Program of Study App:
Instructions and Links
Declaring a Program of Study in the application

• The Program of Study Application can be found in your Administrative Access, or using the following link: https://portalapps.weber.edu/PrgStudyApp/Default.aspx?RenderTeaser=false
• Once logged in, you can search by W# or name.
• Click the “Search” button.

NOTE: Please allow a second or two to pass whenever you make a selection. The app needs time to think as you go.
Here is a quick look at what the app looks like when you pull up a student:

Use the Major dropdown to select a program, filter by Degree Type, or browse by Program Code.

Program of study declarations can be deleted or modified here (only minors/concentrations/catalog years can be modified). **There must be one active declaration at all times**, and there can be up to five at one time.

NOTE: The Catalog dropdown does not appear for students. Only Administrators can use the “Modify” button to change a student’s catalog year.
Declaring a Program of Study

• Once you have searched for a student, you can start declaring. You will be able to declare up to five declarations at one time.
• As shown in the last slide, you can use the Major, Degree, or Program dropdowns.
• Once you select a Major, Degree type, and Program, click the “Submit” button (image #1).
• When the page refreshes, it will then say “Request Saved” and show details of the request right below (image #2).
• The next step is approving the request in the POS Roster.

NOTE: If you select the wrong Major, Degree, or Program, click on the “Clear” button in order to reset your options.
Approving Requests in the POS Admin/Roster

• The POS Admin/Roster area can be found in your Administrative Access, or by using the following link: https://portalapps.weber.edu/ProgStudyAdmin/
• The POS Roster will look familiar to you if you work with the Graduation Roster.
• Once you select “Roster” in the dropdown, you can filter by different categories or search by W# or name, just like the Graduation Roster.

NOTE: An email will be sent to the student after every declaration. Please contact me for help setting up the automatic emails.
This is what a student record looks like in the Roster:

For the purpose of declarations, the most important part of this screen is the Requests area. Click the “Select” button to continue (steps continue on next slide).

NOTE: On this screen there are areas to see Class Schedule, Holds, Internal Comments, and email communications to the student not shown in this screenshot.
Approving Requests in the POS Roster

• Once you select a request, it will give you a Status dropdown above the Requests block. This is where you will Approve, Reject, or put Under Review.
  • Remember to set up the automated emails for each instance.
• The final step is to click the “Update” button, which will prompt Banner to create a new record in SFAREGS.
When you refresh the POS App, the new program of study declaration will appear under Declared Programs. It will also show up in CatTracks.

Again, you can Modify minor/concentration/catalog year or Delete a declaration using this screen (instructions continue on next slide).
Modifying a Declaration

The “Modify” button, as already mentioned, can be used to change a catalog year, concentration, or minor (also to remove a minor).

• Click on the “Modify” button.
• Change concentration, minor, or catalog year as needed.
  • To remove a minor, simply return the dropdown to the blank option (as shown in the image).
• Click the “Submit” button.
• Once the change request has been submitted, you will then need to approve the request in the POS Roster.
Deleting a Declaration

To delete an unwanted or old Program of Study declaration:

- Click on the “Delete” button (#1).
- Scroll down to the bottom of the Add/Modify Major Information block and click on “Confirm Delete” (#2).

NOTE: Because there must be at least one POS declaration in the system at all times, it is best to declare a student before deleting an unwanted declaration.
Linked Degrees

• Some degree programs in the POS App are linked. For example, if a student wants to earn a BS in Computer Science they will also need to complete the AAS in Computer Science. Degree programs like this are connected in the POS App so you do not need to submit a separate request for each degree.

• When approving linked degrees, you can either approve them one at a time or you can approve the highest degree type, which will cause all linked programs to be approved as well.

• If a student has previously completed a lower level degree, you can unlink the degree(s) from this screen, or by using the instructions on the next slide to Unlink the degree.

• Linked degrees in the app have been based on the catalog, however, if your program should/shouldn’t be linked, please let me know and I will fix it.
Unlinking a Degree

If a student does not need to be declared in the linked degree, instead of approving and then deleting it, simply Unlink the degree in the POS Roster:
- “Select” the degree that is not needed.
- Change the Status to Unlink, as shown in the image.
- Then approve the other degrees as normal.
Have Questions?

You can contact me through email, Hangouts, or phone:
• denaesportsman@weber.edu
• 801-626-6327

Want to test the app before making real declarations?

If you would like to test or train in the POS App before using the live version, use the below links:
• For the test POS App: https://portalapps-dev.weber.edu/PrgStudyApp/Default.aspx?RenderTeaser=false
• For the test POS Roster/Admin controls: https://portalapps-dev.weber.edu/ProgStudyAdmin/Default.aspx?RenderTeaser=false
• And to check your work in Banner 9 WDAY: https://banneradmwdyday.weber.edu/applicationNavigator/seamless