



SIS Configuration – New Program Version Request Form

Complete this form to request the configuration of a new program version in SIS (Student Information Systems).

Please ensure that all required approvals have been received before submitting this form.

Specific curriculum submission guidelines can be found on the Vancouver Senate and Okanagan Senate Secretariat websites (<https://senate.ubc.ca/vancouver/curriculum-submission-guide> and <https://senate.ubc.ca/okanagan/curriculum>).

Return completed forms to: student.systems@ubc.ca

Contact for this request (required):

Name: _____

Email: _____

Phone: _____

Faculty and Department: _____

If this request is being submitted on behalf of someone else, please include their details here:

Name: _____

Email: _____

Phone: _____

Faculty and Department: _____

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What is the credential abbreviation (6-characters)? **(required)**

What is the credential version abbreviation (4-characters)? **(required)**

What is the entry description (30-characters or less including spaces describing the new program version)? **(required)**

What is the minimum and maximum year level of students in this program version? (optional)

Maximum: _____

Minimum: _____

For graduate programs, what are the minimum number of full-time and part-time steps?
(optional)

Full-time: _____

Part-time: _____