



SIS Configuration – Other – Request Form

Complete this form to request the discontinuation of a specialization or the configuration of a dual degree or other curriculum 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: _____

I am requesting that the following be configured in SIS (required):

- Discontinuation of a specialization
- Dual degree
- Faculty
- School
- Other

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Discontinuation of Specialization

What is the specialization code? **(required)**

What is the specialization name? **(required)**

What is the last valid session for this specialization (e.g. 2020 Winter)? **(required)**

Can students declare this specialization through the SSC? **(required)**

Yes No

Additional comments **(Optional)**

Dual Degree

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

First credential: _____

Second credential: _____

What is the effective start session for this dual degree (e.g. 2020 Winter)? **(required)**

Additional comments **(Optional)**

Faculty

Is this request for the configuration of a new Faculty? **(Required)**

Yes No – Update existing Faculty



If No, what is the current Faculty Name? _____

If No, what is the current Faculty Code? _____

What is the new Faculty Name (50-characters)? **(Required)** _____

What is the new Faculty Code (4-characters)? **(Required)** _____

What is the administrative campus? **(Required)**

- UBC Vancouver UBC Okanagan

Additional comments **(Optional)**

School

Is this request for the configuration of a new School? **(Required)**

- Yes No – Update existing School

If No, what is the current School Name? _____

If No, what is the current School Code? _____

What is the new School Name (50-characters)? **(Required)** _____

What is the new School Code (4-characters)? **(Required)** _____

What is the administrative Faculty? **(Required)** _____

What is the administrative campus? **(Required)**

- UBC Vancouver UBC Okanagan

Additional comments **(Optional)**



Other

For all other SIS curriculum configuration requests please provide a detailed description and the Student Systems Management team will follow up if further details are required:
