# 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).

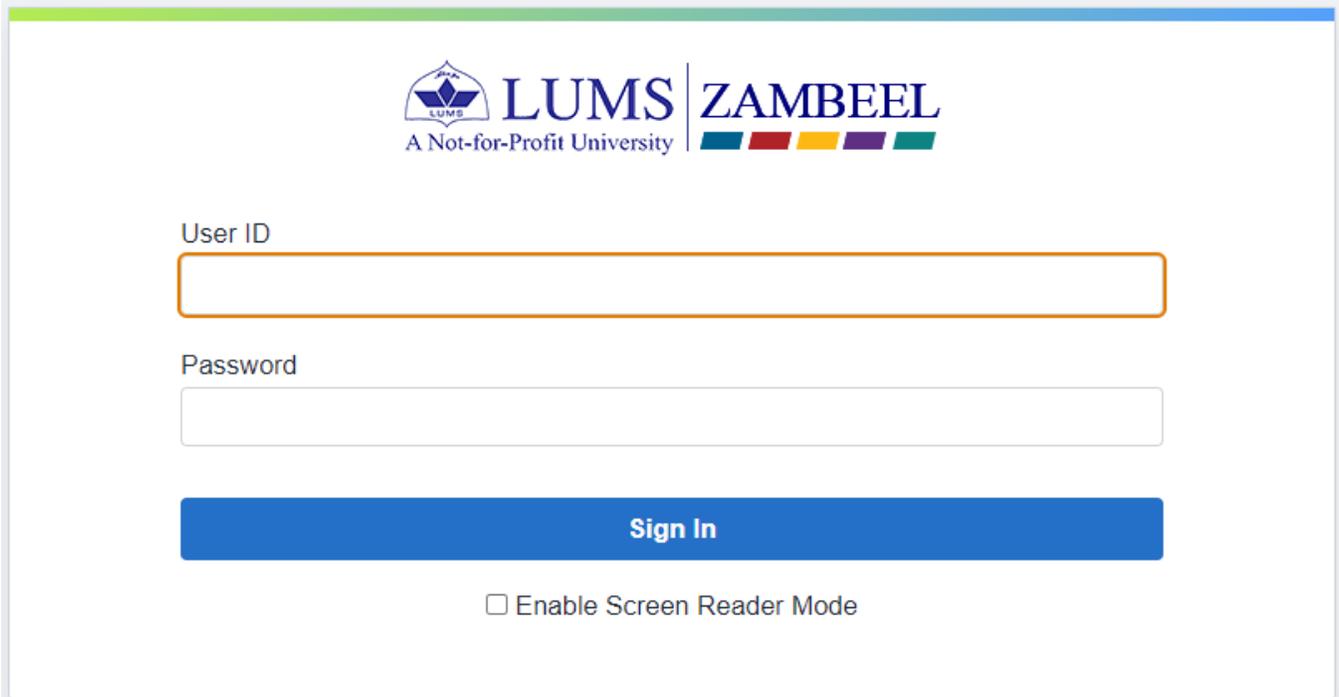Please direct technical/functional queries (if any) to helpdeskro@lums.edu.pk

**Contents**

## 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



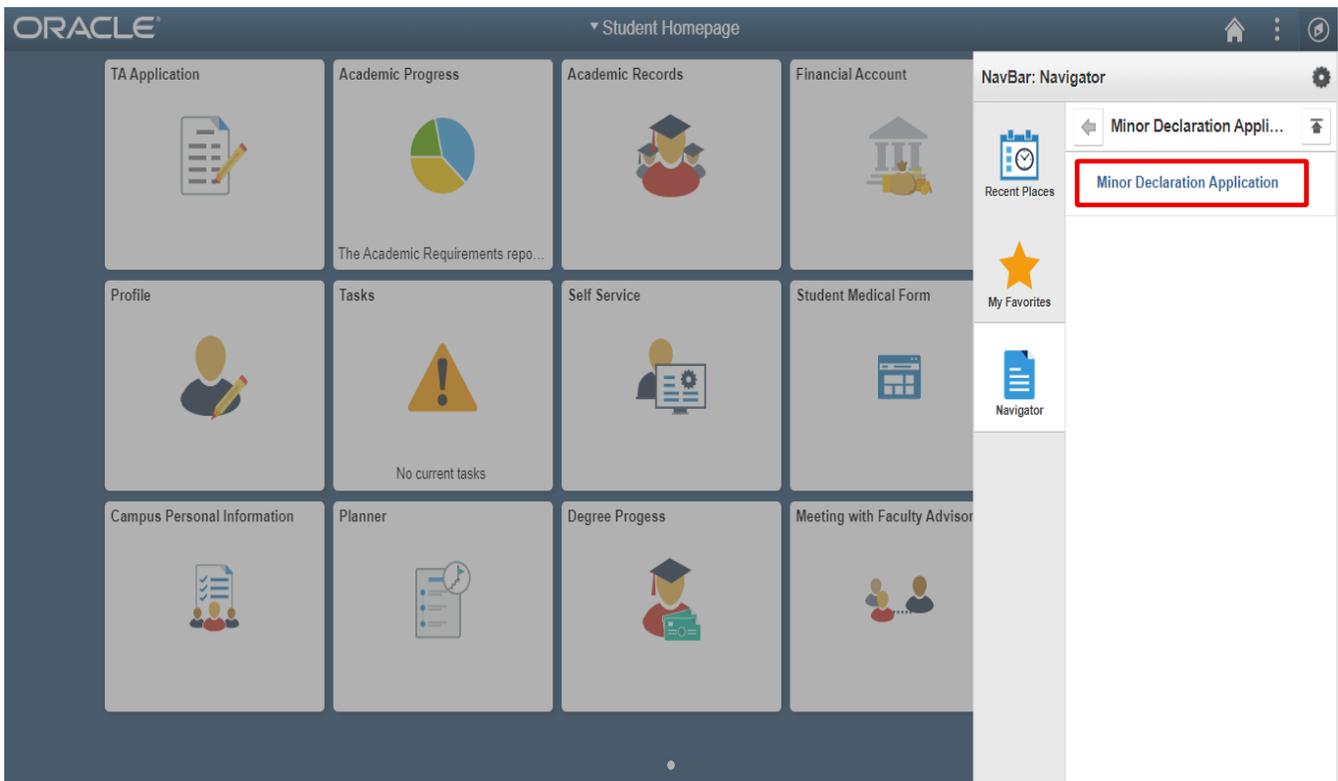    II.    Select the Navigator icon on top right corner and click on *'Navigator'*
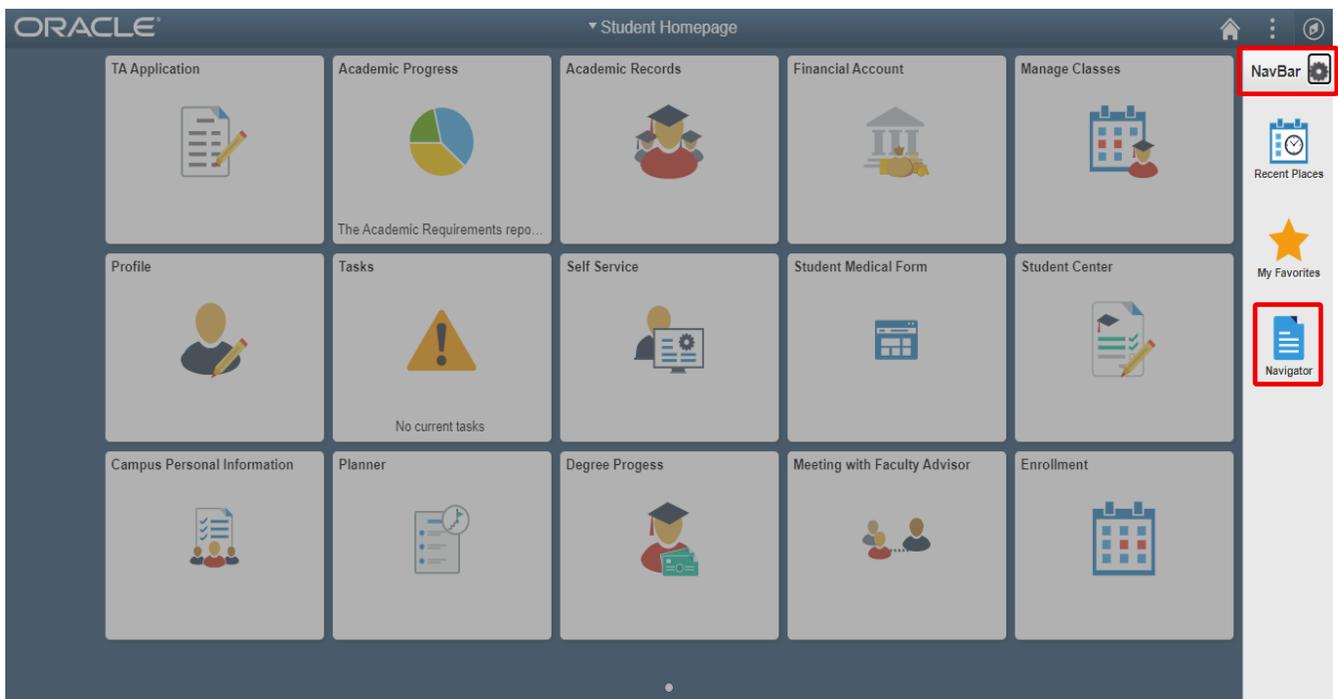
III.   Now select Self Service from the **"Nav Bar: Navigator".**
      **Zambeel → Navigator → Self Service**
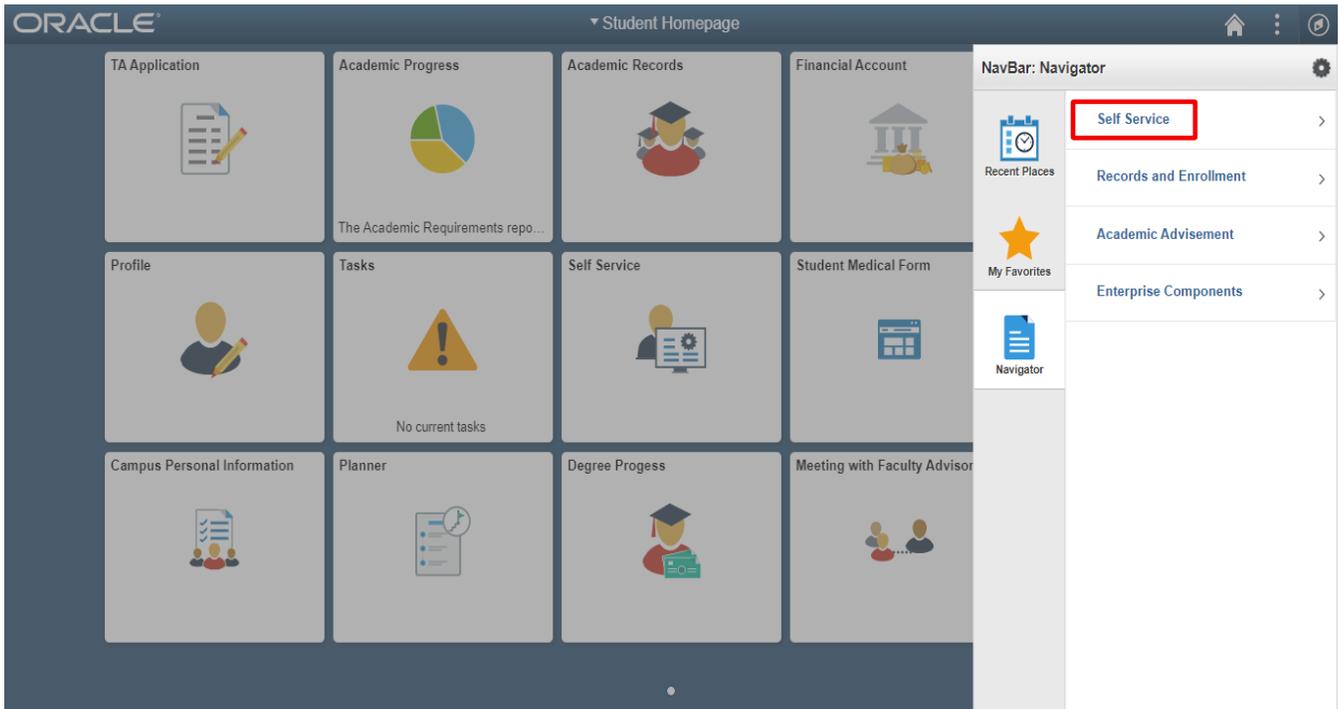


IV.   Now select the "Minor Declaration Application"
      **Zambeel → Navigator → Self Service → Minor Declaration Application**

**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.

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.

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.
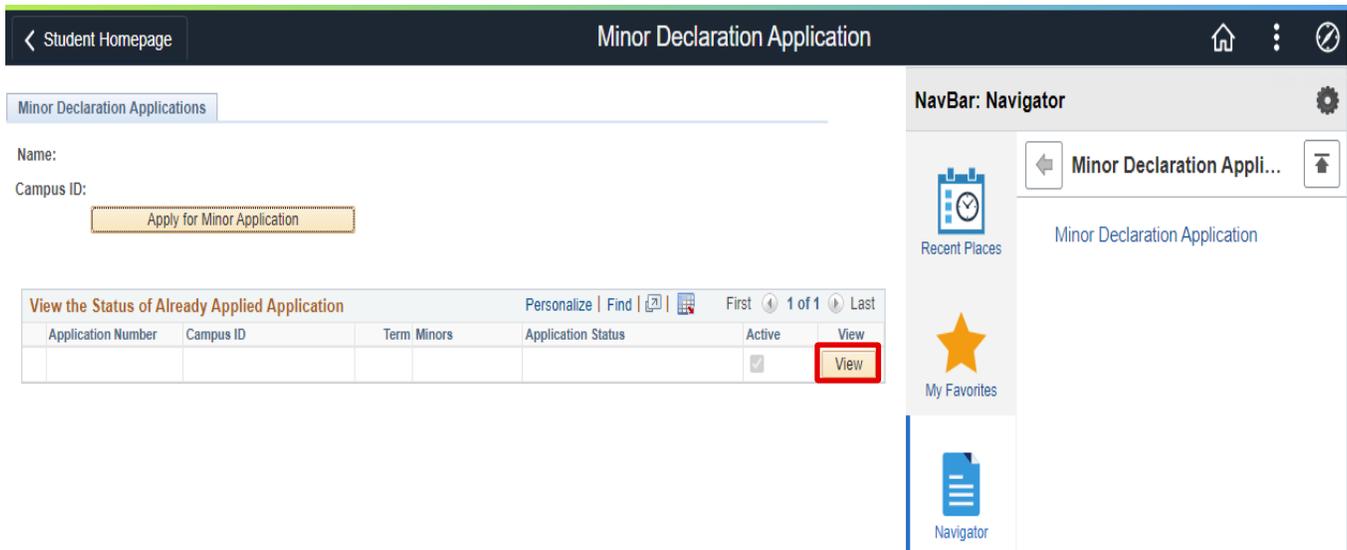


XVI. After the application submission deadline, RO will process the applications and student will be able to view the application status from the same navigation.

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.