Registrar's Office

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".

| SUNGARD HIGHER EDUCATION | |
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| Personal Information Student Services & Financial Aid Campus Services | |
| Search Ge | SITE MAP HELP EXIT |
| Welcome, George to the WWW Information System Last well | b access on Aug 04, 2010 at 03:12 pm |
| always be turned off during final grade processing. These options will be turned back on | |
| GEORGIA TECH HONOR CHALLENGE - "I commit to uphold the ideals of honor and Tech community". For more information, click this Honor Code link. | integrity by refusing to betray the trust bestowed upon me as a member of the Georgia |
| Spring 2010 grades are now available. | |
| Student Services & Financial Aid | |
| Personal Information View and Update Addresses; Change PIN and Security Question; View E-mail addresses; Update E | imergency Contacts; Update Marital Status; Answer a Survey |
| Campus Services | |
| Sign up for direct deposit, meal plans, credit card payments, housing deposits, and accepted apple Transfer Articulation | icant deposits |
| Return to Homepage | |
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2) Next, click "Student Records".

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| Student, Financial Aid & Student Account (Bursar) Info | |
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| Registration Creacy your registration statius: Add or drop classes: Select variable credite, grading modes, or levels: Display your class schedule: Obtain student invoice statement; Wi <u>Fulder: Records</u> <u>Variable Records</u> | to payment options. |
| Pay NOW! Make a symmetry on your account in the Student Bill Payment Portal, Please enable pop-ups or hold down the Crit key when your click to spen the new window. Financial Aid Apply for Financial Aid, Review the status of your financial aid applications; Check status of document requirements; Review Isans. | |
| Student Account Budent Account GRA / GTA Payroll Deduction View Student Information RELIASE: B.4 | |
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3) Once in the Student Records menu, click the bottom option labeled "Change Program of Study".

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| Verification Requests | Request Printed/Official Transcript Language Institute students should call (404) 894-2425 to request transcripts. You cannot order a transcript on this syste | em. |
| View Status and Verfication Requests View Vorker Compre Verification Account Summary by Term Account Summary by Term Account Summary Select Tax Vear Tax Notification CAPP - Advecments and Depress Renneg) is as online advisement system for underproduces students. Budents can use this system to tool; progress towerd a depres or parform a what if secance poor to making advances and Depress Renneg) is as online advisement system for underproduces students. Budents can use this system to tool; progress towerd a depres or parform a what if secance poor to making advisement and Depress Renneg) is as online advisement system for underproduces students. Budents can use this system to tool; progress towerd a depres or parform a what if secance poor to where QCT and Regents' Data Prove Depres Conditionation Trance Program of Study. View QCT and Regints' Data | View Status of Transcript Requests | |
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| View GT and Regents' Data Post Offer Box Information Change Program of Study | ***CAPP (Curriculum, Advising and Program Planning) is an on-line advisement system for undergraduate students. Stude making a change in major or catalog term. THIS IS A BETA TEST SYSTEM. Not all testing by departments is complete; degree | ees will appear in the pull-down list as soon as departmental testing is complete. You cannot |
| Post Office Box Information Change Program of Study | View Degree Candidate Information | |
| Change Program of Study | | |
| *** Change concentration. | Post Office Box Information | |
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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.

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| Change your concentration Aug 04, 2010 00:15 pm Your current program(s) of study are leted below, in addition to any programs of study effective for a future term. Select the program of study Select the program of study are leted below, in addition to any programs of study effective for a future term. Current Program of Study Program B Sin Management Program Program Admit Type: Regular freshman Catalog term: Program Offsare Program: Product | Search Go | RETURN TO MENU SITE MAP HELP EXIT | | | |
| select the program of study you would like to add/themove/update Gineenitostons. Exerced Program of Study Prince | Change your Concentration | | | | |
| Current Program of Study Priva | Your current program(s) of study are listed below, in addition to any programs of study effective for a fut | ure term. | | | |
| Primary Primar | Select the program of study you would like to add/remove/update Concentrations. | | | | |
| O B S in Management For a set of the set o | Current Program of Study | | | | |
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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".

| Change your Conce | entration | |
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| Change your Conce | entration | |
| | | 902 Aug 04, 2010 03:16 pm |
| Select the Major Concentration | you would like to attach to your Major, as well as any available Concentrations for your Degree | |
| Future Program of Study: | Fall 2010 | |
| Primary | | |
| BS in Chemistry | Medicine durbs flower has | |
| Level: Program: | Undergraduate Semester BS in Chemistry | |
| Admit Term: | Fall 2008 | |
| Admit Type: | Regular Freshman | |
| Catalog Term: | Fall 2008 | |
| College: | College of Sciences | |
| Campus: | Georgia Tech-Atlanta * | |
| | t: Chemistry, Sch/Chemistry and Biochemistry | |
| Major Concentration: Submit Changes Return | Select • Select forme Baumes Option Baumes Option Contentation Polymer | |
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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.

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| Search Go | RETURN TO MENU SITE MAP HELP EXIT |
| Change your Concentration | 902 Aug 04, 2010 03:17 pm |
| Your changes have been saved to your Program of Study | |
| Future Program of Study: Fall 2010 | |
| Primary BS in Chemistry Level: Undergraduate Semester Program: BS in Chemistry Admit Term: Fail 2008 Admit Type: Regular Freshman Catalog Term: Fail 2008 College: College of Soences Campus: Georgia Tech-Atlantia * Major and Department: Chemistry, SrA/Chemistry and Biochemistry Major Concentration: Materials | |
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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.

| Search | dent Services & Financial Aid Campus Services | |
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| | | RETURN TO MENU SITE MAP HELP EX |
| Change your Co | ncentration | 902373190 George J. Roberts Aug 04, 2010 03:17 p |
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| Select the program of stud | ly you would like to add/remove/update Concentrations. | |
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| Level: Program: Admit Term: Admit Type: Catalog Term: College: Campus: Major and Depart | Undergraduate Semester BS in Kanagement Pall 2006 Régular Freshman Fall 2008 College of Management Georgia Tech-Atlanta * Genergia Tech-Atlanta * | |
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