Academic Program Entry and Changes
Colleague Learning Guide
U.I. 4.5

2016
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Colleague Learning Guide

Academic Program Entry and Changes

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Central Texas College and its Operating Units, Divisions, and Sponsored Activities prohibit discrimination in employment practices because of race, color, religion, gender, national origin, age, disability, or veterans’ status.
The Family Educational Rights and Privacy Act of 1974 grants to students certain rights, privileges, and protections relative to individually identifiable student educational records which are maintained by the College. Central Texas College’s institutional policy is consistent with the intent, guarantees, and safeguards embodied in the legislation.
Entering an Academic Program Change “New Student”

A. Enter ASUM (Applicant Summary) in the Form Search field and hit ENTER or Search.

![ASUM: Applicant Summary](image)

Figure 1

B. In the Person LookUp prompt, enter the Colleague Student ID number or the student’s SSN. Select OK.

![Person LookUp](image)

Figure 2

C. FOR TEXAS ONLY!! On the ASUM screen, detail into the Comm Mgmt field. Select CRI (Communication Code Entry) from the pop-up menu and click OK (Figure 3).

![ASUM - Applicant Summary](image)

Figure 3

D. If the AMCPROG (Academic Program/Degr) is listed as missing documentation, go to the Status field on this line and select “Received” from the pull-down options (Figure 4). The Stat Dt field will auto-populate with today’s date.
E. If the applicant has a new, signed degree plan on hand, but the Communication Code AMCPROG was never entered on the CRI screen when the Application for Admission was entered, please post this code, the “Received” status, and the Stat Dt (will auto-populate to today’s date) to the CRI screen.

Figure 4

F. Save and Update back to the ASUM screen.

G. Detail into the Acad Program field. This will take you to the SHAP (Short Application) screen (Figure 5).
H. Verify that the *Catalog* year coincides with the *Start Term*.

I. Since this applicant is NOT in *Moved to Student* status, this academic program can be removed. Place the cursor in the *Acad Pgm field* and hold down the *CTRL + ALT + “D”*.
(the letter D) keys simultaneously. The field should clear. From the degree plan that was signed by a counselor, enter the corresponding academic program.

**J.** Update or verify the following fields:

1. **Location**: Should already be populated from application entry (i.e. TCENT, TDLRN).
2. **Department**: Colleague automatically populates.
3. **Degree**: Colleague automatically populates.
4. **Major**: Colleague automatically populates.
5. **Admit Stat**: Should already be populated from application entry. For a full list, use “…”.
6. **Ed Goals /Dt**: Verify that the educational goal matches the degree program (i.e. an associate program should not have an educational goal of “earn a certificate”). Select goal from the drop down list. Update Date to today’s date, or 2 days prior if student is trying to register today.

**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.

7. **Orig Ed Goal**: Colleague automatically populates unless student was non-credit or API and then it should be changed.
8. **Citizen**: Leave blank.
9. **Language**: Should already be populated from application entry.
10. **Appl Date**: Current Date
11. **Marital Status**: Leave blank or, if previously entered, delete.
12. **Res Stat**: Should already be populated from application entry.

**Note:** If the Res Stat field is left blank, it will prevent registration.

13. **Privacy**: Leave blank.
14. **Special Serv**: Colleague automatically populates from the AMSC screen. Leave blank if not populated.
15. **Veteran**: Leave blank.
16. **FA Intent**: Do not change.
17. **Intended Load**: Enter “FTF Face-to-Face Lecture” or “DL Distance Learning/Online/CD Rom.” If blank on application, enter FTF.
18. **Employment**: Leave blank.
19. **Student Type**: Should already be populated from application entry.
20. **Bal/Pay Now**: Leave blank.
K. FOR TEXAS LOCATIONS ONLY! Detail into the Addnl Info field (see Figure 7), select PERC from the pop-up menu to place or remove any restrictions.

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

M. In the Restriction Comments screen, post the following statement: “Student saw a counselor for official degree plan.” Timestamp and Save back to the PERC screen (Figure 9).
N. Enter One Day Prior in the End field to officially remove the hold. Save and Update back to the SHAP screen.

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

P. Click Save, and when the update prompt appears, select Update. Continue to Save and Update out of the ASUM screen.

SPRO

A. Enter SPRO (Student Profile) in the Form Search field and hit ENTER or Search.

B. Detail into the Academic Program field (Figure 12). On the SACP (Student Academic Program) screen, change the Start/End Dt field to the current date in MMDDYY format (Figure 13).

**Note: If the applicant applies for a future term (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 start date of term; for example, SU1 05/01/XX, SU2 07/01/XX, FAL 08/01.
C. **Save** and **Update**. When the alert prompt “**Do you want to keep date history (Y/N)?**” appears, select **N** (*Figure 14*).
D. Save and Update out of record.
Entering an Academic Program Change
“Current Student”

A. Enter ASUM (Applicant Summary) in the Form Search field and hit ENTER or Search.

![ASUM: Applicant Summary](image)

Figure 15

B. In the Person LookUp prompt, enter the Colleague Student ID number or the student’s SSN. Select OK.

![Person LookUp](image)

Figure 16

C. On the ASUM screen, check to see if the applicant is in Move to Student status with a CR degree plan. If not, cancel out of ASUM and continue to the next step.

SPRO

A. Enter SPRO (Student Profile) in the Form Search field and hit ENTER or Search.

![SPRO: Student Profile](image)

Figure 17

B. Bring up the same student by entering the “@” sign in the Person Lookup prompt.

C. On the SPRO screen, detail into the Term field (Figure 18) to check the last term attended.

![Terms and Transcripts](image)

Figure 18
D. If a Search Results screen opens, select CR Credit and hit ENTER or click Open (Figure 19). On the STRS screen (Student Terms Summary), view the previous terms (Figure 20). If the applicant has not attended in over 1 year, make sure a new application is on file. If a new application is not on file, close all the way out the SPRO screen.

**Figure 19**

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<th>#</th>
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**Figure 19**

**PERC**

A. Enter PERC in the Search Form field and hit ENTER or Search.

**Figure 21**

B. On the PERC screen, enter the AH1Y hold on the first line available. Detail into the Comments magnifier (Figure 22).

**Figure 22**
C. On the Restrictions Comments screen, post “Student last attended (TERM YY). Needs to submit a new application. New degree plan on file.” Timestamp and Save (Figure 23).

D. Save and Update out of the PERC screen.

SPRO

A. Enter SPRO (Student Profile) in the Form Search field and hit ENTER or Search.

B. Bring up the same student by entering the “@” sign in the Person Lookup prompt.

C. On the SPRO screen, detail into the Academic Program field (Figure 25) to close out any “active” old degree plans by entering a date one day prior to current date (Figure 26 & 27). Save and Update back to SPRO.
**Note:** The applicant can have a Non Credit (NC) and Credit (CR) degree plan active at the same time. You do not need to close out an active NC degree plan to activate a CR one.

**Note:** The applicant cannot have two CR degree plans active **UNLESS**, they are a Fort Hood THMCT, THMBL, or SUMT military contract courses.

D. Back on the SPRO screen, in the Acad Program field, scroll-over to a blank line and type in the current degree plan and hit ENTER.
E. Once you type in the new degree plan, the SACP screen will open. If the Search Results menu appears, select the correct degree plan and click +Add (Figure 29).

F. On the SACP screen, the status should show an “A” for Active (be sure to enter the correct location and current catalog year). Enter the Admit Status from the previous degree plan (or refer to SPRO; they must match) (Figure 30). Save and Update back to SPRO.
G. On the SPRO screen, detail into Add Profile Data field and verify that the Educational Goal matches with the new degree plan entered (Figures 31 & 32). If not, click on the line number and select Insert (Figure 33).

![Figure 31]

Must match with current new degree plan. This one matches.

![Figure 32]

H. Select the current educational goal from the pull-down menu. Save and Update back to SPRO.

![Figure 33]

Select Insert and select the current educational goal from the pull-down menu.

I. If the applicant is continuing with the same degree plan and the degree plan is expired but still active, detail into the Acad Program field (Figure 34) and close the program by
entering an end date one day prior to the current date in the Start/End Dt field (Figure 35). Save and Update.

J. Select Save. An alert prompt “The end date for this acad program will be used to end the acad level.” will appear. Select OK (Figure 36). Update back to the SPRO screen.

K. On the SPRO screen, scroll-over to a blank line in the Academic Program field and enter the new degree plan (Figure 37). This will take you back to the SACP screen.

L. On the SACP screen, the original academic program that was ended will activate because the degree was initiated prior and is currently in our catalog. However, if the activated degree is one that the student previously graduated with, it cannot be used again (Figure 38).
M. To update the academic program to the current catalog year, detail into the magnifier for the Status/Dt/Opr field. This will take you to the SPSH (Student Program Status Hist) screen (Figure 38).

![Figure 38](image1)

N. Select Line 1 under the Status field (Figure 39).

![Figure 39](image2)

O. From the alert prompt, select Insert (Figure 40).

![Figure 40](image3)
P. On the inserted blank line, select **Active** from the pull-down options. The **Status Date** field will auto-populate to today’s date (*Figure 41*).

![Figure 41](image)

Q. Next, in the **Start Date** field, click on **Line 1** and select **Insert** from the alert prompt (*Figure 42*).

![Figure 42](image)

R. Enter today’s date in the inserted blank field (*Figure 43*). **Save** and **Update** back to the **SACP** screen.

![Figure 43](image)

S. Notice on the **SACP** screen that the Academic Program is now “**Active**” with today’s start date (*Figure 44*). The **Catalog** field and the **Ant Cmpl Dt MM/YY** field need to be updated.
T. Update the Ant Compl Dt MM/YY to the correct new date, according to the application. This date should be **two-years** from the Start date in MMYY format (Figure 45).

U. Save and Update back to the SPRO screen. On the SPRO screen, an alert prompt will appear to remind you that this applicant previously had the SAME degree plan. Select OK (Figure 46).
V. Detail into *Addl Profile Data (Figure 47)* and verify that the *Educ Goals/Date* fields match the degree plan entered. If it does not, then click on the line number to **insert** the correct educational goal and anticipated completion date in the *Date* field *(Figure 48).*

**Figure 47**

W. *If* the educational goal is still the same, the *Date* field will still need to be **updated** to the same date as the new Academic Program. **Save** and **Update** back to SPRO when complete.

**X.** **Save** and **Update** all the way out of SPRO to save all the new data.
# Appendix 1 – Points of Contact

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<tr>
<th>Name</th>
<th>Title</th>
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<th>Email</th>
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<td></td>
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<td>Out of State (800) 792-3348</td>
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## Revision History

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FOR STUDENTS OF THE REAL WORLD