tr> <tr> <td>BMUS</td> <td>Bachelor of Music</td> </tr> <tr> <td>BSC</td> <td>Bachelor of Science</td> </tr> <tr> <td>BSCH</td> <td>Bachelor of Science (Hons.)</td> </tr> </tbody> </table> <p>The 'BAH' option is highlighted with a red box. The background shows the same 'Select New Program and Plan' page as in the previous screenshot, but it is partially obscured by the search results window.</p>	Academic Program	Description	BA	Bachelor of Arts	<b>BAH</b>	Bachelor of Arts (Hons.)	BCMP	Bachelor of Computing	BCMPH	Bachelor of Computing (Hons.)	BFAH	Bachelor of Fine Art (Hons.)	BMUS	Bachelor of Music	BSC	Bachelor of Science	BSCH	Bachelor of Science (Hons.)
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Processing Steps	Screenshots
<p><b>Step 8:</b></p> <p>Click the <b>Academic Plan Look up tool.</b></p>	 <p> <a href="#">Favorites</a> &gt; <a href="#">Main Menu</a> &gt; <a href="#">Self Service</a> &gt; <a href="#">Student Center</a>  <b>Queen's UNIVERSITY</b>                  Zlod,Yeiri  <a href="#">Search</a> <a href="#">Plan</a> <a href="#">Enroll</a> <a href="#">My Academics</a> </p> <p><b>Select New Plan</b></p> <p><b>Select New Program and Plan</b></p> <p>The academic plan displayed below was selected for update. When you select a new academic program, plan (and subplan if applicable), all previous pending and alternate selections (including minors) related to the plan(s) displayed below <b>will be removed</b>. If this is not correct return to the previous page and select another plan.</p> <p> <b>Academic Program</b> Bachelor of Arts <b>Career</b> Undergraduate  <b>General</b> Art History <b>Status</b> Accepted                 </p> <p>Select a valid Academic Program, Academic Plan and Academic Subplan (optional) from the dropdown list. Only eligible plans will be displayed.</p> <p> <b>Academic Program</b> BAH <input type="text"/> Bachelor of Arts (Hons.)  <b>Academic Plan</b> <input type="text"/> <input type="text"/> </p> <p> <a href="#">START OVER</a> <a href="#">CONTINUE</a> </p> <p><a href="#">Go to top</a></p>

<p><b>Step 9:</b></p> <p>Click on the <b>Academic Plan</b> link that you want.</p> <p>In this example, we will click the <b>ARTH-M-BAH</b> link.</p>	 <p> <a href="#">Favorites</a> &gt; <a href="#">Main Menu</a> &gt; <a href="#">Self Service</a> <b>Look Up Academic Plan</b> </p> <p>Search by: Academic Plan begins with <input type="text"/></p> <p> <a href="#">Look Up</a> <a href="#">Cancel</a> <a href="#">Advanced Lookup</a> </p> <p>Search Results</p> <table border="1"> <thead> <tr> <th>View 100</th> <th>First</th> <th>1-276 of 276</th> <th>Last</th> </tr> <tr> <th>Academic Plan</th> <th>Description</th> <th>Academic Plan Type</th> <th></th> </tr> </thead> <tbody> <tr><td>APEC-M-BAH</td><td>Applied Economics</td><td>Major</td><td></td></tr> <tr><td><b>ARTH-M-BAH</b></td><td>Art History</td><td>Major</td><td></td></tr> <tr><td>ARTHCLST-A</td><td>Art History - Classical Stds</td><td>Medial Art</td><td></td></tr> <tr><td>ARTHDEV5-A</td><td>Art History - Global Dev Stds</td><td>Medial Art</td><td></td></tr> <tr><td>ARTHDRAM-A</td><td>Art History - Drama</td><td>Medial Art</td><td></td></tr> <tr><td>ARTHECON-A</td><td>Art History - Economics</td><td>Medial Art</td><td></td></tr> <tr><td>ARTHENGL-A</td><td>Art History - English</td><td>Medial Art</td><td></td></tr> <tr><td>ARTHENV5-A</td><td>Art History - Enviro Stds</td><td>Medial Art</td><td></td></tr> <tr><td>ARTHFILM-A</td><td>Art History - Film and Media</td><td>Medial Art</td><td></td></tr> <tr><td>ARTHFREN-A</td><td>Art History - French Studies</td><td>Medial Art</td><td></td></tr> <tr><td>ARTHGMST-A</td><td>Art History - German Studies</td><td>Medial Art</td><td></td></tr> <tr><td>ARTHGNDS-A</td><td>Art History - Gender Studies</td><td>Medial Art</td><td></td></tr> <tr><td>ARTHGPHY-A</td><td>Art History - Geography</td><td>Medial Art</td><td></td></tr> <tr><td>ARTHHISP-A</td><td>Art History - Hispanic Studies</td><td>Medial Art</td><td></td></tr> <tr><td>ARTHIST-A</td><td>Art History - History</td><td>Medial Art</td><td></td></tr> <tr><td>ARTHHLTH-A</td><td>Art History - Health Studies</td><td>Medial Art</td><td></td></tr> <tr><td>ARTHMATH-A</td><td>Art History - Mathematics</td><td>Medial Art</td><td></td></tr> <tr><td>ARTHMUSC-A</td><td>Art History - Music</td><td>Medial Art</td><td></td></tr> <tr><td>ARTHPHIL-A</td><td>Art History - Philosophy</td><td>Medial Art</td><td></td></tr> <tr><td>ARTHPOLS-A</td><td>Art History - Political Stds</td><td>Medial Art</td><td></td></tr> <tr><td>ARTHPSYC-A</td><td>Art History - Psychology</td><td>Medial Art</td><td></td></tr> <tr><td>ARTHRELS-A</td><td>Art History - Religious Stds</td><td>Medial Art</td><td></td></tr> <tr><td>ARTHSOCY-A</td><td>Art History - Sociology</td><td>Medial Art</td><td></td></tr> <tr><td>ARTHSTAT-A</td><td>Art History - Statistics</td><td>Medial Art</td><td></td></tr> <tr><td>CLAS-P-BAH</td><td>Classics</td><td>Specialize</td><td></td></tr> <tr><td>CLST-M-BAH</td><td>Classical Studies</td><td>Major</td><td></td></tr> <tr><td>CLSTDEV5-A</td><td>Classical - Global Dev Stds</td><td>Medial Art</td><td></td></tr> <tr><td>CLSTDRAM-A</td><td>Classical Studies - Drama</td><td>Medial Art</td><td></td></tr> <tr><td>CLSTECON-A</td><td>Classical Studies - Economics</td><td>Medial Art</td><td></td></tr> <tr><td>CLSTEMO-A</td><td>Classical Studies - English</td><td>Medial Art</td><td></td></tr> </tbody> </table> <p> <a href="#">START OVER</a> </p> <p><a href="#">Go to top</a></p>	View 100	First	1-276 of 276	Last	Academic Plan	Description	Academic Plan Type		APEC-M-BAH	Applied Economics	Major		<b>ARTH-M-BAH</b>	Art History	Major		ARTHCLST-A	Art History - Classical Stds	Medial Art		ARTHDEV5-A	Art History - Global Dev Stds	Medial Art		ARTHDRAM-A	Art History - Drama	Medial Art		ARTHECON-A	Art History - Economics	Medial Art		ARTHENGL-A	Art History - English	Medial Art		ARTHENV5-A	Art History - Enviro Stds	Medial Art		ARTHFILM-A	Art History - Film and Media	Medial Art		ARTHFREN-A	Art History - French Studies	Medial Art		ARTHGMST-A	Art History - German Studies	Medial Art		ARTHGNDS-A	Art History - Gender Studies	Medial Art		ARTHGPHY-A	Art History - Geography	Medial Art		ARTHHISP-A	Art History - Hispanic Studies	Medial Art		ARTHIST-A	Art History - History	Medial Art		ARTHHLTH-A	Art History - Health Studies	Medial Art		ARTHMATH-A	Art History - Mathematics	Medial Art		ARTHMUSC-A	Art History - Music	Medial Art		ARTHPHIL-A	Art History - Philosophy	Medial Art		ARTHPOLS-A	Art History - Political Stds	Medial Art		ARTHPSYC-A	Art History - Psychology	Medial Art		ARTHRELS-A	Art History - Religious Stds	Medial Art		ARTHSOCY-A	Art History - Sociology	Medial Art		ARTHSTAT-A	Art History - Statistics	Medial Art		CLAS-P-BAH	Classics	Specialize		CLST-M-BAH	Classical Studies	Major		CLSTDEV5-A	Classical - Global Dev Stds	Medial Art		CLSTDRAM-A	Classical Studies - Drama	Medial Art		CLSTECON-A	Classical Studies - Economics	Medial Art		CLSTEMO-A	Classical Studies - English	Medial Art	
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<p><b>Step 10:</b></p> <ol style="list-style-type: none"> <li>1. Confirm the selection before proceeding.</li> <li>2. Click the <b>CONTINUE</b> button.</li> </ol>	
<p><b>Step 11:</b></p> <p>On this page, you can view the status of your application.</p> <p>In this example, this student did not receive immediate acceptance. The status is <b>Pending</b> and the student has been placed on a waiting list for the selection.</p> <p>Due to the <b>Pending</b> status, the student must select an alternate <b>Academic Program</b> and <b>Academic Plan</b> as a second choice.</p> <p>Once the student receives acceptance for their first choice, they will be removed from their alternate choice.</p>	

Processing Steps	Screenshots																
<p><b>Step 12:</b></p> <ol style="list-style-type: none"> <li>To select an alternate <b>Academic Program</b> and <b>Academic Plan</b>, follow the instructions as in Steps 6, 7, 8 and 9.</li> <li>Confirm the selection before proceeding.</li> <li>Click the <b>CONFIRM</b> button.</li> </ol>	 <p>Favorites ▾ Main Menu ▾ &gt; Self Service ▾ &gt; Student Center</p> <p><b>Queen's UNIVERSITY</b></p> <p>Zlod, Yelrl</p> <p>Search Plan Enroll My Academics</p> <p><b>Select New Plan</b></p> <p><b>Select Alternate Plan and Confirm Pending List</b></p> <p>You are not eligible for immediate acceptance to the academic plan you selected, but may be placed on a Pending List for evaluation by the Department. If you wish to be placed on this pending list you must make an alternate selection into a plan to which you are eligible for immediate acceptance. If after Departmental evaluation, you are not accepted into your pending plan, you will remain in your alternate plan.</p> <p><b>You must select an alternate plan and CONFIRM this selection to complete your plan selection.</b></p> <table border="1"> <thead> <tr> <th>Academic Program</th> <th>Bachelor of Arts (Hons.)</th> <th>Career</th> <th>Undergraduate</th> </tr> </thead> <tbody> <tr> <td>Major</td> <td>Art History</td> <td></td> <td>Status Pending</td> </tr> </tbody> </table> <p>Select an <b>alternate</b> Academic Program, Academic Plan and Academic Subplan (optional) from the dropdown list. Only eligible plans will be displayed.</p> <table border="1"> <tbody> <tr> <td>Academic Program</td> <td>BA</td> <td>Bachelor of Arts</td> <td></td> </tr> <tr> <td>Academic Plan</td> <td>ECON-G-BA</td> <td>Economics</td> <td>General</td> </tr> </tbody> </table> <p>START OVER SELECT DIFFERENT PLAN <b>CONFIRM</b></p> <p><a href="#">Go to top</a></p>	Academic Program	Bachelor of Arts (Hons.)	Career	Undergraduate	Major	Art History		Status Pending	Academic Program	BA	Bachelor of Arts		Academic Plan	ECON-G-BA	Economics	General
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<p><b>Step 13:</b></p> <p>In this example, the alternate choice has received an immediate acceptance status.</p> <p>Also, since the <b>New Program/Plan Selection Status</b> is <b>Pending</b>, the student must wait for an acceptance or declination.</p> <p>If accepted, they will be withdrawn from their alternative selection.</p>	 <p>Favorites ▾ Main Menu ▾ &gt; Self Service ▾ &gt; Student Center</p> <p><b>Queen's UNIVERSITY</b></p> <p>Zlod, Yelrl</p> <p>go to ...</p> <p>Search Plan Enroll My Academics</p> <p><b>Select New Plan</b></p> <p><b>New Plan Confirmation</b></p> <p>✔ You have been accepted into your alternate plan and placed on a pending list for another plan. While every attempt has been made to ensure available capacity in all plans for accepted students, should a plan become over-enrolled, the University reserves the right to require you to make another selection for which you meet the acceptance criteria.</p> <p>If you selected a minor, please check the status of the minor below.</p> <table border="1"> <thead> <tr> <th>Academic Program</th> <th>Bachelor of Arts</th> <th>Career</th> <th>Undergraduate</th> </tr> </thead> <tbody> <tr> <td>General</td> <td>Economics</td> <td></td> <td>Status Accepted/Alternate</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Academic Program</th> <th>Bachelor of Arts (Hons.)</th> <th>Career</th> <th>Undergraduate</th> </tr> </thead> <tbody> <tr> <td>Major</td> <td>Art History</td> <td></td> <td>Status Pending</td> </tr> </tbody> </table> <p><a href="#">Go to top</a></p>	Academic Program	Bachelor of Arts	Career	Undergraduate	General	Economics		Status Accepted/Alternate	Academic Program	Bachelor of Arts (Hons.)	Career	Undergraduate	Major	Art History		Status Pending
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