

Version	1.0
Document Generation Date	2/21/2008
Date Modified	2/21/2008
Last Changed by	ASDS
Status	Draft

Convert Quick Admit to Degree-022108

Concept

When students are Quick Admitted, they are normally put into a non-degree program. If the student then submits an application for entry into a degree program for that same Institution, a couple of steps are necessary to make him/her term activated for the degree program and to discontinue the non-degree program. Any classes the student enrolled in for that term as a non-degree student will be automatically assigned to the new degree program. This may have an impact on Student Financials and Financial Aid.

Procedure

To view the online Process Document and Quick Guide for this procedure, click the icons below.



Please refer to: http://www.maine.edu/pdf/ConvertQuickAdmittoDegree-022108_PD.pdf



Please refer to: http://www.maine.edu/pdf/ConvertQuickAdmittoDegree-022108_QG.pdf

Scenario:

A student has been quick admitted to your institution. The student is active in the non-degree program and has been automatically term activated. The student has enrolled in a course.

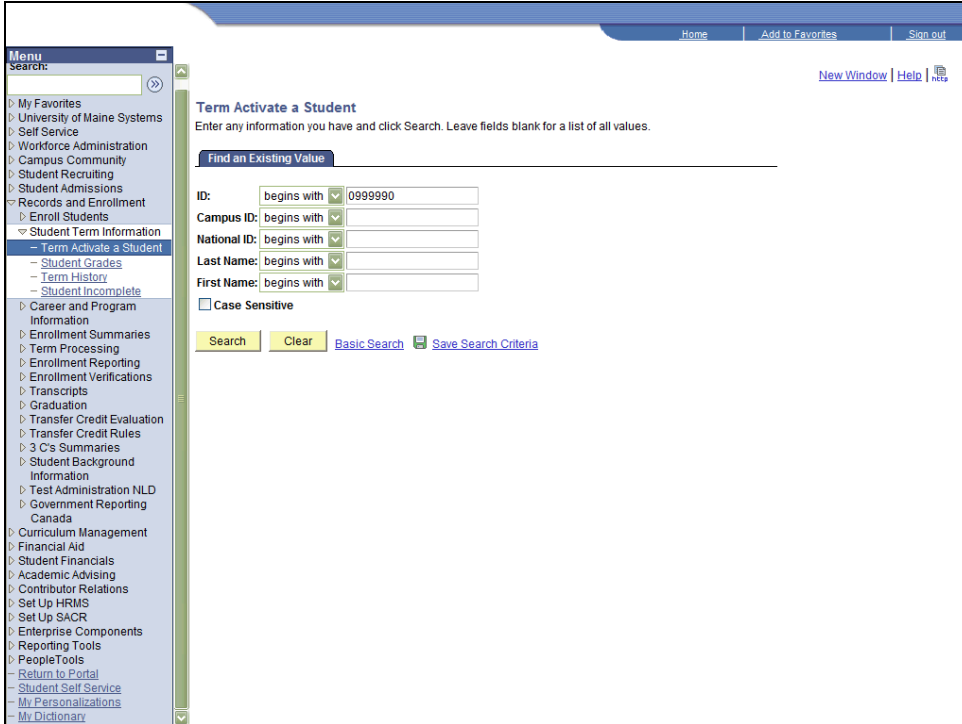
Now the student has submitted an application for entry to a degree program. Assume that the application has been entered and the student has been accepted and is ready to be matriculated.

Matriculation will make this student active in the degree program, so he/she will be active in two programs at your Institution: non-degree and the new degree program. Matriculation will not term activate the student so the student remains term activated in the non-degree program.


In this demonstration, we will assume the student has been matriculated into the degree program. We will switch the term activation from the non-degree program to the degree program. Finally we will show how to discontinue the non-degree program.

Keep in mind that matriculation, changing the term activation record and discontinuing the non-degree program may each be handled by different administrative offices, depending on your business practices and security set up.

Step	Action
1.	Navigate: Records and Enrollment > Student Term Information > Term Activate a Student.



Home Add to Favorites Sign out

New Window | Help | 

Menu

Search:

- My Favorites
- University of Maine Systems
- Self Service
- Workforce Administration
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
 - Enroll Students
 - Student Term Information
 - Term Activate a Student**
 - Student Grades
 - Term History
 - Student Incomplete
- Career and Program Information
- Enrollment Summaries
- Term Processing
- Enrollment Reporting
- Enrollment Verifications
- Transcripts
- Graduation
- Transfer Credit Evaluation
- Transfer Credit Rules
- 3 Cs Summaries
- Student Background Information
- Test Administration NLD
- Government Reporting
 - Canada
- Curriculum Management
- Financial Aid
- Student Financials
- Academic Advising
- Contributor Relations
- Set Up HRMS
- Set Up SACR
- Enterprise Components
- Reporting Tools
- PeopleTools
- Return to Portal
- Student Self Service
- My Personalizations
- My Dictionary

Step	Action
2.	If necessary, enter search criteria for the student. Click the Search button.

Process Document

Topics for Registrars: Convert Quick Admit to Degree-022108



Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

[Term Activation](#) | [Enrollment Limit](#) | [Student Session](#) | [Terms In Residence](#) | [Term Control Dates](#) | [External Study](#)

Horatio C Footram 0999990

Find | View All | First | 1 of 1 | Last

Academic Career: Undergraduate

Find | View All | First | 1 of 1 | Last

*Academic Institution: UMS01 University of Maine at Augusta

*Term: 0910 2008 Fall Semester Activation Date: 09/02/2008

Student Career Nbr: 0 Non-Degree UGrad

Override All Academic Levels:

Override Projected Level:

Academic Level - Projected: First Year

Academic Level - Term Start: First Year

Academic Level - Term End: First Year

Level Determination: Units

Academic Year: 2009

Load Determination: Units

*Form of Study: Enrollment

Academic Load: Half-Time

*Billing Career: UGRD

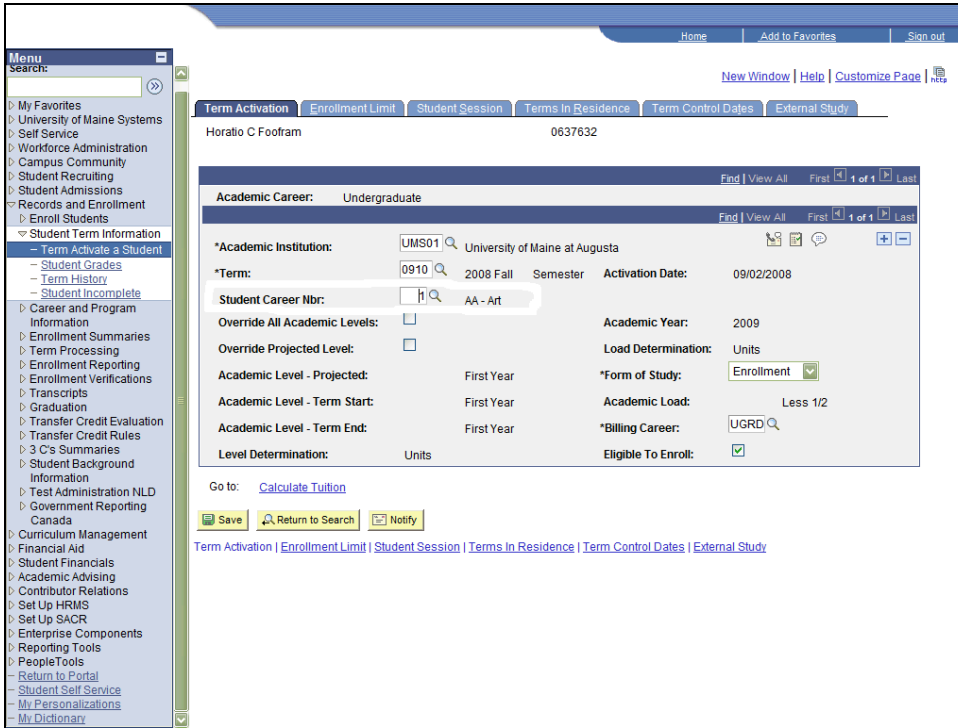
Eligible To Enroll:

Go to: [Calculate Tuition](#)

[Save](#) | [Return to Search](#) | [Notify](#)

[Term Activation](#) | [Enrollment Limit](#) | [Student Session](#) | [Terms In Residence](#) | [Term Control Dates](#) | [External Study](#)

Step	Action
3.	This page shows the student as term activated for the non-degree program. Change the Student Career Nbr field to point to the student's degree program.
4.	Click the Look up Student Career Nbr button.
5.	Select the entry for the active degree program.



The screenshot shows the Registrar System interface for student Horatio C Footram (ID: 0637632). The 'Term Activation' tab is selected, displaying the following details:

- Academic Career:** Undergraduate
- *Academic Institution:** UMS01 University of Maine at Augusta
- *Term:** 0910 2008 Fall Semester
- Activation Date:** 09/02/2008
- Student Career Nbr:** AA - Art
- Override All Academic Levels:**
- Academic Year:** 2009
- Override Projected Level:**
- Load Determination:** Units
- Academic Level - Projected:** First Year
- *Form of Study:** Enrollment
- Academic Level - Term Start:** First Year
- Academic Load:** Less 1/2
- Academic Level - Term End:** First Year
- *Billing Career:** UGRD
- Level Determination:** Units
- Eligible To Enroll:**

Buttons at the bottom include 'Save', 'Return to Search', and 'Notify'. Navigation links for 'Term Activation', 'Enrollment Limit', 'Student Session', 'Terms in Residence', 'Term Control Dates', and 'External Study' are also present.

6. The correct program now shows on the Term Activation record.

Note that the Academic Load value has changed from Half Time to Less 1/2, reflecting the student's enrollment in a single class for this term.

Click the **Save** button.

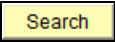


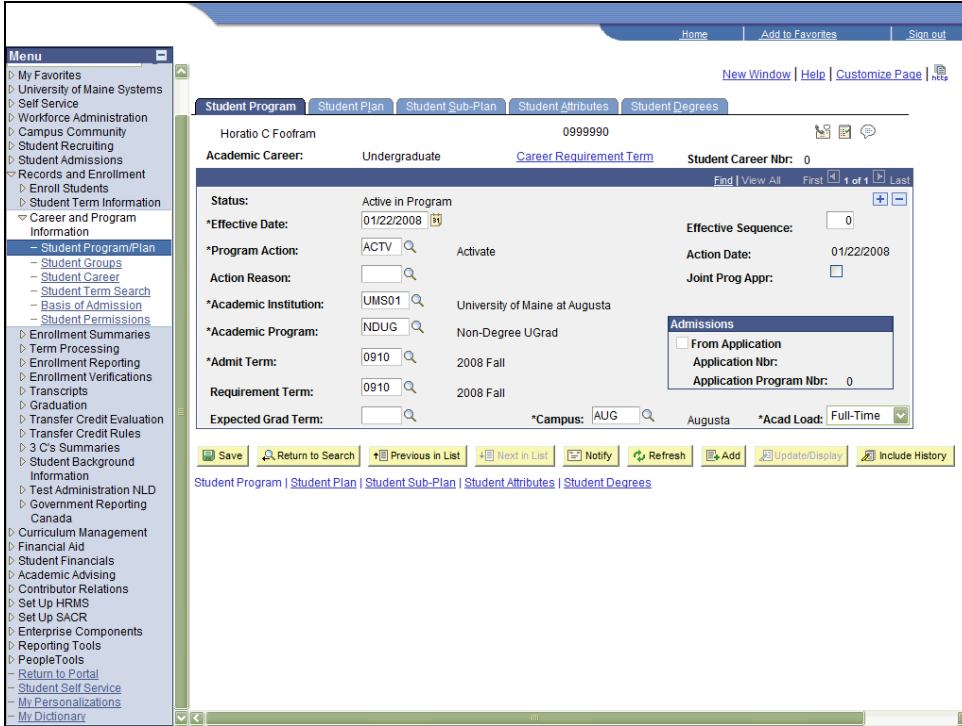
Process Document

Topics for Registrars: Convert Quick Admit to Degree-022108



Step	Action
7.	At this point, all is well for the current term. However, a number of term-related processes use the Student Career Number. Since this student is really no longer active in the non-degree program, that Student Career Number should be made unavailable to the processes. To fix this problem, deactivate the non-degree program.
8.	Navigate: Records and Enrollment > Career and Program Information > Student Program/Plan.



Step	Action
9.	If necessary, enter search criteria to identify the student. Click the Search button. 
10.	Both programs are listed. Select the non-degree program.



The screenshot shows the HRMS interface for a student program. The main content area displays the following information:

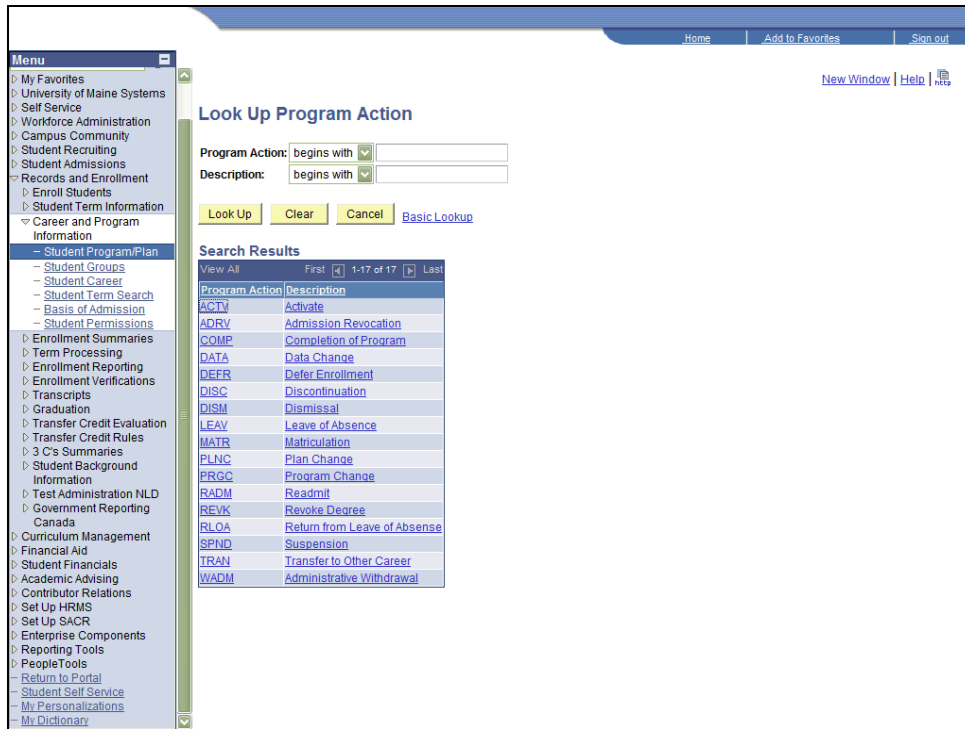
- Student Program:** Student Plan, Student Sub-Plan, Student Attributes, Student Degrees
- Student:** Horatio C Footram, ID: 0999990
- Academic Career:** Undergraduate, Career Requirement Term, Student Career Nbr: 0
- Status:** Active in Program
- *Effective Date:** 01/22/2008
- *Program Action:** ACTV (Activate)
- Action Reason:** (Empty)
- *Academic Institution:** UMS01 (University of Maine at Augusta)
- *Academic Program:** NDUG (Non-Degree UGrad)
- *Admit Term:** 0910 (2008 Fall)
- Requirement Term:** 0910 (2008 Fall)
- Expected Grad Term:** (Empty)
- *Campus:** AUG (Augusta)
- *Acad Load:** Full-Time

Navigation buttons at the bottom include: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display, and Include History.

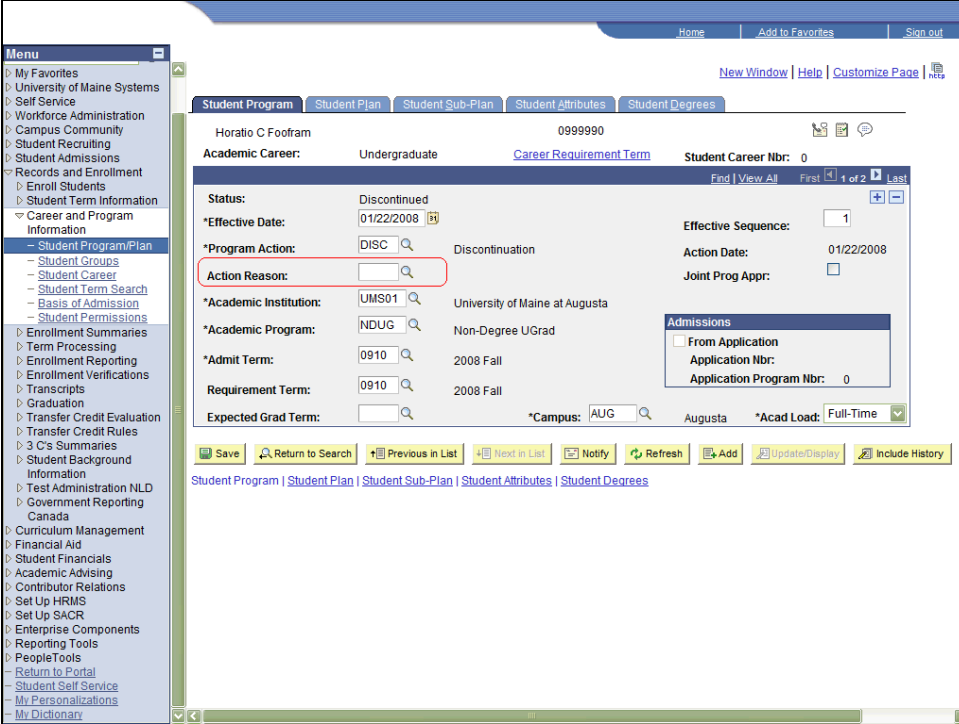
Step	Action
11.	To discontinue this program you add an effective-dated row. Click the Add a new row button. 
12.	Click the Look up Program Action button. 


Process Document

Topics for Registrars: Convert Quick Admit to Degree-022108



Step	Action				
13.	Select the appropriate Program Action from the list, depending on your Institution's policies.				
	<table border="1"> <tbody> <tr> <td>DISC</td> <td>Discontinuation</td> </tr> <tr> <td>DISM</td> <td>Dismissal</td> </tr> </tbody> </table>	DISC	Discontinuation	DISM	Dismissal
DISC	Discontinuation				
DISM	Dismissal				



Step	Action
14.	<p>You may wish to select an Action Reason depending on your Institution's business practice.</p> <p>Click the Save button.</p> 
15.	End of Procedure.