Graduation Programs (Program of Study)

A Graduation Program (program of study) needs to be identified and in place by the time a student enters grade 10. The graduation program needs to be reviewed with any new registrant during the school year.

SD73 uses 3 different graduation programs:
1. *2018 Graduation Program* – the majority of students should be placed in this graduation program
2. *Adult Graduation Program* – students can be placed in this program when they turn 18.
3. *School Completion Certificate Program (SCCP)* – students need to have a 1701 ministry designation to be placed in this program

A detailed description of graduation programs and their requirements can be found at:
https://curriculum.gov.bc.ca/graduation

How to add a graduation program to a single student:
1. **Student** Top Tab > Find the student > **Transcript** side Tab > **Programs of Study** sub side tab.
   a. **Options> Add.** Complete the screen below

How to add graduation programs to multiple students that don't have a graduation program assigned to them.
1. **Student** Top Tab > Select the students > **Options > Show Selected**
   a. **Options> Program of Study Creator – Primary**
      i. Select the Program of Study
      ii. Click Run

Adult Graduation Program

1. Student is changed to the *Adult Graduation Program*
   a. **Student** Top Tab > Find the student > **Transcript** side Tab > **Programs of Study** sub side tab.
   b. Click into the *2018 Graduation Program* and change it to the *Adult Graduation Program* and Save
2. Student Grade sub level is changed to "AN"
   Student Top Tab > Find the student > **Details** side Tab

Year of graduation ℹ	2021
Dip/SCCP Date	
Grade level	12
Grade sub level	
Enrollment status	Active
Calendar	Standard

3. Add an inclusion to note when the student changed to the *Adult Graduation Program.*
   https://bit.ly/34eBEei

When a student completes the *Adult Graduation Program*
1. Change the Grade sub level to "AD"
2. Enter the Dip/SCCP Date (the date the student completed the requirements)
3. Submit TRAX

School Completion Certificate Program (SCCP)

1. Student is changed to the *SCCP*
   a. **Student** Top Tab > Find the student > **Transcript** side Tab > **Programs of Study** sub side tab.
   b. Click into the *2018 Graduation Program* and change it to the *SCCP* and Save
2. Add an inclusion to note when the student changed to the *SCCP*
   https://bit.ly/34eBEei

NOTE:
In the case a student has a grade sub level of "SU" and their graduation program has been changed, the TRAX program will not pick up the graduation program change. To correct the data at the ministry:
1. Remove the "SU"
2. Submit TRAX
3. ADD the "SU"