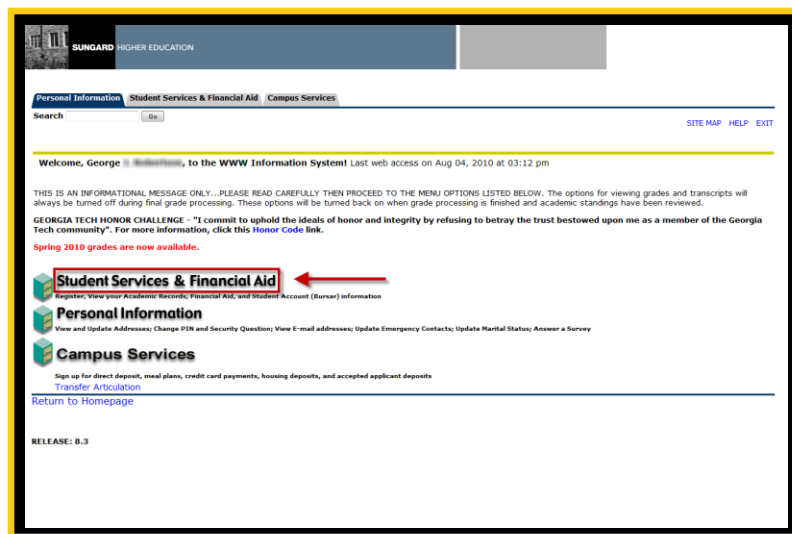


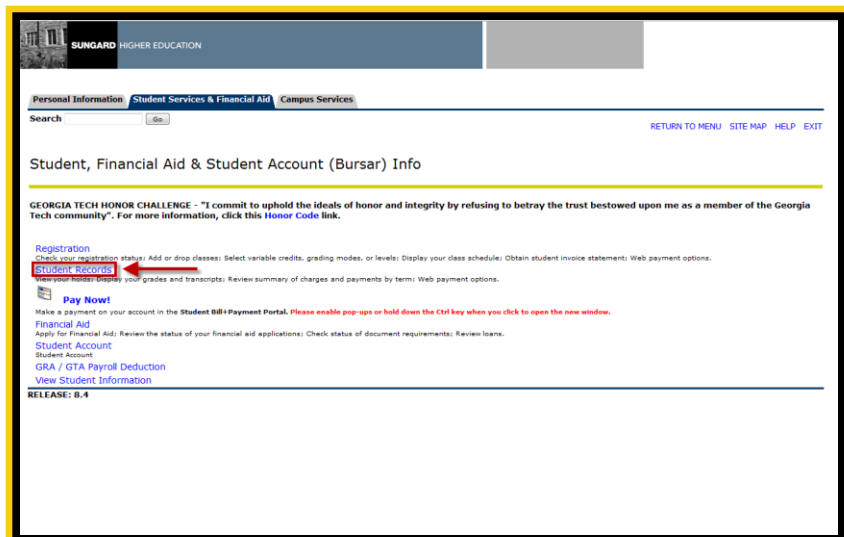
Purpose: This document provides information on how to access the concentration management tool in OSCAR, and also how to successfully add, remove, or modify a concentration for a given Program of Study.

Add/Remove/Modify Concentrations

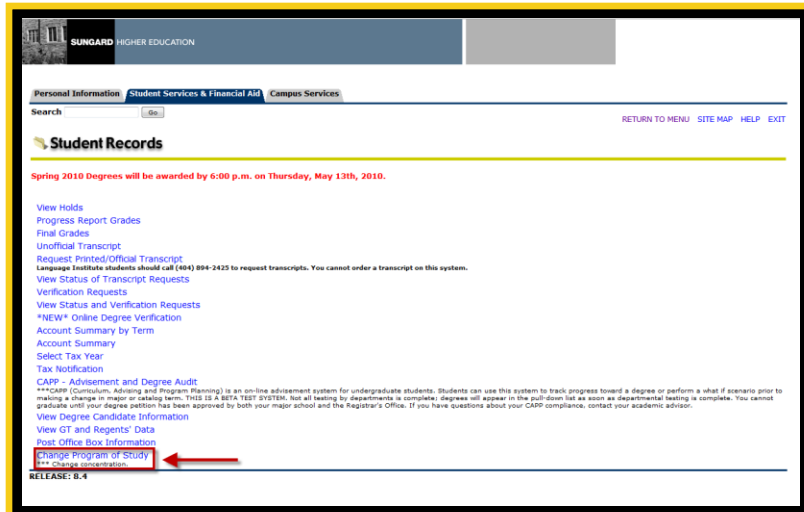
- 1) Once logged into OSCAR, click on **“Student Services & Financial Aid”**.



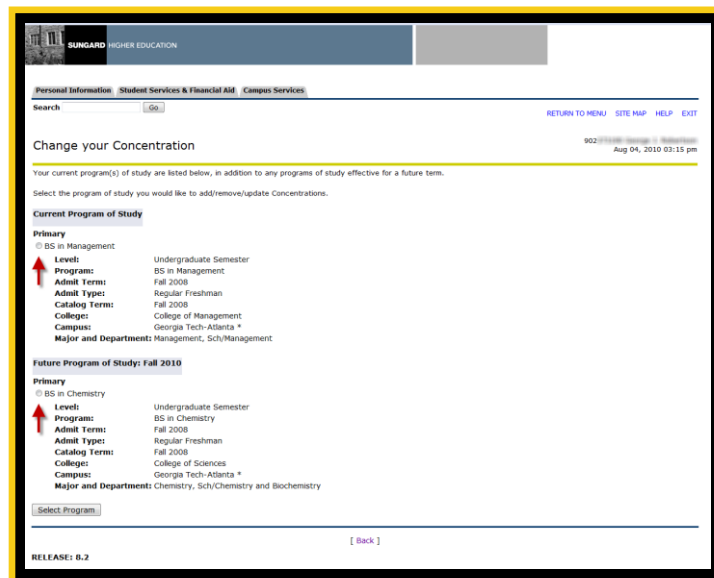
- 2) Next, click **“Student Records”**.



- 3) Once in the Student Records menu, click the bottom option labeled **“Change Program of Study”**.

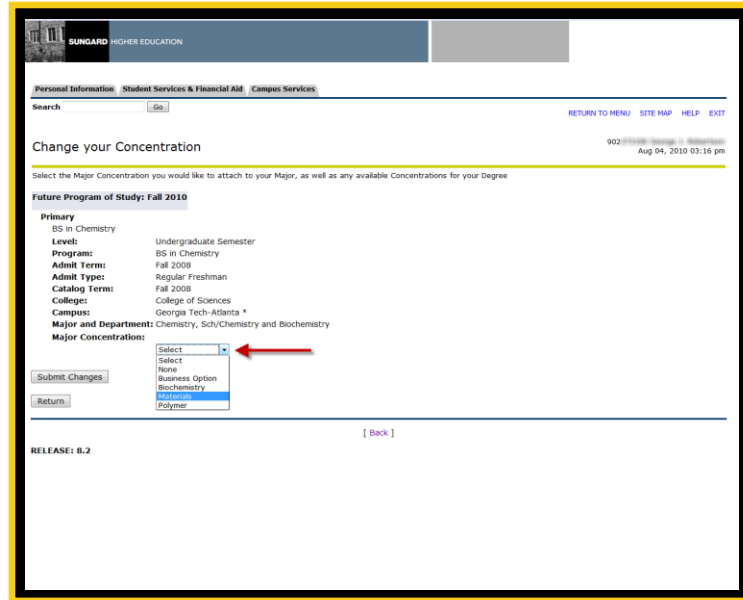


- 4) You will now be at the screen titled **“Change your Concentration”**. Listed on this screen will be your current program(s) of study as well as any program(s) of study effective for a future term. Beside each program of study is a button that allows you to select the program you would like to add, update, or remove a concentration. Once selected, click the **“Select Program”** button to proceed.

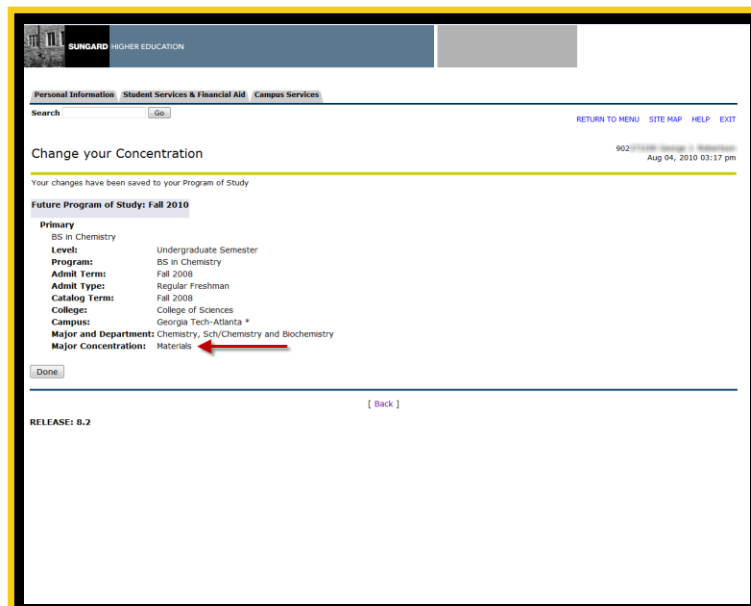


In this example we will be adding a concentration for the BS in Chemistry program which is a future program of study, effective for Fall 2010.

- 5) The next screen will list the program of study that was selected from the previous screen with an additional line labeled **“Major Concentration”**. Next to this will be a drop-down box that will list all of the concentrations that are available for that specific program of study and term. Select your desired concentration and click **“Submit Changes”**. To remove a concentration that has previously been attached to the program of study, select **“None”** from the drop-down list and click **“Submit Changes”**.



- 6) The next screen will show a confirmation of the changes that were made. Click **“Done”** and you will return to the main screen displaying your current program(s) of study.



- 7) Once you arrive back at the main screen, review the changes you have made and ensure you have added/removed/modified the appropriate concentration for all current and future terms.

SUNGARD HIGHER EDUCATION

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902373190 George J. Robertson
Aug 04, 2010 03:17 pm

Change your Concentration

Your current program(s) of study are listed below, in addition to any programs of study effective for a future term.
Select the program of study you would like to add/remove/update Concentrations.

Current Program of Study

Primary

BS in Management

Level: Undergraduate Semester
Program: BS in Management
Admit Term: Fall 2008
Admit Type: Regular Freshman
Catalog Term: Fall 2008
College: College of Management
Campus: Georgia Tech-Atlanta *
Major and Department: Management, Sch/Management

Future Program of Study: Fall 2010

Primary

BS in Chemistry

Level: Undergraduate Semester
Program: BS in Chemistry
Admit Term: Fall 2008
Admit Type: Regular Freshman
Catalog Term: Fall 2008
College: College of Sciences
Campus: Georgia Tech-Atlanta *
Major and Department: Chemistry, Sch/Chemistry and Biochemistry
Major Concentration: Materials

[Back]

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