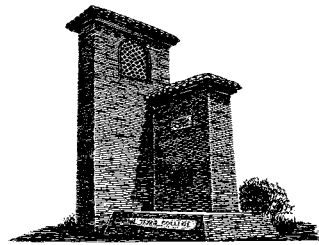


Colleague Learning Guide

Academic Program Entry and Changes

CENTRAL
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COLLEGE



Education for the Individual

COLLEAGUE ACADEMIC PROGRAM CHANGES
Central Texas College

Central Texas College
COLLEAGUE LEARNING GUIDE

Academic Program Entry and Changes

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COLLEAGUE ACADEMIC PROGRAM CHANGES
Central Texas College

Revision History

<i>Date</i>	<i>Pages</i>	<i>Added Updated</i>	<i>Description</i>
7-28-05	NA	Added	Revision History
7-28-05	19	Updated	HMRI Major 05-06 Catalog and Datatel Prog
7-28-05	20	Added	Microsoft System Administrator Fort Hood Only
9-28-05	9 and 10	Updated	Edited text under the Notes on A and B
9-28-05	11	Updated	Edited text under Note after Start/End Date
9-28-05	13	Updated	Text under Letter D
9-28-05	15	Updated	Edited text on the Note at the bottom of the page
9-28-05	16	Updated	Edited text on Note at mid page
9-28-05	21	Updated	Edited text for UNDE
10-5-05	15	Updated	Added text to Start/End Dt
10-5-05	16	Updated	Added text to Start/End Dt and added Figure 17 with text
12-7-05	16	Updated	Changed activation date in example to 7-15-05
5-23-06	11	Updated	Text under step A and Figure 12.
5-23-06	11	Added	New step B with revised text and added new Figure 13.
5-23-06	14-15	Added	New step D with revised text and added new Figure 16.
5-23-06	16	Updated	Updated steps 7D and 8A
6-1-09	All	Updated	Updated entire manual

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2. Entering an Academic Program ‘Current Student’13

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.

COLLEAGUE ACADEMIC PROGRAM CHANGES
Central Texas College

Entering an Academic Program Change "New Student"

- A. In the **ST** module, enter **SPRO** (Student Profile) in the **Quick Access** box, and click on **Go**.
- B. In the **Person LookUp** prompt (*see Figure 1*), perform at least three of the following lookup methods. If the person is not found, cancel this process. The person needs to complete an application. If the person is found among the choices in the resolution screen, continue with Step C, #2.
- Partial name: Enter the partial last name and partial first name of the person and enter or click on **OK**.
 - SSN: Enter the applicant's SSN and enter or click on **OK**.
 - ID: Enter the student's ID number and enter or click on **OK**.
 - Date of Birth: Enter person's date of birth in the following format: ;birth.date MM/DD/YY and enter or click on **OK**.

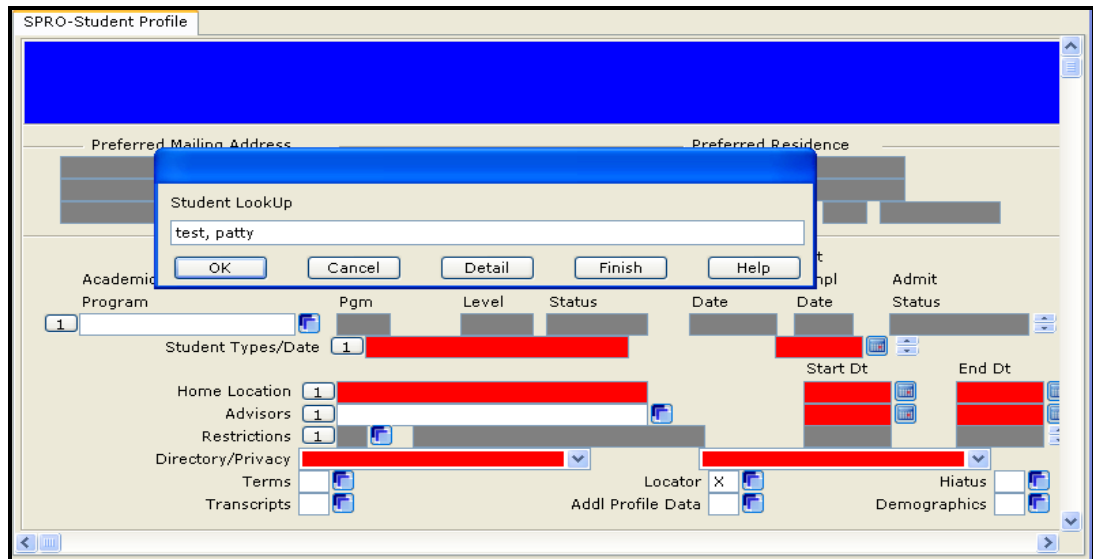
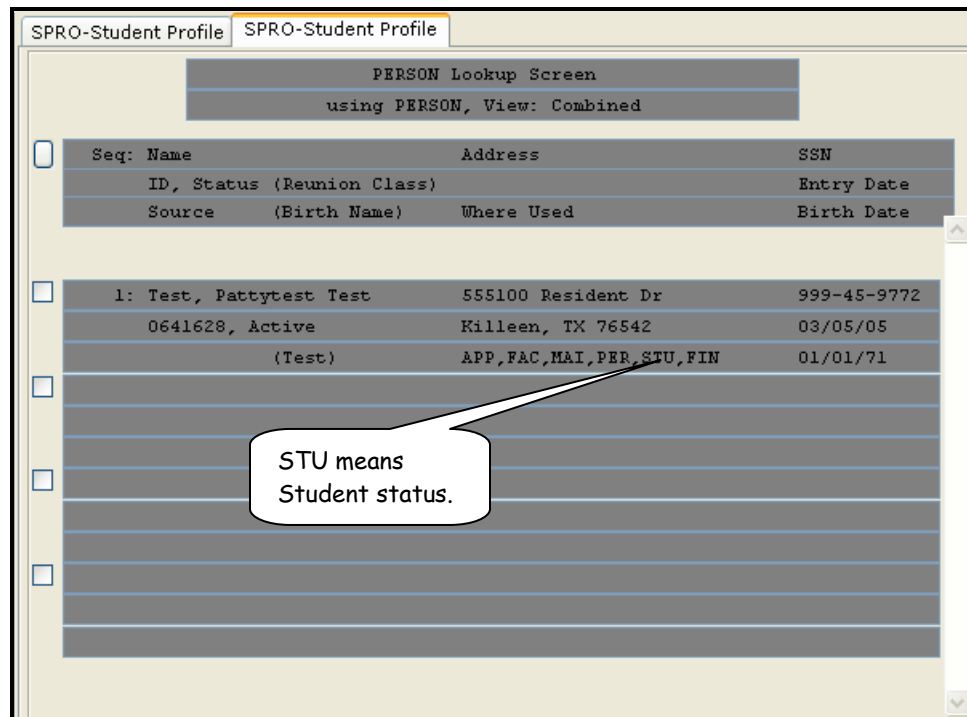


Figure 1

COLLEAGUE ACADEMIC PROGRAM CHANGES Central Texas College

- C. On the **Resolution** screen (see *Figure 2*) check the status of the person.
1. If the person is already a student (**STU** status), select the person and continue with **Entering an Academic Program Change "Current Student"**.
Note: On ASUM verify that student is STU on CR side.
 2. If the person is not yet a student, **Cancel** out of this resolution screen, **Cancel** out of **SPRO**, and continue with **Step D**.



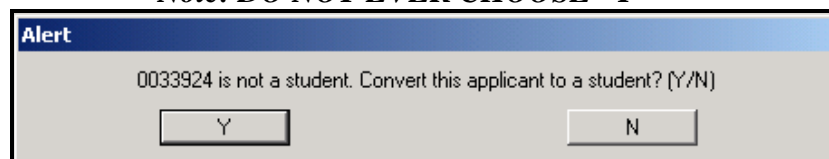
Seq	Name	Address	SSN	ID	Status (Reunion Class)	Entry Date	Source	(Birth Name)	Where Used	Birth Date
1:	Test, Pattytest Test	555100 Resident Dr	999-45-9772	0641628	Active	03/05/05				
	(Test)	Killeen, TX 76542							APP, FAC, MAI, PER, STU, FIN	01/01/71

Figure 2

*Note: If a person who is **not yet a student** was inadvertently selected, one of the following **Alert** boxes may appear.*

Choose "N" (see *Figure 3*) and continue with **Step D**.

Note: DO NOT EVER CHOOSE "Y"



Alert

0033924 is not a student. Convert this applicant to a student? (Y/N)

Y N

Figure 3

COLLEAGUE ACADEMIC PROGRAM CHANGES

Central Texas College

Choose "OK" (see Figure 4) and continue with Step D.

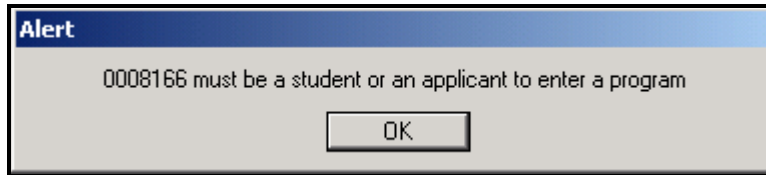


Figure 4

Choose "N" (see Figure 5) and continue with Step D.
Note: DO NOT EVER CHOOSE "Y"

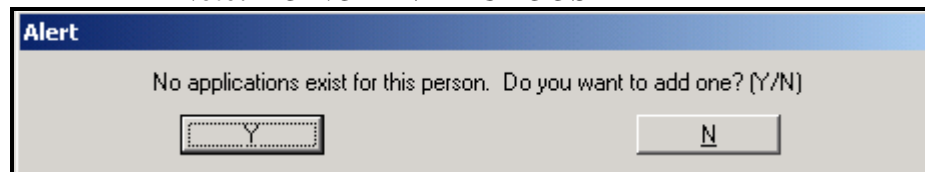


Figure 5

- D. In the ST module, enter **ASUM** (Applicant Summary) in the **Quick Access** box, and click **Go**.
- E. In the **Person LookUp** prompt, access the same student (hold down the shift key and the @ sign key simultaneously).

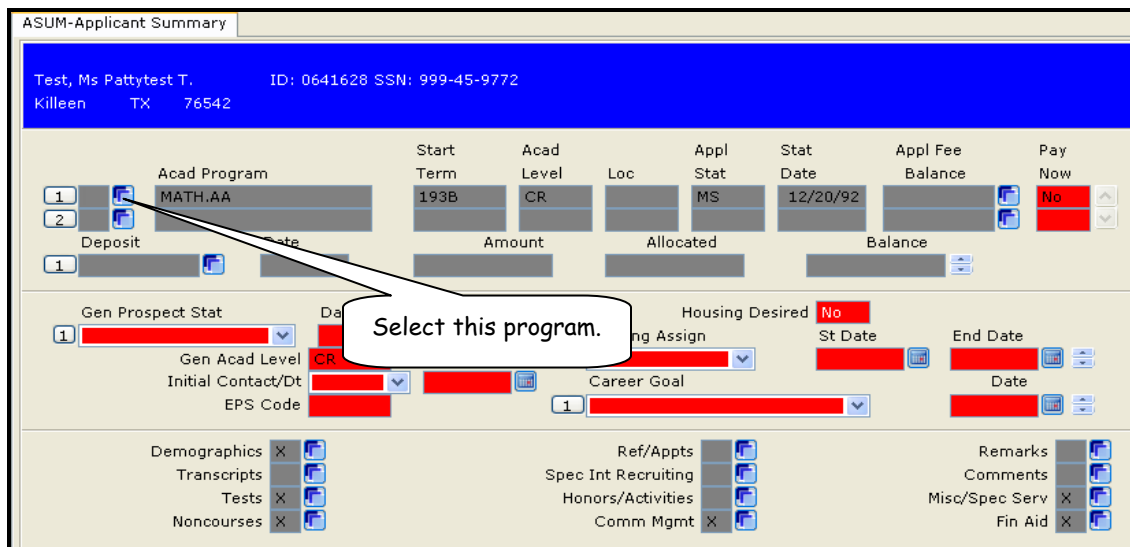


Figure 6

COLLEAGUE ACADEMIC PROGRAM CHANGES Central Texas College

- F. The **ASUM** screen will reappear (see Figure 6). Drill into the **Acad Pgm** field to go to **SHAP**. (See Figure 8)

Note: Verify that the student has a completed admissions application on file and the Acad Program shows Appl Stat of AI. (See Figure 7)

Acad Program	Start Term	Acad Level	Loc	Appl Stat	Date	Appl Fee Balance	Pay Now
CELE.NC	FAL05	NC	TCENT	AI	08/28/05		No

Figure 7

- G. Click inside the Start Term field and enter correct start term or adjust the start term if on already exists. Also, enter the correct Catalog Year. (see Figure 8).

Start Term: 193B Term 3 1993
 Catalog: CONV 1967-1996
 Acad Pgm: MATH.AA
 Department: MA Mathematics
 Degree: Associate of Arts
 Majors: Mathematics
 Admit Stat: HS High School Diploma
 Ed Goals/Dt: AD Earn Asso 05/25/05
 Orig Ed Goal: AD Earn Associate Degree
 Language: E Englis

Appl Dt: 12/20/92
 Marital Stat: Married
 Res Stat: OTNR Out-o
 Privacy: [dropdown]
 Special Serv: 1 [dropdown]
 Veteran: 1 [dropdown]
 FA Intent: No
 Intended Load: [dropdown]
 Employment: [dropdown]
 Student Type: [dropdown]
 Bal/Pay Now: [dropdown] N
 Addnl Info: X [dropdown]

Appl Stat: MS Move to Student 12/20/92 06:22AM Decision: DATATEL

Institutions Attended: 1 Concordia University-Austin
 Years Attended: [dropdown]
 Grad Type: [dropdown]

Figure 8

- H. Click inside the *Acad Prog Field* to update the Academic Program. To delete, insert cursor in the *Acad Prog Field* (highlight the current *Acad Prog*) then select the **File** in the menu bar, and select **Field Delete** (see Figure 8) or use the F4 key to delete after placing the cursor in the *Acad Pgm* field.

COLLEAGUE ACADEMIC PROGRAM CHANGES

Central Texas College

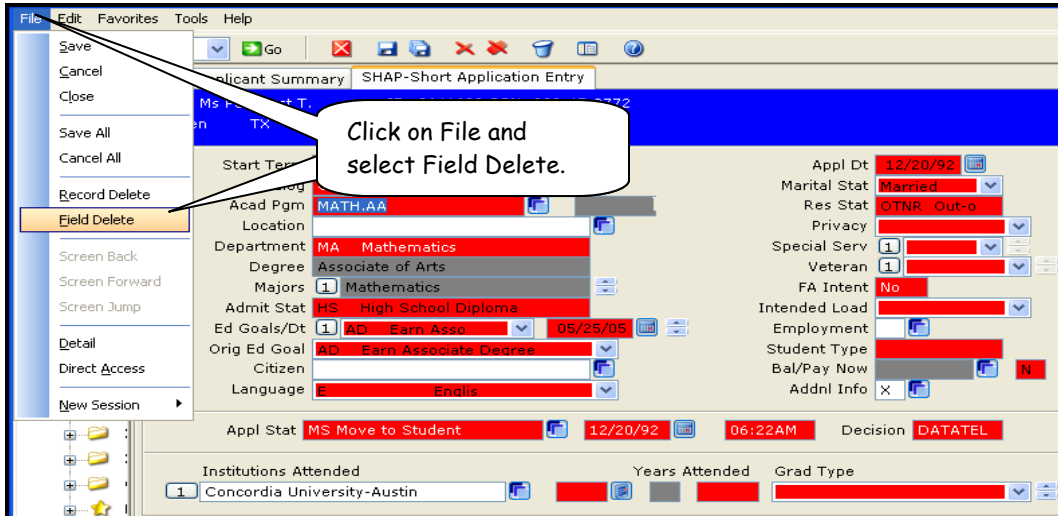


Figure 9

- I. The cursor will move down one line. Move up one line, and click back inside the **Acad Prog** field again.
- J. Enter a new program using the Certificate/Degree Plan provided or enter a partial name lookup such as "...nu..." for Nursing, and select the desired program from the resolution screen.

Note: NEVER select the program NOMJ.XXX, AUND.XXX or WUND.XXX. They were used for conversion of data from the legacy system and is not a valid academic program. Failure to comply or change will result in the student's hours not being calculated correctly for payment and financial aid will not be disbursed.

- K. The **SHAP** screen will reappear (see Figure 10) with the following automatically populated:
 1. Academic Program
 2. Department
 3. Degree
 4. Major

COLLEAGUE ACADEMIC PROGRAM CHANGES

Central Texas College

ASUM-Applicant Summary SHAP-Short Application Entry

Test, Ms Pattytest T. ID: 0641628 SSN: 999-45-9772
Killeen TX 76542

Start Term 193B Term 3 1993
Catalog CONV 1967-1996
Acad Pgm MATH.AA
Location
Department MA Mathematics
Degree Associate of Arts
Majors 1 Mathematics
Admit Stat HS High School Diploma
Ed Goals/Dt 1 AD Earn Asso 05/25/05
Orig Ed Goal AD Earn Associate Degree
Citizen
Language E English

Appl Dt 12/20/92
Marital Stat Married
Res Stat OTNR Out-o
Privacy
Special Serv 1
Veteran 1
FA Intent No
Intended Load
Employment
Student Type
Bal/Pay Now
Addnl Info X

Appl Stat MS Move to Student 12/20/92 06:22AM Decision DATATEL

Institutions Attended Years Attended Grad Type
1 Concordia University-Austin

Figure 10

L. Enter the following additional information on the **SHAP** screen:

1. **Location** (ie. TCENT)
2. **Department**
3. **Admit Stat**
4. **Ed Goals/Dt**: verify that the educational goal matches degree program (i.e. If academic program is 'associates' then educational goal cannot be "earn a certificate".
5. **Orig Ed Goal**
6. **Language**
7. **Appl Dt**
8. **Marital Stat**
9. **Res Stat**
10. **Intended Load**
11. **Student Type**

(See Figure 11)

COLLEAGUE ACADEMIC PROGRAM CHANGES

Central Texas College

SHAP-Short Application Entry

Test, Ms Barbie ID: 0131972 SSN: 053-99-2600
Harker Heights TX 76548 Home: 254-643-8732

1 Start Term: FAL05
2 Catalog: 2004 2004-2005
3 Department: BU Business
4 Degree: Associate of Arts
5 Ed Goals/Dt: AD Earn Asso 05/25/05
6 Language: U Unknown
7 Start Dt: 05/25/05
8 End Dt: 05/25/05
9 Marital Stat: Married
10 Veteran: 1
11 Intended Load: No

App Stat: MS Move to Student 05/25/05 03:13PM Decision: JWELSH

Figure 11

- M. Drill into the Addl Info field, select **PERC** to place the appropriate Hold, **Save** and **Update** or close out Hold if appropriate (i.e. enter one day prior to current date in the *End dt* field.)
- N. Enter **AC** in the *Appl Stat* field.
- O. Click **Save**, and when the **Alert** prompt appears, click **Update**. Continue to **Save** and **Update** out of record.
- P. Enter **SPRO** in the Quick Access Box, and click **Go**.
- Q. On **SPRO**, drill into the **Acad Program** field and change the end date in the **Start/End** date field to the current date. **Save** and **Update**.
(See Figures 12 & 13) When the Alert prompt 'Do you want to keep date history (Y/N)? appears Select **N**. **Save** and **Update** out of record.

SPRO-Student Profile

Test, Ms Pattytest T. ID: 0641628 SSN: 999-45-9772
Killeen TX 76542

Preferred Mailing Address: 555100 Resident Dr, Killeen TX 76542
Preferred Residence: TX 76542

Academic Program: 1 GSTU.AGS No CR Active
Student Types/Date: 1 TWV21 Waiver: Mil & Mil D 04/07/05
Home Location: 1 TCENT Central Campus
Start Dt: 01/02/09
End Dt: 03/27/07

Drill into program here.

Figure 12

COLLEAGUE ACADEMIC PROGRAM CHANGES

Central Texas College

SPRO-Student Profile | SACP-Student Academic Program

Test, Ms Pattytest T. ID: 0641628 SSN: 999-45-9772
Killeen TX 76542
Acad Program: GSTU.AGS General Studies

Class Lvl FR Acad Lvl Standing 07/25/06 JWELSH

2005 2005-2006

Admit Status

Dept/Div/School GN Program Not Speci

Acad Standing/Dt 1

Start/End Dt 07/25/05 Ant Cmpl Dt MM/YY 07/08

Degree AGS Associate of General Studies

CCDs 1 2

Majors 1 GSTU General Studies 2

Minors 1 2

Specializations 1 2

Figure 13

R. This completes the application process.

COLLEAGUE ACADEMIC PROGRAM CHANGES
Central Texas College

Entering an Academic Program Change "Current Student"

- A. If person is **STU**, type **SPRO** in the Quick Access box and click **Go**.
- B. On the **SPRO** screen drill into the *Acad Program* field to close out any 'active' old degree plans by entering a date one day prior to current date. **Save** and **Update** back to **SPRO**.
- C. In the *Acad Program* field scroll down to a new line, type in the current degree plan and click your enter key.
- D. On the **SACP** screen the status should show "A" for Active (be sure to enter the correct location and current catalog year.) Enter the *Admit Status* from previous degree plan (or refer to **SPRO**, they must match). **Save** and **Update** back to **SPRO**. (See Figure 15)
- E. On the **SPRO**, under *Add Profile Data* field verify the *Educational Goal* matches with the new degree plan entered. If not, click on the number one (1) and select Insert. Move to a new line and enter the new educational goal. **Save** and **Update** back to **SPRO**. (See Figure 14)

SPRO-Student Profile

Test, Ms Barbie ID: 0131972 SSN: 053-99-2600
Harker Heights TX 76548 Home: 254-643-8732

Preferred Mailing Address: 1212 North, Harker Heights TX 76548
Preferred Residence: 1212 North, Harker Heights TX 76548

Change Address [1] [f]

Academic Program	Cust Pgm	Acad Level	Status	Status Date	Ant Cmpl Date	Admit Status
[1] FLAN.AA	No	CR	Active	10/25/05		

Student Types/Date: [1] TXRI TX Resident In-Dist

Home Location: [1] THOOD FT Hood TX (College)

Advisors: [1] [f]

Restrictions: [1] BTF Tuition Fee/Non-Paymen [f]

Directory/Privacy: [1] [f]

Terms: X [f]

Transcripts: [f]

Locator: X [f]

Add Profile Data: X [f]

Hiatus: [f]

Demographics: X [f]

E. Drill in here to verify Ed. Goal matches degree plan.

Figure 14

COLLEAGUE ACADEMIC PROGRAM CHANGES

Central Texas College

- F. If student is continuing with same degree plan and the degree plan is old (aged out) but still active, drill into the *Acad Program* field and end the program by entering one day prior to the current date in the *Start/End Dt* field. (See Figure 15) **Save** and **Update**. Drill into the *Status/Dt/Opr* field to **SPSH** screen.

The screenshot shows the 'SACP-Student Academic Program' interface. At the top, it displays student information: Test, Ms Pattytest T., ID: 0641628, SSN: 999-45-9772, Killeen TX 76542, Acad Program: GSTU.AGS. Below this, there are several fields: Academic Lvl (CR), Status/Dt/Opr (A Active), Location/Catalog (2005-2006), Admit Status (GN Program Not S), Dept/Div/School (1), Acad Standing/Dt (1), Start/End Dt (07/25/06), and Ant Cmpl Dt MM/YY (07/08). At the bottom, there are checkboxes for Program Additions, DA Eval/Cust, Advisors, Counselors, and Printed Comments.

Figure 15

- G. On **SPSH** insert (by left clicking the mouse) on the number one (1). Enter an **A** (Active), the current date will automatically populate into the *Status Date* field. Go to bottom of screen to the *Status Date* field left click the mouse to insert the current date. **Save** and **Update** back to **SACP**. *Note: It is important that the dates match.* (See Figure 16)

The screenshot shows the 'SPSH-Student Program Status Hist' interface. It displays student information: Test, Ms Pattytest T., ID: 0641628, SSN: 999-45-9772, Killeen TX 76542, Acad Program: GSTU.AGS, General Studies. Below this, there are three columns: Status, Status Date, and Status Changed By. The Status field has a dropdown menu with options 1 through 8, and 'A' is selected. The Status Date field shows '07/25/06'. The Status Changed By field shows 'JWELSH'. At the bottom, there are fields for Start Date and End Date, with '07/25/06' entered in the Start Date field. A callout bubble points to the Status Date and Start Date fields with the text 'Both these date must match.'

Figure 16

COLLEAGUE ACADEMIC PROGRAM CHANGES

Central Texas College

- H. Verify that the *Location/Catalog* and *Admit Status* reflect the correct statuses. If not, make the necessary changes.
- I. Update the *Ant Compl Dt MM/YY* to correct new date according to the application. **Save** and **Update** back to **SPRO**. (See Figure 16)

SPRO-Student Profile SACP-Student Academic Program

Test, Ms Barbie ID: 0131972 SSN: 053-99-2600
 Harker Heights TX 76548 Home: 254-643-8732
 Acad Program: FLAN.AA Modern Language

Academic Lvl CR Class Lvl FR Acad I 10/07

Status/Dt/Opr A [dropdown] [button]

Location/Catalog TCENT Central Campus 2004 2004-2005 [button]

Admit Status HS High School Diploma [button]

Dept/Div/School CO Communications [button]

Acad Standing/Dt 1 [button]

Start/End Dt 10/25/05 [button] [button]

Ant Cmpl Dt MM/YY 10/07 [button]

Degree AA Associate of Arts

CCDs 1 [button] 2 [button]

Majors 1 FLAN Modern Language [button] 2 [button]

Minors 1 [button] 2 [button]

Specializations 1 [button] 2 [button]

Program Additions [button] [button] Advisors [button] [button] Printed Comments [button] [button]
 DA Eval/Cust [button] [button] Counselors [button] [button] Comments [button] [button]

Figure 17

- J. Go to *Add Profile Data* and verify the *Educ Goals/Date* matches the degree plan entered. If it does not, then click on the number one (1) to insert the correct educational goal and anticipated completion date in the *Date* field. (See Figure 17) **Save** and **Update** back to **SPRO**.

SPRO-Student Profile ASPR-Addnl Student Profile Info

Test, Ms Pattytest T. ID: 0641628 SSN: 999-45-9772
 Killeen TX 76542

Residency Status/Date 1 TXNR [button] [button]

Primary Language E [dropdown] [button]

Secondary Languages 1 [dropdown] [button]

Reunion Classes 1 [button]

Educ Goals/Date 1 AD Earn Associate Degree [button] 05/25/05 [button]

Interests 1 [button]

Special Servs/Need/Dt 1 [dropdown] [button]

Spec Recruiting [button]

Home Newspapers 1 [button]

Discounts 1 [button] Start Dt [button] End Dt [button]

Housing Assignments 1 [button]

Counselors 1 [button]

Home Exchange Inst [button]

Notes 1 [button]

Comment/Remarks [button]

Miscellaneous [button]

Figure 18