

IUKL'S DIGITAL TRANSFORMATION PROJECT
INFRASTRUCTURE UNIVERSITY KUALA
LUMPUR (IUKL)

USER MANUAL
CHANGE OF PROGRAM

PROJECT CODE: CCIMYIUKL0012022
FILE: User Manual

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1	1.0	27.11.2023	First Draft	First Draft of User Manual	Ishwarya Ramesh	Hanim Zaki
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1. OVERVIEW OF THE APPROVAL FLOW

Student will be able to apply for Change of Program from the Student Portal. This process is called **Change Of Program Request** under the **Student Services Module**.

Once a request is submitted, it is directed to the Admin for eligibility evaluation.

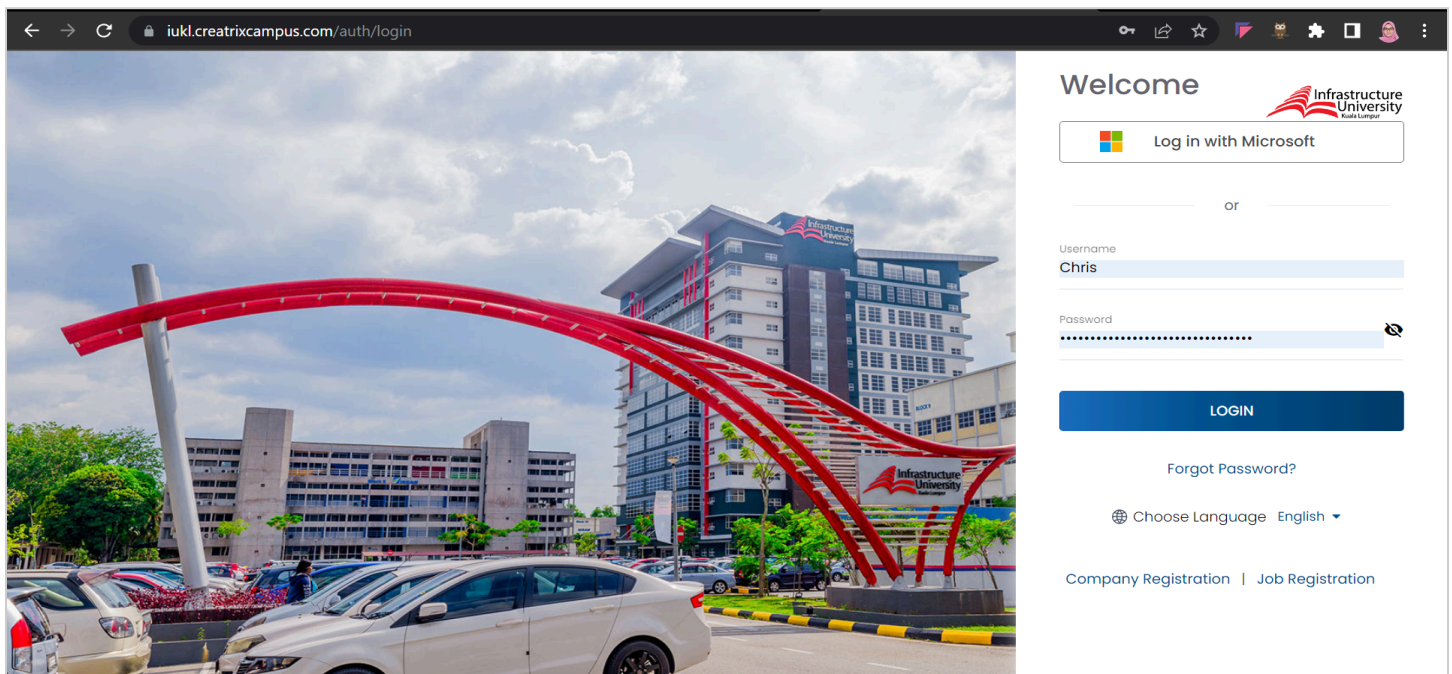
2. CHANGE OF PROGRAM PROCESS

Changing an Existing Program to a New Program means that you no longer wish to pursue your current program and would like to work towards earning a different degree. This removes the current program from your degree plan and replaces it with the new selection if approved.

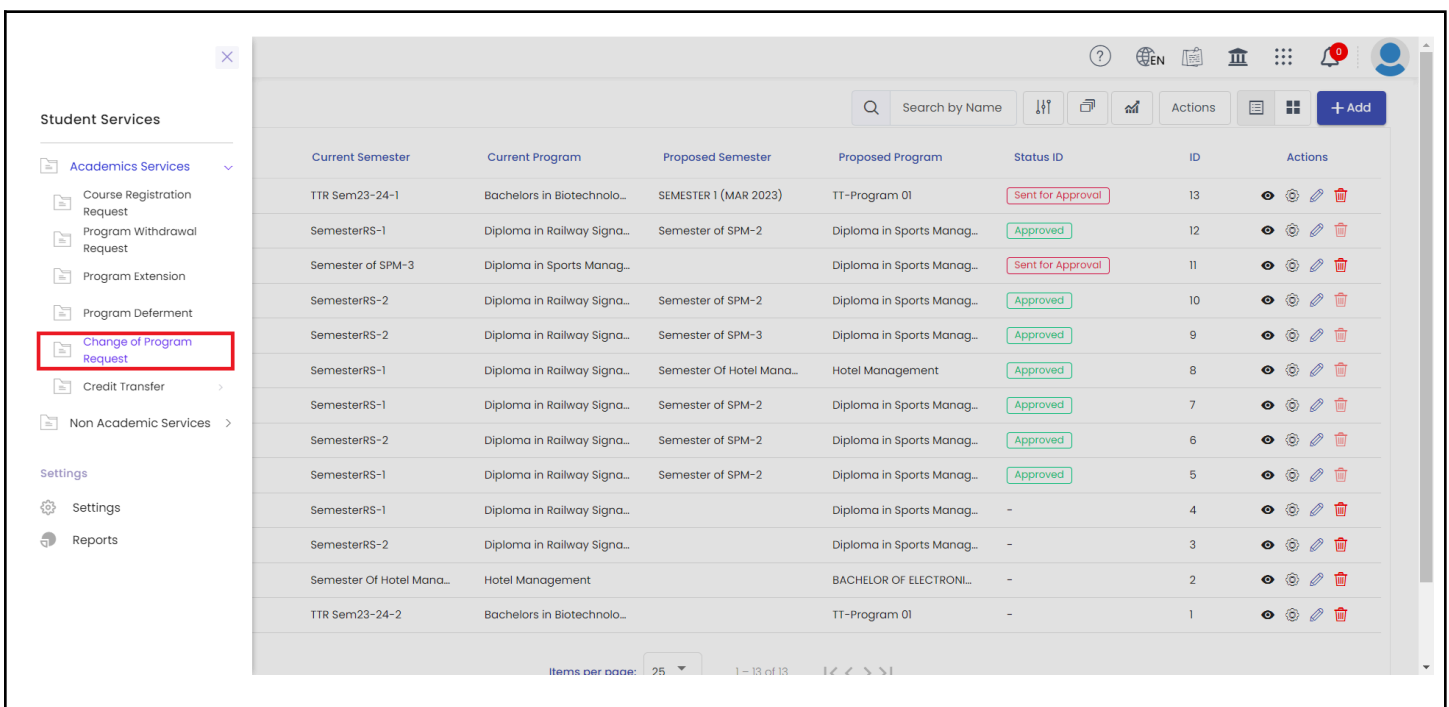
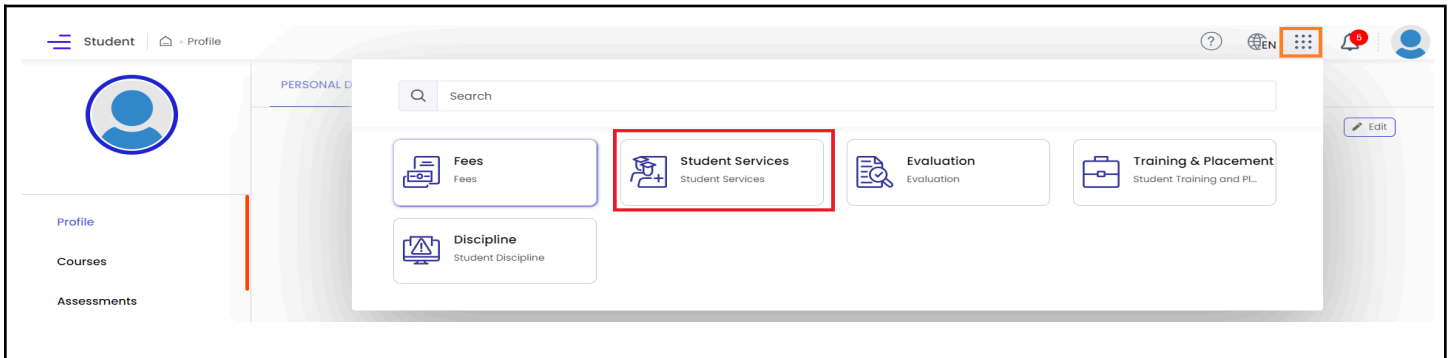
2.1 Student Request

2.1.1 Change of Program Form

Step 1: To create a new Change of Program request, Student must first log in to the Creatrix Platform using the link: <https://iukl.creatrixcampus.com/auth/login>



Step 2: Click on the Main Menu button >> Student Services>>Change of Program.

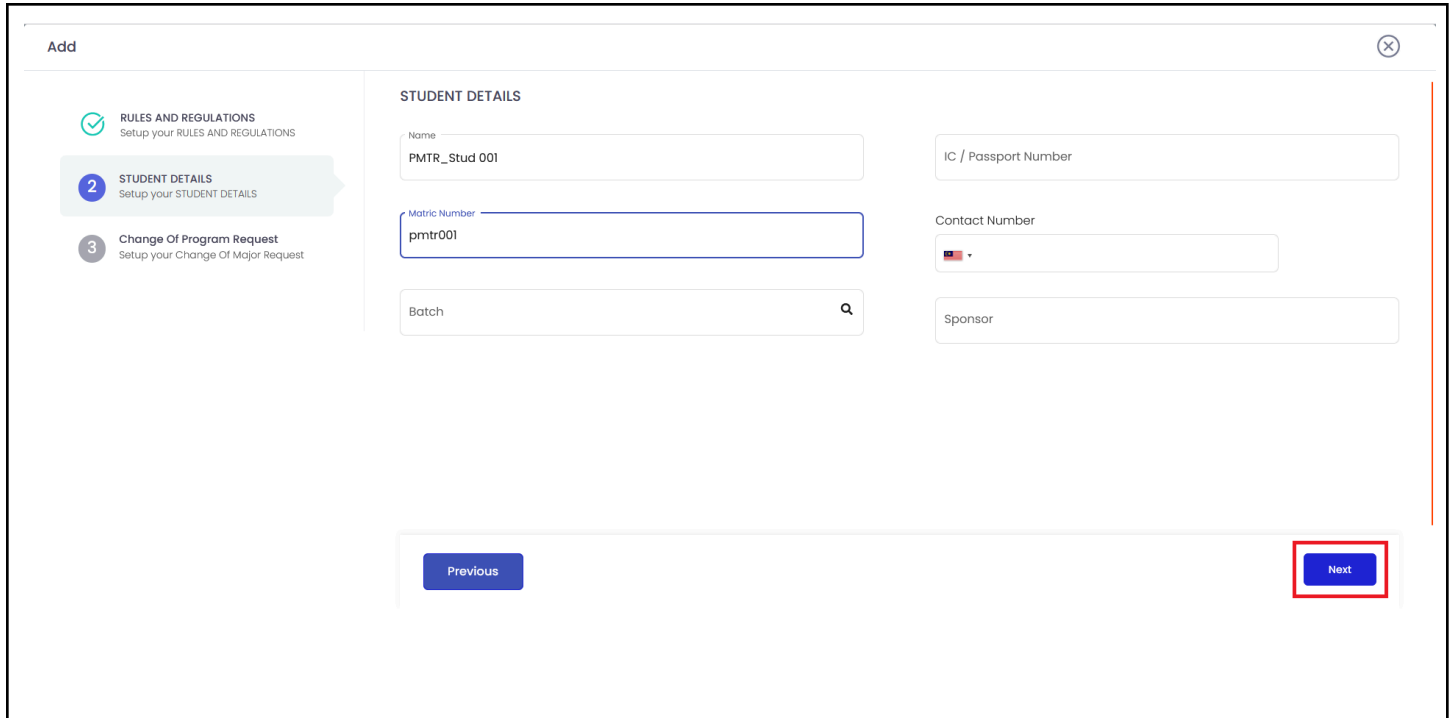


Step 3: User will be redirected to the Change of Program request feature. Click on the ADD button to submit a new Change of Program request.

Step 4: The user will be redirected to Rules and Regulations page , This page will has the set of instructions that has to be validated before a student submits a change of program request. Here user should click Next to proceed the request

6

Step 4: Type on the required fields like Name, Matrix number, Batch, Contact Number, Sponsor and click Next. This will fetch the data of Student data.



Add (Close icon)

1 RULES AND REGULATIONS
Setup your RULES AND REGULATIONS

2 STUDENT DETAILS
Setup your STUDENT DETAILS

3 Change Of Program Request
Setup your Change Of Major Request

STUDENT DETAILS

Name
PMTR_Stud 001

IC / Passport Number

Matric Number
pmtr001

Contact Number
[Flag icon]

Batch [Search icon]

Sponsor

Previous Next

Step 5: Fill in the required fields like current program, Proposed program, Current academic standing, CGPA , the reason for the change, Declaration and submit. This will fetch the required data of the student program details from the specific master.

✓**RULES AND REGULATIONS**
Setup your RULES AND REGULATIONS

✓**STUDENT DETAILS**
Setup your STUDENT DETAILS

3 **Change Of Program Request**
Setup your Change Of Major Request

Current Academic Standing

☐ Good

☐ Probation 1

☐ Probation 2

CGPA

Reason for Change

Enter text here...

☐

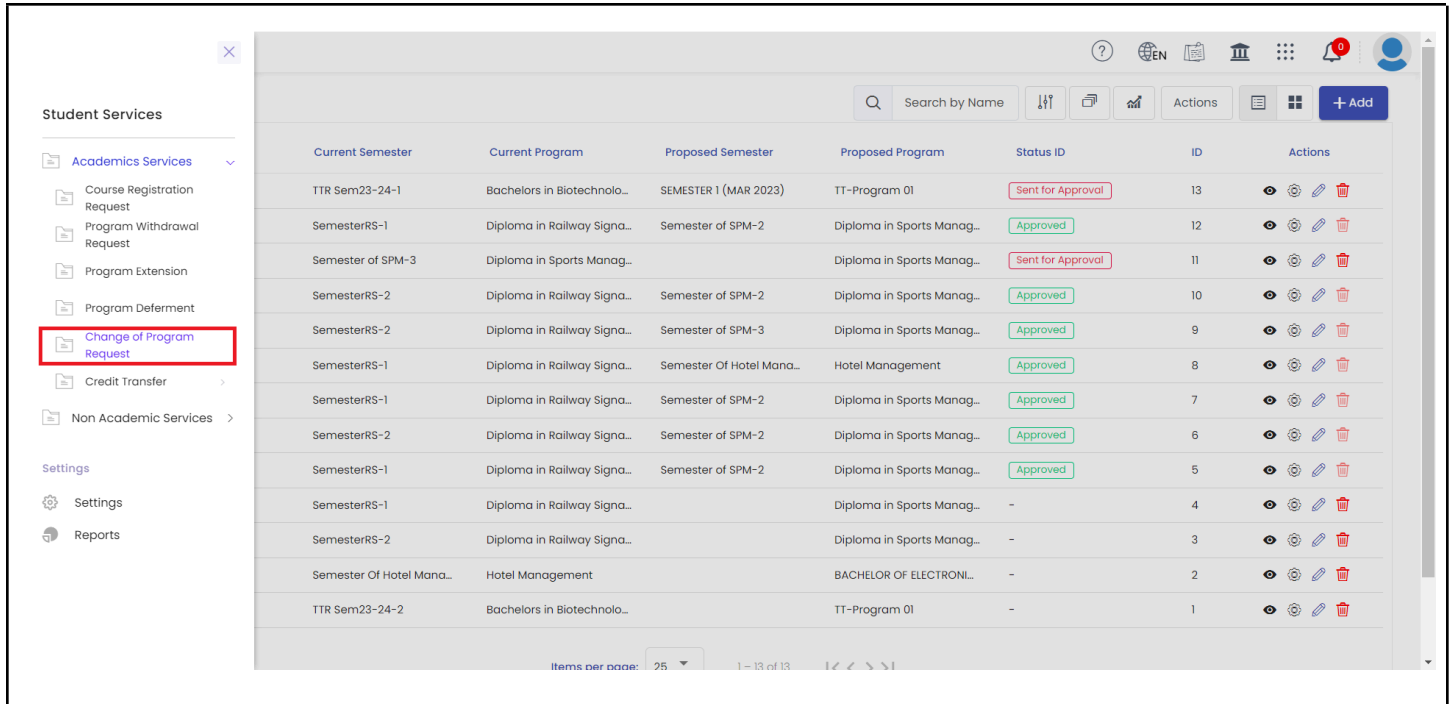
I hereby request the above change of programme. I understand that I will be subjected to all requirements and enrollment restrictions of the Faculty/Centre of my proposed new programme and that my graduation may be delayed as a result of changing to a new programme. I am also aware that there are credit hours that cannot be used towards my chosen new programme.

Previous

Submit

2.1.2 Approval Process

Step 1: Click on the Main Menu button >> Student Services>>Change of Program.



Current Semester	Current Program	Proposed Semester	Proposed Program	Status ID	ID	Actions
TTR Sem23-24-1	Bachelors in Biotechnolo...	SEMESTER 1 (MAR 2023)	TT-Program 01	Sent for Approval	13	
SemesterRS-1	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	12	
Semester of SPM-3	Diploma in Sports Manag...		Diploma in Sports Manag...	Sent for Approval	11	
SemesterRS-2	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	10	
SemesterRS-2	Diploma in Railway Signa...	Semester of SPM-3	Diploma in Sports Manag...	Approved	9	
SemesterRS-1	Diploma in Railway Signa...	Semester Of Hotel Mana...	Hotel Management	Approved	8	
SemesterRS-1	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	7	
SemesterRS-2	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	6	
SemesterRS-1	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	5	
SemesterRS-1	Diploma in Railway Signa...		Diploma in Sports Manag...	-	4	
SemesterRS-2	Diploma in Railway Signa...		Diploma in Sports Manag...	-	3	
Semester Of Hotel Mana...	Hotel Management		BACHELOR OF ELECTRONI...	-	2	
TTR Sem23-24-2	Bachelors in Biotechnolo...		TT-Program 01	-	1	

Step 2: Click on the Main Menu button >> Student Services>> Change of Program. Here student can see the approval status on the status column. After the status change by admin, student will be able to view the status.

2.2 Admin Operations

Step 1: Click on the Main Menu button >> Student Services>> Change of Program.

The screenshot shows the 'Student' profile page. On the left is a sidebar with 'Profile', 'Courses', and 'Assessments'. The main content area has a 'PERSONAL DATA' section. A modal window is open, displaying a search bar and four menu items: 'Fees', 'Student Services' (highlighted with a red box), 'Evaluation', and 'Training & Placement'. The top navigation bar includes a user profile icon, a notification bell, and a grid icon.

Student Services

Academics Services

Course Registration Request

Program Withdrawal Request

Program Extension

Program Deferment

Change of Program Request

Credit Transfer

Non Academic Services

Settings

Settings

Reports

Search by Name

Actions

+ Add

Current Semester	Current Program	Proposed Semester	Proposed Program	Status ID	ID	Actions
TTR Sem23-24-1	Bachelors in Biotechnolo...	SEMESTER 1 (MAR 2023)	TT-Program 01	Sent for Approval	13	
SemesterRS-1	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	12	
Semester of SPM-3	Diploma in Sports Manag...		Diploma in Sports Manag...	Sent for Approval	11	
SemesterRS-2	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	10	
SemesterRS-2	Diploma in Railway Signa...	Semester of SPM-3	Diploma in Sports Manag...	Approved	9	
SemesterRS-1	Diploma in Railway Signa...	Semester Of Hotel Mana...	Hotel Management	Approved	8	
SemesterRS-1	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	7	
SemesterRS-2	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	6	
SemesterRS-1	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	5	
SemesterRS-1	Diploma in Railway Signa...		Diploma in Sports Manag...	-	4	
SemesterRS-2	Diploma in Railway Signa...		Diploma in Sports Manag...	-	3	
Semester Of Hotel Mana...	Hotel Management		BACHELOR OF ELECTRONI...	-	2	
TTR Sem23-24-2	Bachelors in Biotechnolo...		TT-Program 01	-	1	

Items per page: 25

1 - 13 of 13

Step 2: In this list view admin can click the detailed view to view every application.

Change Major Requests

All (14)

Search by Name

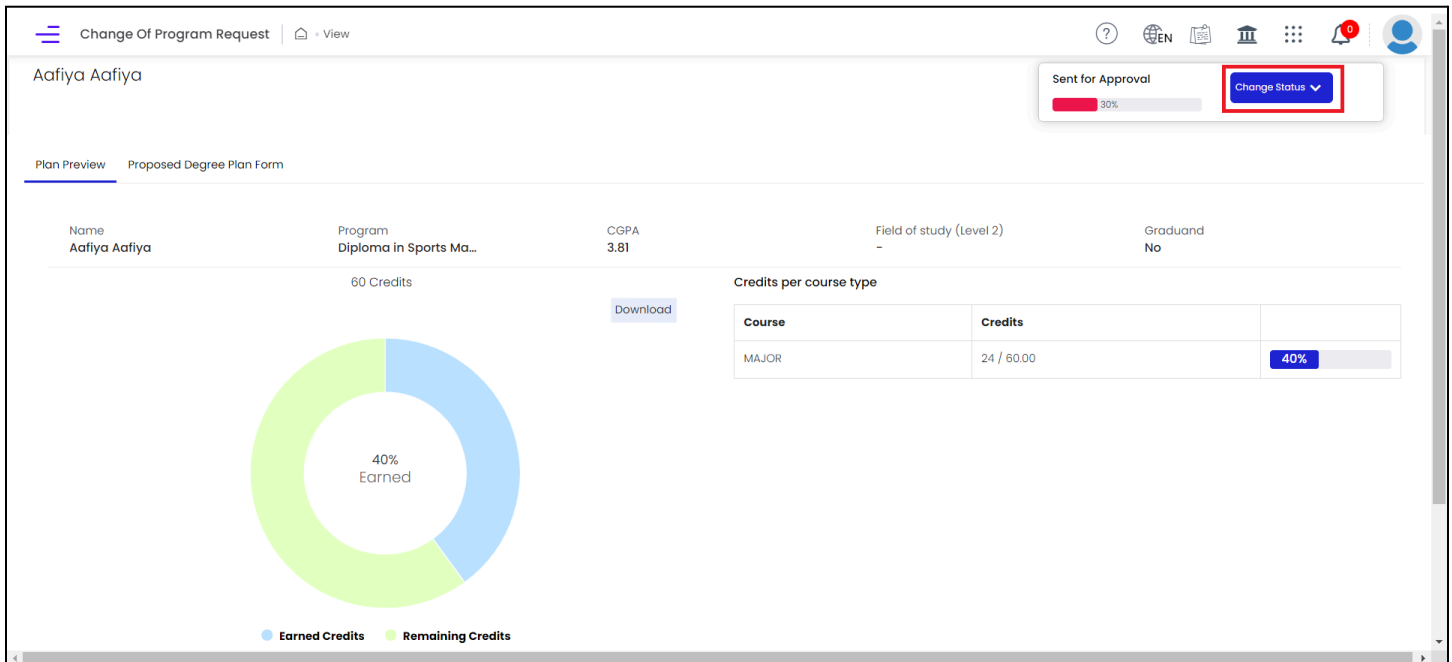
Actions

+ Add

Student	Current Semester	Current Program	Proposed Semester	Proposed Program	Status ID	ID	Actions
		PMTR_Program 001		Hotel Management	Rejected	14	
Zain Ibrahim	TTR Sem23-24-1	Bachelors in Biotechnolo...	SEMESTER 1 (MAR 2023)	TT-Program 01	Sent for Approval	13	
Aaban khan	SemesterRS-1	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	12	
Aafiya Aafiya	Semester of SPM-3	Diploma in Sports Manag...		Diploma in Sports Manag...	Sent for Approval	11	
Dawoud Faisal	SemesterRS-2	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	10	
Aafiya Aafiya	SemesterRS-2	Diploma in Railway Signa...	Semester of SPM-3	Diploma in Sports Manag...	Approved	9	
Ayaan Arham	SemesterRS-1	Diploma in Railway Signa...	Semester Of Hotel Mana...	Hotel Management	Approved	8	
Hamza Aadil	SemesterRS-1	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	7	
Zara Aafiya	SemesterRS-2	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	6	
Yusuf Yusuf Malik	SemesterRS-1	Diploma in Railway Signa...	Semester of SPM-2	Diploma in Sports Manag...	Approved	5	
Student 29 .	SemesterRS-1	Diploma in Railway Signa...		Diploma in Sports Manag...	-	4	
Aleem Aleem	SemesterRS-2	Diploma in Railway Signa...		Diploma in Sports Manag...	-	3	
Pathan Pathan	Semester Of Hotel Mana...	Hotel Management		BACHELOR OF ELECTRONI...	-	2	

2.2.2 Program Change

Step 1: On clicking detailed view user will be redirected to the status change feature , there user can change the status of the application.



Change Of Program Request | View

Aafiya Aafiya

Sent for Approval 30% **Change Status**

Plan Preview Proposed Degree Plan Form

Name: Aafiya Aafiya Program: Diploma in Sports Ma... CGPA: 3.81 Field of study (Level 2): - Graduand No.

60 Credits

Download

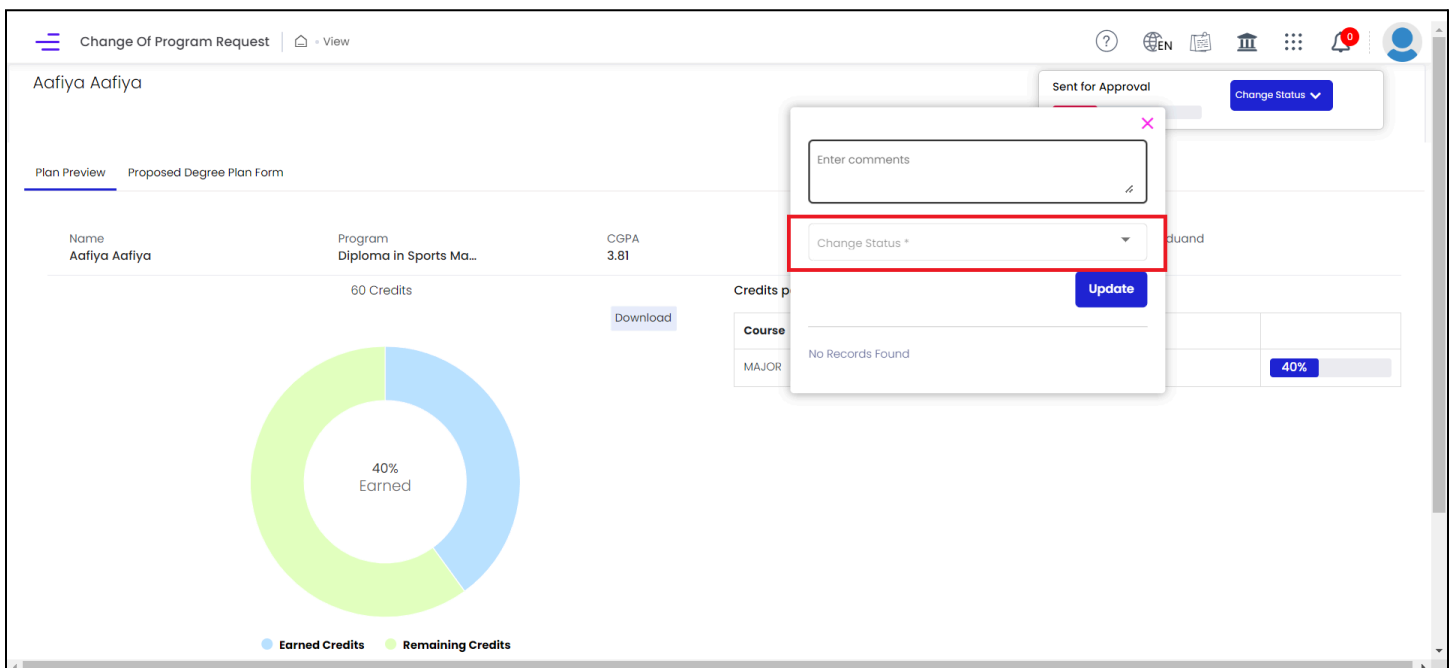
Credits per course type

Course	Credits	
MAJOR	24 / 60.00	40%

40% Earned

● Earned Credits ● Remaining Credits

Step 2: After clicking change status user should click on change status dropdown , here user can able to select few status like Pending , review , rejected , Approved.



Change Of Program Request | View

Aafiya Aafiya

Sent for Approval **Change Status**

Plan Preview Proposed Degree Plan Form

Name: Aafiya Aafiya Program: Diploma in Sports Ma... CGPA: 3.81 Field of study (Level 2): - Graduand No.

60 Credits

Download

Credits per course type

Course	Credits	
MAJOR	No Records Found	40%

40% Earned

● Earned Credits ● Remaining Credits

Enter comments

Change Status *

Update

Change Of Program Request | View

Aafiya Aafiya

Plan Preview | Proposed Degree Plan Form

Name: Aafiya Aafiya | Program: Diploma in Sports Ma... | CGPA: 3.81 | 60 Credits

Download

Credits p

Course

MAJOR

40% Earned

● Earned Credits ● Remaining Credits

Sent for Approval

Enter comments

Sent for Approval

Pending

Review

Rejected

Approved

Change Status

40%

2.2.3 Semester Promotion

Step 1: After clicking Approved status user will be redirected to semester promotion where the admin can select the proposed semester and program section and submit the semester will automatically changed to the degree plan.

Change Of Program Request | View

Aafiya Aafiya

Plan Preview | Proposed Degree Plan Form

Name: Aafiya Aafiya | Program: Diploma in Sports Management

Change Major Approve

Proposed Semester *

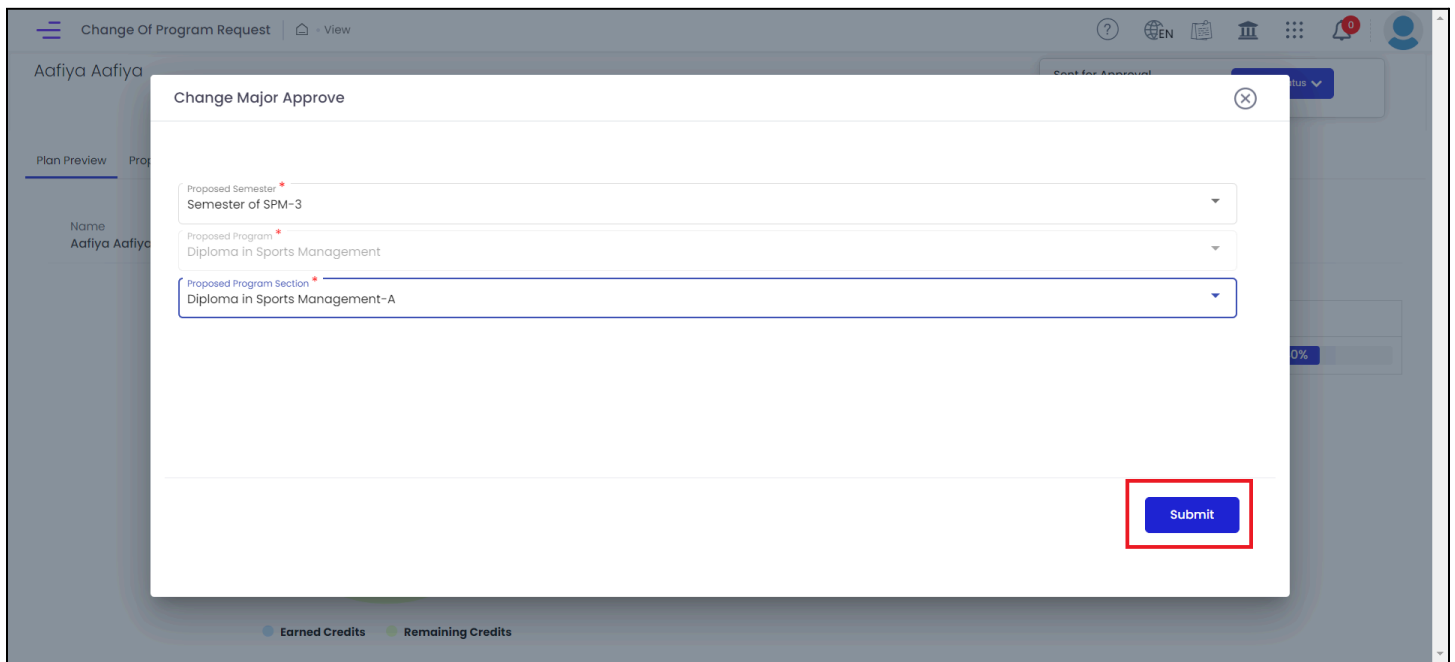
Proposed Program *

Diploma in Sports Management

Proposed Program Section *

Submit

● Earned Credits ● Remaining Credits



Change Of Program Request | View

Aafiya Aafiya

Plan Preview | Program

Name: Aafiya Aafiya

Change Major Approve

Proposed Semester*
Semester of SPM-3

Proposed Program*
Diploma in Sports Management

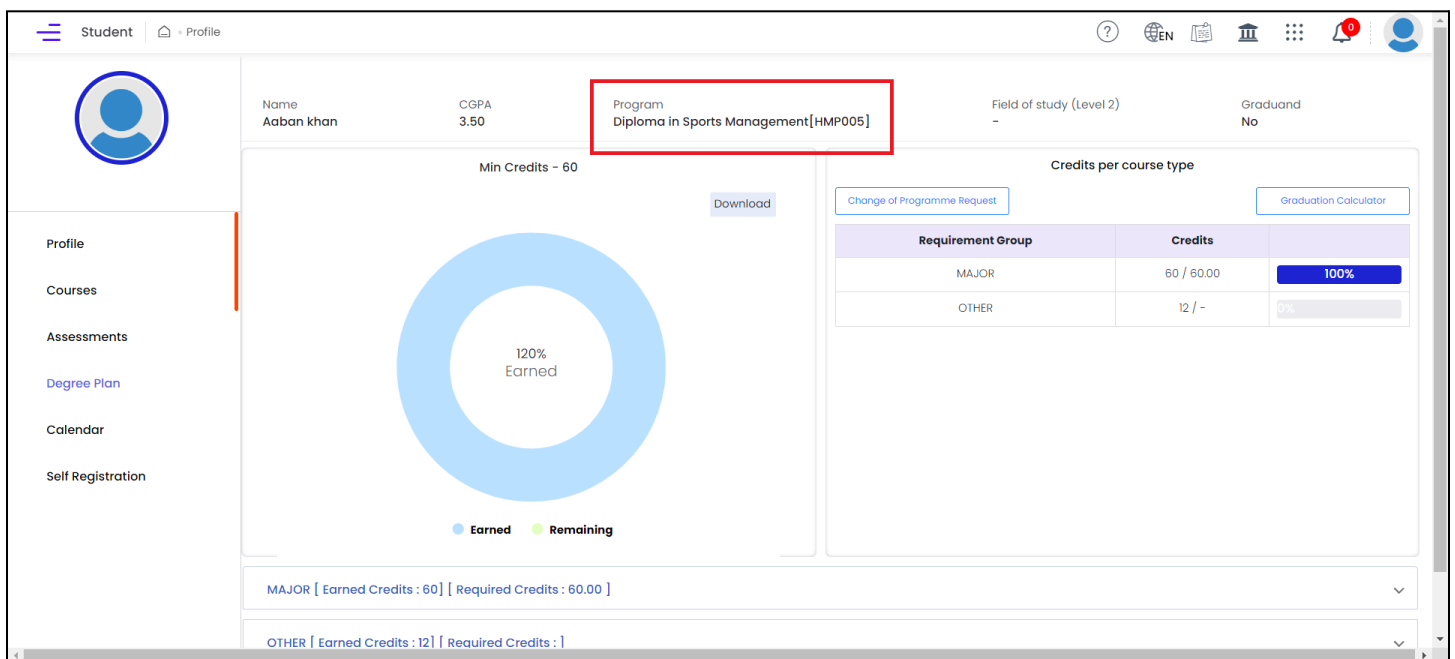
Proposed Program Section*
Diploma in Sports Management-A

Submit

Earned Credits | Remaining Credits

2.2.4 Impact on Other Academic Operations

Program change will be changed, grades will be changed - and credits will be changed based on the matched program. The previous course will be shown as DROP and the Current program appears as ACTIVE



Student | Profile

Name: Aaban khan

CGPA: 3.50

Program: Diploma in Sports Management[HMP005]

Field of study (Level 2): -

Graduand: No

Min Credits - 60

Download

Change of Programme Request

Graduation Calculator

Requirement Group	Credits	
MAJOR	60 / 60.00	100%
OTHER	12 / -	0%

120% Earned

MAJOR [Earned Credits : 60] [Required Credits : 60.00]

OTHER [Earned Credits : 12] [Required Credits :]

2.2.5 Transcript

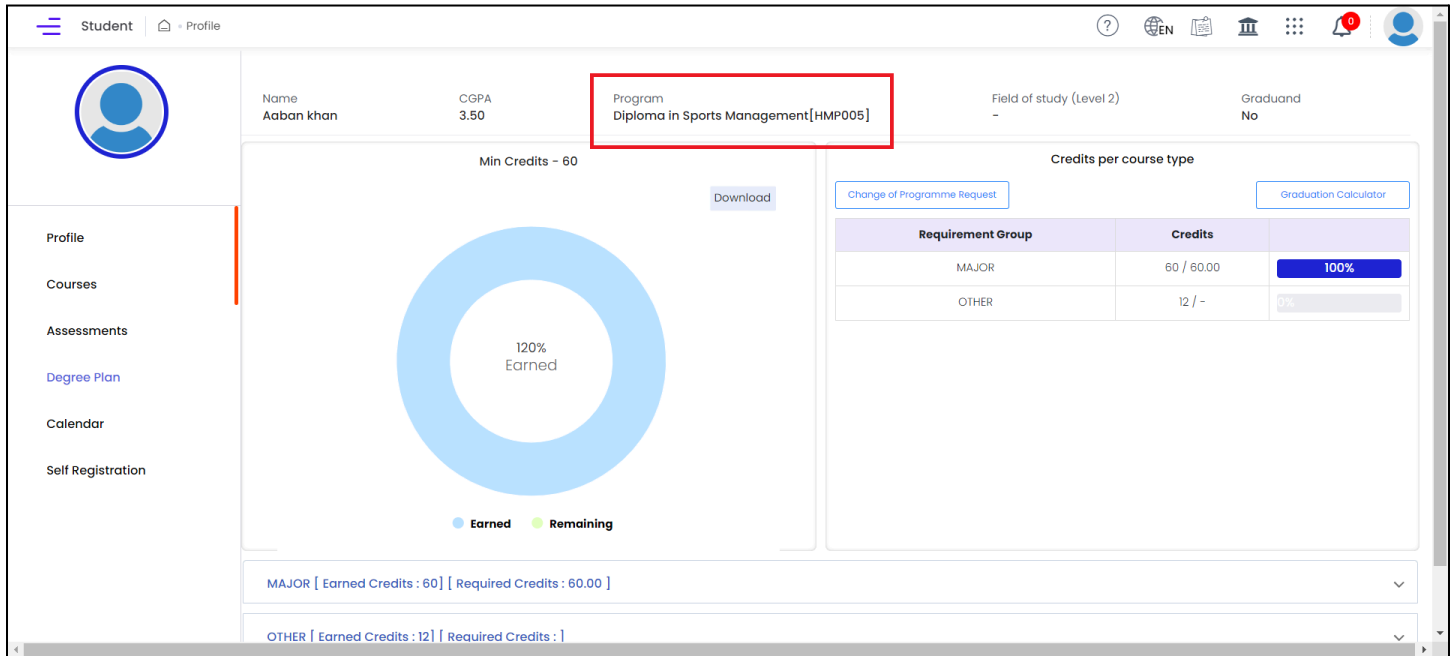
The current program will be changed in place of the previous program in the final transcript, But the previous semester's name and marks will be mentioned in the transcript.

NAME	: Aleena Banu	INTAKE	: AD2001
IC NO	:	ADMISSION NO	:
PROGRAMME	: B.Tech-Leather Technology		

Semester of Plastic Technology-1				
MODULE CODE	MODULE TITLE	GRADE	GRADE POINT	CREDIT HRS
B2Y6G5	English Of Plastic technology-1	C+	6.99	3.00
PB3SEX	English Of Plastic technology-2	B-	8.01	3.00
HCNW41	Environmental science001	D+	3.99	3.00
J5M07O	Organic chemistry001	C	6.00	3.00
0EADU4	Material and their strength	D+	3.99	3.00
AGOF5R	Mathematics in probability	C	6.00	3.00
Total Credits	18.00			
GPA	1.94			
CGPA	1.94			

2.2.6 Degree Progress

In the degree plan the current program will be changed to the changed program program and the curriculum plan will also be updated.



The screenshot displays a student's profile page with the following details:

- Name:** Aaban khan
- CGPA:** 3.50
- Program:** Diploma in Sports Management[HMP005] (highlighted with a red box)
- Field of study (Level 2):** -
- Graduand:** No

The page features a donut chart showing progress: **120% Earned**. Below the chart, a legend indicates **Earned** (blue) and **Remaining** (green).

To the right, a table titled "Credits per course type" shows the following data:

Requirement Group	Credits	Progress
MAJOR	60 / 60.00	100%
OTHER	12 / -	0%

Below the table, a summary bar shows: **MAJOR [Earned Credits : 60] [Required Credits : 60.00]**. At the bottom, another bar shows: **OTHER [Earned Credits : 12] [Required Credits :]**.