

CTC Student Services Update for GoArmyEd

Reference: 7 February 2007

Topics	Description
Grades	<ul style="list-style-type: none"> • Colleges are encouraged to give incomplete grades only if sufficient progress has been made so that the student can successfully pass. • Students who receive a failing grade are required to repay TA funds.
Class Maximum Enrollments	<ul style="list-style-type: none"> • The Class Roster “Details” now includes the number of “seats available.” • Colleges receive an automated message when a section has reached 95 percent capacity.
Refunds	<ul style="list-style-type: none"> • Information on the last day to drop for a college refund is now included in the Class Details on the each course in the Integrated Course Schedule.
Registration File	<ul style="list-style-type: none"> • Registration file has three new fields added to the end: <ul style="list-style-type: none"> - Course override—Initiated by ACES Counselors for courses that would normally be self-pay such as a course not fitting degree plan. Students are not to be rejected by CTC if the student has been given an override. - Number of days and Completion %. Number of days and percentage of time after the start date that student was in class prior to reported drop.
Registration Open Date	<ul style="list-style-type: none"> • Registration start date for eArmyU classes has changed from eight weeks to two months prior to the class start date. Colleges must start registration two months prior to the class start date for eArmyU courses. • Registration for GoArmyEd classes remains two months prior to the class start date. However, colleges can start registration for TA classes later but not earlier.
SOCAD Agreements (SAs) and Student Related Information	<ul style="list-style-type: none"> • SOCAD agreements must be completed prior to the completion of the student’s second course with the host institution or upon completion of 9 semester hours overall. Otherwise, student is placed on hold for a missing SA and cannot register for future classes. • For transfer courses a CTC course equivalent or a dummy course must be used in the subject and catalog fields when the electronic SAs are transmitted. Otherwise, an error message will occur. The actual transfer course can be added to the Notes section. • Colleges may change a student’s Degree Requirement Term.
Soldier Recoupment	<ul style="list-style-type: none"> • Effective with classes that started October 1, 2006, and later, an automated process to recoup funds from soldiers has started. There is a live feed from the GAE portal to Indianapolis, replacing the paper process. As a result, recoupments will take less time. • Reasons for recoupment are: <ul style="list-style-type: none"> - F – failing grade - I – not removed within 120 days of class end date (even if a college allows the student more than 120 days, the recoupment will occur) - W – reported by college - W – personal withdrawals after the 100% refund period - ACES selected recoupment—class doesn’t meet degree requirements • Soldiers will be notified at least 30 days before the collection is to occur. Prior to the start date of the collection students have the option of logging into their GAE account and accepting a method of repayment other than the default. If the soldier

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	takes no action, repayment will be based on the default payment plan.
Student Withdrawals & Rejections	<ul style="list-style-type: none">• If a military withdrawal has already been processed in the portal, the manual rejection function is not available.• As a reminder, soldiers registering through the portal must withdraw through the portal.