Academic Program
Change & Entry
For Academic Advisors
Academic Program Change & Entry:
For Academic Advisors

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New Student
Academic Program Entry

Is this student new to Central Texas College?
A. Enter **ASUM** in the **Form Search** field and hit Enter or Search.

B. In the **Person LookUp** prompt, enter the @ sign (if bringing up the same student), the Colleague Student ID, or the SSN. Select **OK**.

C. Look at the **Acad Program** field on the top left. **IF** the **Acad Program** field is BLANK... **STOP!** and contact the Admissions Office.

*Next...*
New Student
ASUM – Applicant Summary

A. As a new student that has never received a physical copy of their Academic Program, the field should contain either the XXXX.XXX Needs to See a Counselor or the program they personally selected from the AY online or Apply Texas application.

B. Verify that Application Status is AI (Application Incomplete).

C. Cancel out of ASUM and go to the PERC. From PERC, see if there is an open Application Hold. If so, STOP!! and answer general questions and refer to Information Center for application instructions.

Next...
A. Enter **SHAP** in the **Form Search** field and hit Enter or Search.

B. In the **Applicant LookUp** prompt, enter the @ sign (if bringing up the same student), the Colleague Student ID, or the student’s SSN. Select **OK**.

C. A **Search Results** menu appears. Select the proposed degree plan. The status for a new student should read **Application Incomplete**. Hit Enter or click **Open**.

Next…
A. Verify that the Catalog year is current term. **If not, edit the fields to reflect the correct Start Term and Catalog year.**

B. To edit the Acad Pgm, place the curser in the Acad Pgm field and hold down **CTRL + ALT + D** to remove the Need to see Counselor default program entry or any degree plan entry different from what the student wants.

Next...
**Note:** Ed Goals are very important for State Reporting purposes as the College is responsible for the success of students’ ability to meet their educational goals while they are attending Central Texas College. **Education Goals need to reflect the current Degree Plan.**
New Student SHAP – Short Application Entry (Academic Program)

A. Verify the following fields **Only**:
   1. **Res Stat**: Populated during application entry. **If** empty, contact Admissions. **If** the Res Stat field is left blank, it will prevent registration.
   2. **Student Type**: Completed at application entry. **If** not, contact Admissions.

B. Enter **AC** in the Appl Stat field. Date will auto-populate to today’s date.

C. **Save & Update** out of SHAP.

Next…
New Student
SACP – Student Academic Program (Only if Academic Program Start & End Dates need to change!)

A. **If** the applicant applies for a future term (i.e. now in Spring, but applies for Summer, Fall, or a future Spring term), the start/end date fields need to be adjusted to today’s date. Otherwise, the applicant can only register beginning with the **future** term.

B. Enter **SACP** in the **Form Search** field and hit Enter.

C. Enter the student ID or SSN in the **Person LookUp** prompt.

D. Next, select the **active CR academic program** that need the dates modified and hit Enter.

Next...
A. On the **SACP** screen, verify the **Start Dt** is the beginning of the term in **MMDDYY** format.

B. If the Academic Program is a **Certificate**, enter the **Ant Cmpl Dt** field to **1-year** after the **Start** date. If it is an **Associate Degree** program, the **Ant Cmpl Dt** field should be marked **2-years** after the **Start** date.

C. **Save & Update** out of the record.
A. Enter PERC in Form Search field and hit Enter.

**B. If** the *Electronic Application* hold (*AEAPH*) is on the applicant’s account, you will need to close it now that an official degree has been received. Detail into the magnifier for the corresponding line to the *AEAPH* hold.

1. Post the following statement: “Student saw a counselor for official Academic Program.” **Timestamp** and **Save** back to the PERC screen.

C. Enter **YESTERDAY’S** date in the **End** field to officially close the hold.

**Next…**
A. If the applicant has the TSI Assessment/Noncompliance (ATXT) hold, verify TSI compliance. If the student has met compliance, detail into the magnifier for the corresponding line of the ATXT hold.

1. Post the appropriate comment. Timestamp and Save back to the PERC screen.

B. Enter YESTERDAY’S date in the End field to officially close the hold.

C. Save and Update back to the SHAP screen when complete.

D. If the student has an ELSH hold, contact Community Foreign Student Counseling (see pg. 25)**

Next...
Previous Student
Academic Program Entry

Was this applicant previously enrolled?
Change an Academic Program:
If the applicant is *Moved to Student* (MS), you will need to close the current CR program and add the new degree plan.
Changing an Academic Program
SACP – Student Academic Program (*Change* of an Academic Program)

A. Enter *SACP* in the *Form Search* field and hit Enter.

B. Enter the student ID or SSN in the *Person LookUp* prompt. Click *OK*.

C. Next, select the *active CR academic program* that you want to close and hit Enter.

Next...
Changing an Academic Program
SACP – Student Academic Program (Change of an Academic Program)

**A.** To change an old academic program to a new one, you will need to close-out the Active CR program. Enter an end date of **one-day prior** to today’s date in the *End Dt* field.

**B.** The *Status* field will auto-change from A-Active to **C-Changed Program-Inactive**.

**NOTE:** Remember the Admit Status. This is needed for the new Academic Program.

**C.** Click *Save.*

*Next...*
Changing an Academic Program
SACP – Student Academic Program (Change of an Academic Program)

A. An alert message will appear stating “The end date for this acad program will be used to end the acad level.” Click **OK**.

B. Then, click **Update**.

C. Next, bring up student again in the **Person LookUp** prompt by entering the “@” sign and click **OK**.

D. When the search results menu appears, click **+Add** to enter the new degree plan.

Next…
Changing an Academic Program

SACP – Student Academic Program (Change of an Academic Program)

A. Enter the new degree plan in the Acad Program LookUp prompt. Click OK.

B. When the SACP screen opens, enter:
   1. Location
   2. Correct Catalog year
   3. Admit Status (that is remembered from the previous program).
   4. Verify the Ant Cmpl Dt is (a) 1-year from today’s date for a Certificate, or (b) 2-years from today’s date for Associates degree.

C. Save & Update.
Reactivating a Closed Academic Program
A. **If** the student has a closed *(End Dt)* academic program but wishes to continue it, you will need to **reactivate** that program. In the SACP screen, select the **Academic Program** that is closed.

B. Detail into the **Status** field. This will take you to the **SPSH – Student Program Status History** screen.

**Next...**
Returning Student
SPSH – Student Program Status History (Reactivation of a Closed Academic Program)

A. On the SPSH screen, go to the first blank line and enter **Active**. Tab.

B. The **Status Date** field will auto-populate to today’s date.

Next...
A. Next, on the first blank line, enter today’s date in the **Start Date** field.

B. Next, click **Save**.

C. The **Start Date** will auto-sort to the #1 slot on the list and the **Status** on the top section will auto-sort as well once you click **Save**.

D. **Update** back to the **SACP** screen.

**Next...**
Returning Student
SACP – Student Academic Program (Reactivation of a Closed Academic Program)

A. Back on the SACP screen, you will need to update the Catalog year, the Ant Cmpl Dt, and possibly the Location (if applicable).

B. For this example, the Location is the same for the student. The Catalog year has changed to 2015-2016. The Ant Cmpl Dt is 2-years after the Start Dt since the student is on a 2-yr degree program. Counseling should always use TCENT Location.

C. Save & Update out of SACP screen.

Next…
1. The next process will be to register the student for classes (See the Registration For Academic Advisors Learning Guide).

2. Be sure to **Date stamp** and **sign** all Academic Program forms that you have processed.

3. All documents that you complete will be submitted to the inbox in Room 119 for scanning.
This concludes our presentation. If you have any additional questions, please contact:

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FOR STUDENTS OF THE REAL WORLD