



# Minor Declaration Application

## User Guide for Graduating Students

**Version 1.0**

### Abstract

This user guide has developed for the graduating students who want to declared minor. Through this application the students can apply for minor through their Zambeel self-service. This user guide elaborates the process and related Zambeel navigations to submit minor declaration application by the student at the time of graduation.

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

Please direct technical/functional queries (if any) to [helpdeskro@lums.edu.pk](mailto:helpdeskro@lums.edu.pk)

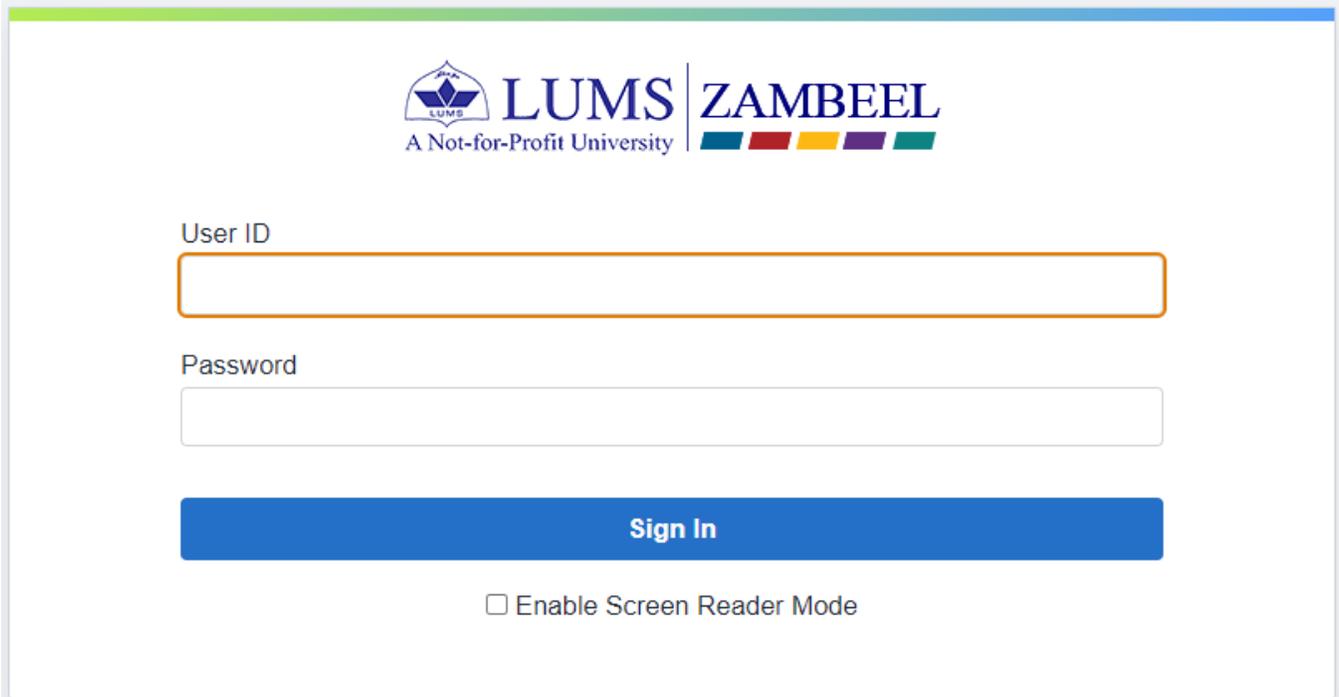
**Contents**

- 1. Minor declaration Application through Zambeel.....3
  - 1.1. Process of accessing Minor declaration Application through Self Service.....3
- 2. View and Apply Minor Application through Zambeel.....5

## 1. Minor declaration Application through Zambeel

### 1.1 Process of accessing Minor declaration application through Self Service

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



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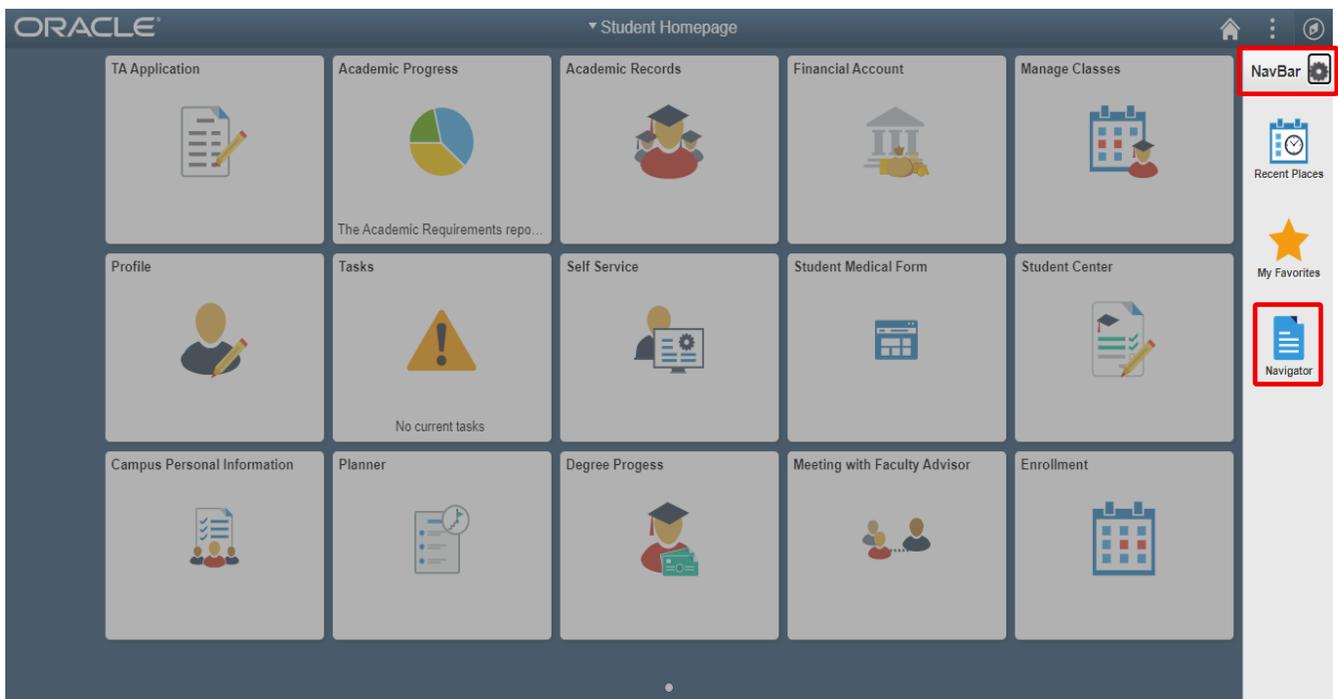
User ID

Password

**Sign In**

Enable Screen Reader Mode

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



ORACLE Student Homepage

TA Application Academic Progress Academic Records Financial Account Manage Classes

Profile Tasks Self Service Student Medical Form Student Center

Campus Personal Information Planner Degree Progress Meeting with Faculty Advisor Enrollment

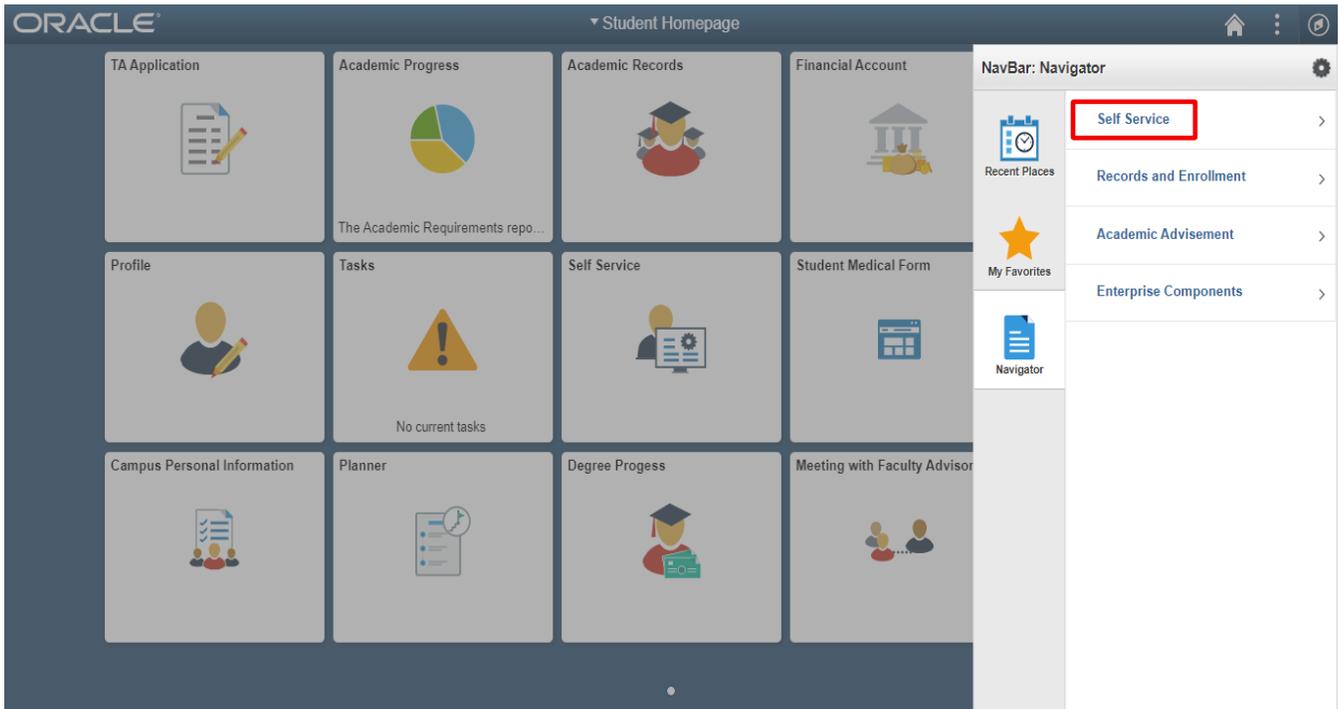
NavBar

Recent Places

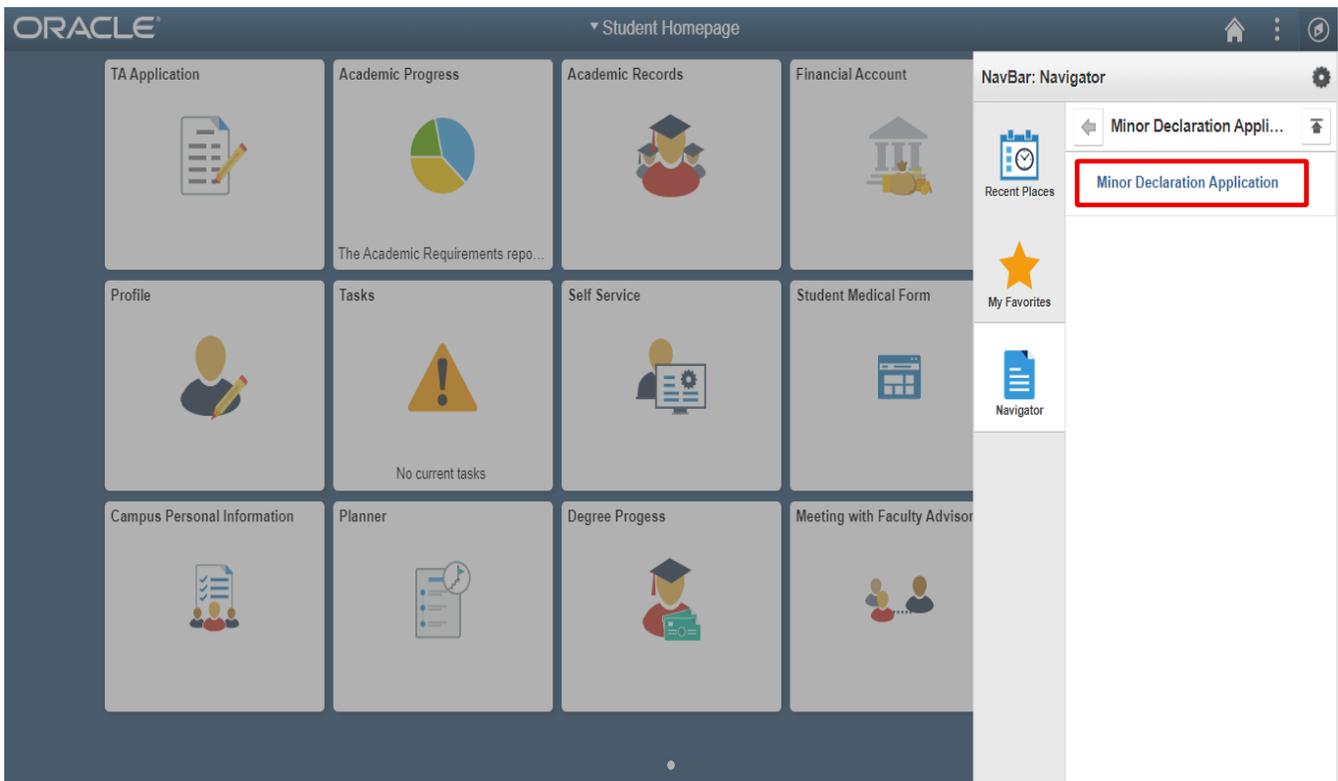
My Favorites

Navigator

- III. Now select Self Service from the “Nav Bar: Navigator”.  
Zambeel → Navigator → Self Service



- IV. Now select the “Minor Declaration Application”  
Zambeel → Navigator → Self Service → Minor Declaration Application



## 2. View and Apply Minor Application Through Zambeel

The following screen will appear once the application is open. Minor declaration application will be only visible to students according to the pre-defined and communicated dates. Please note that students are allowed to apply for minor declaration application for the current term only.

Once the application is open, select '**Apply for Minor Application**' on the screen which will be active.



- I. After clicking the **“Apply for Minor Application”** by student, 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, Select Minor etc.)



- II. Student can select minor by clicking on select minor option then minor list will be appeared in a look up then select minor screen as per below screenshot.

**Minor Declaration Application**

Look Up Select Minor

Search by: Academic Plan begins with

**Look Up** **Cancel** **Advanced Lookup**

Search Results

View 100 First 1-19 of 19 Last

Academic Plan	Description
ANSO-MN	Anthropology & Sociology
BI-MN	Biology
CHEM-MN	Chemistry
CLCS-MN	Comp,Lit and Cul, Studies
CMPF-MN	Computational Finance
CS-MN	Computer Science
ECON-MN	Economics
EDU-MN	Education
EDU-PPG-MN	Edu with Policy, Pol and Gov
GSS-MN	Gender and Sexuality Studies
HIST-MN	History
LITR-MN	English Literature
MATH-MN	Mathematics
PBMG-MN	Public Management
PHIL-MN	Philosophy
PHY-MN	Physics
POLSC-MN	Political Science
PSY-MN	Psychology
RLGN-MN	Study of Religion

III. All enrolled courses of respective minor prefix will be visible to student along with grades attained in the courses. Any empty official grade field indicates that the grades of that particular course are not received or visible.

**Minor Declaration Application**

Select Minor:  Political Science

**Minor Courses**

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

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

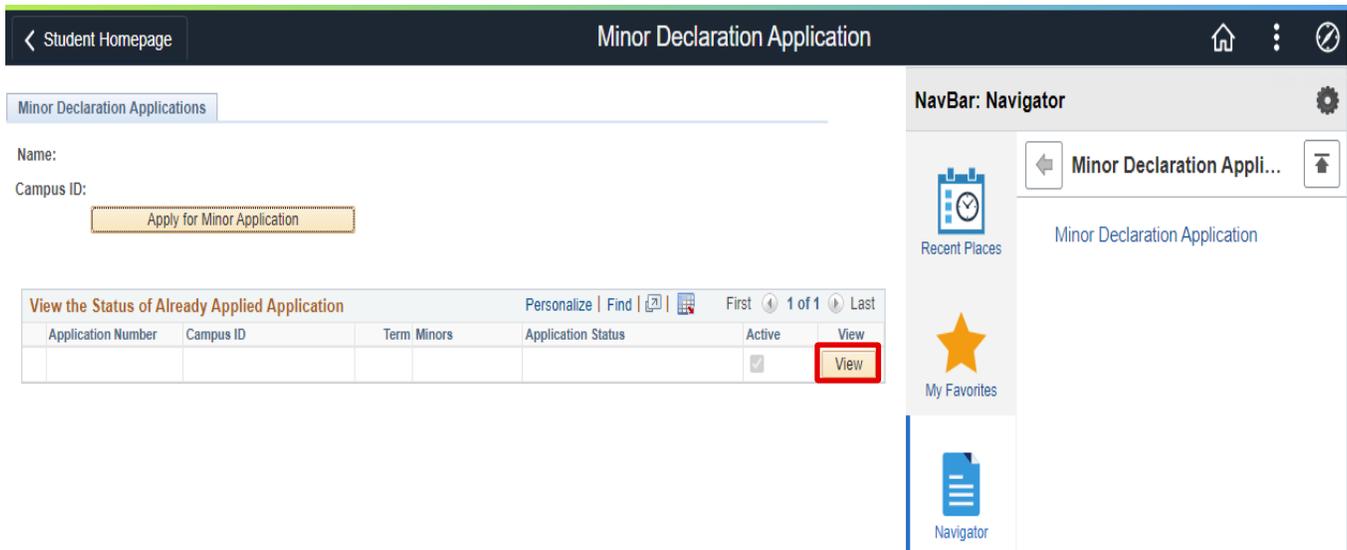
**Undertaking by Student**

I hereby undertake that I have carefully reviewed and selected the courses for my minor according to the minor requirements as specified in the Undergraduate Student Handbook. I also understand that I will not be allowed to change these details once the minor form is submitted.

**Student Confirmation**

**Submit**

- IV. In order to apply for minor application, student is required to click on the check box for each selected course next to the grading basis column. Once selected, the student will be able to see the total courses, total credits along with the minor GPA calculator.
- V. Before submission of application, student is required to carefully select the courses for the respective minor.
- VI. Cross listed courses are visible in a separate column with cross listed course code.
- VII. If a student tries to submit more than one application for same minor application then system will display an error.
- VIII. Without the selection of “Student Confirmation” acknowledgement, the application submit will not proceed further. If the grades of any course are not visible, the system will allow to submit the application subject to fulfillment of the criteria.
- IX. Once the application is submitted, student options will be locked and no changes can be made afterwards.
- X. On clicking the submit button, application will be saved with email notification to the applicant.
- XI. After submission of minor declaration application student can view the status of already applied application as per below screenshot.
- XII. The application approval workflow will be terminated as soon as the application is disapproved at any level.
- XIII. The application rejects comments added by coordinator will be visible to student in the minor application.
- XIV. If the minor application is approved by major coordinator, then it will be routed to minor coordinator for his/her approval/rejection.
- XV. In case of minor application rejection by major coordinator or minor coordinator, the respective graduating student will be informed accordingly.



- XVI. After the application submission deadline, RO will process the applications and student will be able to view the application status from the same navigation.
- XVII. Application will be approved first by your major coordinator and then by your minor coordinator.
- XVIII. After approval of major and minor coordinator, the application will be routed to RO for further processing.
- XIX. In case of denial of application by coordinator or RO, an auto-generated email message is delivered to the student.
- XX. In case of final approval status by RO, an auto-generated email message is delivered to the student.