

Convert Quick Admit to Degree-022108

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: 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.

1.	Navigate: Records and Enrollment > Student Term Information > Term Activate a Student.
2.	Enter search criteria for the student. Click the Search button.
3.	Click the Look up Student Career Nbr button.
4.	Select the entry for the active degree program.
5.	Click the Save button.
6.	Navigate: Records and Enrollment > Career and Program Information > Student Program/Plan.
7.	Click the Student Program/Plan link.
8.	If necessary, enter search criteria to identify the student. Click the Search button.
9.	Both programs are listed. Select the non-degree program.
10.	To discontinue this program you add an effective-dated row. Click the Add a new row button.
11.	Click the Look up Program Action button.
12.	Select the appropriate Program Action from the list, depending on your Institution's policies.
13.	You may wish to select an Action Reason depending on your Institution's business practice. Click the Save button.
14.	End of Procedure.