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 |
| THIS IS AN INFORMATIONAL MESSAGE ONLYPLEASE READ CAREFULLY THEN PROCEED always be turned off during final grade processing. These options will be turned back on | TO THE MENU OPTIONS LISTED BELOW. The options for viewing grades and transcripts will when grade processing is finished and academic standings have been reviewed. |
| 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".

| SUNCARD HIGHER EDUCATION | |
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| Personal Information Student Services & Financial Aid Campus Services | RETURN TO MENU SITE MAP HELP EXIT |
| Student, Financial Aid & Student Account (Bursar) Info | |
| GEORGIA TECH HONOR CHALLENGE - "I commit to uphold the ideals of honor and integrity by refusing to betray the trust bestowed Tech community". For more information, click this Honor Code link. | upon me as a member of the Georgia |
| Registration Check your registration status 1.4d or drop dessess Select variable credits, prading modes, or levels). Display your dess schedule; Obtain student invoice statement; W EVIGATIVE RECORD Variable Research (Selection) (Selec | ib payment options. |
| Day Now! Nake a sparset on syot account in the Student Bill Payment Portal. Place enable pay-ups or hold down the Ctrl kery when you click to spen the new window. Financial Aid Apply for Financial Aid, Review the status of your financial aid applications: Oracle status of document requirements. Review leans. | |
| Subject Account GRA / CTA Nyrol Deduction View Student Information | |
| AELEASE: 0-7 | |
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3) Once in the Student Records menu, click the bottom option labeled "Change Program of Study".

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| RELIENT TO MENU STITE MAP HED EXT Student Records Find 2010 Degrees will be awarded by 6:00 p.m. on Thursday, May 12th, 2010. View Holds Progress Report Crates Find Grade Unofficial Transcript Register Protect/Official Transcript Register Protect/Protect/Protect/Protect/Protect/Protect/Pro | Personal Information Student Services & Financial Aid Campus Services | |
| and rankers will be availed by 6x80 p.m. on Thursday, Kay 13th, 2010. Vew Holds Progress Report Grades Progress Report Grades Progress Report Grades Progress Report Grades Report Proceedings Report Proc | Student Records | RETURN TO MENU SITE MAP HELP EXIT |
| View todds Final Grades Undfall Transcript Reguest Protect/Official Transcript Reguest Protect/Officia | pring 2010 Degrees will be awarded by 6:00 p.m. on Thursday, May 13th, 2010. | |
| Progress Report Grades Find Gr | View Holds | |
| Fina ¹ Grodes Unofficial Transcript Reguest Portect/Official Transcript Reguest Vers Status of Transcript Reguests Vers Status of Transcript Reguests Vers Status and Verification Reguests Status and Verification Reguests Status and Verification Reguests Cardo- A Account Summary Select Tax Verification CArdo- A Account Summary Very Status and Degree Audit CArdo- A Account Summary Very Status and Verification I and Degree Audit CArdo- A Account Summary Very Status and Verification Reguests Very Status and Verification Status Very Status And Verification Status Verification Reguests Very Status And Verification Reguest Very Status And Verification Reguests Very Status And Verificat | Progress Report Grades | |
| Unofficial Transcript Request PrintschOfficial Transcript Request | Final Grades | |
| Request Phytotek Unfload Transcorpt Request Phytotek Unfload Transcorpt Requests View Status of Transcorpt Requests View Status of Transcorpt Requests View Status and Verification Requests View Status and Verification Requests View Status and Verification Requests Account Summary by Term Account Summary Select Tax Veer Tax Notification CAPP - Adversment and Depree Audit CAPP - Adversment and Depree Audit View Of Tank Repression Status and Status Action Status Account Status View Of Tank Repression Status Account Status Pater Offer Roy Information | Unofficial Transcript | |
| View Status of Transcript Requests ViewStatus and Verification Requests ViewStatus and Verification Requests ViewStatus and Verification Requests ViewStatus and Verification Requests Sector 15 unmary Sector 15 views Sector 15 views Sect | Request Printed/Official Transcript Language Institute students should call (404) 894-2425 to request transcripts. You cannot order a transcript on this syste | em. |
| Verification Requests | View Status of Transcript Requests | |
| View Status and Verification Requests View Status and Verification Requests View Status Status View Status Status View Status | Verification Requests | |
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| View Degree Candidate Information View of Tand Regenets Data Post Office Box Information Endrege Frogram of Study *** Objeg reservation. | CAPP - Advisement and Degree Audit ***CAPP (Curkulum, Advising and Program Rianing) is an on-line advisement system for undergraduate students. Stude making a change in major acataling term. THIS ISA BETA TEST SYSTEM, lot all testing by departments is completed, degr graduate unit) your degree patition has been approved by both your unjer school and the Registra's CORE. If you have up | ents can use this system to track progress toward a degree or perform a what if scenario prior to wes will appear in the pull-down list as soon as departmental testing is complete. You cannot uestions about your CAPP compliance, contact your academic advisor. |
| Vew 0T and Regents' Data Post Office Box Information Engine Program 05 Study *** Concept sector vision **** | View Degree Candidate Information | |
| Deat Office Box Information Finder Program Of Study *** Output stream of Study ELASSE 1.4 | View GT and Regents' Data | |
| Change Program of Study * Change Invention. ELASE: 0.4 | Post Office Box Information | |
| ELEASE: 8.4 | Change Program of Study Change concentration. | |
| | ELEASE: 8.4 | |

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.

| Personal Information Student Services & Financial Aid Campus Se | ervices | | |
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| Search Go | | | RETURN TO MENU SITE MAP HELP EXIT |
| Change your Concentration | | | 902 Aug 04, 2010 03:15 pm |
| Your current program(s) of study are listed below, in addition to any | programs of study effective for a futi | ure term. | |
| Select the program of study you would like to add/remove/update Co | incentrations. | | |
| Current Program of Study | | | |
| Primary © BS in Management Programs: BS in Management Admit Terms: Fail 2008 Admit Type: Regular freshnam College: College of Management Campus: Georgia Tech-Alterta * Major and Department: Management, Sch/Management | | | |
| Future Program of Study: Fall 2010 | | | |
| Primary BS in Chemstry Image: BS in Chemstry BS in Chemstry Program: BS in Chemstry Admit Type: Regular freshman Cablege: College: College: College: | ochemistry | | |
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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 | |
|--|---|------------------------------|
| 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 | Madagene due to Generation | |
| 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 * | |
| Major and Department | 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.

| Personal Information Student Services & Financial Aid Campus Services | |
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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 | |
| [Back] | |
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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 | Go | |
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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 |
| 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 stud | ly you would like to add/remove/update Concentrations. | |
| Current Program of St | udy | |
| Primary © BS in Management | | |
| Level: Program: Admit Term: Admit Type: Catalog Term: College: Campus: Major and Depart | Undergraduate Semester BS in Kanagement Pall 2006 Regular Freshman Fall 2006 College of Management Georgia Tech-Atlanta * Genergia Tech-Atlanta * | |
| Future Program of Stu | dy: Fall 2010 | |
| Primary B Sin Chemistry Level: Program: Admit Term: Admit Type: Catalog Term: College: Campus: Major and Depart Major Concentral Select Program | Undergraduate Semester BS in Chemistry Fail 2008 Regular Freihman Fail 2008 College of chemistry College of chemistry Schemistry, SchrChemistry and Biochemistry Ione: Maternals | |