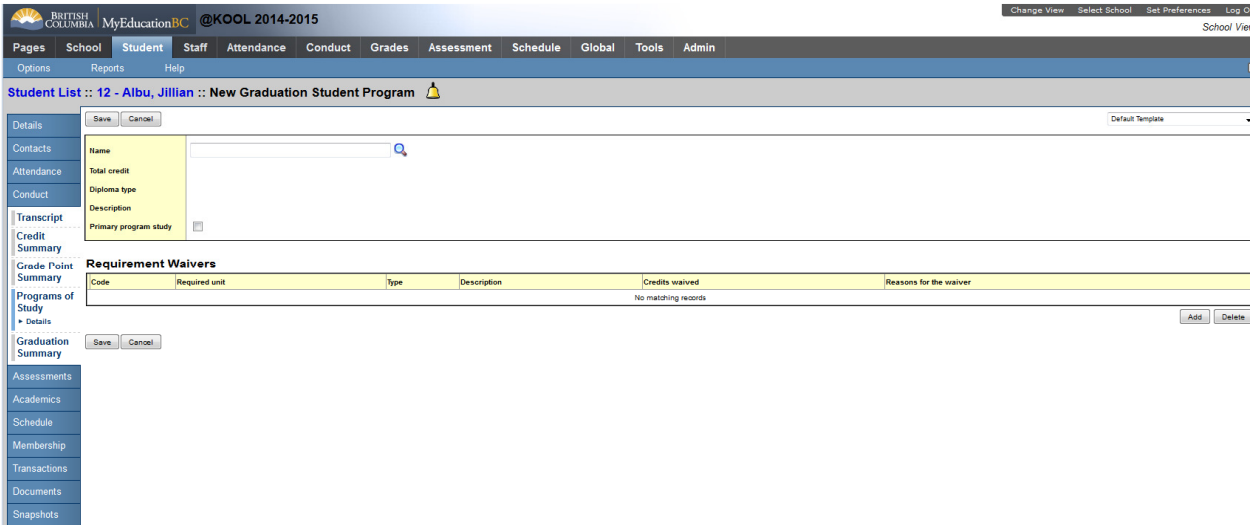


Changing the Graduation Program

1. Click **Student** top tab. Find the student you wish to change the graduation program for.
2. Click **Transcript** side tab.
3. Click **Programs of Study** sub side tab.
4. Click **Options**, then **Add**, this window should open



5. Click on the magnifying glass next to the name field, a new pick list should open



6. Click **Primary program study**. This will make this the program that you are using to determine the student's graduation status.
7. Click **Save**
8. Click **Graduation Summary** side tab. In the Programs of Study field you can select between the Graduation options for the student.



Changing the Graduation Program

Code	Description	Required unit	Credits earned	Unit completed	Completed Status
FAS	an ASK or FNA 10, 11 or 12		4.0	44.0 (40.0)	✓
LA9	Language Arts 9		4.0		✓
LA1	a Language Arts 11		4.0	4.0	✓
LA2	a Language Arts 12		4.0	8.0 (4.0)	✓
MA0	a Mathematics 10		4.0		✓
MA1	a Mathematics 11 or 12		4.0	4.0	✓
NDC	No Diploma Category		0.0	0.0	✓
PA	Graduation Transitions		4.0	4.0	✓
PE0	Physical Education 10		1.0	1.0	✓
PL0	Planning 10		4.0	4.0	✓
SC0	Science 10		4.0	4.0	✓
SC1	a Science 11 or 12		4.0	8.0 (4.0)	✓
SS0	Social Studies 10		4.0	4.0	✓
SS1	LIV 11 or SS 11, or FNS 12		4.0	4.0	✓
Total		90.0	9.0	100.0	100% completed

NOTE: IF you are changing the student to the Adult Graduation Program, there is ONE additional step.

The counselling secretary needs to change the grade sub-level

1. Click **Student** top tab
2. Click **Details** side tab
3. Change grade sub-level to AD or AN as required

4. Click **Save**