

Minor Declaration Application

User Guide for Coordinators

Version 1.0

Abstract

This user guide will help the department coordinators to approve or deny the minor declaration applications submitted by the graduating students through Zambeel. Through this application the graduating students can apply for minor through their Zambeel self-service. This user guide elaborates the process and related Zambeel navigations to approve or reject the application submitted by the graduating students for minor.

This minor declaration application and the user guide is developed by Office of the Registrar (RO).

Please direct technical/functional queries to <u>helpdeskro@lums.edu.pk</u>

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1 Steps to Approve the Minor Application through Zambeel by Major/Minor Coordinator

1.1. Minor Navigation in Zambeel

I. Login to Zambeel at <u>https://zambeel.lums.edu.pk</u> and enter your user name and password.

	A Not-for-Profit University	
User ID		
Password		
	Sign In	
	Enable Screen Reader Mode	

II. Select the **NavBar** icon on top right corner and click on 'Navigator'

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Student Advisement	Reporting Tools	Self Service	Campus Community	NavBar 🙋
				Recent Places
Records and Enrollment	Curriculum Management	Student Advising System		My Favorites
		&&		Navigator

III. Now select Minor Application Approval from the *"Nav Bar: Navigator"*. Zambeel \rightarrow Navigator \rightarrow Minor Application Approval

	▼ School Admi	n Homepage	_	A :	۵
Student Advisement	Reporting Tools	Self Service	NavBar: Navi	gator	0
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			*	Pass/Fail Application Approval	>
Records and Enrollment	Curriculum Management	Student Advising System	My Favorites	Self Service	>
		& . .	Navigator	Campus Community	>
				Records and Enrollment	>
				Curriculum Management	>

IV. Select "Approve Minor Application"

 $\textbf{Zambeel} \rightarrow \textbf{Navigator} \rightarrow \textbf{Minor Application Approval} \rightarrow \textbf{Approve Minor Application}$



1.2. View and Approve the Minor Application

The following screen will appear to coordinator by clicking on "Approve Minor Application" button.

I. Minor application submitted by the student can be searched by coordinator using the Application Number, Empl ID or Campus ID mentioned in notification email.

School Admin Homepage	Approve Minor Applications
Approve Minor Applications	
Enter any information you have and click	Search. Leave fields blank for a list of all values.
Find an Existing Value	
Search Criteria	
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Campus ID begins with V	

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	Name begi	ns with 🗸				
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Search	Clear	Basic Search	Q	Save Search Crit	eria	

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Application Status =

II. After searching the particular student application, the following screen will appear which will contain the information under "Student Information" i.e (ID, Campus ID, Student Status, Application Status, Application Number, Name, Academic Career, Academic Plan, Academic Program, Term, Inactivation Reasons, Select Minor etc.)

School A	Admin H	Iomepage				Approve Minor Application							
Approve Mir	nor Appl	lication											
Student Inf	ormatio	on											
ID:					Name:					Active			
Campus ID):				Academic Career:								
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Minor Cou	rses												
							Personalize	e Find	2 📰 Firs	t 🕢 1-8 of 8 🕢) Las		
Class Nbr	Term	Course ID	Subject Area	Catalog Nbr	Description	Cross Listed With	Units	Grade	Updated Grade	Grading Basis			
1443	1602	667071	POL	100	Introduction to Political Sci		4.00	A	A	GRD	~		
1355	1701	667073	POL	131	Introduction to International		4.00	A-	A-	GRD	~		
1430	1702	667099	POL	320	Comparative Politics		4.00	А		GRD			
1421	1702	668472	POL	203	Western Political Philosophy		4.00	А	A	GRD	V		
1424	1702	669485	POL	227	The Politics of Conflict and		4.00	A	A	GRD	~		
1278	1802	668597	LAW	230	Constitution (Comparative) Law	POL 216	4.00	A+		GRD			
Total Cou	rse: 6.0	00	Total Units: 24	1.00	Minor GPA: 3.900	U	pdated Mine	or GPA:	3.900				

1.3. General Guidelines to Approve the Application

- I. The Application Number, Empl ID or Campus ID listed in auto generated notification email helps to open the respective application for which the approval is required.
- II. The coordinator will be able to view, approve or deny application submitted by the student.
- III. The respective major coordinator will receive an email notification on submission of minor application by the graduating students for respective semester/term for approval/rejection.
- IV. If the minor application is approved by major coordinator, then it will be routed to minor coordinator for his/her approval/rejection.
- V. Minor application approval process monitor will be visible to each coordinator, after the submission of application by the student.
- VI. The coordinator can view/hide comments in minor application approval process section.
- VII. If the grades of any course are not submitted, then system will still allow to approve the application subject to fulfillment of the criteria.
- VIII. The cross-listed courses will be visible in a separate column with other prefix of cross listed code.
- IX. If respective minor coordinator approves the application, only then it will be routed to RO for further action.
- X. The application approval workflow will be terminated as soon as the application is disapproved at any level.
- XI. In case of denying the application of student, the denial comments are required to be added in the comment box prior to clicking on the "Deny" button.
- XII. In case of denial of application, an auto-generated email message is delivered to the student.
- XIII. The application rejection comments added by respective coordinator will be visible to student in the minor application.
- XIV. If a student submits application and later on if his/her grade will be changed through a grade change petition. In this case his/her updated grade and updated minor GPA will also be visible on application.
- XV. Any empty grade field indicates that the grade of that particular course is not visible for that term.
- XVI. If a student submits more than one application, then coordinator can view via clicking on multiple application detail.
- XVII. After the application submission by graduating student and approval by major as well minor coordinator, RO will process the applications accordingly.

2. Application Approval/Rejection by Major Coordinator

2.1 Application Approved by Major Coordinator

- I. On minor application submission by student the major coordinator receives an email notification from Zambeel account about the application which requires major coordinator approval.
- II. After selection of *Reason code "No clash with major courses" the major coordinator will add his/her verification comments in "Comments by Major Coordinator" comment box then click on "Major Coordinator Confirmation" checkbox to "Approve" the application of the student as per below screenshot.
- III. Without this acknowledgement the application approval will not proceed further.

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Campus ID					Academic Plan:						
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*Select Minor	:	POLSO	C-MN		Political Science						
Minor Cou	rses										
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Class Nbr	Term	Course ID	Subject Area	Catalog Nbr	Description	Cross Listed With	Units	Grade	Updated Grade	Grading Basis	Last
1443	1602	667071	POL	100	Introduction to Political Sci		4.00	A		GRD	
1355	1701	667073	POL	131	Introduction to International		4.00	A-		GRD	
1359	1701	668070	POL	234	The Modern Middle East: Histor		4.00	A-		GRD	
1240	1701	669186	HIST	3310	The Atomic Age: Control, Confr	POL 334	4.00	А		GRD	
1430	1702	667099	POL	320	Comparative Politics		4.00	А		GRD	
1421	1702	668472	POL	203	Western Political Philosophy		4.00	A		GRD	
1424	1702	669485	POL	227	The Politics of Conflict and		4.00	А		GRD	
1278	1802	668597	LAW	230	Constitution (Comparative) Law	POL 216	4.00	A+		GRD	
Total Cour	rse: 6.00	D	Total Units: 24	.00	Minor GPA: 3.900) L	Jpdated Mino	r GPA:	3.900		
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	_		_								
		Approve	Den	У							

- IV. When the application will be approved by major coordinator then an auto-generated email message is delivered to the respective minor coordinator for further processing/approval.
- V. Minor application approval process monitor will be visible to major coordinator with approved status as per below screenshot.
- VI. The coordinator can view/hide comments in minor application approval process section.

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Minor Cou	rses										
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1355	1701	667073	POL	131	Introduction to International		4.00	A-		GRD	
1359	1701	668070	POL	234	The Modern Middle East: Histor		4.00	A-		GRD	
1240	1701	669186	HIST	3310	The Atomic Age: Control, Confr	POL 334	4.00	А		GRD	
1430	1702	667099	POL	320	Comparative Politics		4.00	A		GRD	
1421	1702	668472	POL	203	Western Political Philosophy		4.00	А		GRD	
1424	1702	669485	POL	227	The Politics of Conflict and		4.00	А		GRD	
1278	1802	668597	LAW	230	Constitution (Comparative) Law	POL 216	4.00	A+		GRD	
	l by Majo d all the	or Coordinate requirements	of this minor acc	cording to the und	ergraduate student handb nfirmation o student (If rejected)	Minor C	oordinator C y comments		tion ents (If rejected)		
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	Com	Coordinator App nents	roval	Minor Coordina	itor Approval	RO Acknowledger	ment				
Return to	o Search	1									

2.2 Application Denied by Major Coordinator

- VII. Major coordinator can deny the application after selecting the *Reason code "Clashed with major courses" the denial comments are required to be added in "Comments by Major Coordinator" comment box then click on "Major coordinator confirmation" checkbox to "deny" the application of the student as per below screenshot.
- VIII. In case of denial of application by major coordinator an auto-generated email message is delivered to student on application rejection.
- IX. Major coordinator can also select the option "Email my comments to student" when rejected the application.
- X. If major coordinator checks the Email my comments to student (if rejected) checkbox option then system generated email along with rejection comments will be delivered to the student accordingly.

< School A	Admin H	lomepage				Арр	rove Min	or A	pplication		
Approve Mir	nor App	lication									
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Class Nbr	Term	Course ID	Subject Area	Catalog Nbr	Description	Cross Listed With	Units	Grade		Grading Basis	
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1355	1701	667073	POL	131	Introduction to International		4.00	A-		GRD	
1359	1701	668070	POL	234	The Modern Middle East: Histor		4.00	A-		GRD	
1240	1701	669186	HIST	3310	The Atomic Age: Control, Confr	POL 334	4.00	A		GRD	
1430	1702	667099	POL	320	Comparative Politics		4.00	Α		GRD	
1421	1702	668472	POL	203	Western Political Philosophy		4.00	A		GRD	
1424	1702	669485	POL	227	The Politics of Conflict and		4.00	A		GRD	
1278	1802	668597	LAW	230	Constitution (Comparative) Law	POL 216	4.00	A+		GRD	
Total Cou	rse: 6.0	00	Total Units: 24	4.00	Minor GPA: 3.900) U	pdated Minor	GPA:	3.900		
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3. Application Approval/Rejection by Minor Coordinator

3.1 Application Approved by Minor Coordinator

- I. After major coordinator approval then, minor coordinator can *"approve"* or *"deny"* the application for further processing.
- II. The coordinator will be able to see the courses, credits and grades along with the minor CGPA calculator to verify that the CGPA of these courses is minimum 2.75 so that on the basis they can approve or reject the application.
- III. After reviewing the provided information and verifying the eligibility criteria, minor coordinator will authenticate the minor requirements verification and can approve or reject the application.
- IV. After selection of *Reason code "Minor requirements satisfied" the minor coordinator can add his/her verification comments in "Comments by Minor Coordinator" comment box then click on "Minor Coordinator Confirmation" checkbox to "approve" the application as per below screenshot.

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Approve Minor Application

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ID:					Name:					Active	
Campus ID):				Academic Career:						
Student Sta	atus:				Academic Plan:						
Application	status	:			Academic Program	:					
Application	Numbe	er:			Term:						
					Inactivation Reaso	ns:			\checkmark		
elect Minor	r:	POLSO	-MN		Political Science						
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Class Nbr	Term	Course ID	Subject Area	Catalog Nbr	Description	Cross Listed With	Units	Grade	Updated Grade	Grading Basis	
1443	1602	667071	POL	100	Introduction to Political Sci		4.00	А		GRD	
1355	1701	667073	POL	131	Introduction to International		4.00	A-		GRD	
1359	1701	66807 <mark>0</mark>	POL	234	The Modern Middle East: Histor		4.00	A-		GRD	~
1240	1701	669186	HIST	3310	The Atomic Age: Control, Confr	POL 334	4.00	A		GRD	~
1430	1702	667099	POL	320	Comparative Politics		4.00	A		GRD	
1421	1702	668472	POL	203	Western Political Philosophy		4.00	A		GRD	~
1424	1702	669485	POL	227	The Politics of Conflict and		4.00	A		GRD	~
1278	1802	668597	LAW	230	Constitution (Comparative) Law	POL 216	4.00	A+		GRD	
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omments t	by Mino	r Coordinato									
nave verifie	d the cou	urse requirem	ents for minor of	oted by the studer	nt. Courses and minor GPA	requirements	are complete.				
ndortaking	by Min	or Coordinat	or.								
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Student	Confirm	nation		r Coordinator Co I my comments t	nfirmation to student (If rejected)		oordinator Co		tion ents (If rejected)		
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- V. The minor coordinator will be able to see the comments added by the major coordinator on minor application approval process comments section.
- VI. Minor coordinator can view/hide comments in minor application approval process section.
- VII. In case of approved application by minor coordinator the minor application approval process will show *"Approved"* status as per below screenshot.
- VIII. If respective minor coordinator approves the application, only then it will be forwarded to RO for further processing or final approval.

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Class Nbr	Term	Course ID	Subject Area	Catalog Nbr	Description	Cross Listed With	Units	Grade	Updated Grade	Grading Basis	
1443	1602	667071	POL	100	Introduction to Political Sci		4.00	A	A	GRD	E
1355	1701	667073	POL	131	Introduction to International		4.00	A-	A-	GRD	E
1359	1701	668070	POL	234	The Modern Middle East: Histor		4.00	A-	A-	GRD	E
1240	1701	669186	HIST	3310	The Atomic Age: Control, Confr	POL 334	4.00	A	A	GRD	E
1430	1702	667099	POL	320	Comparative Politics		4.00	А		GRD	
1421	1702	668472	POL	203	Western Political Philosophy		4.00	A	A	GRD	E
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		668597	LAW	230	Constitution	POL 216	4.00	A+		GRD	
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3.2 Application Denied by Minor Coordinator

- In case of denying the application of student by minor coordinator, the denial comments are required to be added after selection of **Reason* code "Minor requirements not met" in "Comments by Minor Coordinator" comment box then click on "Minor Coordinator Confirmation" checkbox to *"deny"* the application of the student as per below screenshot.
- II. In case of denial of application by minor coordinator an auto-generated email message is delivered to student on minor application rejection.
- III. Minor coordinator can also select the option "Email my comments to student" in case of rejected the application.
- IV. If minor coordinator checks the Email my comments to student (if rejected) option then system generated email along with rejection comments will be delivered to the student accordingly.

< School A	Admin H	Homepage			Approve Minor Application						
Approve Mir	nor App	lication									
Student Inf	ormati	on									
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Class Nbr	Term	Course ID	Subject Area	Catalog Nbr	Description	Cross Listed With	Units	Grade	Updated Grade	Grading Basis	
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1355	1701	667073	POL	131	Introduction to International		4.00	A-		GRD	
1359	1701	668070	POL	234	The Modern Middle East: Histor		4.00	A-		GRD	1
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1430	1702	667099	POL	320	Comparative Politics		4.00	A		GRD	
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1424	1702	669485	POL	227	The Politics of Conflict and		4.00	A		GRD	
1278	1802	668597	LAW	230	Constitution (Comparative) Law	POL 216	4.00	A+		GRD	
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- IX. The application rejects status/comments added by minor coordinator will be visible on minor application approval process comments section.
- X. The minor application approval process will show the "Denied" status after application denied by minor coordinator as per below screenshot.

Name Courses	School Admin Homepage			Approve Minor Application								
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