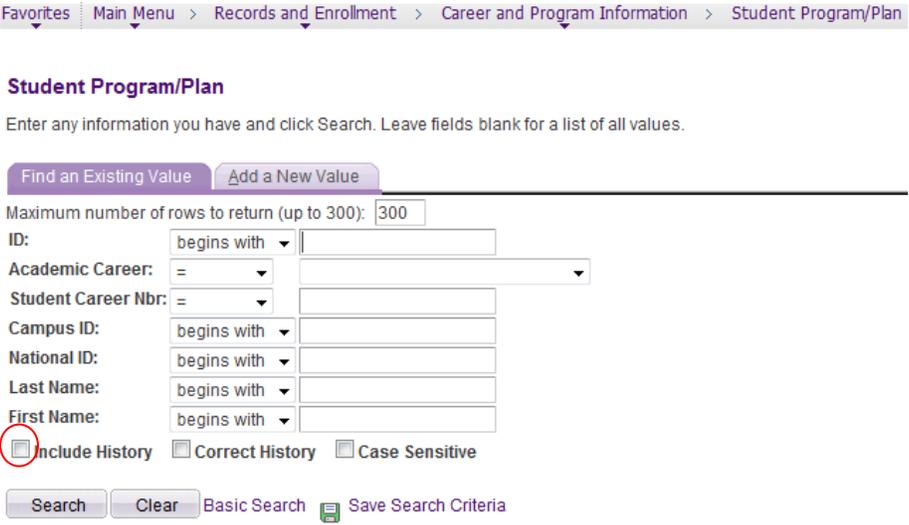


## Updating PSEOA Students to Degree Seeking

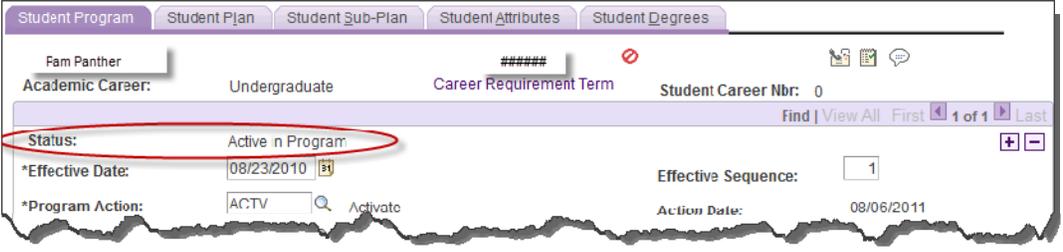
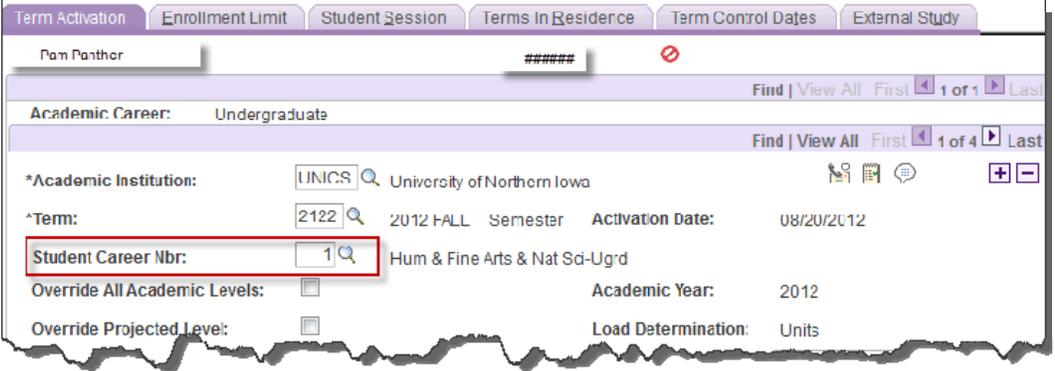
**Purpose:** The following instructions describe how to update a PSEOA student’s Program/Plan Stack (PPS) once they move from PSEOA to Degree Seeking. **IMPORTANT:** Always check the **Include History** option.

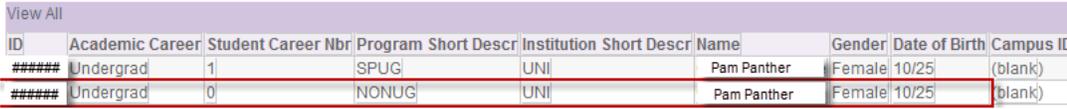
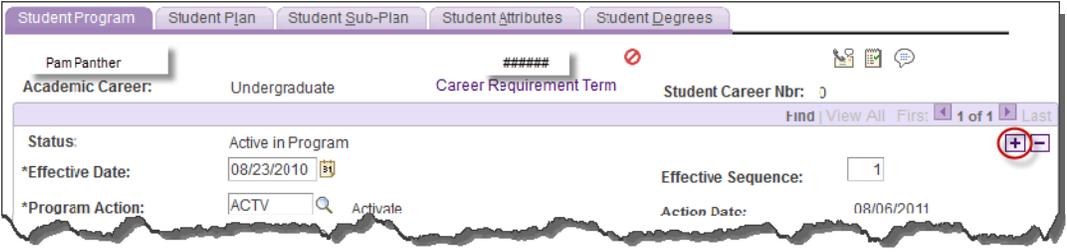
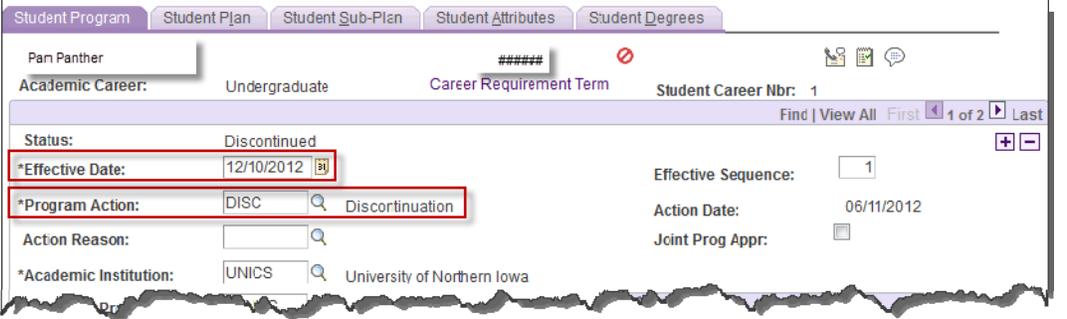
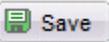
There are three steps:

- Run the UNI\_AD\_PSEOA\_TO\_DEGREE query to identify students that need to be discontinued
- Update student’s PPS, discontinuing the original entry
- Inactivate the PSEOA Student Group

Step	Action
1.	Run the UNI_AD_PSEOA_TO_DEGREE query to identify students that need to be discontinued. Navigation: <b>Main Menu &gt; Reporting Tools &gt; Query &gt; Query Viewer.</b>
2.	<p>Navigate to the <b>Student Program/Plan</b> page. Select <b>Main Menu &gt; Records and Enrollment &gt; Career and Program Information &gt; Student Program/Plan</b></p>  <p><b>Student Program/Plan</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   Add a New Value</p> <p>Maximum number of rows to return (up to 300): 300</p> <p>ID: begins with [ ]</p> <p>Academic Career: = [ ]</p> <p>Student Career Nbr: = [ ]</p> <p>Campus ID: begins with [ ]</p> <p>National ID: begins with [ ]</p> <p>Last Name: begins with [ ]</p> <p>First Name: begins with [ ]</p> <p><input checked="" type="checkbox"/> Include History   <input type="checkbox"/> Correct History   <input type="checkbox"/> Case Sensitive</p> <p>Search   Clear   Basic Search   Save Search Criteria</p> <p><b>*Don’t forget to select <b>Include History</b> each time!</b></p>
3.	<p>Enter appropriate search criteria. Click the <b>Search</b> button.</p> <p><b>Result:</b> Multiple Program/Plan Stacks are returned. (Example: PPS 0 = 'NONUG' and PPS 1 = 'SPUG').</p>



Step	Action																											
4.	<p>Select the higher numbered PPS (e.g., PPS 1 = 'SPUG'), and review the <i>Admit Term</i>.</p> <p><b>Search Results</b></p> <table border="1"> <thead> <tr> <th>ID</th> <th>Academic Career</th> <th>Student Career Nbr</th> <th>Program Short Descr</th> <th>Institution Short Descr</th> <th>Name</th> <th>Gender</th> <th>Date of Birth</th> <th>Campus ID</th> </tr> </thead> <tbody> <tr> <td>#####</td> <td>Undergrad</td> <td>1</td> <td>SPUG</td> <td>UNI</td> <td>Pam Panther</td> <td>Female</td> <td>10/25</td> <td>(blank)</td> </tr> <tr> <td>#####</td> <td>Undergrad</td> <td>0</td> <td>NONUG</td> <td>UNI</td> <td>Pam Panther</td> <td>Female</td> <td>10/25</td> <td>(blank)</td> </tr> </tbody> </table>	ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	#####	Undergrad	1	SPUG	UNI	Pam Panther	Female	10/25	(blank)	#####	Undergrad	0	NONUG	UNI	Pam Panther	Female	10/25	(blank)
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5.	<p>Now select the lower numbered PPS (e.g., PPS 0 = 'NONUG'), and determine whether or not it is still in <b>active</b> status.</p> 																											
6.	<p>Navigate to <b>Term Activation</b>. Select <b>Main Menu &gt; Records and Enrollment &gt; Student Term Information &gt; Term Activate a Student</b>. Change the <i>Student Career Nbr</i> on the appropriate* Term Activation Records (e.g., 2121 and 2122) to the new, degree-seeking PPS number (e.g., '1'). Click the <b>Save</b> button.</p>  <p>*appropriate Term Activation Records correspond with the Admit Term on the higher numbered PPS (i.e., If if Admit Term is 2121, then you would change the Student Career Nbr on the 2121 and 2122 Term Activation Records).</p>																											

Step	Action																											
7.	<p>Navigate back to the <b>Student Program/Plan</b> page. Select <b>Main Menu &gt; Records and Enrollment &gt; Career and Program Information &gt; Student Program/Plan</b></p> <p>Select the lower numbered PPS (e.g., PPS 0 = 'NONUG').</p> <p><b>Search Results</b></p>  <table border="1" data-bbox="354 489 1421 598"> <thead> <tr> <th>ID</th> <th>Academic Career</th> <th>Student Career Nbr</th> <th>Program Short Descr</th> <th>Institution Short Descr</th> <th>Name</th> <th>Gender</th> <th>Date of Birth</th> <th>Campus ID</th> </tr> </thead> <tbody> <tr> <td>#####</td> <td>Undergrad</td> <td>1</td> <td>SPUG</td> <td>UNI</td> <td>Pam Panther</td> <td>Female</td> <td>10/25</td> <td>(blank)</td> </tr> <tr style="border: 2px solid red;"> <td>#####</td> <td>Undergrad</td> <td>0</td> <td>NONUG</td> <td>UNI</td> <td>Pam Panther</td> <td>Female</td> <td>10/25</td> <td>(blank)</td> </tr> </tbody> </table>	ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	#####	Undergrad	1	SPUG	UNI	Pam Panther	Female	10/25	(blank)	#####	Undergrad	0	NONUG	UNI	Pam Panther	Female	10/25	(blank)
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8.	<p>Click the <b>Add a New Row</b> button.</p>  <p>Enter Program Action = 'DISC'.</p>																											
9.	<p>Enter the following:</p> <ul style="list-style-type: none"> <li>• <b>Program Action:</b> DISC (Discontinuation)</li> <li>• <b>Effective Date:</b> Change the Effective Date to the End of Term Date + 1 (e.g., 2113 = '05/05/2012'). Note. When determining which Term/End of Term Date, it should be the term they are currently attending as a PSEO student.</li> </ul> 																											
10.	<p>Click the <b>Save</b> button.</p> 																											
11.	<p>Inactivate the student from the PSEO Student Group (RPSC).            Navigation: <b>Main Menu &gt; Records and Enrollment &gt; Career and Program Information &gt; Student Groups</b></p>																											