



Minor Declaration Application

User Guide for Coordinators

Version 1.0

Abstract

This user guide will help the department coordinators to approve or deny the minor declaration applications submitted by the graduating students through Zambeel. Through this application the graduating students can apply for minor through their Zambeel self-service. This user guide elaborates the process and related Zambeel navigations to approve or reject the application submitted by the graduating students for minor.

This minor declaration application and the user guide is developed by Office of the Registrar (RO).

Please direct technical/functional queries to helpdeskro@lums.edu.pk

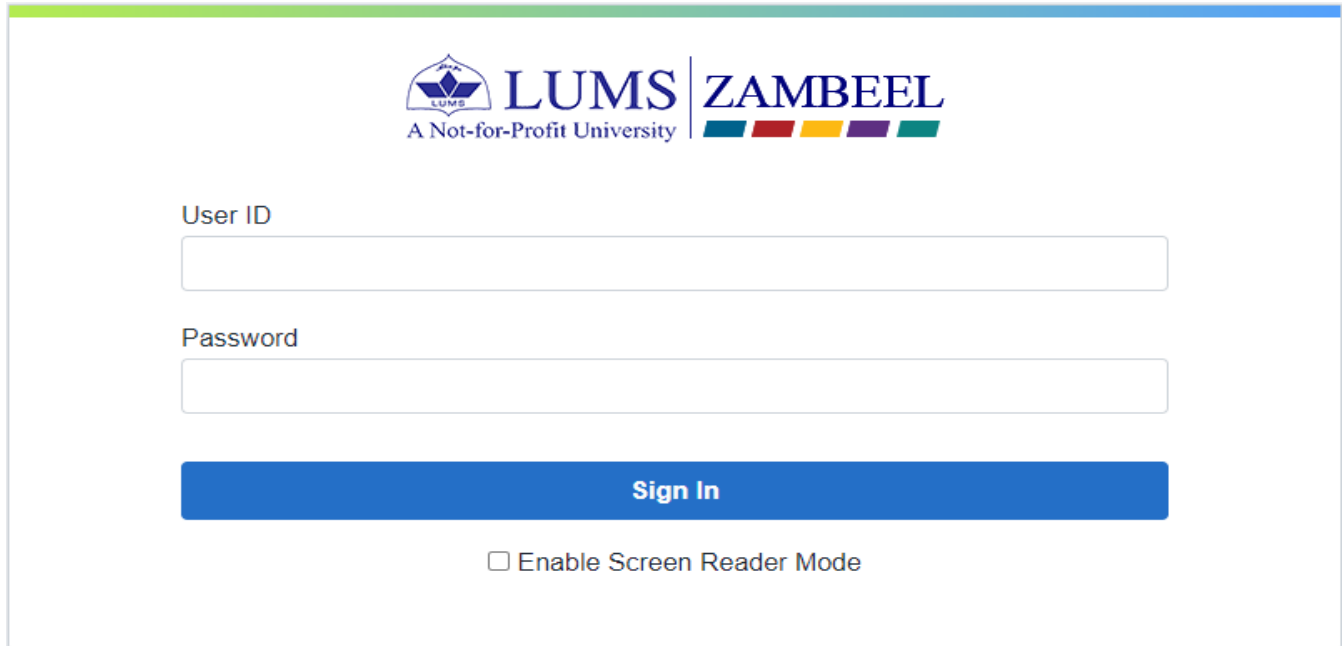
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1 Steps to Approve the Minor Application through Zambeel by Major/Minor Coordinator

1.1. Minor Navigation in Zambeel

- I. Login to Zambeel at <https://zambeel.lums.edu.pk> and enter your user name and password.



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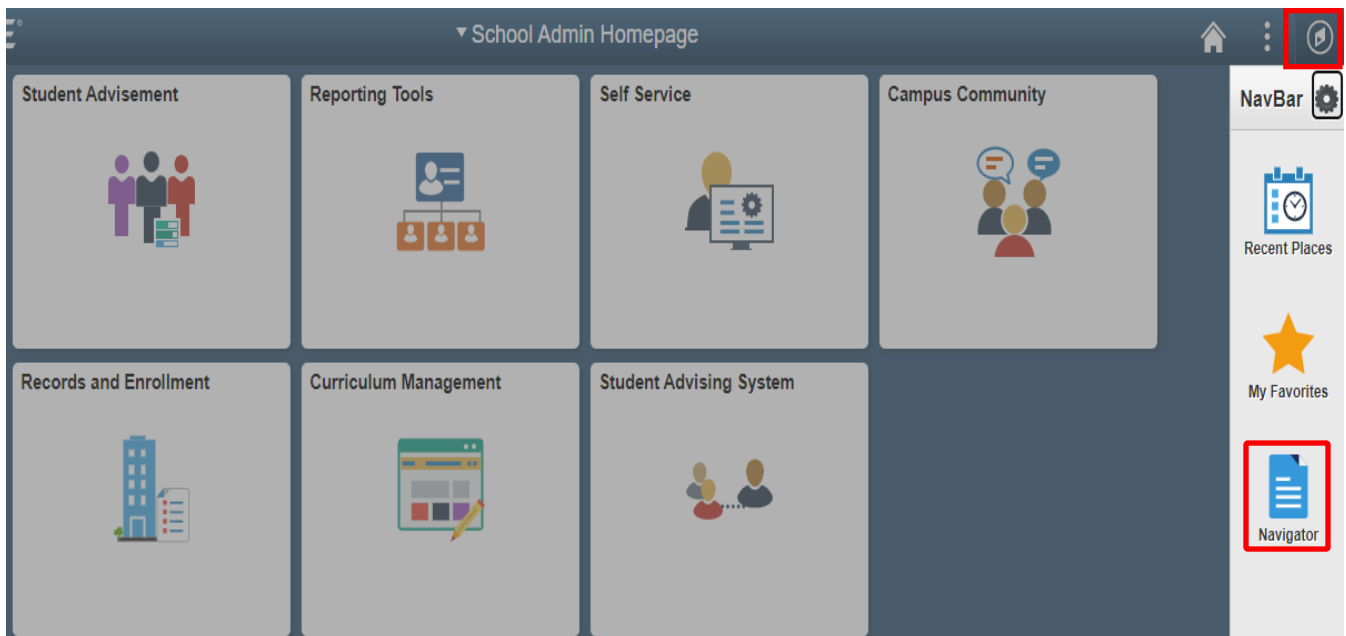
User ID

Password

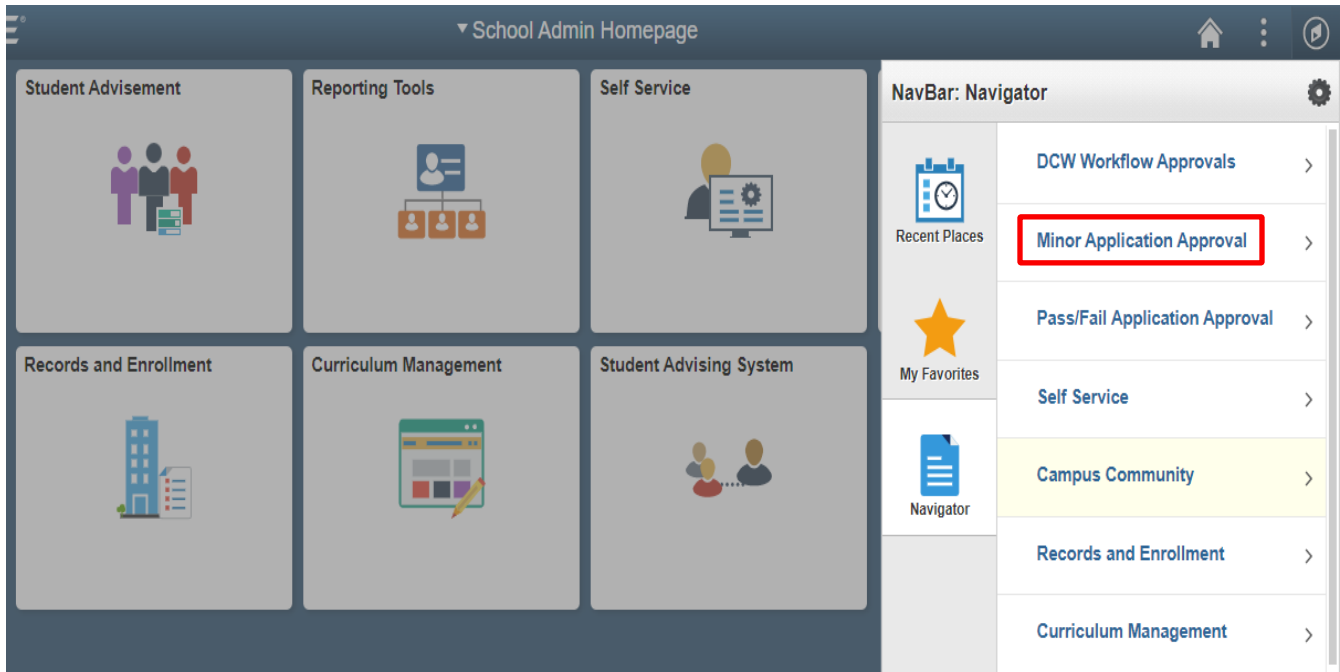
Sign In

Enable Screen Reader Mode

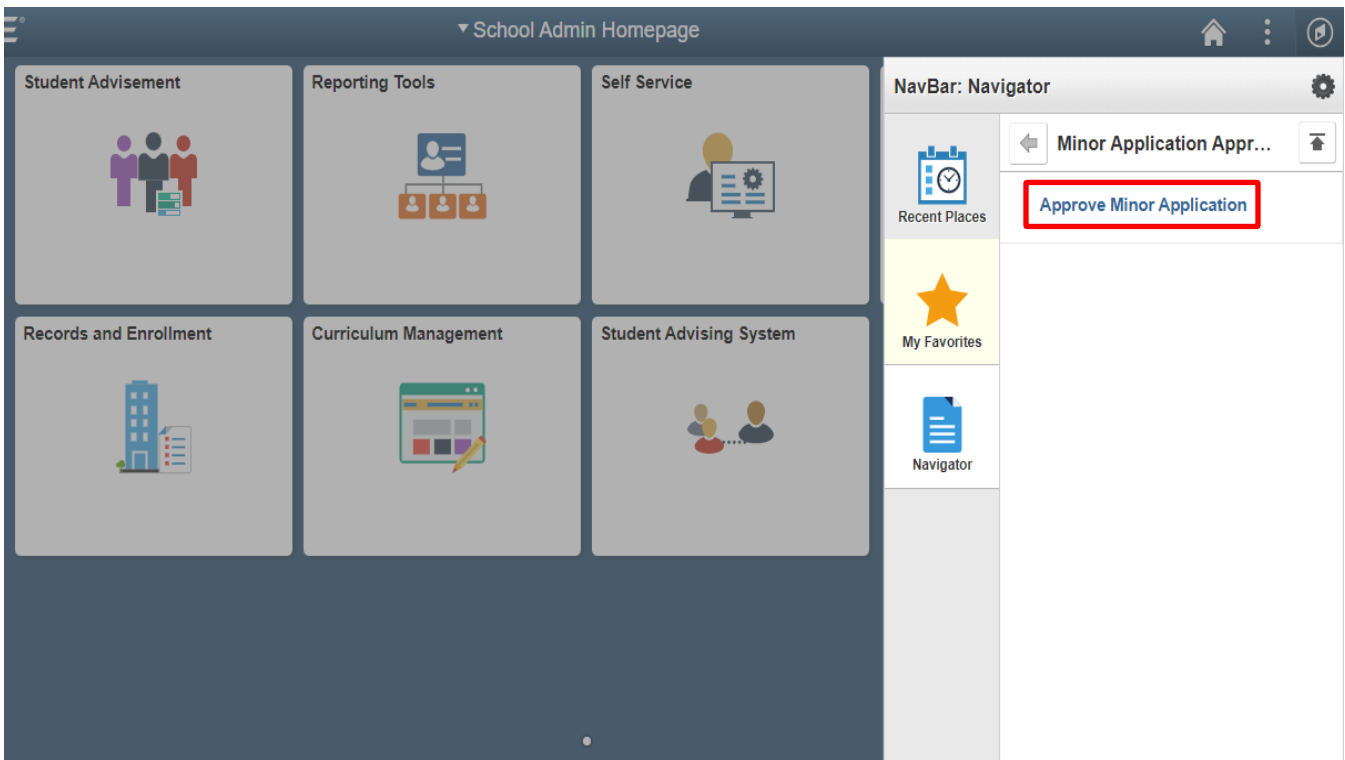
- II. Select the **NavBar** icon on top right corner and click on '**Navigator**'



- III. Now select Minor Application Approval from the **“Nav Bar: Navigator”**.
Zambeel → Navigator → Minor Application Approval



- IV. Select **“Approve Minor Application”**
Zambeel → Navigator → Minor Application Approval → Approve Minor Application



1.2. View and Approve the Minor Application

The following screen will appear to coordinator by clicking on “Approve Minor Application” button.

- I. Minor application submitted by the student can be searched by coordinator using the Application Number, Empl ID or Campus ID mentioned in notification email.

< School Admin Homepage Approve Minor Applications

Approve Minor Applications

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Application Number

=

Empl ID

begins with

Campus ID

begins with

Application Status

=

Name

begins with

Description

begins with

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

- II. After searching the particular student application, the following screen will appear which will contain the information under “Student Information” i.e (ID, Campus ID, Student Status, Application Status, Application Number, Name, Academic Career, Academic Plan, Academic Program, Term, Inactivation Reasons, Select Minor etc.)

< School Admin Homepage Approve Minor Application

> Approve Minor Application

Student Information

ID:	Name:	<input checked="" type="checkbox"/> Active
Campus ID:	Academic Career:	
Student Status:	Academic Plan:	
Application Status:	Academic Program:	
Application Number:	Term:	
	Inactivation Reasons:	<div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>

Select Minor: POLSC-MN Political Science

Minor Courses

Class Nbr	Term	Course ID	Subject Area	Catalog Nbr	Description	Cross Listed With	Units	Grade	Updated Grade	Grading Basis	
1443	1602	667071	POL	100	Introduction to Political Sci		4.00	A	A	GRD	<input checked="" type="checkbox"/>
1355	1701	667073	POL	131	Introduction to International		4.00	A-	A-	GRD	<input checked="" type="checkbox"/>
1430	1702	667099	POL	320	Comparative Politics		4.00	A		GRD	<input type="checkbox"/>
1421	1702	668472	POL	203	Western Political Philosophy		4.00	A	A	GRD	<input checked="" type="checkbox"/>
1424	1702	669485	POL	227	The Politics of Conflict and		4.00	A	A	GRD	<input checked="" type="checkbox"/>
1278	1802	668597	LAW	230	Constitution (Comparative) Law	POL 216	4.00	A+		GRD	<input type="checkbox"/>

Total Course: 6.00

Total Units: 24.00

Minor GPA: 3.900

Updated Minor GPA: 3.900

1.3. General Guidelines to Approve the Application

- I. The Application Number, Empl ID or Campus ID listed in auto generated notification email helps to open the respective application for which the approval is required.
- II. The coordinator will be able to view, approve or deny application submitted by the student.
- III. The respective major coordinator will receive an email notification on submission of minor application by the graduating students for respective semester/term for approval/rejection.
- IV. If the minor application is approved by major coordinator, then it will be routed to minor coordinator for his/her approval/rejection.
- V. Minor application approval process monitor will be visible to each coordinator, after the submission of application by the student.
- VI. The coordinator can view/hide comments in minor application approval process section.
- VII. If the grades of any course are not submitted, then system will still allow to approve the application subject to fulfillment of the criteria.
- VIII. The cross-listed courses will be visible in a separate column with other prefix of cross listed code.
- IX. If respective minor coordinator approves the application, only then it will be routed to RO for further action.
- X. The application approval workflow will be terminated as soon as the application is disapproved at any level.
- XI. In case of denying the application of student, the denial comments are required to be added in the comment box prior to clicking on the "Deny" button.
- XII. In case of denial of application, an auto-generated email message is delivered to the student.
- XIII. The application rejection comments added by respective coordinator will be visible to student in the minor application.
- XIV. If a student submits application and later on if his/her grade will be changed through a grade change petition. In this case his/her updated grade and updated minor GPA will also be visible on application.
- XV. Any empty grade field indicates that the grade of that particular course is not visible for that term.
- XVI. If a student submits more than one application, then coordinator can view via clicking on multiple application detail.
- XVII. After the application submission by graduating student and approval by major as well minor coordinator, RO will process the applications accordingly.

2. Application Approval/Rejection by Major Coordinator

2.1 Application Approved by Major Coordinator

- I. On minor application submission by student the major coordinator receives an email notification from Zambeel account about the application which requires major coordinator approval.
- II. After selection of *Reason code **“No clash with major courses”** the major coordinator will add his/her verification comments in **“Comments by Major Coordinator”** comment box then click on **“Major Coordinator Confirmation”** checkbox to **“Approve”** the application of the student as per below screenshot.
- III. Without this acknowledgement the application approval will not proceed further.

< School Admin Homepage
Approve Minor Application

Approve Minor Application

Student Information

ID: _____

Campus ID: _____

Student Status: _____

Application Status: _____

Application Number: _____

Name: _____ Active

Academic Career: _____

Academic Plan: _____

Academic Program: _____

Term: _____

Inactivation Reasons: _____

*Select Minor: POLSC-MN Political Science

Minor Courses

Class Nbr	Term	Course ID	Subject Area	Catalog Nbr	Description	Cross Listed With	Units	Grade	Updated Grade	Grading Basis	
1443	1602	667071	POL	100	Introduction to Political Sci		4.00	A		GRD	<input checked="" type="checkbox"/>
1355	1701	667073	POL	131	Introduction to International		4.00	A-		GRD	<input checked="" type="checkbox"/>
1359	1701	668070	POL	234	The Modern Middle East: Histor		4.00	A-		GRD	<input checked="" type="checkbox"/>
1240	1701	669186	HIST	3310	The Atomic Age: Control, Confr	POL 334	4.00	A		GRD	<input checked="" type="checkbox"/>
1430	1702	667099	POL	320	Comparative Politics		4.00	A		GRD	<input type="checkbox"/>
1421	1702	668472	POL	203	Western Political Philosophy		4.00	A		GRD	<input checked="" type="checkbox"/>
1424	1702	669485	POL	227	The Politics of Conflict and		4.00	A		GRD	<input checked="" type="checkbox"/>
1278	1802	668597	LAW	230	Constitution (Comparative) Law	POL 216	4.00	A+		GRD	<input type="checkbox"/>

Total Course: 6.00 Total Units: 24.00 Minor GPA: 3.900 Updated Minor GPA: 3.900

Multiple Application detail

* Reason: 0001 No clash with major courses

Comments by Major Coordinator

Approved.

Undertaking by Major Coordinator

I have verified all the requirements of this minor according to the undergraduate student handbook.

Student Confirmation

Email my comments to student (if rejected)

Major Coordinator Confirmation

Minor Coordinator Confirmation

Email my comments to students (if rejected)

Approve

Deny

- IV. When the application will be approved by major coordinator then an auto-generated email message is delivered to the respective minor coordinator for further processing/approval.
- V. Minor application approval process monitor will be visible to major coordinator with approved status as per below screenshot.
- VI. The coordinator can view/hide comments in minor application approval process section.

< School Admin Homepage
Approve Minor Application

Minor Courses

Class Nbr	Term	Course ID	Subject Area	Catalog Nbr	Description	Cross Listed With	Units	Grade	Updated Grade	Grading Basis	
1443	1602	667071	POL	100	Introduction to Political Sci		4.00	A		GRD	<input checked="" type="checkbox"/>
1355	1701	667073	POL	131	Introduction to International		4.00	A-		GRD	<input checked="" type="checkbox"/>
1359	1701	668070	POL	234	The Modern Middle East: Histor		4.00	A-		GRD	<input checked="" type="checkbox"/>
1240	1701	669186	HIST	3310	The Atomic Age: Control, Confr	POL 334	4.00	A		GRD	<input checked="" type="checkbox"/>
1430	1702	667099	POL	320	Comparative Politics		4.00	A		GRD	<input type="checkbox"/>
1421	1702	668472	POL	203	Western Political Philosophy		4.00	A		GRD	<input checked="" type="checkbox"/>
1424	1702	669485	POL	227	The Politics of Conflict and		4.00	A		GRD	<input checked="" type="checkbox"/>
1278	1802	668597	LAW	230	Constitution (Comparative) Law	POL 216	4.00	A+		GRD	<input type="checkbox"/>

Total Course: 6.00 Total Units: 24.00 Minor GPA: 3.900 Updated Minor GPA: 3.900

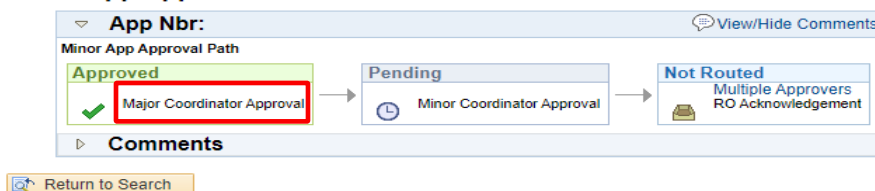
▶ **Multiple Application detail**

* Reason: 0001 No clash with major courses

Undertaking by Major Coordinator
 I have verified all the requirements of this minor according to the undergraduate student handbook.

Student Confirmation
 Major Coordinator Confirmation
 Minor Coordinator Confirmation
 Email my comments to student (if rejected)
 Email my comments to students (if rejected)

Minor App Approval Process



2.2 Application Denied by Major Coordinator

- VII. Major coordinator can deny the application after selecting the *Reason code “Clashed with major courses” the denial comments are required to be added in “Comments by Major Coordinator” comment box then click on “Major coordinator confirmation” checkbox to “deny” the application of the student as per below screenshot.
- VIII. In case of denial of application by major coordinator an auto-generated email message is delivered to student on application rejection.
- IX. Major coordinator can also select the option “Email my comments to student” when rejected the application.
- X. If major coordinator checks the Email my comments to student (if rejected) checkbox option then system generated email along with rejection comments will be delivered to the student accordingly.

< School Admin Homepage
Approve Minor Application

Approve Minor Application

Student Information

ID:	Name: <input checked="" type="checkbox"/> Active
Campus ID:	Academic Career:
Student Status:	Academic Plan:
Application Status:	Academic Program:
Application Number:	Term:
	Inactivation Reasons: <input type="text"/>

* Select Minor: Political Science

Minor Courses

Class Nbr	Term	Course ID	Subject Area	Catalog Nbr	Description	Cross Listed With	Units	Grade	Updated Grade	Grading Basis	
1443	1602	667071	POL	100	Introduction to Political Sci		4.00	A		GRD	<input checked="" type="checkbox"/>
1355	1701	667073	POL	131	Introduction to International		4.00	A-		GRD	<input checked="" type="checkbox"/>
1359	1701	668070	POL	234	The Modern Middle East: Histor		4.00	A-		GRD	<input checked="" type="checkbox"/>
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1430	1702	667099	POL	320	Comparative Politics		4.00	A		GRD	<input type="checkbox"/>
1421	1702	668472	POL	203	Western Political Philosophy		4.00	A		GRD	<input checked="" type="checkbox"/>
1424	1702	669485	POL	227	The Politics of Conflict and		4.00	A		GRD	<input checked="" type="checkbox"/>
1278	1802	668597	LAW	230	Constitution (Comparative) Law	POL 216	4.00	A+		GRD	<input type="checkbox"/>

Total Course: 6.00 Total Units: 24.00 Minor GPA: 3.900 Updated Minor GPA: 3.900

Multiple Application detail

* Reason: Clashed with major courses

Comments by Major Coordinator
 Course is being counted in major requirements.

Undertaking by Major Coordinator
 I have verified all the requirements of this minor according to the undergraduate student handbook.

Student Confirmation
 Major Coordinator Confirmation
 Minor Coordinator Confirmation
 Email my comments to student (if rejected)
 Email my comments to students (if rejected)

3. Application Approval/Rejection by Minor Coordinator

3.1 Application Approved by Minor Coordinator

- I. After major coordinator approval then, minor coordinator can “*approve*” or “*deny*” the application for further processing.
- II. The coordinator will be able to see the courses, credits and grades along with the minor CGPA calculator to verify that the CGPA of these courses is minimum 2.75 so that on the basis they can approve or reject the application.
- III. After reviewing the provided information and verifying the eligibility criteria, minor coordinator will authenticate the minor requirements verification and can approve or reject the application.
- IV. After selection of *Reason code “**Minor requirements satisfied**” the minor coordinator can add his/her verification comments in “Comments by Minor Coordinator” comment box then click on “Minor Coordinator Confirmation” checkbox to “*approve*” the application as per below screenshot.

< School Admin Homepage
Approve Minor Application

Approve Minor Application

Student Information

ID:	Name: <input checked="" type="checkbox"/> Active
Campus ID:	Academic Career:
Student Status:	Academic Plan:
Application Status:	Academic Program:
Application Number:	Term:
	Inactivation Reasons: <input type="text"/>

* Select Minor: Political Science

Minor Courses

Class Nbr	Term	Course ID	Subject Area	Catalog Nbr	Description	Cross Listed With	Units	Grade	Updated Grade	Grading Basis	
1443	1602	667071	POL	100	Introduction to Political Sci		4.00	A		GRD	<input checked="" type="checkbox"/>
1355	1701	667073	POL	131	Introduction to International		4.00	A-		GRD	<input checked="" type="checkbox"/>
1359	1701	668070	POL	234	The Modern Middle East: Histor		4.00	A-		GRD	<input checked="" type="checkbox"/>
1240	1701	669186	HIST	3310	The Atomic Age: Control, Confr	POL 334	4.00	A		GRD	<input checked="" type="checkbox"/>
1430	1702	667099	POL	320	Comparative Politics		4.00	A		GRD	<input type="checkbox"/>
1421	1702	668472	POL	203	Western Political Philosophy		4.00	A		GRD	<input checked="" type="checkbox"/>
1424	1702	669485	POL	227	The Politics of Conflict and		4.00	A		GRD	<input checked="" type="checkbox"/>
1278	1802	668597	LAW	230	Constitution (Comparative) Law	POL 216	4.00	A+		GRD	<input type="checkbox"/>

Total Course: 6.00 Total Units: 24.00 Minor GPA: 3.900 Updated Minor GPA: 3.900

Multiple Application detail

* Reason: Minor requirements satisfied

Comments by Minor Coordinator

I have verified the course requirements for minor opted by the student. Courses and minor GPA requirements are complete.

Undertaking by Minor Coordinator

I have verified all the requirements of this minor according to the undergraduate student handbook.

Student Confirmation
 Major Coordinator Confirmation
 Minor Coordinator Confirmation

Email my comments to student (if rejected)
 Email my comments to students (if rejected)

Approve
Deny

- V. The minor coordinator will be able to see the comments added by the major coordinator on minor application approval process comments section.
- VI. Minor coordinator can view/hide comments in minor application approval process section.
- VII. In case of approved application by minor coordinator the minor application approval process will show *“Approved”* status as per below screenshot.
- VIII. If respective minor coordinator approves the application, only then it will be forwarded to RO for further processing or final approval.

< School Admin Homepage
Approve Minor Application

Minor Courses

Class Nbr	Term	Course ID	Subject Area	Catalog Nbr	Description	Cross Listed With	Units	Grade	Updated Grade	Grading Basis	
1443	1602	667071	POL	100	Introduction to Political Sci		4.00	A	A	GRD	<input checked="" type="checkbox"/>
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1359	1701	668070	POL	234	The Modern Middle East: Histor		4.00	A-	A-	GRD	<input checked="" type="checkbox"/>
1240	1701	669186	HIST	3310	The Atomic Age: Control, Confr	POL 334	4.00	A	A	GRD	<input checked="" type="checkbox"/>
1430	1702	667099	POL	320	Comparative Politics		4.00	A		GRD	<input type="checkbox"/>
1421	1702	668472	POL	203	Western Political Philosophy		4.00	A	A	GRD	<input checked="" type="checkbox"/>
1424	1702	669485	POL	227	The Politics of Conflict and		4.00	A	A	GRD	<input checked="" type="checkbox"/>
1278	1802	668597	LAW	230	Constitution (Comparative) Law	POL 216	4.00	A+		GRD	<input type="checkbox"/>

Total Course: 6.00 Total Units: 24.00 Minor GPA: 3.900 Updated Minor GPA: 3.900

Multiple Application detail

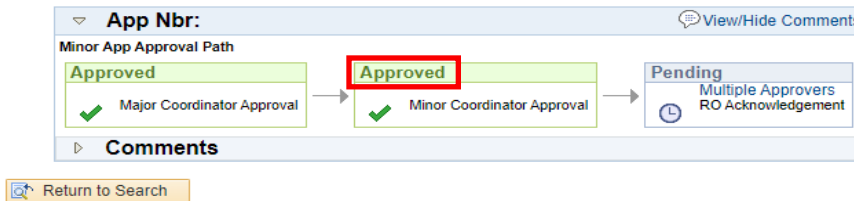
* Reason: Minor requirements satisfied

Undertaking by Minor Coordinator

I have verified all the requirements of this minor according to the undergraduate student handbook.

Student Confirmation
 Major Coordinator Confirmation
 Minor Coordinator Confirmation
 Email my comments to student (if rejected)
 Email my comments to students (if rejected)

Minor App Approval Process



3.2 Application Denied by Minor Coordinator

- I. In case of denying the application of student by minor coordinator, the denial comments are required to be added after selection of **Reason* code “**Minor requirements not met**” in “Comments by Minor Coordinator” comment box then click on “Minor Coordinator Confirmation” checkbox to “*deny*” the application of the student as per below screenshot.
- II. In case of denial of application by minor coordinator an auto-generated email message is delivered to student on minor application rejection.
- III. Minor coordinator can also select the option “Email my comments to student” in case of rejected the application.
- IV. If minor coordinator checks the Email my comments to student (if rejected) option then system generated email along with rejection comments will be delivered to the student accordingly.

< School Admin Homepage
Approve Minor Application

Approve Minor Application

Student Information

ID:	Name: <input type="checkbox"/> Active
Campus ID:	Academic Career:
Student Status:	Academic Plan:
Application Status:	Academic Program:
Application Number:	Term:
	Inactivation Reasons: <input type="text"/>

*Select Minor: Political Science

Minor Courses

Class Nbr	Term	Course ID	Subject Area	Catalog Nbr	Description	Cross Listed With	Units	Grade	Updated Grade	Grading Basis	
1443	1602	667071	POL	100	Introduction to Political Sci		4.00	A		GRD	<input checked="" type="checkbox"/>
1355	1701	667073	POL	131	Introduction to International		4.00	A-		GRD	<input checked="" type="checkbox"/>
1359	1701	668070	POL	234	The Modern Middle East: Histor		4.00	A-		GRD	<input checked="" type="checkbox"/>
1240	1701	669186	HIST	3310	The Atomic Age: Control, Confr	POL 334	4.00	A		GRD	<input checked="" type="checkbox"/>
1430	1702	667099	POL	320	Comparative Politics		4.00	A		GRD	<input type="checkbox"/>
1421	1702	668472	POL	203	Western Political Philosophy		4.00	A		GRD	<input checked="" type="checkbox"/>
1424	1702	669485	POL	227	The Politics of Conflict and		4.00	A		GRD	<input checked="" type="checkbox"/>
1278	1802	668597	LAW	230	Constitution (Comparative) Law	POL 216	4.00	A+		GRD	<input type="checkbox"/>

Total Course: 6.00 Total Units: 24.00 Minor GPA: 3.900 Updated Minor GPA: 3.900

Multiple Application detail

* Reason: Minor requirements not met.

Comments by Minor Coordinator

Minor core course is missing.

Undertaking by Minor Coordinator

I have verified all the requirements of this minor according to the undergraduate student handbook.

Student Confirmation

Major Coordinator Confirmation
 Email my comments to student (If rejected)

Minor Coordinator Confirmation
 Email my comments to students (If rejected)

Approve

Deny

- IX. The application rejects status/comments added by minor coordinator will be visible on minor application approval process comments section.
- X. The minor application approval process will show the “Denied” status after application denied by minor coordinator as per below screenshot.

[School Admin Homepage](#) Approve Minor Application

Minor Courses

Class Nbr	Term	Course ID	Subject Area	Catalog Nbr	Description	Cross Listed With	Units	Grade	Updated Grade	Grading Basis	
1443	1602	667071	POL	100	Introduction to Political Sci		4.00	A		GRD	<input checked="" type="checkbox"/>
1355	1701	667073	POL	131	Introduction to International		4.00	A-		GRD	<input checked="" type="checkbox"/>
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1430	1702	667099	POL	320	Comparative Politics		4.00	A		GRD	<input type="checkbox"/>
1421	1702	668472	POL	203	Western Political Philosophy		4.00	A		GRD	<input checked="" type="checkbox"/>
1424	1702	669485	POL	227	The Politics of Conflict and		4.00	A		GRD	<input checked="" type="checkbox"/>
1278	1802	668597	LAW	230	Constitution (Comparative) Law	POL 216	4.00	A+		GRD	<input type="checkbox"/>

Total Course: 6.00 Total Units: 24.00 Minor GPA: 3.900 Updated Minor GPA: 3.900

Multiple Application detail

* Reason: 0004 Minor requirements not met.

Undertaking by Minor Coordinator

I have verified all the requirements of this minor according to the undergraduate student handbook.

- Student Confirmation
- Major Coordinator Confirmation
- Minor Coordinator Confirmation
- Email my comments to student (If rejected)
- Email my comments to students (If rejected)

Minor App Approval Process



[Return to Search](#)